College Council Minutes  
February 5, 2010

Present: Kathleen Rosellini, Janet Thomas, Brent Damron, Sue Vaughn, Tom Greenwood, Kristi Newsom, Shawn Newsom, Pam Boyles, John Gerhold, Primavera Arvizu, Joyce Coleman, LaMont Schiers, Anna Agenjo, Nick Strobel, Nan Gomez-Heitzeberg, Cindi Swoboda, Jennifer Johnson

Guest: Pat Coyle, Becki Whitson, Diana Kelly (IEC, co-chair)

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| 1. | **Welcome - Agenda Review**  
Nan Gomez-Heitzeberg reviewed enrollment management topic prior to her departure. |
| 2. | **Review of Minutes Dec 4, 2009**  
A typo was noted on the last page. The correction will be noted. |
3. **Program Review**
   a. **FACE**
   Presentation by Pat Coyle, on behalf of the FACE Department. The division consists of Early Childhood Education, Food and Nutrition Program, Education, and Independent Living. A part of the mission statement for the division is to take practical and theory and merge them through internships to prepare students to work in the industry.

   One of the department’s greatest strengths is the faculty – 90% of the faculty members are working in the industry they are teaching in. A certificate program offered online offers the convenience for students to not have to attend on campus. The Food and Nutrition Program is active within the community and maintaining this positive public image is part of the goals.

   The Delano Center CDC has one full time instructor and has (4) core classes offered in Spanish, but are not offered every semester. The Renegade restaurant serves approximately 50-75 people each day. Managing enrollment is part of the goals, which have increased for the division.

   The Renegade Room and Nutritional programs’ are at no cost for food supplies to the College and receives revenue for the district and BC.

   **Where are we going?** CA standardizes core units for AA degree and teachers in CDC. Some of the curriculum has been rewritten and are in final negotiations at this level. VTEA has helped target nursing, special populations, and males get into CDC and there is a committee working to increase these populations in all areas.

   **What do we need?** A CDC replacement faculty position and an assistant working in department, and upgrades for technology are needed.

   b. **Behavioral Science**
   Becki Whitson presented (5) programs that fall under Behavioral Science: 1). Anthropology can be a stand alone. 2). Criminal Justice could also be a stand alone 3). Human Services could be a Voc Ed program 4). Psychology 5). Sociology. All of these programs either offer degrees and/or certificates. They are the highest FTE producing department on campus with 228 sections, with at least 40 students enrolled for each course. They provide core courses accepted by Cal State and CSU systems. The department is the lowest cost per FTE at the college and is cost effective, averaging 40% to 42.8 % above the campus average.

   **Where are we going?**
   1. Anthropology – the department will increase course offerings, expand faculty, and would like to add an anthropology lab.
   2. Criminal Injustice – this discipline will continue to have students majoring in the field of probation, law enforcement & corrections
   3. Human Services – provide internships that provide structure from class to field work for productive employment that will increase in the next 10 years.
   4. Psychology – would like to develop more online/hybrid classes to meet child development, abnormal psychology, biological psychology, and behavior modification. The department has increased FTE that support other classes.
   5. Sociology – has increased and will continue to increase in the next 10 years.
**What we need to get there?** There is currently one individual working in this program and would like to see the hours increased for this person from a 19 hour position to a 30 hour position. There is a need for (3) more faculty members, because of anticipated retirements. There will be a decrease in load that we will have to work out to meet demand without these additional faculty members. The department would like to build a lab that will support all disciplines to be able to use in the division.

4. **Accreditation Task Force**

   Greg announced there is a BC campus ongoing committee that will deal with accreditation. A letter was received that our mid-term report was accepted and it listed all the actions taken from the accreditation report.

   The chart looks at DMTF structure of committees by making accreditation an ongoing process, ongoing assessment. A plan to develop a timeline, a meeting schedule, and a plan to review and monitor the current status is part of the goal. This could be accomplished by looking at the self-study and mid term and rating the college on (3) rubrics from the accreditation report. The committee members recommended for this group involves representatives from student services, research, IT, instruction, classified, Gen Ed, Library, and students.

   John Gerhold received a letter from the Commission of Statewide Academic Senate that states institutions are to maintain standards at all time, not just during reporting time. Forming this group will accomplish this. Should the assessment coordinator be a mandatory member?

   **Action** – Each representative will seek general feedback from all constituents for the next meeting, preparing to finalize things at the next meeting.

   There is a Committee on Committees formed by John Gerhold and Greg Chamberlain with the possibility of adding new committee members. The next step for this committee is to agree to take it to all constituency groups.

   Pam Boyles asked if it is approved does it go to senate for final approval. It was stated that it should first come back for feedback through College Council to agree on what is presented for approval. In order to be in compliance with the 10 +1 rule, a faculty co-chair is needed in order to keep with the core mission.

   **Action** – Greg will circulate a draft from the subcommittee after adding the assessment coordinator and faculty co-chair to the form.
5. **Decision-Making Task Force**
Greg discussed the (2) documents that were sent out consisting of a draft of the Table of Contents, and Values and Assumptions from the committee that met this week. The philosophy statement has been circulated, decision making chart, a narrative with links, an understanding of committees chart, and evaluation process. The task force has been working on the evaluation process, which is a possible topic for next meeting.

The current focus is an outline on decision making. The purpose for the college conference improves institutional effectiveness, ongoing professional development, intent improvement for faculty, and student learning to name a few as a functional format.

**Action** – Council members are asked to circulate the DMTF documents to constituent groups and have feedback for next meeting.

Sue Vaughn discussed the form explaining that some listed on the form are underlined to provide links for additional information. The committee initiated that some revisions needed to take place before circulation.

**Action** – revise and add picture in PDF file before circulating for feedback.

The DMTF committee consists of John Gerhold, Mike McNellis, Sue, Candice, MJ Johnson, Nan, Ann Morgan, and Dan O’Connor.

