College Council

Meeting Minutes

September 19, 2014

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

Members Present:	Anthony Culpepper (by phone), Edie Nelson, Nick Strobel, Kate Pluta, Janet Thomas, Jennifer Johnson, Cindy Collier, Alice Desilagua, Steven Holmes, Jason Stratton, Ann Tatum, Sue Vaughn, Primavera Arvizu, Bernadette Martinez, Tina Johnson, Sonya Christian, Jennifer Marden
Members Absent:	Nan Gomez-Heitzeberg
Guests	Janet Fulks, Liz Rozell, Michael Self, Amber Chiang, Rich McCrow, Manny Mourtzanos, Billie Jo Rice
Next meeting:	October 3, 2014

WELCOME & OVERVIEW of the AGENDA

EMP
https://committees.kccd.edu/sites/committees.kccd.edu/files/2014%20Educational%20Master%20Plan_1.pdf
President Christian extended the date for approval to the October 3rd meeting feedback is still being received and incorporated into the document. The EMP will come back to College Council on October 3 for approval.   However, the final date for input will be Friday, September 26 so that the editing team has sufficient time to incorporate the final changes and have the document ready for the Academic Senate for the October 1st meeting and College Council for the October 3rd meeting.

APPROVAL OF MINUTES
A motion was made by Arvizu and seconded by Pluta to approve the College Council minutes of September 5, 2014.

STUDENT SUCCESS
Christian reviewed the Student Success PowerPoint presentation that was prepared for Chancellor's Cabinet on September 16. There have been minor revisions to the budget section since that date.
1. Overview
    - Before they come
    - ~ Focus on high school outreach; counseling and assessment staff visiting college

- ~ Multiple measures
- ~ Getting them focused on college and being more prepared
- ~ Suggestion to add: assessment of our admission process
  It was noted that the SSSP kicks in only after the admissions process is completed; we need to help students complete the admissions process as soon as possible.
- <u>When they arrive</u>
- ~ Summer bridge expansion to specific student populations and early outreach to 8th graders.
- <u>While they are at BC</u>
- ~ Intrusive interventions; predictive analytics
- ~ Integration of data work to SSSP and will flow to renegade scorecard

2. Funding
   Confident that a significant portion of the current funding will be renewed each year as was done previously with the Matriculation allocation. The level of future funding is dependent on the level of accomplishing the outcomes defined in the SSSP legislation.
   - BSI: ~$500K by June 30, 2015
   - Equity: ~$1million approx. to BC
   - SSSP: ~$2million
   - GU001: ~ $4 million; 2:1 Match – not anticipating being able to meet this match obligation but every effort is being explored at this point.

3. Hiring
   Need to move quickly to hire the necessary positions; initial hiring will be with temporary positions but eventually once the approval process is complete we will advertise permanent positions. The VPs are working closely with HR to expedite the hiring process. This has been and continues to be a roadblock. BCATT announcement will come from Vice Presidents immediately.
   - Management
   - ~ *Dean of Student Success and Pre-Collegiate (straddles instruction and student affairs but focused on 80% underprepared – eg: compression, acceleration, embedded basic skills etc)
   - ~ *Director of Equity and Inclusion (completely funded by Equity Budget)
   - ~ (5) Student Success Managers (similar to the grant manager positions; oversight on budget, reports and meeting)
     - o General
     - o Pre-collegiate
     - o Delano reporting to Rich McCrow
     - o Equity working with AAMP, ASTEP, and Padrinos Programs
     - o Outreach focusing on high school

- ~ *Institutional Researcher

- • Faculty
- ~ Early voting on position requests on October 10 for discipline faculty
- ~ Faculty stipends: Certification process in development to establish competencies for essential areas; connected to levels of training. Michael Self and Janet Fulks are developing this framework for data coaches, faculty mentors, faculty classroom interventionists. Example: data coaches now have multiple areas of competencies (ODS, CCCCO Database extraction, ODS, Program Review and CSSEE, Conducting Focus groups) with curriculum attached, lead trainers in each area. This would result in a certification that would allow result in a project assignment which would trigger the stipend.

- • Classified
- ~ (6) Ed Advisors (welcome center, equity, rural)
- ~ Web and Graphics Development
- ~ Writing Center Lead
- ~ Research and Data Analysis
- ~ Other Admin Support Staff

4. Non-Labor
   - • Student mentors and tutors
   - • Streaming web as a news portal; local users include the Chamber of Commerce and now BC Athletics has a show called the Renegade Report; expand this idea at BC with EquityTV (focuses on African-American, Hispanic, Veterans, and 4 sessions in other areas such as foster youth or DSPS)
   - • Furniture
   - • Plato
   - • Accuplacer
   - • Technology
   - • Online orientation services

