

College Council Meeting Minutes
December 5, 2014 - 1:00 p.m.
Library Meeting Room

J. Alpin, G. Brown, K. Coghill, B. Compton, J. Cummings,
J. DeSantis, D. Gast, Z. Ginder, P. Kersey, J. Kevari, T. Long,
M. Plummer, and S. Smith,

I. Agenda Items

a. Status Updates (J. Cummings)

i. Marketing and Advertising

Ms. Alpin reported that she had planned to bring this policy back today. She will set up doodles for next semester to determine a convenient meeting time. Mr. DeSantis mentioned that it had been taken to Senate twice and the Senate was directed to go through the task force. No comments have been received thus far. Mr. Cummings requested funds from the Foundation to bring a person in to facilitate a basin wide educational summit. Diane Strachan is the name of the facilitator. We will have a brown bag meeting on what we should all do to promote the image of the institution. The next day Dr. Strachan will work with the Marketing and Website Taskforce to help develop an identity for the institution. Friday, January 23 – 12:30 – 4:00 is the time scheduled for the Basin Wide Educational Summit. Mr. Cummings plans to initiate some discussion regarding collaboration and the San Bernardino County Cradle to Career initiative. Anyone with influence on education from all areas of the basin will be invited. This will be an opportunity to come together to collaborate with CMC being the logical choice for education in our basin. Any suggestions for individuals that should be invited to this event please send suggestions to Ms. Alpin.

ii. Smoking Policy

Meeting took place on November 19. There was discussion regarding pros and cons. The group is presently taking information back and working toward another December meeting date. Mr. Cummings reported on behalf of Ms. Riesgo the group met November 19. Discussion was held regarding the possibility of making CMC a smoke free campus, the process to accomplish this task and the pros and cons. The committee is working on revising the board policy and smoking maps to submit to College Council for consideration. The next meeting is scheduled December 16. Ms. Gast remarked that the committee is moving along with discussion and ideas. Mr. DeSantis reported they are working toward a short term solution to do a better job as well as looking in depth at the actual smoking areas.

iii. AP 4410 – Field Trips and Excursions and Form

Dr. Kersey reported her committee had a really productive meeting today

and will meet again January 30.

b. BP 4105 – Distance Education (Z. Ginder)

Mr. Ginder reported the Distance Education Committee is conducting a sixty day review process. The Senate approved a draft with some minor corrections from the last meeting. Mr. DeSantis mentioned that the Senate has concluded its review. Ms. Alpin reported the review is also complete from Classified Senate. Mr. Long will take to the document to ASCMC for review. The January board agenda will be the projected information date with February the projected date for board approval. Mr. Ginder will work with Dr. Kersey to ensure that the information is accurate.

c. Accreditation Midterm Report (P. Kersey)

Dr. Kersey reported that a good deal of information has been received in her office for the Accreditation Midterm Report. She is pleased with the progress and plans to have the report at the January 16 College Council Meeting. Dr. Kersey mentioned that she has been invited to be on an accreditation team. Mr. Cummings requested that anyone who wishes to be on a team let him know. Some discussion was held regarding classifications of employees and if classified employees are allowed to serve on accreditation teams.

d. Deactivation of Anthropology Program (J. DeSantis)

Mr. DeSantis mentioned this item was brought up some time ago and the Senate has approved it. The local degree is the one that is under consideration for deactivation. It needs to go to the Board. Dr. Compton noted that there will be quite a few items of this nature coming forward.

e. Institutional Planning (J. Cummings)

Mr. Cummings noted this is the end of fall semester, and we are anticipating a busy spring. The Education Master Plan and Facilities Master Plan, Midterm Accreditation Report, Program Reviews, Taskstream are all occurring at the same time. A great deal is going on that will fall in with the Educational Summit. He wants to ensure now that the work that has happened thus far is not dropped. He reviewed meetings and priorities thus far as follows:

Budget development session for the board, improving the budget development process as well as challenges, there may be funds coming to the district in the coming years including additional obligations. We need to be proactive about projections going forward to ensure long term strategic planning is appropriately accomplished.

f. Hiring Priority Process (J. Cummings)

Mr. Cummings mentioned he has had several people talk about concerns regarding hiring and if we are prioritizing properly. If revenue is not

improving through increased enrollment and since personnel is 80% of the budget – what do we do to protect our most valuable human resources and look at ways to solve labor needs as time moves along? Discussion, scrutiny, and planning need to be included in the decision each time. Effect on 50% is also a primary consideration. We need to place these items on the radar to think as an institution, address the issues and be as creative as we possibly can regarding positions and where technology can help supplement, use it. Possibly prioritize as directly related, indirectly related, or not related to students at all. Discussions need to take place relative to these matters in order to function as an institution and be as creative as possible. We cannot continue replacing positions this way and address budget issues appropriately.

g. Promoting Good Ideas (J. Cummings)