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<th>6.</th>
<th><strong>Construction</strong></th>
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<tr>
<td>Greg sent out an email recently regarding the latest facility update.</td>
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<td>1). <em>The Levan Center</em> is now scheduled for completion on February 28, 2010 and the dedication is scheduled for March 4, 2010.</td>
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<td>2). <em>Thermal Energy Storage System</em> (TES system). Greg had received a question regarding lost rebates with the installation of the system. Greg answered that there are rebates available that are linked to target dates. July 2009 target date was not met and the potential PG&amp;E rebate estimated to be $173,000. The next target date is July 2010. If this target is not met there is a $173,000 rebate with a $167,000 building rebate loss. The contract with TRAIN stipulates they are responsible for any lost rebates while building the project. The worst case scenario is that the company walks away. But the objective is to acquire potential savings in electricity.</td>
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<td>3). There was a grand opening of the <em>Dean and Adah Gay Sports Complex</em> last night.</td>
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<td>4). <em>SAM building</em> - money for planning, approved for reconstruction on this project, but funding will be sometime in the future.</td>
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<td>5). <em>Theatre</em> – A consultant will meet with faculty regarding the remodel, which will upgrade usage and make it more energy efficient.</td>
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<td>6). <em>Facilities</em> - Greg would like to see campus personnel begin using the building name when referring it to others, including students. The Archives department has a document that lists the names for each building on campus.</td>
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**Action** – Greg will ask Archives to provide the document with the list of building names

Concern was expressed that this wouldn’t be consisted with the printed schedules, signage, and maps.
### 7. **Budget**

Greg has forwarded Sacramento reports regarding the budget from the State that includes updated information. All three colleges have been asked to prepare for a 5% - 10% and 15% budget reduction. The reality is there will be more cuts; the district must be prepared. Preparations are being made for March 15 notices to faculty and educational administrators that will not be here for next year. Human Resources has been in touch with faculty unions and the total number of names is very small. Next year we will have approximately the same number of faculty, classified, management, and adjunct faculty, but a re-organization may be needed to avoid laying off additional faculty members and programs. As it stands right now the 2010-2011 with March 15 notices will have a minimal impact, but we may have to reduce overload and adjuncts.

The District Office is preparing to cut 15% through reorganization. Ideas on revenue generation are still needed. The budget task force frequently asks for suggestions regarding the budget and is currently working on developing a budget process. The Task Force looked at survey results and received some suggestions.

**Action** – for the next Budget Task Force meeting, the survey results should be grouped by categories to look for commonalities.

Pam Boyles asked if there are any opportunities for revenue on the 2010 Amgen Tour race. Greg answered that facilities costs will generate some revenue; the Foundation may also provide a fundraiser at the same time. Food service booths will be available.

**Action** – Greg to send a copy of the memo from ACCJA regarding the opening of two new colleges.

### 8. **Enrollment Management**

Nan reported that, in comparison to last spring, the college has 219 fewer sections. In comparison to fall, we have 114 more, with 1600 for each semester with room for adjustment for summer. Approximately 40% less will be offered during the summer.

We need to look at our own transfer requirements and make sure we are providing basic skills and CTE. This includes updated information for different enrollment management models where we can reduce and expand when resources are available. These plans will move forward to Academic Senate and College Council. Any other ideas can be forwarded to the committee for consideration.

Lisa Fitzgerald has posted information in the Institutional Research Website regarding enrollment, and the Educational Master Plan link was distributed by Ann Morgan.

**Action** – Send a hard copy of the Educational Master Plan to the Library for reference.

Brent asked if there is an assumption that we want to aim for students to transfer as juniors. Greg said the question is whether the degree important. The issue is part of the reason why articulation agreements are important.
9. **Things we need to know...**

Bernadette Towns has been added to the Accreditation team as Assessment Coordinator.

The certificates that were withheld during the fall are currently being printed and are awaiting Nan’s signature.

Kathy Rosellini asked why the telephone directory was distributed so late from the Graphics Center; she was referred to LaMont regarding this question.

**Action** - Greg will distribute a new organization chart for the District office.

Primavera Arvizu announced that Sharon Adams met last Tuesday to discuss the continuity of the GoPro Academy on campus that is a part of our categorical program staff development.

Shawn Newsom thanked everyone for their participation for the Pantry Program and for their generous donations. He announced that Jennifer Johnson helped arrange for a community donation of $1,000 towards the program. He asked that each department give him a count of people, so that SGA Pantry Program bags could be distributed.

Greg congratulated Shawn on a job well done. Shawn commented that the program was modeled after a similar program in Michigan and he is submitting the ideas to other colleges.

The Academic Senate passed a resolution Wednesday questioning the announcement to hire a general council and government relation position at the district in light of the current budgetary circumstances.

Greg asked for a different date for the next College Council meeting; the committee agreed to meet on February 26 after FCDC at 10:30 a.m.

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<th>Next Scheduled Meeting</th>
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<td>Feb 26, 2010 - 10:30 a.m.</td>
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**College Council Minutes**  
*February 26, 2010*

Present: Greg Chamberlain, John Gerhold, Nan Gomez-Heitzeberg, Nick Strobel, Pam Boyles, Brent Damron, Kathy Rosellini

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<th>Welcome - Agenda Review</th>
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<tr>
<td></td>
<td>There were no changes to agenda.</td>
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<th>Review of Minutes Feb 5, 2010**</th>
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<td><strong>Action item:</strong> Each council representative will seek general feedback for next meeting for the Accreditation task force.</td>
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<td><strong>Action item:</strong> DMTF also had documents for feedback.</td>
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<td><strong>Action item:</strong> Greg will forward a list of building names.</td>
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Nick forwarded the ACCJC memo right after the meeting, outlining all of the actions taken. The two new colleges are Moreno Valley & Norco in Riverside.

Corrections: #8 - enrollment management - should say fewer sections. On #9 - says her (referred to LaMont). These corrections will be noted.

College Council would like to receive documents for Program Review prior to the meeting, members can be ready with questions. An effort will be made to send them out with the agenda.
2a. **Honor Brunch/Closing Day** - At the FCDC meeting, several were unaware of the change in Honor Brunch, which brings into question the communication from College Council to all constituent groups. Are information items being sent in ways that are being ignored or overlooked? Please be vigilant about communicating. FYI - Beginning this spring, Honor Brunch is changing to an Honor Reception to be held Friday evening the week before graduation, and will be free to participants. Part of the reason for the change is to make it more accessible to students and their families. Currently, a ticket is provided for the students but not for guests. Instead of tables, there will be chairs so that a larger audience can be accommodated for the awards ceremony. The current plan excludes family members who are unable to take off work, or can’t afford the price of a ticket. In these economic times, it makes more sense to be financially prudent. Greg met with SGA, who is supportive of the change.

Closing day can be modified to be more reflective of the official closing of the semester. Various people may volunteer to bring various things for refreshments. Greg has some money for public relations items through the foundation; donations via a jar at the refreshment table is also one alternative. CTA, the management assoc, other organizations might also be willing to help fund the event.

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<th>3.</th>
<th><strong>Accreditation</strong></th>
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<td>Documents were forwarded. The only change was to add faculty co-chair and “Assessment co-chair”. Both of those were incorporated. The intent was for everyone to get feedback and have a discussion today about moving forward for approval. Senate needs to review. Also noted were some capitalization changes. Approved? Greg will make changes and John will take to Senate, and Nan will take to Administrative Council for final review. State-wide senate is sponsoring a workshop on accreditation and we are sending Bonnie &amp; Bernadette to this.</td>
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<th>4.</th>
<th><strong>Decision-Making Task Force</strong></th>
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<td>Council members were asked to circulate the DMTF documents and have feedback on the assumptions for this meeting. What guidance are we going to give DMTF? They are moving forward with revisions. Will there be a document similar to the district decision-making document? One of the items in the table of contents will be a link to the district document.</td>
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**Action item:** Nick will send everyone the link to the DMTF page.
5. **Construction**
   At the Levan Center, landscaping is going in today; furniture is on the way. Carpeting is being installed. The dedication is next Thursday, 3/4, at 10 a.m.

