

College Council Meeting Minutes
August 5, 2015 - 1:00 p.m.
Library Meeting Room

D. Adams, F. Cambon, K. Coghill, J. Cummings, D. Gast, Z. Ginder,
C. Hopkins, P. Kersey, J. Kevari, S. Nelson, D. Norton, and M. Plummer.

I. Agenda Items

a. Welcome (J. Cummings)

Mr. Cummings thanked the group for their flexibility during the summer. He welcomed Dr. David Norton, Interim Vice President for Academic and Student Affairs and commented he is the right person for the job adding that Dr. Norton has taken on quite a challenge.

b. Reorganization Update (J. Cummings)

Mr. Cummings reported that the interim Associate Deans are in place including Mr. Brian Heinemann and Mr. Gregg Chesterman. He is presently waiting for completion of the job description for a Director of Institutional Effectiveness. It was mentioned that there have been lines in admissions and additional temporary hours are under consideration.

c. Task Stream Update (P. Kersey)

Dr. Kersey reported that there will be TaskStream training next week. Some faculty members are using it, and she wanted to reassure everyone that it is open. She also assured those present that if anyone is in need of usernames and passwords, the company will get back quickly. Mr. Cummings noted that the management group reviewed AUOs. He added that we are further along with AUOs and what they should be than initially anticipated. He reported that the President's Office met and developed theirs and should have the information in TaskStream prior to the next management meeting. Ms. Hopkins expressed concern regarding the status report section being locked. Some discussion took place regarding information that is blocked as well as locked. Ms. Hopkins and Dr. Kersey will meet to clarify these concerns. Dr. Kersey noted she plans to be available in various rooms if individuals need help. An email will be sent out with additional training times. Please direct questions to Dr. Kersey.

d. Classroom Upgrades (J. Cummings)

Mr. Cummings reported that the Quad 1 classrooms have been repainted, the chair rails are up, and most of the ceiling panels have been replaced. The area has had a thorough cleaning, and they are presently working on installing speaker panels, with carpet installation anticipated next week. The

rooms should be completed prior to classes starting with the exception of the new furniture. Dr. Kersey will work with faculty regarding specific needs. Ms. Plummer will get samples for consideration. Mr. Cummings recommended the search be narrowed to cost effective samples. Ms. Hopkins mentioned that faculty is looking for something that is easy to move around into groups/cluster/trapezoid.

e. College Council Survey Results (J. Kevari)

Mr. Cummings mentioned that this is an opportunity to identify needed improvements. Mr. Kevari will forward individual survey results to the committee chairs. Some discussion was held regarding this being a good starting point. Discussion was also held regarding the most efficient method of communicating information to constituent groups. It was suggested that Mr. Cummings may need to step in and encourage more effective participation. Ms. Gast noted that in the event the chair is not available, she put the replacement on the agenda list to ensure informed substitution.

f. Committees (J. Cummings)

i. Marketing

Mr. Cummings reported that this item will be brought back in September. Ms. Hopkins expressed concern regarding contractual issues including two members having been removed from the list. Ms. Gast mentioned the Technology Committee plan had a section on discipline. Mr. Cummings asked for additional concerns as we assemble for the first meeting of the year. It was noted that there may be changes after the group meets as well as an inquiry as to whether or not this should be considered an operational committee. Some discussion was held regarding which type of committee structure is most appropriate. Mr. Cummings clarified that we are building a shared culture within the organization. Some discussion was held regarding inviting someone from the public to serve on the committee. Concern was expressed that there could be a possible education and culture gap, and how bringing someone in from the outside may lead to the committee stalling and not moving forward. Inviting visitors was suggested as an option to determine what others feel we need to do. The mission statement was mentioned in reference to the college's website. Mr. Adams expressed concern as student representatives may have difficulty meeting their committee responsibilities. A suggestion was made to assign a mentor to assist the students. It was recommended to test the group for changes. Consensus was that student participation and the need for a student voice is extremely important. Mr. Cummings stated we should disregard the removal of members and move forward as initially presented.

