

**College Council**  
**College Leadership Year-End Review Meeting**  
Meeting Minutes

**May 6, 2016**

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[College Council Website](#)

**College Council Members Present:** Sonya Christian, Nan Gomez-Heitzeberg, Cindy Collier, Zav Dadabhoy, Nicky Damania, Clayton Fowler, Matthew Frazer, Sue Vaughn, Tina Johnson, Kate Pluta, Kimberly, Bligh, Jennifer Johnson, Krista Moreland, Victor Diaz, Mark Staller, Kathy Rosellini

**Guests/Designees:** Shannon Musser, Liz Rozell, Sondra Keckley

**Next meeting:** September 2, 2016

**WELCOME & OVERVIEW of the AGENDA**

**PRESIDENT'S REPORT**

<https://committees.kccd.edu/sites/committees.kccd.edu/files/President%27s%20report%20to%20College%20Council%20May%206%202016.pdf>

Christian referred the Council to her full report posted on the website and discussed some of the components

**CLOSING THE LOOP**

[https://committees.kccd.edu/sites/committees.kccd.edu/files/Closing%20The%20Loop%20May%205%202015%20v4\\_0.pdf](https://committees.kccd.edu/sites/committees.kccd.edu/files/Closing%20The%20Loop%20May%205%202015%20v4_0.pdf)

Christian expressed great pride in the document as it shows connection between planning and budget providing institutional clarity and transparency of the budget. Christian is now asking for similar information at the department level. Christian asked College Council to become familiar with the information in this document.

Christian highlighted the following sections of the document:

- State of Finances
- Personnel: management; classified and faculty
- Technology
- Facilities
- Professional Development
- Categoricals and Grants
- Distance Education

## **STRATEGIC DIRECTIONS YEAR-END REPORT**

<https://committees.kccd.edu/sites/committees.kccd.edu/files/Strategic%20Directions%20Report%202015-16%20final.pdf>

The Strategic planning process began with the 2013-14 strategic focus, then a second iteration in 2014-15 and ultimately the 2015-18 Strategic Directions. The Strategic Direction are Student Learning, Student Progression and Completion

Pluta provided an overview of the 2015-16 reporting process:

- Strategic Directions has built-in accountability
- Reports from various departments and committees responsible to the actions related to the Strategic Directions has increased this spring term; however, we need to improve the collaboration among responsible parties

Pluta referred College Council to the Strategic Directions website to demonstrate how to navigate the 2015-16 report.

Sondra Keckley distributed index cards and asked for Council members to reflect on the following questions:

1. What have you learned from the process?
2. How will the information inform your goal-setting and decision-making?
3. How can you improve evidence collection?

AIQ will compile the responses to post on the AIQ website

Discussion followed with Council members providing feedback:

- Ensure new committee chairs have this information for first meeting each year
- Report helps managers direct work of their teams
- Include initiatives on committee agenda
- Helps shows the integration at BC and how we need to work together
- Every handout should include the date and authors name

## **ADMIN STRUCTURE ANNUAL UPDATE**

<https://committees.kccd.edu/sites/committees.kccd.edu/files/BCAdmin%2005-05-16.pdf>

Nan Gomez-Heitzeberg noted that three years ago there was a comprehensive review with three teams and three proposals. An annual review was conducted in 2015 and again now in 2016. The review team this year was again comprised of classified, faculty and managers. The review provides a means for identifying administrative needs for the college. The [Guiding document](#) outlines the process.

Gomez-Heitzeberg provided the following overview of the proposed structure for 2016-17:

- Academic Affairs
  - The title of the area will change from “Academic Affairs” to “Instruction”
  - Certain program manager positions have been funded through grants and categoricals
- Student Affairs
  - Financial Aid/EOPS Director position is now moving back to individual directors for each of the programs
  - Services to student are recorded in a MIS field; this position would ensure reporting to state is coded to maximize funding
  - International Program Director – this position will allow us to focus on expanding the number of international students.
- FAS
  - Public Safety Assistant Director concern for safety and management vs. operation

- Food Services – enterprise operation
- President
  - ASST IT director – significant growth in personnel and responsibility
  - Dean, Institutional Effectiveness

Discussion among College Council members and the review team:

- Will provide 50% breakdown to College Council
- MIS person should be with institutional effectiveness because of strong tie to instruction
- Have facility needs been assessed? Yes, need to improve our use of office space
- SSSP and Equity funding is projected to be long lived
- Program Manager for Veterans Affairs? Did not come forward this year.
- Next steps: budget implication; formal recommendation to President? President will share with Chancellor first week of June; examine workload for deans to ensure equitable distribution; director of cohorts and pathways, beneficial for college
- The following positions were noted as grant funded:
  - Director of Student Support
  - MIS
  - FA Director
  - Food Service Assistant Manager
  - Public Safety Assistant Director

A motion was made by Dadabhoy and seconded by Staller to approve the proposal as presented with the following criteria:

- Widely distributed
- New positions will be funded categorically
- 50% analysis will be completed

### **EVALUATION OF COLLEGE COUNCIL**

[https://committees.kccd.edu/sites/committees.kccd.edu/files/CollegeCouncil\\_2014-15\\_Survey-results\\_0\\_0.pdf](https://committees.kccd.edu/sites/committees.kccd.edu/files/CollegeCouncil_2014-15_Survey-results_0_0.pdf)

- Pluta share the results of the 2014-15 evaluation and reviewed each of the questions
- Survey for 2015-16 will be distributed electronically and results will be shared and posted to the College Council website
- Pluta noted the survey results indicated three items as the most important accomplishment of 2015-16 to be: involvement in Pathways ; College Council group who developed Renegade Promise; and collaboration with AIQ on Strategic Directions.

### **BOND UPDATE**

Christian updated college council with information related to the bond project list.