   Remind the public when questioned that the Levan Center was built entirely with private donations.

   There is a state-wide community college foundation that negotiates agreements for software. The OSHER foundation donated large sums of money to that foundation with the plan that California Community College foundations independently would reach a specific target and the OSHER foundation would match. Through the foundation, an endowment of $13,500 will endow a $1,000/year scholarship in perpetuity.

   A question was asked regarding whether any landscaping will be done prior to commencement. It was suggested that we have a work day on a Saturday and ask participants to bring a flat of flowers, etc., to donate to the college and help put them in.

   Plans for the PV solar field continues to move forward.

   The TES project is still moving forward.

   **Action item:** There was a question about the movement of water through the system; LaMont will follow up.

   Architects have met with the faculty in performing arts and theater design representatives.
6. **Budget**  
The latest directive on the budget is that all colleges and the district office were to prepare scenarios identifying 5-10-15 % cuts. Cuts will be somewhere between 0-15%. Until improvement is seen we must be creative as we can in the interim. The current target is a 10% reduction starting in March with the budget development process. Each college may utilize up to 1/3 of their carry-forward for 09-10, with the understanding that this is one-time money. The board is considering a match to that. There were some funds unallocated, held back until mid-year affects were known; there is a belief that we will have less local tax revenue than expected. More will be known with the P-1 Report which is the attendance report from which we get funded. P1 is actual count for fall, and an estimate for spring. P2 is done in April, and P3 is July 1 actual count for fall, spring, and summer. One of the mandates in the law is to certify attendance on census date.

There has been no final determination on any faculty reassignments. Everything is pending board action next Wednesday (meeting moved from Thursday.) A March 15 notification is not a final notification; it is notification that a contract change is a possibility.

The General Counsel position has been offered and accepted, and goes to the board for approval at this meeting.

7. **Enrollment Management**  
The process of adding and deleting sections is on-going. Emphasis is on the core mission - basic skills, CTE, and transfer. Clear articulation for courses is a continuing process, to eliminate waste. John discussed several bills that are being put forward by the State Academic Senate regarding transfer degrees.

*Action item:* John will send additional info regarding this pending legislation.

8. **Things we need to know...**  
Cleary act information on the BC website is outdated. There is a substantial fine for noncompliance.

*Action item:* Greg will follow up on updating this information.

Encourage everyone to participate in commencement. Japanese students interred during WWII will be honored.

Goals will be the focus of the next meeting.

**Next Scheduled Meeting**  
March 5, 2010
**College Council Minutes**

**March 5, 2010**

Present: Greg Chamberlain, Nan Gomez-Heitzeberg, Cindi Swoboda, Janet Thomas, Nick Strobel, Tom Greenwood, Anna Agenjo, John Gerhold, Brent Damron, LaMont Schiers, Pam Boyles, Michael, McNellis, Sue Vaughn, Kathy Rosellini, Jennifer Marden, Antonio Alfaro, Primavera Arvizu, Debbie Spohn (recorder)

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<th><strong>Welcome - Agenda Review</strong></th>
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<td>The topic of Management Reorganization and Reassignments will be added to the agenda.</td>
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<th><strong>Review of Minutes Feb 26, 2010</strong></th>
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<tr>
<td>1</td>
<td>Item #4 - DMTF should reflect that this is an action item for Greg, not Nick.</td>
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<td>Item #5 - LaMont has followed up as requested.</td>
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<td>Item #7 - John reported on the pending legislation regarding transfer degrees. SB 1440</td>
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<td>is working its way through the system. The State Academic Senate opposes the legislation,</td>
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<td>but not the concept. The main objection is that it moves away from Title 5 as the authority;</td>
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<td>advocates are now at work to propose changes to Title 5 to accomplish the same thing</td>
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<td>rather than introduce through legislation. As the legislation is currently written, the</td>
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<td>language is permissive, which means that colleges would not be required to implement.</td>
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<td>A question has been raised about the wording about catalog rights in the current catalog.</td>
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<td>Nan is currently researching, and hopes to have an answer by next week. The current</td>
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<td>wording in our catalog is contradictory, and will be corrected.</td>
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3. **Decision-Making Task Force**

   Mike shared some feedback that was received on the assumptions that were presented at the last meeting. There is wording on the dissemination of communication, but no wording on the expectation that employees are required to read or respond in any way. Suggested wording included, “Employees will be active in reading communication, and would provide feedback to strengthen the decision-making process.”

   Regarding the chart for depicting the legislative process, a title should be included. Changes to the arrows currently featured were discussed. Arrows indicate flow, and this is not necessarily an accurate depiction. The intent is to highlight the influences that are brought to bear on the college as decisions are made. Other suggestions included spelling out CCCCO, and adding the Accrediting Commission. It was also suggested that the District compliance calendar be included.

   Regarding the narrative, the titles will be hot links to other websites.

   DMTF will consider these suggestions and communicate the necessary changes to David to incorporate them in the chart.

   *Action item:* any other comments for DMTF consideration should be forwarded to the President’s office by 3/16 for the next meeting on 3/17.

   *Action item:* All Council members are encouraged to share these documents with their constituents for feedback. All documents are in draft form.

4. **Construction**

   The dedication at the Levan Center was yesterday (3/4). There is a consequence for missing construction deadlines, but in this case, BC halted construction on several occasions due to noise during class time, and there was inclement weather on several occasions, which were not the fault of the contractor.

   The 2011-12 capital outlay plan went to the Board of Governors this week. BC’s Fine Arts modernization and the Delano Center phase 2 are on the preliminary list for approval. Bond projects are the Student Services modernization, Fine Arts remodel, the LC at Delano, and Delano Center Phase II. The caveat is that these will only move forward if the state-wide bond passes.
5. **Budget**

   Greg distributed information that was provided at the Board work study session earlier this week. One document deals with the rationale for hiring; one is a budget summary. The board is considering a policy regarding the distribution of reserves. The carry-forward from last year stays with each of the colleges. Each college can use up to $1 million of the college reserve, and the district will match it. This match will help reduce the number of sections to be reduced. This is one-time money; it is to be applied to the shortfall. Even though the three colleges are very different in size, the reserves are fairly equal; this is why the board is allowing up to a $1 million match for all three schools.

   There are also unallocated funds that have been held back, waiting to see what was needed for budget shortfall. These funds will now be allocated. The tax revenue did not decrease as dramatically as first estimated. The district is in significantly better shape than many other colleges; KCCD has not had to borrow yet to meet expenses, and our bond rating was recently upgraded. This is recognition from the business community that the district is solvent.

