

Minutes for College Council April 20, 2012

Taken until 10:30 when minutes taker had to leave for faculty job interviews. Meeting continued until about 11:45 AM.

Accreditation

The Self Evaluation report is now finished! Whew! President Jensen will read through the report this weekend and then send it to the district office. We'll be the first college to get their accreditation self-evaluation report to the Board of Trustees. A lot of people across the college were actively involved in putting the report together.

Facilities Master Plan

The Cambridge West Group (CW) gave a presentation to the college on Wednesday (April 18th) about the facilities master plan we will use for upgrading/renovating buildings in the next 25+ years. The presentation was their initial findings and the process that is being used to create the facilities master plan. The master plan for the main campus and for the Delano Center are posted in the public folders (Public Folders : Bakersfield College : Facilities) Cambridge West did say that the main campus was well laid out and that it looks like a four-year college campus instead of the "fifth year high school" campus look of many other California community colleges. Yes, the buildings are old and in need of repair/remodel, but we have good material/robust structures to work with.

More specifics will be fleshed out after we submit our Educational Master Plan on Monday to the district office and CW because "form should follow function". Cambridge West will create a facilities master plan draft by May 11th for feedback. Accessibility and safety are among the several issues CW is looking at in creating the facilities master plan. We need to design facilities that are flexible, fitting new unknown future disciplines/programs. CW has also updated the external scan of the Bakersfield area and the internal scan done for the KCCD strategic plan.

CW External and internal scans posted in Institutional Research and Planning public folder: (Public Folders : Bakersfield College : Institutional Research and Planning : Strategic Planning 2012 : b Environmental Scan data)

Smoke-Free Campus

Student Government Association (SGA) General Counsel Derrick Kenner presented the proposed policy to make Bakersfield College a 100% tobacco-free campus. The steps to arriving at this proposal include the March 20th-23rd all-campus (students+employees) online vote where 82% respondents wanted restrictions greater than the current ones placed on smoking, with 48% wanting a 100% tobacco-free campus; a unanimous decision by the B-COUGH (Bakersfield College Organized and United for Good Health) group for 100% tobacco-free campus, and unanimous decision by the SGA E-Board. Next steps toward enacting a smoke-free campus policy are getting approval from College Council, Academic Senate, and finally the Board of Trustees (so it will become part of official Board Policy).

Kenner also noted the connection of the proposed policy to the college's mission statement (especially the "provides the high quality education" and the "thrive in a rapidly changing world"

parts), the student excellence college goal (especially the second sentence "continue to encourage student excellence by addressing basic skills at all levels of academic and student services"), facilities college goal, and the image college goal. This is also part of the BC Be Fit program of SGA—a healthy body leads to student success because the reasoning and creative powers of the brain work better in a healthy body and students are less likely to miss class due to sickness. Enforcement and communication of the policy to all students are things to be worked out but SB 795 now law, enables colleges and universities to enforce their smoking policies by citing violators.

Action: College Council members to get feedback on the proposed Bakersfield College Smoke-Free Policy.

Smoke-Free Policy

I. Background

The Surgeon General of the United States has concluded that there is no risk-free level of exposure to secondhand tobacco smoke. The United States Environmental Protection Agency (EPA) has found secondhand tobacco smoke to be a risk to public health, and has classified secondhand smoke as a group 'A' carcinogen, the most dangerous class of carcinogen. Furthermore, the California Air Resources Board has categorized secondhand smoke as a toxic air contaminant. Tobacco smoke and tobacco products are hazardous to smokers and non-smokers alike. To promote a safe and healthy campus environment, Bakersfield College has adopted this smoke-free policy.

II. Policy

Smoking and tobacco usage is prohibited on all property and in all indoor and outdoor spaces owned, leased, licensed, or otherwise controlled by Bakersfield College. Smoking and tobacco usage is prohibited in all vehicles owned by Bakersfield College and at any event or activity on campus property. Signs stating "100% Tobacco-Free Campus or other Bakersfield College controlled locations," shall be posted at major campus entry points.

