

College Council
Meeting Minutes

August 28, 2014, Special Meeting

<https://committees.kccd.edu/meeting/1476#overlay-context=bc/committee/collegecouncil>

Members Present: Kate Pluta, Edie Nelson, Cindy Collier, Tina Johnson, Zav Dadabhoy, Bernadette Martinez, Jason Stratton, Nan Gomez-Heitzeberg, Steven Holmes, Alice Desilagua, Sue Vaughn, Alex Dominguez, Nick Strobel, Anthony Culpepper, Ann Tatum, Sonya Christian, Jennifer Marden

Guests: Craig Rouse, Todd Coston, Janet Fulks, Sue Granger-Dickson

Next meeting: September 5, 2014

Wear your BC Colors for group picture at 8:35am

INTRODUCTIONS

WELCOME & OVERVIEW

The following are highlights from President Christian to College Council members:

- Review materials on website ahead of time; items will be marked as discussion/information or action to help with preparation. Typically there will be a first reading and then action at next meeting, but will be flexible to address matters in a timely manner;
- When sending communications to constituents use the Council website as a resource;
- College Council members have a responsibility to engage across campus community and with constituency group they represent; address matters that are important to the college; become familiar with the College Council website;
- This is primarily a paperless committee – to support core value of sustainability; Jennifer can make materials available if needed;
- This special meeting was set to address institutional planning documents (EMP, Tech Plan, SSSP, Equity) that were initiated in Spring 2014 and continued over the summer;
- Minutes of May 2 will be available for the September 5

AGENDA REVIEW

The discussion item, “4/10 Work Schedule for Summer 2015” was added to the agenda by Tina Johnson.

COUNCIL BUSINESS

Educational Master Plan: The draft document can be found on the website at https://committees.kccd.edu/sites/committees.kccd.edu/files/EMP%20-%20REVISED%20MERGE%20WITH%20COMMENTS%207.30.14_jf.pdf

Nan Gomez-Heitzeberg noted the draft posted for review is dated July 30, 2014. Additional revisions are being made. College Council will have a updated document to review prior to the September 5 meeting and will be asked to approve the finalized document on September 19. The goal is to finalize a document that represents our educational plans for the next three years. Nan continued by noting the following highlights of the Educational Master Plan and the various components:

Highlights:

- The process was collaborative with cross-dialogue among leads in the CTE, Transfer, Rural and Basic Skills areas.
- Elements of Making IT Happen are found throughout the various components
- Integration of Student Affairs and Academic Affairs to ensure students complete
- Transfer Plan: includes AAT Degree; Clear transfer pathways; CTE transfer degrees
- Basic Skills: Big Tent, Title V, Making It Happen are all based on the same concept of bringing services to the students
- Rural: getting assessment and advising out to the rural high schools
- Technology: to support pedagogy

Gomez-Heitzeberg noted that to meet the accreditation requirements, evidence will need to be collected but may need to be kept in a separate document.

Corrections and comments should be sent to Nan and Tracy Hall. The editing team for the document include: Manny Mourtzanos, Janet Fulks, Michael Self, Amber Chiang.

Christian suggested College Council review the document with the framework that Nan described in mind, focusing on and sharing areas that relate to those they represent. On September 5th there would be an in-depth presentation of the different components of the EMP.

Technology: The draft document can be found on the website at <https://committees.kccd.edu/sites/committees.kccd.edu/files/2014%20Technology%20Plan.pdf>

President Christian distributed hard copies of the document to show an example of the design that will be used for each of the institutional plan. Feedback on the design should be sent to Amber Chiang.

Todd Coston noted three primary sections of the plan:

- Update on past projects over the past 2 years

- Strategic Objectives: items of focus for the future; support instruction; develop sustainable funding strategies
- Strategic Goals and Objectives: technology goals from ISIT and Todd 's Workplan compilation

ISIT will review this plan on September 8 and will have one month to review and finalize. College Council should review now and provide feedback directly to Todd.