   The increase in the number of administrators seemed inappropriate to some. Sean James explained that 6 of the 22 added were district employees assigned as a full-time presence on BC’s campus during the HR reorganization. Of the remaining 16, 9 are general fund funded and the remaining 7 are funded elsewhere, such as the SRID.

   A target budget amount is anticipated within the next two weeks. A 10% cut is approximately $6-7 million. A 15% reduction could result in cutting 51 FTE classified positions.

   - **Action item:** Greg will forward current District Office organizational charts to the Council members.

Feel free to circulate all the information that was provided; it is from the Board of Trustees meeting, and was distributed there.
### 5b. Management Reorganization

Greg handed out copies of the BC Organizational Chart, which has some changes listed that go into effect immediately, and some that will take effect on July 1, 2010. The reassignment of Nan Gomez-Heitzeberg as Executive Vice President takes effect immediately. This reassignment without application and screening procedures is possible because there is no net gain of the number of administrative positions [Title 5, Section 53021(c)].

An outside candidate is being sought as an interim Associate Vice President, to begin as soon as possible.

*Action item:* Greg will forward the newly proposed organization chart electronically to the Council members.

Effective July 1, the Dean of Learning Support Services will be eliminated, and the Dean of Athletics/Health Education will be reduced to a director position. No changes are anticipated in the department structure. March 15th notification must be given if there is a possibility of non-renewal of contract; however, this doesn’t mean that the district thereby must follow through on the non-renewal.

Regarding district-wide bumping rights throughout reorganization, bumping at other colleges will have an affect on BC as it becomes clear which employees have an FSA in a discipline where we have a vacancy. The chancellor has the authority to approve college reorganization; board approval is not required.

### 6. College Goals

Last time goals were developed, it was a lengthy process, and somewhat tedious. The prior subcommittee submitted a list of suggestions for streamlining the process should a campus-wide survey be used again. Several options are available, including scrapping the current list and beginning from scratch, or refining and updating the current list. Greg asked that subcommittee meet to determine where we are in the completion of each goal as it is currently listed. Some could be assigned to various committees to have an assessment of current status developed; each goal ties back to a 2012 Action Committee. The subcommittee will be composed of Pam Boyles, John Gerhold, Antonio Alfaro, and Primavera Arvizu.

*Action item:* Primavera will take the responsibility of setting up the first subcommittee meeting.
7. **Things we need to know...**
   - **Action item:** The President’s Office will provide a list of those whose terms are expiring as members of College Council.

   The Employees’ Foundation Giving Campaign, which kicked off in October, had approximately 18% of the employees respond and are now regularly contributing to the Foundation. This is just short of the 20% goal which was initially established.

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<td><strong>March 19, 2010</strong></td>
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**College Council Minutes**  
**APRIL 16, 2010**

*Present:* Greg Chamberlain, Shawn Newsom, Jennifer Johnson, Nick Strobel, Janet Thomas, Cindi Swoboda, Kirk Russell (Agenjo sub), Jennifer Marden, Brent Damron, Nan Gomez-Heitzeberg, Manuel Osorio, Primavera Arvizu, Sue Vaughn, Corny Rodriguez (Gerhold sub), Chad Newton (Rosellini sub), Antonio Alfaro, Pam Boyles

*Guest:* Paula Bray - M&O

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<th>Welcome - Agenda Review</th>
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<td>1.</td>
<td>No changes to the agenda were noted. Welcome to Manuel Osorio, interim Associate Vice President of Student Services.</td>
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<th>Review Minutes March 19, 2010</th>
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<td>2.</td>
<td>Corrections were noted, and action items reviewed.</td>
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<th>Decision-Making Task Force</th>
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<td>3.</td>
<td>The latest version of the decision-making chart developed by DMTF has not yet been forwarded, but will be out today. Please forward any feedback to any member of DMTF by the next Task Force meeting scheduled for Wednesday, April 21. The goal is to have this information ready to present campus-wide during Flex Week. The Task Force is focusing on how decisions are made currently. Once this is in place, recommendations can be developed for changes to the process.</td>
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<td>4.</td>
<td>The Goals Task Force developed an action items list that was distributed. A survey is being drafted. They are also looking for someone with experience using Survey Monkey as a delivery system. The Task Force feels the first step is to determine progress from the current goals. It was suggested that introductory paragraphs be included to outline the purpose of the survey. Rather than identify specific groups, list several as examples but use a broader scope such as department meetings at which everyone is involved. Ask whether your area took on any projects that further any of the seven goals. The task force will be identifying any of the goals that have been accomplished and should be removed from the list, and any new areas that should be added.</td>
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Primavera will forward a draft survey after the task force has a chance to meet with Mike McNellis, as Mike has information from the survey instrument that was used last year.

*Action item:* Any suggestions can be forwarded to Primavera, Pam, or Antonio.

*Action item:* Shawn will have SGA develop a list of accomplishments to answer Goal #3.
5. **Construction**

Paula Bray has been on campus for several months in the role of Maintenance and Operations Manager. Her job is to interface with the project managers for the various construction projects on campus. Paula presented information on the projects currently under way on campus. [Paula’s presentation will be forwarded electronically so the information can be shared with constituents.]

Baseball/Softball Facilities - substantially complete and in use at this time. The issue with the Press Boxes has not been resolved, and may result in litigation.

Levan Center for the Humanities - Construction is substantially complete. A ribbon cutting ceremony was held, and several events have been held in the facility. Some hand railing must be installed, and the hole along the sidewalk will be filled in. Any additional concrete work will be done from the Panorama side to mitigate the air quality issues.

TES Tank - The tank is designed to store water that will be used in the air conditioning chillers. The water is chilled during the off-peak hours to result in cost savings and energy efficiency. There is a problem with the tank maintaining an adequate water level; we are working with PG&E and Tran to identify the problem so it can be fixed. The contractor must meet deadlines in order for the college to qualify for energy rebates or face fines.

STEM Grant - The bid has been awarded on the classroom remodel for the STEM grant. The construction is scheduled to happen during the summer, and includes the remodel of 5 classrooms in 3 buildings. Paula will work with Nan on classroom usage around the construction sites to lessen the impact on classes in session.

GET Facility - Golden Empire Transit is funding the construction of a transfer facility on Panorama, which will eliminate the current drop zone by the FACE & Fine Arts buildings. There was concern expressed about possible exhaust problems from the new site into the Administration Building; the exhaust is not from diesel engines and therefore should not be an air quality issue. No trees will be cut down to accommodate this project.

Photo-Voltaic Solar Array - The installation of the solar panels in the northeast parking lot will not cause the loss of any parking spaces. However some trees will have to be cut down and replaced. The ticket machines will remain in the lot, but will be relocated. The goal is to start construction immediately following the AmGen race on May 20. The northeast parking lot will be closed during construction. Security is working on contingency plans in case the lot is not ready to re-open at the start of the fall semester.