PRESIDENT'S REPORT
<u>FON</u>
- • 14 new faculty; also considering the BAS initiative; start looking at skill set and faculty resources to support this effort;
- • CC's FON allocation will probably be 1 and PC 2; BC could end up at 12-14 as we anticipate revenue adjustment to accommodate the increase; District Consultation Council will talk about this in more detail and can report more at next College Council

50%

- We have now a projections based on the budget, but will be calculated on actual expenditures; BC is currently at 61% and the district as a whole at 49.95.
- When faculty negotiations are complete, the numbers will be adjusted
- Budget committee will follow-up with a more detailed analysis.
- Sonya has initiated giving written report to Board that will also come to College Council and posted on the President's website. The September report can be found here:
  https://committees.kccd.edu/sites/committees.kccd.edu/files/September%202014%20Report%20to%20the%20Board%20of%20Trustees.pdf

Collegewide Calendar Dates

Please mark your calendars and share with constituents the dates provided as an Outlook invitation will not always be sent for the events.

Of special note is Closing Day 2015 which is being moved to the Friday prior to Commencement. There was concern that faculty will be busy on that date; will move forward with date and review the evaluation responses.

Also of special for College Council are the Title IX and Clery Symposium on October 17; ILO Conference on November 17; Spring Opening Day will be held in and streamed from Delano.

Learn@BC is the brand for BC conferences and can be used in social media as a hashtag.

District Consultation Council Items

TEAM is Sonya Christian, Sue Vaughn, Tina Johnson, Steven Holmes and SGA President, Alex Dominguez.

1. Summer Work Week 2015
   https://committees.kccd.edu/sites/committees.kccd.edu/files/Summer%20Work%20Schedule%20Memo.pdf
   Looking at information from last year; will take updated memo to DCC; challenge from last year was a lack of time to coordinate with other colleges; making every effort to begin this conversation as soon as possible.

2. Effectiveness of Services
   Developing a model for evaluating cost effectiveness of district services and a process for district office program reviews. *Request for College Council to see the results of the Cerro Coso pilot review of Human Resources.*

Suggestion to reconvene the task forces related to budget allocation and decision-making. The KCCD Elements of Decision Making document says indicates an evaluation will take place in spring 2014.

BC Decision Making Document needs to be updated. Suggestion to mark the currently posted document as "under construction"; make it live document with links to websites; and that when a charge is updated in one location is gets reflected in all locations. *Jennifer Marden will work with Shannon Musser.*

3. Charge of Consultation Council
    Access to district committee information is not as readily available at the district as it is at the college; a list of district committees was last updated in 2009; elements of decision-making developed in 2012; DCC Charge last updated in 2006. It is not clear if the college(s) are appropriately represented on these committees and would be beneficial for College Council and the Academic Senate to review the charges.

4. Smoke-Free Campus Policy
    SGA representatives have worked on this policy for the last two years without resolution. SGA will bring the topic back to District Consultation Council.

STRATEGIC PLANNING
The 2011-2014 Strategic Plan has expired, and although, we have had two versions of the Strategic Focus, it is time now to develop comprehensive strategic directions for 2015-2018. Christian reviewed the posted process document presented for College Council consideration. The document can be found here:
https://committees.kccd.edu/sites/committees.kccd.edu/files/Strategic%20Directions%202015-18%20Process%20Draft%20Sep%2018%202014.pdf and includes a description of what will be done, a listing of who will lead the project, and a timeline for the work to be completed.

Suggestion to include Management Association. College Council should provide input quickly as the work of this group will begin in the next couple of weeks.

<u>**COLLEGE COUNCIL CHARGE AND WORKPLAN**</u>
Marden asked for any suggested revisions to the College Charge. It was suggested to add the Accreditation & Institutional Quality co-chair as a voting member of College Council and to change the Academic Senate President term to two years.   A motion was made by Vaughn and seconded by Strobel to revise the charge as presented. *The charge document will be updated and posted to the website.*

Christian reviewed the 2014-15 workplan. College Council will move forward with this work plan as a guide for meetings throughout the year.

https://committees.kccd.edu/sites/committees.kccd.edu/files/College%20Council%20Priorities%20and%20Workplan%202014-15_1.pdf

AIQ and PRC REPORTS
Pluta reviewed the written reports which can be found here:
https://committees.kccd.edu/sites/committees.kccd.edu/files/AIQ.PRC%20Reports%20to%20Academic%20Senate%20Sept17and%20CollegeCouncilSept19.2014_0.pdf

EVALUATION OF 13-14 COLLEGE COUNCIL WORK
https://committees.kccd.edu/sites/committees.kccd.edu/files/CC%2013-14%20Eval%209%205%2014data_0.pdf
The results of the College Council reflective process were reviewed and discussed. This internal reflection is valuable to our focus on continuous improvement. We need to know if our services and processes are effective. *Christian to ask Michael Self to add a section to the Climate Survey related to governance*