SSSP: The draft document can be found on the website at https://committees.kccd.edu/sites/committees.kccd.edu/files/DRAFT%20SSSP%20Plan%20Template%202014-15_08-28-14.pdf

Sonya Christian noted that the SSSP and Equity Plans are requirements from the state tied to the Student Success legislation. These plans will be submitted to the state.

Sue Granger-Dickson and Zav Dadabhoj reviewed the 36-page document posted on website – SSSP Template

- Making It Happen – reaching out to high school student to begin matriculation; assigned mentors who are intrusive; Habits of Mind tools are being developed and used in the classroom and in student affairs; this is legislatively mandated but it is work we have been doing.
- The Template is broken down into the areas of matriculation and outlines what is happening at BC, what we plan to do and the funding associated with the work.
- The plan shows data –doing well with assessment and counseling, but would like all numbers to increase
- Section 3 addresses professional development policies
- Currently share assessment results with sister colleges
- Would like additional input on equity
- Budget component is not included yet but has been identified - need formatting; GU001 match is needed
- Student Success Sharepoint – need access info from SGD/Kristin
- Would like SGA to endorse as well – Alex to coordinate timeline with SGA meetings by October 19
- Funding: Categorical for use on Orientation, Assessment, Counseling, Follow-up Services
 - Only used for those 4 outcomes, but this is significant more funding in the past. Will ramp up programs and services in these areas. Could impact staffing as well.
 - Challenge: required to have a 2:1 match from GU001
 - Budget Committee may want to engage with this – only way to meet outcomes is to have people to do work; continued funding is based on performance; long-term sustainability is a real issue. Matching must be

- general fund, cannot be faculty generating FTES – must be services; without increased general funding it will difficult to meet the match
- Could income accounts be used – yes, if it pays for the four services
 - Could Foundation funding be used? Foundation is separate entity from General Fund GU001
 - Use reserves? Possibly
 - Can we hire fast enough; release more of the GU001 money to this effort; address as a district to employ additional resources
 - Future funding will depend on BC's ability to meet the outcomes of the SSSP.

Christian asked that College Council be prepared to endorse the document by October 19. SGA President, Alex Dominguez indicated he would take the draft to the SGA Executive Board for review as well. It was suggested that the Academic Senate and FCDC also review the document and endorse. Feedback can be sent directly to Sue Granger-Dickson.

Equity: The draft document can be found on the website at

<https://committees.kccd.edu/sites/committees.kccd.edu/files/Student%20Equity%20Plan%20Indicator%20Summary%20Template%20Working%20Draft%20-%20Aug%2026%2C%202014.pdf>

EODAC is taking lead on this plan. The primary authors are Primavera Arvizu, Manny Mourtzanos, Brian Hirayama, and Vicki Coffee. Christian reviewed the 61-page document with the Council. There are five components: Access; Course Completion; ESL/Basic Skills Completion; Degree and Certificate Completion; Transfer

Some specific highlights to introduce you to the document:

- Page 5 Graphic: Indicators-Services-Disaggregated Groups (includes these)
- Page 18: Indicator on Successful Course Completion
Definition; Campus Based Research; Data Analysis; Goals
Our team looked at data and called out the goals – we are moving on these now!

Feedback should be sent to Primavera Arvizu, Manny Mourtzanos, Vikki Coffee and Bryan Hirayama.

CCCApply (<https://committees.kccd.edu/sites/committees.kccd.edu/files/CCCApply%20Handout.pdf>)

Steven Holmes brought up this item from the Executive Board of the Academic Senate.

Highlights:

- CCCApply is a general application portal for community colleges-- similar to those used by CSUs and UCs
- Initially implemented in 1999-2000 in response to new legislation and to provide a central data location
- New version implemented in 2007 tied data together using a single CCC-ID
- Future use will also tie together Common Assessment and the Education Portal and Online Education Initiatives

- CCCApply is free: the upkeep, liability and safety measures are all maintained by the state.
- Other benefits to students: free online BOG waiver, free international application, free Spanish application

The Academic Senate will review a resolution in support of joining CCCApply. The intent is to present the resolution to the Board of Trustees on September 11. Holmes asked for College Council support.