**ADA Door Opener at Finlinson** - has been installed.
Plans are moving forward on the design of the swingspace planned for the basement of the Language Arts building. This area must be cleared of storage prior to any construction.

Elevators - Quotes have been received for the required repairs. These must be repaired this summer; if there is an access issue, classrooms have to be reassigned.

**AMGEN BIKE RACE**

Questions were raised about the impact on business from the bike race. Staff will have designated parking areas, and each entrance will be monitored for access. Panorama will be closed the day before the race. Most of the events will begin at noon; there will be a Lifestyles Festival in the Northeast Parking Lot.

*Action item:* Paula, LaMont, and Amber will work on communication for all employees on what to expect.

Information should be put on the website and posted in service areas that there will be limited access to campus that day, even though all offices will be open for business. Managers may encourage the use of vacation time and keep offices open with minimal staffing to help alleviate the amount of traffic around campus.
6. Budget

The Budget Task Force developed and distributed the FAQ’s on general budgeting questions. The district is moving toward zero based budgeting. As part of the budget request, each department will be asked for justification of expenditures expected for next year. Forms should be available to budget managers shortly to assist with the justification process. Departments are asked to think in terms of exactly how much it takes to operate the department from the ground up. The forms will be distributed to department chairs. Department chairs will be encouraged to include classified staff in the process as the end users. This will be for the general fund primarily; categorical funds will be handled separately.

This is leading toward a budget process which will begin in October for 2011-12. LaMont Schiers and Laura Lorigo will be available to assist any faculty chairs or budget managers with questions. Pam asked if there are basic formulas a department can use as a base to determine the budget needs. Research will be conducted to determine if there are formulas that can be used.

The Budget Task Force won’t be making any line item recommendations. The Task Force will be making some recommendations on the formation and charge of a standing budget committee that will have input into the development process. The standing committee will be able to assist with the transition to a zero based budgeting model. The target is to develop a budget for 2010-11 that is 10% less than 2009-10. This factors in the additional money we were allocated this year, but that wasn’t included in the budget. We are currently short about $3.5 million; $1 million in carry forward, which the board will match. The classified layoffs will impact the remaining $1.5 million. Any savings from 2009-10 will benefit next year’s bottom line.

What plans are being made to take care of administrative duties in light of cuts? What tasks are not going to be done in the future due to less staff? The answers to this haven’t been fully identified; discussions have begun. Administration needs to address what is going to happen when a department goes dark. Faculty chairs need help to forestall negative attitudes. The current division of departments reporting to the deans is not equitably split (looking at the number of faculty to evaluate, units plans, budgets, etc.)

Action item: Re-alignment of the deans’ assigned areas will be available for the next meeting.

Action item: Sue will begin the task of drafting a list of departmental affects of the reorganization.

What steps are being implemented to address morale? While there isn’t a specific plan of action, we will continue to talk about ways to lessen the impact. But layoffs are difficult; there isn’t any way to make the situation
surrounding layoffs pleasant. More communication from the President’s Office to the campus was encouraged.

**Action item:** A list of events that will affect the campus such as the Debate Contest currently under way was encouraged.

Where has the District Office proposed its 10% cuts?

**Action item:** Greg will contact Tom Burke for the high level overview presented to the board on the proposed cuts at the district office level.

**Action item:** Item #11 on the FAQ’s regarding athletic funding needs further clarification.

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### 7. Term Expiration on College Council members

**Action item:** The Academic Senate will work on getting appointments to the College Council members’ terms that are expiring.

Bonnie Suderman and Primavera Arvizu will be appointed for another year to represent administration.

**Action item:** FCDC will put representation appointments on their next agenda.

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### 8. Things we need to know...

All are encouraged to attend commencement.

Tentative College Council meetings will be scheduled in June and July.

Shawn shared invitations to the Student Government Awards Banquet scheduled for April 30.

Career Day is scheduled for April 28.

CSEA will be sending the “Appreciation Grams” again this year. Watch for an e-mail announcement.

Notices have been sent regarding the Honor Reception; note that it is no longer a brunch on the morning of the same day as commencement.

EOPS/Care/CalWorks sponsored a “Know Your Rights” workshop, and hosted a spring picnic. They will be taking a group of students on a field trip to CSUB.

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**Next Scheduled Meeting**

May 7, 2010
**College Council**

June 18, 2009

Present: Greg Chamberlain, Tom Moran (Gerhold alt.), Primavera Arvizu, Tom Greenwood, Kirk Russell (Agenjo alt.) Candice Sifuentes, Bonnie Suderman, Nan Gomez-Heitzeberg, Janet Thomas, LaMont Schiers, Sue Vaughn, Jan Stuebbe (Damron alt.), Natalie Bursztyn (McNellis Alt.), Joe Saldivar (Strobel alt.), Jennifer Marden, Kathy Hairfield, Pam Boyles, Mildred Lovato, Debbie Spohn (recorder)

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<tr>
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<th>Welcome - Agenda Review</th>
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<td></td>
<td>Special Note - In front of the library are two new benches and a plaque honoring the donation of Marge Lindsey, naming this area the Lindsey Grove.</td>
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<td>No additions to the agenda were noted.</td>
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<th>Review Previous Minutes - 5/21/09</th>
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<td>In the discussion on Opening Day, an additional event was suggested to accommodate those areas whose offices must be open for students.</td>
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<th>College Goals</th>
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<td>Everyone should have received the final revised document from Mike McNellis reflecting the college goals for 2009-10.</td>
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**Action Item:** All members are to distribute the final version of the college goals to their constituent groups.

<p>|   | You may also distribute the memos regarding budget developments that have been forwarded from the President’s Office. |</p>
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<th>4.</th>
<th>Action 2012 - Update</th>
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<td>The Action 2012 Steering Committee (CSI) met with the consultants for the final time this week to decide on action plans for the future. Members include Dr. Chamberlain, Mildred Lovato, Nan Gomez-Heitzeberg, John Gerhold, Rachel Vickery, Diana ?????, Ann Morgan, Marco Sifuentes, Dan O’Connor, and a representative from SGA. The steering committee reviewed the recommendations from the initiative teams, and developed a recommendation to the President. The president will now take this document and respond with the course of action that will be taken based on the recommendations.</td>
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<td>It has been suggested that the current CSI (with some additions) remain in place and continue to direct the initiative teams’ work to make sure the work continues. Suggested additions to CSI would be LaMont Schiers, Amber Chiang, an additional faculty member (to be appointed by the Senate), and an additional classified staff member. All action must remain focused on the established goals; you will see the goals copies on every agenda from this time forward for reinforcement. It was suggested that the additions be expanded to include 2 additional classified for greater representation. Whether or note the initiative teams remain in tact will be a determination of CSI as they direct what action should be taken.</td>
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<td>Updates were provided throughout this past year from CSI to College Council; this should continue. Any recommendations will ultimately come back to College Council. CSI was initially formed on a recommendation from College Council to provide a steering committee.</td>
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<td>Consensus was that CSI would continue with the additional members suggested, including two classified members per today’s suggestion.</td>
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5. **Construction**

The start date for trenching from the storage tank to the Humanities building hasn’t been established, but it is anticipated to be within the next several weeks. The Levan Center construction continues to progress. Baseball/Softball landscaping has begun. A sign for the Dean & Adah Gay Baseball/Softball Complex will be going up soon.

