

**College Council
Meeting Minutes**

March 6, 2015

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

CCC Confer Anthony Culpepper

Members Present: Sonya Christian, Nan Gomez-Heitzeberg, Zav Dadabhoy, Kate Pluta, Janet Thomas, Edie Nelson, Alice Desilagua, Ann Tatum, Jason Stratton, Kathy Rosellini, Manny Mourtzanos (for Cindy Collier), Sue Vaughn, Bernadette Martinez, Nick Strobel, Steven Holmes

Guest: Craig Rouse

Next meeting: March 20, 2015

WELCOME & OVERVIEW of the AGENDA

APPROVAL OF MINUTES

Approval of minutes was deferred to March 20, 2015.

PRESIDENT'S REPORT

The President's complete written report can be found here:

<https://committees.kccd.edu/sites/committees.kccd.edu/files/President%27s%20Report%20to%20College%20Council%20March%206%202015%20%282%29.pdf>

Inmate Education

President Christian briefed College Council on SB 1351 on Inmate Education. She assured faculty that this would be a voluntary assignment and that instructors can choose to take on this assignment. Instructors have the right to decline to teach within a prison facility without fear of this decision negatively impacting their teaching careers at Bakersfield College.

Christian went on to say:

- The college will discuss a variety of issues including the learning environment, safety considerations and training needs. Patricia Smith has started orientation materials for faculty if they were considering teaching at the prison.
- There might be curriculum issues that need to be addressed. For example: The environment is closed and many instructors use virtual resources as part of the curriculum and prison students will not have access to those materials. These discussions will need to take place.
- Christian noted that inmate education will provide the tools for this population to be successful as they transition back to society. Education will put them in a position of strengthen to be able to take care of basic needs like finding a job and earning a livelihood.

College Council will have an in-depth discussion on March 20.

ASCCC Accreditation Institute

Bakersfield College Team, Kate Pluta, David Neville, Michele Bresso and Sonya Christian attended. The team focused on assessment of student learning as it relates to Accreditation Standard I.B.6 – Student Performance Data and Student Learning. BC has disaggregated data on student completion, but we have not talked about disaggregating the data when it comes to student learning.

ACCCA

Christian and Manny Mourtzanos presented at the Association for California College Administrators (ACCA) Conference on Bakersfield College's approach to professional development.

John Hetts

John Hetts, previously the Institutional Researcher at Long Beach City College is now working with CalPass. Christian noted the importance of letting go of practices and policies that act in opposition to our student success initiatives.

Closing of the Loop – HR

Closing of the Loop document is our institutional method to connect planning and priorities to resource allocation. Here is an update on the allocation of funding for our human resources – faculty, classified staff and management. Christian highlighted the following:

- The document provides the faculty positions that were voted on and also the list of positions approved by the President. Institutional interest is to respond to emerging areas both locally and nationally.
- EIT; this position will cover the BAS
- Kinesiology; this position will cut across all disciplines and focus on strength and conditioning
- Fire Technology: This will be hired as a management position rather than faculty
- EMS will now include paramedic program
- Growing Allied Health in response to workforce needs in health information technology;
- Academic Development has new focus to incorporate writing center, tutoring center, traditional and non-traditional instruction
- Will provide an update to classified list as changes occur
- With a focus on the 50% ratio no new classified or management positions funded from GU001 will be approved at this time. Once we complete a thorough analysis of the 50% we will revisit these positions.

Other topics to note:

- Please read report to Foundation Board of Directors; looking for Board of Trustees approval of 2016 Bond so we can move forward with STEM building, Student Success buildings
- ABC building is being funded by Measure G money as well as local philanthropy.
- The BC Foundation donated \$50,000 for improvements to the weight room.

ADMINISTRATIVE STRUCTURE

The workgroup comprised of classified, faculty and administrators prepared information for College Council review which can be found here:

<https://committees.kccd.edu/sites/committees.kccd.edu/files/Admin%20Structure%20March%206%202015%20Proposal.pdf>

The workgroup considered the following in preparation of the proposed structure revision:

- How many people do we need to effectively get the work done?