ii. Institutional Effectiveness – Ed Master Plan

Some discussion was held regarding the possibility of including Division Chairs or SLOAC representation. There was some feedback from the Academic Senate on representation. As we launch, do we want to make changes was one item. Ms. Hopkins added the need to identify what institutional priorities we are talking about. Mr. Cummings clarified that monitoring and focusing on prioritization is an institutional function and the purpose of this work. He pointed out that program review, calendar, and committee work is effective and we need to evaluate the effectiveness of institutional priorities. Mr. Cummings will work and bring recommendations back to College Council. Ms. Gast expressed concern that CSEA is not represented and that this could be used as a heads up and information that these are plans and where we are going with them. Ms. Hopkins noted the plan looks back, similar to the audit process, with no authority but recommendations for improvement. A question was asked if the assessment cycle is on track to meet accreditation standards, in collaboration with others on campus and appropriate guidance. It was recommended that the ALO needs to be added. Mr. Cummings asked that the group step out of their daily role and look at the function of the institution as a whole. What are the common threads and possibly recommend task forces from time to time. Ms. Hopkins expressed concern regarding the statement: ensure the College fulfills its mission and goals. Function of board of trustees implies responsibility. The verbiage sounds more than evaluative and a recommendation. It appears that they have authority with implication relative to matters that are outside of the planning cycle. Is the institution functioning effectively in an agreed upon manner? Evaluate and assess rather than ensure was suggested or evaluate and monitor. Utilizing monitoring cycles so we can't get off cycle would help. Program review includes all cycles, etc. Ms. Hopkins mentioned that this may change the role of the committee. Mr. Cummings agreed we may need to make adjustments. Considerable discussion took place regarding committee makeup. Ms. Gast pointed out that the bargaining unit is the exclusive representative for staff and recommended review of EERA and Title 5. She added that the misunderstanding seems to be that the Classified Senate and Academic Senate are equal, and that is only if the governing board has officially recognized this in policies and procedures. In addition, the colleges that use Classified Senates exclusively only do so because they don't have a union. Mr. Cummings mentioned this committee will address the entire function of the institution. Ms. Gast and Ms. Cambon will discuss this item since CSEA and Classified Senate hasn't established and organized their working relationship. They agreed to appoint a joint Classified Senate and CSEA representative to the committee.

g. Committee Meeting Protocol (J. Cummings)

i. Agenda

Mr. Cummings pointed out that this is a really important time. We want to start on the right foot to make the year go more smoothly. It is a function of committees and the expectation of committees. Does this group feel we should set minimum standards of committee functions including an agenda, minutes, goals, and where appropriate a tracking sheet. It was agreed that goals as appropriate as well as agendas and minutes. Dr. Norton mentioned the information needs to be included on the college website as well as whose responsibility it is. Some discussion was held regarding posting committee information on the college website. Discussion was also held regarding development of a Master Meeting Calendar.

ii. Minutes

iii. Goals

iv. Tracking Sheet

h. Employee Handbook (A. Riesgo)

Ms. Coghill mentioned that Ms. Riesgo had asked that this item be presented for review. Concern was expressed that the handbook quotes the contract and that the unions need to have their chance for a full review. It was suggested that an index would be helpful. Another recommendation was to create a legend for review on the cover of the document.

i. Shared Governance Document (P. Kersey)

2013 Accreditation Recommendation One: In order to increase effectiveness, the team recommends that the college clarifies in its planning documents the process by which it reviews and approves its mission statement. (IA.2, IA.3)

Dr. Kersey mentioned that for Accreditation, it needs to be clear in our statements and in the shared governance document what is done, specifically in terms of our Mission Statement. She recommended that prior to the fall semester this topic should be addressed and is another section that needs to be in the report. It was determined that Dr. Kersey will establish something to be included in the report.

j. Draft Deployment and Readmission Policy (Z. Ginder)

Mr. Ginder noted that we are changing and re-evaluating our participation in Servicemembers Opportunity College (SOC) because most students we have don't generally use it; however, it permits us to remain on base. This information is taken directly from 34 CFR. We may need to make some fee adjustments; however, Mr. Ginder would like to gain input on the document he presented. It is best practice of schools that already have it in place. Mr. Ginder asked for 30-60 day constituent group review in order that it can be included in the catalog, on the website with policy in place for readmitted students. Concerns were expressed regarding recency and programs with specific requirements. Mr. Ginder clarified reasonable accommodations are appropriate and added that field training is not considered deployment.

k. Work Experience (P. Kersey)

Dr. Kersey presented a draft for work experience that was cut and pasted from a document from the state. She reported that we do offer cooperative work experience, both general and occupational. This work can be paid or unpaid and Title 5 has specific criteria. It is a college credit course, not to be confused with internships. Formerly there was no agreement, but we received it last year and continue to learn. Title 5 changes from April have been incorporated into the agreement. Formula, hours, and additional information was reviewed as part of the goals for work experience. Dr. Kersey would like to increase the number of students signing up for work experience. Right now students come to Academic Affairs for permission and to find out about faculty members. She would like to start conversation here to coordinate and have someone available to assist. Perkins could pay for it and we are looking to get coordination in order to make it grow. Ms. Hopkins commented that this has the potential to fall into the Faculty Association and recommended discussion take place with Dr. Kersey, Ms. Riesgo and Ms. Hopkins. Concern was expressed that our students are missing out on a wonderful opportunity if we don't work through the details. Dr. Kersey would like to revisit the MOU to ensure things are in place properly and is pleased that discussion is taking place. The group encouraged Dr. Kersey to continue exploring Work Experience.

II. Other

III. Tracking Chart Review

Next Meeting: August 28, 2015