One of the recommendations from the 2012 team was to keep College Council informed on “green” initiatives. We are working with a vendor regarding the possibility of a solar PV field in the southwest parking area. It should be noted that these projects can only be accomplished through rebates and incentives from the vendors.

The lighting retrofit is also underway. A lighting survey was completed campus-wide by PG&E. They will be generating a schedule for retrofitting, with a focus on academic areas first. Meters will be installed on each building so that usage can be tracked.

Nan reported that through two grants (STEM & Basic Skills), the Learning Center will be receiving new furniture and carpeting.

Please share with members of the community that these projects are being completed without the use of general fund money.
6. **Budget**

Greg forwarded three different reports on the current budget situation from various analysts. The McCallum Group is a lobbying firm; Eric Skinner is the Vice Chancellor for Fiscal Services for the State Chancellor’s Office; Scott Lay is the CEO of the Community College League.

Greg explained the conception of workload reduction that is a concept being discussed with regard to funding. This is a similar funding model used by the Cal State and UC systems. This will lower the cap on the number of students we must serve. The number of sections offered must be reduced for 2009-10 so that we do not exceed cap.

Cuts for the fall must be considered in a different way. Reductions should be based on core curriculum, transfer courses that apply to majors, CTE, and basic skills.

John Gerhold e-mailed the following suggestions prior to the meeting:
1. **Reduce or eliminate advertising that is intended to increase enrollment.**
2. **Engage in discussion re: reductions at the district office.**
3. **Retirement incentives.**
4. **Efforts to rent facilities to develop revenue streams.**

It was noted that, from a public relations standpoint, it might be considered inappropriate or at the very least - bad timing - on the part of chancellor to receive a raise and multiple incentives during a time of budget cuts.

Retirement incentives have been proposed in the past, and haven’t met with approval. Greg explained that the end result of huge savings has not been realized, and the college looses the most senior and experienced staff when they are most needed. But an incentive proposal is going to be prepared for the board’s perusal as an option. The danger is that when there is a hiring freeze, it becomes more difficult to guarantee that the retirees will be replaced.

Regarding the rental of facilities, we have to insure that any cost to the college is recovered in the rental costs, particularly in the area of staff services provided.

Other suggestions include:
1. **Increasing the per day parking fees to $1 (CSUB currently charges $2).**
2. **Ticket on weekends. We haven’t ticketed on weekends because of the number of special events that the college hosts.**

A question was raised on open enrollment classes that didn’t have an upper limit which were causing problems. This issue will be addressed at the training
session set for FCDC next week. Additionally, safety standards regarding maximum occupancy of classrooms must also be observed.

There was also discussion on the timing of the submission of sections being eliminated. In an effort to limit the number of students that enroll in classes that are being taken off the schedule, the deadline was set prior to this meeting at the President’s request. If the financial picture changes before the fall semester begins, classes can be added back into the schedule. An increase in the per unit charge seems likely for fall; proposals range from $26-60 per unit. Discussions continue in CTE courses, determining if there are ways to increase efficiency such as combining required courses. There are also some areas in which students can be charged usage fees. Discussion should occur between the departments, deans, and vice presidents on which materials fees may be assessed.

Please continue to submit any ideas for ways to cut the budget, generate revenue, or limit the incurring of on-going expenses to the President’s Office.

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<th>Accreditation</th>
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<td>7.</td>
<td>A draft of the Accreditation Mid-term report is expected to be ready for review next week. This draft still has some gaps where information is needed.</td>
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<td><strong>Action item:</strong> Please review and provide feedback. Also circulate to your constituent groups, requesting feedback.</td>
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<th>Mission Statement Review Process</th>
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<td>8.</td>
<td>Prior to the annual review of college goals, the mission statement should be reviewed first and goals developed to support the mission statement.</td>
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<td><strong>Action item:</strong> The mission statement will be added with the goals on the agenda of College Council each meeting.</td>
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<td><strong>Action item:</strong> The President’s Office will work with Public Relations to make sure the current mission statement is posted in the frames around campus.</td>
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9. **Evaluation of College Council**

A statement regarding the evaluation of College Council is needed for the accreditation document.

*Action item:* The evaluation instrument will be finalized this fall, and the new structure of College Council will be evaluated in the spring of 2010, which will allow the new structure to be in place for one full year.

This evaluation will be both internal and external.

10. **Things we need to know...**

*Action item:* The President’s Office will schedule the next meeting of the decision making task force.

Due to continuing problems with computer viruses, Jim McGee from Information Technology services sent an urgent bc-all message regarding the removal of administrative rights to software. Initial removal process will start on Monday, June 22.

A student who participated in the “Green Initiative” team’s solar proposal applied for and was accepted as one of 40 students who will participate in a state-wide caucus this summer. Natalie was encouraged to get this information to Amber to have this included in the next edition of *The Source* and the next President’s report to the Board of Trustees.

The Radiologic Technology graduates had a 100% pass rate for the state exams.

**Next Scheduled Meeting**

July 16, 2009 - please note that this meeting will be rescheduled to the afternoon.
**College Council Minutes**  
**Special Meeting**  
**July 16, 2009**

Present: Greg Chamberlain, Mildred Lovato, Primavera Arvizu, Vickie Turney (C. Sifuentes alternate), Bonnie Suderman, Anna Agenjo, John Gerhold, Pam Boyles, Sue Vaughn, Jennifer Marden, Patti Rapp (M. Sifuentes alternate), Brent Damron, Jennifer Johnson, Janet Thomas, Natalie Bursztyn (McNellis alternate) LaMont Schiers, Debbie Spohn (recorder)