- Charge to evaluate all factors of workload, faculty evaluations, classified evaluations, committee and initiative responsibility.
- Deans Vs. Associate Deans
- Projected number of administrators needed Including to effectively get the work of the college done
- Campus-wide Collaborations
- Information collected from focus groups
- FTE and budget impact.
- With strategic focus on professional development, institutional research and college-wide integration has brought
 - Dean of student success
 - Academic technology
 - Institutional effectiveness

Christian asked that College Council review and provide feedback and that there is a clear distinction between GU001 and categorically funded positions.

Gomez-Heitzeberg noted that the information will be presented to College Council on March 20 and will include a review of the 50% impact. This will be a voting item at the March 20th College Council meeting.

BUDGET UPDATE – 50% ANALYSIS

<https://committees.kccd.edu/sites/committees.kccd.edu/files/Explanatory%20Memo%20of%20Fifty%20Percent%20Variance%202014%20and%202015v1.pdf>

Christian asked Culpepper to account for the variance between 13-14 to 14-15 budgets related to instructional costs. Culpepper provided the following information:

Here is the preliminary analysis to determine the contributing factors that resulted in the change in the 50% ratio from 2013-2014 (66.74%) to 2014-2015 (63%).

Expenditure Analysis

The explanatory notes below describe the transactions that were made to the budget, for Academic Salaries (instructional), department chair time, and Classified salaries (non instructional) for the periods between 13-14 and 14-15.

The instructional costs Accts.#1100 were reduced by approximate 13.03 FTE = \$1.5M

- Department Chair assignments reclassified to 1252 approximately 8.12 FTE = \$842K*
- Educational Administrators assignments reclassified to Accts.#1214, 1231, and 1241 approximately 4.91 FTE = \$721K*

If the \$1.5M were to be added back to the instructional costs the 50% ratio for 2014-15 would increase by approximately 3% to 66.66%. This percentage is comparable to the 2013-14; 66.74%.

Additionally it was noted that:

- Culpepper will review the regulations with Tom Burke
- Culpepper will share this information with the Budget Committee

- Further review is needed regarding the change in coding of management positions, specifically the Vice President of Academic Affairs and the Vice Chancellor of Educational Services
- College Council requested to see the calculation prior to the coding change

WAYFINDING

Craig Rouse described the process used to develop the way-finding signage and what the campus community can expect as a result:

- Rouse has been working with a consultant and the district Facilities department. This signage will primarily provide pedestrian direction, and will also provide ADA direction for the most efficient path of travel. May also include smoke-free campus information.
- Design, cost and environment have all been considered.
- Signs will be designed so they can be easily updated and withstand varied weather conditions
- Signs will also have a technology component where bar codes can be scanned by smart phones and then give direction to specific offices
- Suggestion that maps are orientated to the students' placement rather than by the standard "North" at the top of the map
- Suggestion that the building names match those coded in Banner so students can match their printed schedule to buildings when locating classes.

DESIGN GUIDELINES

Craig Rouse shared information related to the newly established Design Guidelines. His presentation can be found here:

<https://committees.kccd.edu/sites/committees.kccd.edu/files/BC%20Design%20Guidelines%20-%20part1.pdf>

<https://committees.kccd.edu/sites/committees.kccd.edu/files/BC%20Design%20Guidelines%20-%20part2.pdf>

- Design guidelines are now aligned with the construction guidelines. The two documents will be used whenever a new project is initiated on campus.
- Building colors and materials, flooring, outside benches, trash bins and recycle bins, etc will all be consistent throughout the campus

Rouse also mentioned that the Maintenance and Operations Department and the Agriculture Department are collaborating in an evaluation of the campus landscape and hope to develop an improvement plan.

CONSULTATION COUNCIL

Holmes provided an updated document for reference which is posted

<https://committees.kccd.edu/sites/committees.kccd.edu/files/Board%20Policy%20and%20Procedure%20Update03-05-15.pdf>

- Holmes made note of Board Policy 4B9, Student Field Trips: district office staff is currently reviewing Education Code to determine who can chaperone student field trips.

ASSOCIATE DEGREES FOR TRANSFER

<https://committees.kccd.edu/sites/committees.kccd.edu/files/CCCCO%20ADT%20Status%20Report%20%202025%2015%20System.pdf>

- Nan Gomez-Heitzeberg reported that Bakersfield College has 21 ADTs completed.
- Elementary Education and Philosophy will be completed next.
- The timeframe to develop and submit is only 18 months