Mr. Cummings commented that anyone in the institution should be able to have a good idea and have it considered. We may not be able to do it, but the ideas should be considered. Fostering an innovative atmosphere should be part of our culture and how do great ideas come about, and what do we do to capitalize on them. Anyone in the organization needs to feel comfortable to come forward with good ideas. We need to encourage people to make suggestions. Ms. Gast suggested making this type of discussion part of a Staff Day. It could be included during work on Program Review and brainstorm Program Reviews for departments and areas. Help classified staff feel that they are a part of the process. Two things along that line, Mr. Cummings would like to see a revision of the Program Review and process so items are threaded in. Mr. Kevari is presently working on accomplishing this task. What are programs and do we need individual programs rather than one overarching program? Ways to refine the Program Review process most effectively and efficiently. Dr. Kersey reported there was a meeting yesterday with Taskstream regarding merging things as we move forward, making it more visible and part of what is happening. We will have the ability to identify inefficiencies that we can correct. We have to seriously address student success rate and how we focus as an institution to ensure the students accomplish their educational goals. Mr. Cummings commented that this is a tremendous opportunity we can do things others cannot. If we can have the conversations and work things out as a team, it is a tremendous opportunity. Today's meeting is an example of more of what is coming as we think through these items. We must determine how to survive and thrive as an institution. Mr. Cummings added he takes full responsibility for making this happen. We have an April timeframe to check on Program Review. Culturally/institutionally – not just Program Review Review, a broad range of things, as we work together priorities that bubble up will result. We must figure ways to come together with some additional energy.

Mr. Cummings asked about the program initiation process and if there is anything new? Dr. Kersey has requested suggestions, but nothing is coming through. Mr. DeSantis commented that phlebotomy and solar/alternative energy were most recently discussed. Dr. Kersey reviewed the process to consider new programs; however, these two were found not to have enough jobs that would result. Speaking regionally is very important. There has been more progress and dialogue as a result of the Deputy Sector Navigator visit and CTE programs. What can we do to better inform the community and how to capture the retirees leaving the base? Possible air conditioning or lineman type programs were mentioned. Mr. Cummings will be speaking with a representative from SCE. The Innkeepers Association suggested the hospitality industry. Associate Degree in Foundation Service was another. There are many non-profit service type groups in the basin. Institutionalize into our annual function. Mr. Cummings noted that everyone has worked really hard and he appreciates everyone's efforts. There is a great deal of potential here.

II. Constituency Group Review including agreed upon timeline – First Reading, Second Reading, Action

III. Other

Ms. Gast mentioned the Academic Calendar date of July 4 and no classes on Saturday should be addressed. Mr. Brown clarified that this is an item that needs to be addressed due to the addition of a holiday during the 4/40 schedule. Discussion was held about the possibility of adding a day at the end. Mr. Brown will write up item to be forwarded to the Board of Trustees to revise the academic calendar.

Mr. Ginder introduced proposed catalog language for military service credit. This item went through Curriculum and Senate. It was approved in Senate yesterday and is considered a curricular acceptance item.

Mr. Ginder mentioned the state authorization issue. We have no set policy that we don't accept out of state credit. The problem is that we don't accept out of state students until we have the state credit. Mr. Brown clarified that we are alright with military and active duty personnel. Out of state authorization may be necessary if a student takes on line classes exclusively. Would prefer to be proactive; however, it does not appear to be an issue at this time. Timeline to enroll on line has the potential of making this a larger issue than it is presently. Consensus was that a statement regarding state authorization language will be crafted.

Mr. DeSantis mentioned that the Senate created a Hospitality Committee of their own for the purpose of cards, flowers, and miscellaneous needs in the event of various events.

Mr. Brown reported that a sexual misconduct policy is continuing in progress. He is building content for a procedure to include federal reporting. He is also working with Human Resources regarding a plan for training and other issues. The separate processes need to be concluded and referenced.

Ms. Plummer reported relating to the Student Activity Center we are waiting for the architect to get back. Once the walls are complete, we will see final plans for inside. Regarding faculty offices, furniture is projected to be received by the end of January. We are in the process of working on the Faculty Resources Center. May is the tentative projection for opening the Student Activity Center. Offices working under IS will be completed in house. The 1st part of the lighting project is 80% complete. 2nd will be to replace the lights in the gym. RFP will go out in January for completion and is projected in April. Mr. Cummings requested student input for the Student Activity Center. Dr. Kersey noted that concern was expressed regarding a distiller.

Mr. Brown mentioned the Student Equity Plan is under review. The Budget Committee met regarding helping students to be successful. There will be training in early January and a plan for early alert. Software for faculty to assist them in summarizing student progress toward success is coming. Faculty mentorship program with students as well as training and resources are under consideration. Broader budgetary items are under review to ensure student success. We are running out of time to have a full process. Ms. Plummer suggested use of the Budget Advisory Committee for this committee and mentioned there is a meeting scheduled next week.

Mr. DeSantis asked about facilities and vehicles belonging to former employees. He asked what the plan is for removal as it is an obstruction.

IV. Closing/Meeting Summary

Scorecard will go back to board as a question. It is required that it be agendaized.

Anthropology – January

Reviewed chart as presented.

Next Meeting: January 16, 2014