Guest: Amber Chiang

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| 1. | **Welcome - Agenda Review**  
No changes were made to the agenda. |
| 2. | **Review Previous Minutes**  
The minutes of the June meeting were reviewed. No changes were noted.  
Review action items: The accreditation report has been circulated; feedback should be sent to Amber Chiang ASAP. Classified staff have reported that they are not receiving regular communication regarding College Council. Please forward any names that need to be added to any one of the automated listservs to Debbie. |
| 3. | **Accreditation**  
The report has been distributed campus wide. John Gerhold reported that there were several instances where Academic Senate action was reported which was not actually taken. There are also some references to the Assessment coordinator, and this position has been vacant for the current year and will possibly remain vacant. Text and expectation of actions should be adjusted accordingly. John will submit his notes to Amber for review.  
Greg reminded everyone that the report must be submitted by October 15, and must be reviewed by the Board of Trustees prior to this date.  
It was also noted that, in some instances, the Planning Agenda items either do not accurately reflect the action taken, or the need no longer exists. The list of Planning Agenda items needs to be revised. Greg stated that this should be noted in the response. Mildred suggested that a subcommittee be charged with looking at the Planning Agenda items and making recommendations for revisions as necessary.  
Amber needs all feedback to be submitted by the end of the week. |
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<th>Action 2012 - Update</th>
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<td>The Final Consultant report was distributed. Please review and respond. Comments may be forwarded to Ann Morgan or Greg Chamberlain. Ann &amp; Greg have copies of the full report, for anyone who would like to review the report in its entirety. Greg has a document from CSI that lists the recommendations of the initiative teams, and CSI’s recommendation to the President, and Greg will be adding his response. CSI will continue to meet to develop the recommendations for next steps.</td>
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<td>4.</td>
<td>Construction</td>
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<td>It is anticipated that the road behind the Library will be open in time for the fall semester. The walkways should also be clear by this time.</td>
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<td>The Levan project is on target for December ‘09 completion. The bleachers for the softball field are being installed this week.</td>
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<td>If approval is received, planning for the SAM modernization project could begin in 2009-10, with construction possibly beginning as early as 2010-11. This is being funded from the 2006 state bond.</td>
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<td>The Student Services building has been submitted, and was the only project submitted in its category. There is a chance for some planning money in 2010.</td>
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<td>The PGE retrofit is under way. LaMont will follow up on some ballast replacement questions.</td>
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<td>Greg will be suggesting some changes to the Facilities &amp; Planning Subcommittee to become more proactive.</td>
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6. **Budget**

At last week’s Board of Trustees meeting, the board made it clear that the tentative budget that was passed did not reflect deep enough cuts and more will be required. The board continues to plan to backfill 50%.

The 50% law requires that 50% of the general fund must be spent on direct instruction. Equipment and categorical programs are not part of the 50% equation. The board is still planning to partially backfill the cuts to categorical programs; the rationale for doing so is because the categorical programs provide services that are vital for student success in the group that is the most at risk. Additional adjustments, including layoffs, reduced hours of operation, and a reduction in sections are all possibilities. Not only do all the seats in every class need to be filled, but those students need to stay through the semester. Every successful student moved on creates an empty seat for another student.

The president’s Community College program may bring $9 billion to education over the next ten years. This breaks down by state, then District to $2.5 million for KCCD. A major portion of this money, however is in competitive grants.

Various suggestions were discussed such as reducing the size of Distance Ed, primarily because the student success rate is lower than in traditional classes. Greg answered that all options are being considered. A decision such as eliminating summer school would have to be made in a timely fashion so that students who may have planned to attend can adjust schedules. Elimination of summer school would also affect the spring semester class choices.

Significant coding problems have been identified which will have an affect on budgeting. The vice presidents and deans are working to clear up all questions.

CSUB is looking at furloughs, including faculty. As reductions and layoffs are considered, this discussion may include the possibility of voluntary cuts.

The overall cuts to the tentative budget equaled about 2.5%; the board is asking for 5%.

Another area that is under consideration is student discipline measures. There are currently 2,000 students on probation. This may become a more significant factor as seats in classes become scarce.

All council members were reminded that the college does not negotiate adjustments to positions individually. While employees may be asked to identify job responsibilities they may no longer be able to complete if department hours are reduced, it would be inappropriate to ask an employee if they, individually, would be willing to work fewer hours.

Further recommendations for consideration: Furloughs, retirement packages, tuition fee increases, postponing longevity pay, close during spring break and summer, no bulk mailing, reduction of work hours, reduction of benefits. Another suggestion is to require that staff pay for parking. Elimination of all free parking areas is on the SGA agenda.
| 7. | Things we need to know...
 | Watch your calendar for the announcement of a tentative meeting during flex week, if there is significant new material to warrant holding a meeting.
 | **Next Scheduled Meeting**
 | Sept 4, 2009 |
Present: Tom Greenwood, Nan Gomez-Heitzeberg, Bonnie Suderman, Vickie Turney (C. Sifuentes Alternate), Primavera Arvizu, Mildred Lovato, John Gerhold, Janet Thomas, Jason Stratton (McNellis alternate), Sue Vaughn, Anna Agenjo, Pam Boyles, Kristi Newsom, Shawn Newsom, Debbie Spohn (recorder)

1. **Welcome - Agenda Review**  
   Dr. Chamberlain called the meeting to order at 9:08 a.m. Introductions were made. No changes were noted to the agenda. Council members were reminded that copies of agendas and attachments would not normally be provided as they are posted in the Public folder.

2. **Review Previous Minutes**  
   The minutes from the July 16 meeting have been posted in the Public Folder. No changes or corrections were noted; any changes may be forwarded to the President’s Office.

3. **Accreditation**  
   The latest draft of the report was forwarded to the District, where it is being reviewed by the Vice Chancellor. Within two weeks, there will be another copy circulated via bc_all for a final review before it goes to the Board of Trustees subcommittee. After review, the subcommittee will make a recommendation for adoption to the Board.

   **Action item:** The current version of the Accreditation Report will be posted in the Public Folder.

   The deadline for feedback will be the end of August.

4. **DMTF (Decision-Making Task Force)**  
   The Task Force has been meeting during the summer; a process is under way. The Task Force is working on defining participatory governance and the charge of standing committees. Committee chairs have been contacted to supply information on the charge and scope of authority of committees. The task force is charged with developing a document for presentation to the Council.
5. **Construction**

As promised, the walkways have been cleared prior to the beginning of the semester. Around the base of the TES storage tank, dirt is being filled in. Due to DSA (Division of the State Architect) regulations, the tank must be fenced because it was not DSA approved for student occupancy. It is not known whether the fencing will be permanent or can be removed at a later date. Community Colleges are required to meet the same standards as K-12 schools.

Levan Center is on track to open in December 2009. This project will provide some inside & outside space for meetings.

Student Services, utilizing special funding, was able to remodel the Learning Center, also finishing in time for the beginning of the semester. Cabling is being installed.

There will be some discussion on changing the focus of Facilities Planning subcommittee, which reports to College Council. It is hoped that this group can be more actively involved in two-way communication on construction projects rather than just reporting after the fact to constituent groups.

