

College Council Meeting Minutes  
February 28, 2014 - 1:00 p.m.  
Library Meeting Room

D. Gast, R. Wagner, P. Kersey, J. Alpin, C. Hopkins, A. Riesgo, R. Compton,  
Z. Ginder, J. Kevari, M. Plummer, G. Brown, K. Coghill, M. Schiel

I. New Business

a. ACCJC Follow-up Report (C. Itnyre)

Dr. Wagner mentioned that we will stop our meeting today at 1:55 as some in attendance would like to attend the 2:00 Remembrance. Dr. Wagner asked about any issues with the ACCJC Report. The signature line was questioned and additional names will be added. As a result, there was consensus that the report should be forwarded to the Board of Trustees. Dr. Wagner reported that as a result of a recent phone call, he no longer owns property in Missouri.

b. Fall Schedule Planning (P. Kersey)

Dr. Kersey reported fall schedule planning information was sent out this week and they are waiting for feedback and comments. We will have a full summer schedule with 34 regular sections including Developmental Education and MASP. We are looking for lots of students.

c. Textbook Adoption Lists (P. Kersey)

Dr. Kersey informed the group that the textbook adoption list was sent out this week and will come back from faculty in order that we can get it to the bookstore.

d. Faculty Evaluations (P. Kersey)

Dr. Kersey mentioned that 31 evaluations had not been scheduled when she started. Now she has only one that has not yet been scheduled.

e. Pilot Substitute Faculty Plan (P. Kersey)

Dr. Kersey noted that a number of absences are a result of illness. Academic Affairs has put a list together for subs. The pilot will start next week and see if this is helpful. We will now have a good working list.

f. Summer Classes (P. Kersey)

This topic was mentioned above.

g. BP 5035 – Withholding of Student Records (G. Brown)

Mr. Brown reported this board policy has not changed; however, it has now been reviewed. It was previously 2001.

h. AP 5035 – Withholding of Student Records (G. Brown)

Mr. Brown mentioned he is working with the Business Office and updating policies and procedures to stay on track.

i. BP 3900 – Speech Time Place and Manner Draft (G. Brown)

Mr. Brown indicated he is reviewing policy and procedures. The language that is underlined are changes from the League. This policy includes our language and descriptor of area.

j. AP 3900 – Speech Time Place and Manner Draft (G. Brown)

Mr. Brown reviewed this procedure and noted it designates specifics and allows us to choose the timeframe. The three areas allow some flexibility depending upon circumstances. Phase III as the only area was questioned and Mr. Brown explained this does not disrupt classes and is a high traffic area. Large space with three separate areas will be our choice.

k. BP 5055 – Enrollment Priorities (G. Brown)

Mr. Brown mentioned the state has set aside resources through the Student Success Act.

l. Base Updates (Z. Ginder)

Mr. Ginder reported that Angela Rodriguez, a twenty-year army veteran has replaced Jeff Fourier as Base Education Officer. Ms. Rodriguez has a wealth of experience and it is very pleasant to work with her. Mr. Fourier purchased thirty textbooks for the MASP program. A new base technician has been hired; Summer Grenzow and they are now fully staffed. Student contact hours are down. Thanks to Mr. Kevari we have a student satisfaction survey including quality management questions to continually improve processes. MASP numbers are good. The March seminar is full and April is almost full. Mr. Ginder met with representatives from *Stars and Stripes Magazine*. It was an informational meeting and is a base specific education publication Mr. Fourier is working on free space for the college. Mr. Ginder will provide sample information. He will be presenting during the single marine program to talk about our college programs. He recently attended a career and education program and spoke with approximately 50 people.

m. Distance Education (Z. Ginder)

Mr. Ginder reported that a virtual campus is under discussion with Chancellor's Office. They are looking for a pilot program host. He suggested we have online registration completed first. New Distance Ed 501(c)3 with state authorization is still in the future. Victor Valley College discussed Distance Ed at the Region IX meeting. There are interesting things going on

with the Region IX Collaborative. It hasn't met since 2013, but we will be on the list.

A question came up regarding the summer schedule and if it is set and if we will have Fridays off. Ms. Riesgo clarified this went to CSEA yesterday and the MOU is in progress.

## II. Old Business

### a. Transcript Evaluator Job Description (A. Riesgo)

Ms. Riesgo and Mr. Brown are working with the constituent group regarding the details of this job description. Ms. Riesgo mentioned that Ms. Gast has been an enormous help in this process and it should be available prior to next College Council Meeting.

## III. Other/Discussion

Dr. Wagner reported there was a potential hold up on moving the Student Activity Center even though the Remodel for Efficiency had been completed; however, the Department of State Architect has provided a letter that the file is closed.

Dr. Wagner has asked Jacob Kevari to attend College Council Meetings. He met with him regarding employing our student survey and thought it would be beneficial to have him here. Through consensus, the follow up report was approved but Dr. Wagner wants to address the seven recommendations that were not compliance issues, but need to be addressed. He suggested that everyone get back into accreditation mode. Dr. Wagner mentioned the master calendar will be kept on track by Jacob and another reason for his presence at this meeting. This will help with his additional role in planning. Ms. Hopkins mentioned the possibility of modifying the participatory governance document. Dr. Wagner recommended we do this task without opening the entire document. Discussion was held regarding voting; however, this is a consensus building group and he suggested reviewing the document at the next meeting. Dr. Wagner mentioned committee movement and requested that committee things be kept on track.

Ms. Plummer reported we are in the testing phase of the new purchasing system. It will be coming on-line, is Windows based, and easy to use. Training will be coming soon. It will be easier and faster with access on-line to budget information.

Mr. Kevari mentioned the student survey and has added possible degrees. He plans to meet with faculty and keep it as consistent as possible going forward. Discussion was held about deployment of the survey and possible incentives. Mr. Brown recommended that if we plan to change anything,

now is a good time to do so. Dr. Kersey expressed concern about the length of the survey and suggested changing it next year and then doing the survey on a yearly basis. Some discussion was held regarding methods of change and deciding if this is useful information or not. Ms. Schiel mentioned there is a military designation that needs to be added.

Ms. Riesgo mentioned that CMC has softball team again. It starts on March 24, and we may have two more spots. If you are unable to play, snacks are needed.

Ms. Alpin asked a question regarding the budget relating to the Student Success Center computers that had not been corrected. Evidently they will be re-examined. An inquiry was made about the burnisher and if it had been purchased. It was clarified that it is in line to be funded. There was some discussion at the Budget Advisory Meeting that there is a bucket of money coming in. It was clarified this is the state level not local. A rainy day fund was mentioned and Dr. Wagner clarified that he will not propose that additional money being received from the state be spent. It will go into the general fund and may be in the reserve. The projected reserve was 8.6 which may increase to 9ish including property taxes and capital gains.

Ms. Hopkins indicated she is working on refining the process with faculty to focus on PLO assessments. Academic Senate will be discussing this topic. Flex activities include developing targets, goals, and benchmarking. She inquired about institutional dialogue including budgetary and non-budgetary priorities and when we will be going through these additional steps. Staff Day was mentioned with follow up anticipated.

Ms. Gast inquired about summer savings as a result of the campus closure on Fridays. Evidently it was less than 10%. Savings on utilities costs are a moving target and wasn't even half of what was presented initially.

Ms. Schiel reported the budget will go to the Senate at next meeting. They will take ACCJC recommendations of the matrix to the Senate also. SLO assessments and PLOs are moving and she has received no feedback on the Social Science Degree so it is alright.

Next Meeting: March 14, 2014

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CCMM – 2-28-14