III. Compliance and Enforcement

The success of this policy relies on the consideration and cooperation of all Bakersfield College students, faculty, staff, administrators, and visitors. It is the responsibility of the College President or the College Designee to ensure the successful enforcement of this policy. Any complaints or conflicts resulting from this policy should be reported to Campus Security or the Dean of Students in concordance with SB 795. IV. Cessation For individuals interested in quitting smoking or smokeless tobacco use, the Student Health and Wellness Center will provide free cessation services. Additionally, for help quitting, contact the California Smokers' helpline at 1-800-NO-BUTTS, Kern County Public Health Department, or www.californiasmokershelpline.org. Other resources and information can be required through the Student Health and Wellness Center.

Enrollment Management

We'll have the same enrollment targets as last year which are the same as the 2009-10 academic year = 12,696 FTES. Registration is going smoothly. A couple of suggestions from President Jensen for us to consider in future enrollment plans:

1. Consider using Fridays and Saturdays as times for offering additional classes in the core areas (when we can grow again). Right now we have Monday/Wednesdays and Tuesdays/Thursdays scheduling. We can use Fridays/Saturdays scheduling without having to increase the amount of classrooms on campus.
2. Consider scheduling for a larger fall enrollment than a spring enrollment so that if the fall enrollment does not meet projections, we would have the chance to beef up spring by scheduling more sections.

Strategic Collegewide Planning

The complete Bakersfield College Strategic Plan for the next three years including the indicators/metrics/outcome measures that will be used to measure the objectives will be up for final adoption by College Council at the May 4th meeting. Also, at the May 4th meeting, assignments will be made of individuals, groups, or committees who will be responsible for the measurable objectives under each goal. We need to be sure we are using the right indicators/metrics/outcome measures.

Action (entire campus): give feedback to Strategic Planning task force on indicators/metrics/outcome measures. Email bc_strategic_planning@listserv.bakersfieldcollege.edu

Action: Get feedback from constituents on who would be willing or should be assigned to the measurable objectives.

Action (Strategic Planning Group): put Strategic Plan in public folders and/or IRP website.

Objective 1.6 about the student success in English and Math is the KCCD Strategic Plan goal 1.2 and cannot be changed by us ("Increase the percentage of students who, within a one-year period, successfully complete English or Math courses both one level below transfer and at the transfer level"). However, wording in the outcome measure for Objective 1.6 has been added to clarify that the Math and English departments have not been singled out and that they are not alone in meeting this objective of skills fundamental to success in the other college transfer courses offered by the rest of the college. The wording for the outcome measure of 1.6 now states:

Develop collaborative efforts among Academic Development, Counseling, ESL, English, and Math with the support of district office resources to increase the percentage of successful completions using a baseline established in 2011-12.

Use for baseline: total successful completions fall 2011 through summer 2012 in:

- 1.6.1 Math 1 level below transfer (MATH BD)
- 1.6.2 Math transfer level (B2, B4a, B16, B22, B23, B5, B1a, B1b, B6a)
- 1.6.3 English 1 level below transfer (ENGL B50)

1.6.4 English transfer level (ENGL B1a)

Other Things

- **President Search:** Interim President Jensen will be leaving at the end of May. He has other commitments after that time, so president functions will be handled by another interim president until the new college president is hired. The search committee has been formed but the classified reps were not known. Rosa Carlson (Porterville College President) will be the chair of the committee. BC Administrative reps are: Nan Gomez-Heitzeberg, Bonnie Suderman, Todd Coston, and Prima Arvizu; Faculty reps are: Corny Rodriguez, Pat Coyle, Randall Beeman, and Michael Korcok.

We will be working with Dean Colli of PPL, Inc. to conduct a nationwide search. A new president is expected to report for duty starting January 2013. A *tentative* timeline (as of mid-April 2012) is as follows: *[from research after the meeting]*