A motion was made to support the Academic Senate resolution urging KCCD office personnel to support and pursue of behalf of Bakersfield College the implementation of CCCApply. *Holmes/Desilagua – carries unanimously.*

Construction/Facility Update

<https://committees.kccd.edu/sites/committees.kccd.edu/files/College%20Council%20Facilities%20Update%20082714.pdf>

Craig Rouse thanked everyone for their patience and support of the ongoing projects. Rouse reviewed the Facilities Update which covered Capital Construction Projects, Scheduled Maintenance Projects and Future Projects. As always, safety has been top priority! If you see anything, please immediately contact M&O or Public Safety so issues can be resolved.

Budget

<https://committees.kccd.edu/sites/committees.kccd.edu/files/BC%20Budget%20and%20Actual%20Comparable%20Financial%20Analysis%20over%203%20years.xlsx>

Anthony Culpepper and Steven Holmes, Co-chairs of the Budget Committee, distributed an analysis of carryover of reserves; diligently addressing deficit spend to ensure the college does not need to spend reserves.

Highlights:

- First Line Item (2014-15 BC) shows Reserve Balance and Anticipated Carryover for BC
- Close to having a balanced budget; Exec Team is reviewing budget to ensure a balanced budget
- Deficit Spend indicates whether we are increasing the amount of the reserve
- 13-14: \$605,576 was added to the reserve balance
- Negative districtwide reserve is primarily due to FTES stabilization at Cerro Coso

Budget Committee will be reviewing its charge and bring any revisions to College Council for review.

4/10 Workweek

Tina Johnson reminded College Council that college and constituency leaders attempted to put this schedule in place this past summer, but were not successful. Johnson has asked the Chancellor's Office that this topic be added to the District Consultation Council meeting to ensure there is time for discussion and implementation for summer 2015. Tina will also assemble the college work group from last spring to research concerns and prepare

information for College Council to review. SGA President, Alex Dominguez will take the matter to SGA for discussion and will join the work group.

Committee Charge Revisions

Program Review Committee:

<https://committees.kccd.edu/sites/committees.kccd.edu/files/PRC%20Charge%20draft%20to%20reflect%20membership%20changeAug26%2014.pdf>

Kate Pluta reviewed the proposed changes and noted the revision includes minor grammar and language changes. The primary change is additional faculty representation to include a representative from each instructional department.

A motion was made to approve revisions as proposed. The motion carried unanimously.

Assessment Committee:

https://committees.kccd.edu/sites/committees.kccd.edu/files/Cmte%20Charge_Asmnt_proposed%2008-28-14.pdf

Kate Pluta referred to the posted document that was prepared by Assessment Co-Chairs Michael Self and John Carpenter. It was suggested to modify the “reports to” section to read, “Academic Senate and College Council.”

A motion was made to approve the revision with the modification. The motion carried unanimously.

SDCC:

Todd Coston asked for a name change to “Professional Development Committee” in order to align with accreditation and college strategic goals.

A motion was made to approve the name change. The motion carried unanimously.

INFORMATION ITEMS

Accreditation, Mid-Term Report

<https://committees.kccd.edu/sites/committees.kccd.edu/files/rev2Midtermschedule.pdf>

Kate Pluta reviewed the posted document noting the approach will be similar as before--to solve issues as they arise.

Program Review Timeline

<https://committees.kccd.edu/sites/committees.kccd.edu/files/Program%20Review%20Requirements%20for%202014.pdf>

Kate Pluta reviewed the posted document noting that data and forms are available electronically.

BCATT Update

Nan Gomez-Heitzeberg gave a brief report on the BCATT process. Began this approach in December 2012 to fill administrative vacancies and move multiple initiatives. We continue this approach for the 2014-15 academic year to fill administrative vacancies with 3 Associate Deans. The college will move forward with permanent hiring after an analysis of long-term institutional needs, funding availability and reevaluation of our reorganization plan.