- End of April/first part of May: search committee begins meeting and develops interview and application form rating criteria.
 - Late May: position announcement developed and broadcast with deadline for initial review of applications last week of July.
 - End of July-first part of August: search committee reviews applications and selects candidates to be interviewed.
 - End of August: PPL consultant Dean Colli conducts initial reference checks on candidates.
 - First week of September: search committee and selected vice-chancellors interview candidates. Finalists selected.
 - Middle September: PPL conducts extended reference checks on finalists.
 - Last part of September: Chancellor and Board of Trustees interview finalists. Open forums with finalists at Bakersfield College.
 - Middle October: Board of Trustees approves appointment and employment contract.
 - January 2013: New president reports for duty.
- **Vice President of Student Services and Dean of Instruction:** no update on the search for a permanent associate vice-president of Student Services. Interim vice-president Bill Cordero will be leaving at the end of June. Dean Stephen Eaton will be leaving April 27th for his new position as Vice-President of Student Services at Barstow Community College. Nan Gomez-Heitzeberg will be the acting dean for his area (Social Science, Philosophy, Behavioral Science, Art, Performing Arts, Communication) until a new dean is hired, though some of the dean duties will also be farmed out to the other deans. There is also the possibility that that dean position may not be filled as part of the budget cut plans, in which case the remaining deans will be taking on one or more additional departments.

Budget

April 25th at 12:40 to 1:40 and repeating at 5:30 to 6:30 in Forum West is an open forum on the proposed cuts with cost savings estimates. Programs that are proposed to be cut will be identified. Specific people will NOT be identified.

College Council was given a first look at the budget forum presentation. However, this presentation did not get into the specifics that will be given at the April 25th forums. Broad categories were identified. Robert Jensen presented the assumptions used, then the "vice-president equivalents" presented cuts for their areas: Lamont Schiers presented for Administrative Services plus Information Services, then Bill Cordero presented for Student Services, and finally Nan Gomez-Heitzeberg presented for Instructional Services (Academic Affairs). Minutes taker had to leave near the beginning of Cordero's presentation for interviews of a faculty position scheduled for 10:40 AM. What follows are minutes through 10:30 AM. College Council then critiqued the presentation with meeting finishing at 11:45 AM.

Some assumptions:

- We have to hit our 12,696 FTES target or we will have further cuts from the state. This is the same as our target in 2009-10 (and 2011-12). The 2009-10 budget cannot take care of 2012-13 because of increases in steps and columns (about \$240K increase) and insurance cost increases.
- Schedule will be based on FTES/FTEF productivity ratio of 17.5 to 18.5. We're currently below that but have attained those ratios in the past, so we should be able to do it again.
- We will be drawing a line for the lowest level of basic skills courses that will be offered.
- We will evaluate and possibly reduce degree and certificate offerings to support our core mission.
- We need to accelerate and increase the capacity for students moving the basic skills.
- We need to redefine our delivery system of student support.
- We will adjust administrative support and services to align with the core mission and fiscal reality.
- Personnel reductions may be achieved by resignation or retirements.
- No layoffs in 2012-13. "March 15th notices" given in spring 2013.

Criteria: core mission, college goals, budget decision-making criteria, the Academic Senate's resolution on keeping cuts as far from students as possible, collegewide suggestions from the public folders (anonymous budget suggestion from the website then stored in the public folders), plans from the departments and the annual program reviews.

Budget figures:

- 2011-12 (current year): Revenue = \$63.7M, Expenses = \$67.1M => deficit of \$3.4M which will met by college carryover. College carryover at start of fiscal year = \$6.8M, so college carryover at end of fiscal year = \$3.4M. Assuming approx \$2M will be saved from positions not hired, so carryover might increase to \$5M (*this part not clear*)
- 2012-13: Revenue = \$60.5M, Expenses = \$68.7M (includes about \$1.6M step/column increases plus insurance increases) => deficit of \$8.2M. Use all of \$5M carryover, so need to cut \$3.2M.
 - Administrative Services will see cuts of \$1.451M including 4.5 FTE loss in personnel (retirements + resignations + transfers not being replaced).

College Council 4/20/2012 Minutes – Rev.

- Student Services will see cuts of \$0.151M.
- Instructional Services will see cuts of \$1.590M.
- 2013-14: Revenue = \$57.3M, Expenses = \$67.0M => deficit \$9.7M. With no carryover left, we need to identify \$9.7M in cuts. *Size of cuts in admin svcs, student svcs, instruct svcs may have been identified after 10:30 AM.*

Next meeting: May 4, 2012 8:30 to 10:30 AM

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