The GET bus transfer station is moving to Panorama; GET will be building restrooms for this facility. Part of the plan involves building a berm as a visual barrier between Child Care and the bus station. This will allow us to re-use part of the dirt that was removed for the TES tank for the berm.
6. **Budget**

The KCCD Chancellor’s Office sends out a Board Action Report after each board meeting. Greg shared part of the last report, indicating the number of questions and comments directed to the Chancellor by the individual board members. The KCCD Board of Trustees are actively engaged and involved. Any questions about actions taken at board meetings can be directed to John Gerhold or Greg Chamberlain, as they are usually in attendance. The student trustee this year is from Cerro Coso, Darrel Moline; the student trustee participates as a non-voting member of the board.

The board has made it clear that more cuts are expected before the final approval of the budget. While calculations show that we are very close to meeting compliance with the 50% law, more is needed.

John shared an update that was distributed at the last board meeting. This shows a substantial change in the ending balance. The board has made wise fiscal decisions over the past few years to build the reserve which will now be used to help us through these difficult years by backfilling the areas of shortfall. There was a concern expressed that there are cuts being made district-wide while it appears that the reserve is growing. The reality is that we will have more students than we will be paid for, and more students than we can serve; the state has reduced the number of students they will pay for.

Discussions occurred last spring regarding hours of operation. These discussions will occur again this fall and spring regarding possible Friday closures during summer, etc. A hard closure for two weeks during winter recess is being discussed. Closure on Friday and Saturday during the regular school year would necessitate moving back to an 18-week schedule because currently Fridays and Saturdays are counted as instruction days. Consideration of closure days will not be entertained unless it is 100% of the campus as partial closure created hardships for those trying to access services. Mildred stated that as more and more services are automated, foot traffic should lessen as a result.

At the next board meeting, Greg will be presenting a comparison between 2008-09 and 2009-10 budgets to highlight the areas of reduction for the board. This will also be shared at Consultation Council. Some positions remain unfilled and each vacancy will be reviewed. Also bear in mind that there are step and column increases for the year, a raise in pay for the adjunct faculty, and an increase in benefit costs.

The latest news from Sacramento is that this year’s budget is already $6-8 billion out of balance.

Greg asked for everyone’s help in cutting back in all areas. Reduce paper usage, turn off lights and machines, etc. The subject of furlough days has been proposed; this will be discussed when the effects of layoffs are negotiated with the unions. Make sure the union representatives know how you feel about furlough days.
7. **CLASS (California Leadership Alliance for Student Success)**
KCDC is one of 13 community colleges across California that participates in this program out of the University of Texas. The basic concept is to bring together the Chancellor, a board member, and a faculty member. John attended a conference with Doris Givens (substituting for Chancellor Serrano), and Rose Marie Bans. While faculty input was limited, there were opportunities to interact with the team members that were valuable. There was heavy emphasis on being able to prove hypotheses with hard data.

Part of the agreement to participate in this project is the stipulation that the board will have discussions about student success, and make data-influenced decisions with student success as the focus.

8. **Enrollment Management**
Because classroom space is at a premium, there is some discussion about prerequisites; enforcement of prerequisites would bring retention levels up. Our goal is not just to fill the seats until census day, but for the students to finish the courses in which they are enrolled.

A district-wide report on enrollment was distributed. There is a 1% reduction in FTES, with a 13% reduction in sections. (This report was as of two weeks prior to the beginning of the term.) Adjustments continue to be made for low-enrolled classes. Sections will be added strategically, based on the waitlisted classes that are the most heavily impacted, also weighing the availability of adjunct faculty and budget constraints.

9. **Things we need to know...**
Opening Day - Friday 8/21/09 at 8 a.m. for beverage service, program will begin at 8:30 a.m. in the cafeteria.

SGA made an agreement to move all used book sales to the Huddle. This will help alleviate the congestion around the doors to the Bookstore. Security will be patrolling this area. There are some health issues that crop up as people are required to wait in long lines in the heat, so anything that can be done to alleviate this is appreciated.

Kristy stated that SGA will also be asking faculty and staff to show their school pride by wearing BC emblem shirts the first week of school.

The first home football game is September 5.

The alumni barbecue is September 10; tickets are available.

10. **Next Scheduled Meeting**
The next regular meeting of the Council is scheduled for Sept 4, 2009 in the Collins Conference Center.
# College Council Minutes

**September 18, 2009**

**Present:** Greg Chamberlain, Nan Gomez-Heitzeberg, Nick Strobel, Tom Greenwood, Vickie Turney (C. Sifuentes alternate), Patti Rapp (M Sifuentes alternate), Joan Wegner (P Arvizu alternate), Bonnie Suderman, Anna Agenjo, Jennifer Johnson, Pam Boyles, Brent Damron, Sue Vaughn, Kathy Rosellini, Mildred Lovato, Kristi Newsom, Shawn Newsom, Debbie Spohn (recorder)

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| 1. | **Welcome - Agenda Review**  
Meeting was called to order at 8:35 a.m. No changes were noted to the agenda. |
| 2. | **Review Previous Minutes**  
A question was raised regarding the budget discussion where it was discussed that paid advertising was cut and BC would be relying on earned media. Will the production of information flyers be eliminated? Greg encouraged all departments to coordinate advertising requests with Amber to maximize effort, as funding in this area will be extremely limited. Reduction in printing of all types should be encouraged.  
Under action items, while a document outlining cuts was not circulated, it will be discussed today. Under Enrollment Management, Nan has prepared the document requested regarding the justification of the reduction of the number of sections for discussion today. |
| 3. | **Accreditation - Mid Term Report**  
The final draft has been forwarded to the board, and will be considered at the October board meeting. Any suggestions will be incorporated; this will allow time to submit the report to the Commission in time for the October 15 deadline. Signature pages are being circulated through the required signatories. The process of gathering evidence in support of the mid-term report continues. The evidence will be put on a disk for submission to the state; it will also be posted on the accreditation website once all the information is available. Contact Vickie Turney regarding the location of specific items of evidence.  
The commission will consider the document at their January meeting, at which time they have several options. They can accept the report as presented, require follow-up by telephone interviews, require a follow-up visit, or placing the college on warning or other sanctions. |
4. **Decision-Making Task Force**
A draft document was shared that spelled out a definition of BC’s participatory governance process, with an accompanying flow chart. The document was designed by David Koeth. It was requested that the acronyms be spelled out in the glossary. There will also be an accompanying narrative that will outline the groups identified on the flow chart. It was suggested that the Standing Committees block be switched with the Operational Groups, and an arrow going both ways, indicating two-way communication and those that should be included in the process. Flow chart will be modified to show arrows going both ways.

The next meeting of the task force is Friday, October 2. Any further input can be forwarded to any member of the Task Force: Greg Chamberlain, John Gerhold, Nan Gomez-Heitzeberg, Mildred Lovato, Mike McNellis, Ann Morgan, Sue Vaughn, Sonya Jeffries, and Dan O’Connor. A draft of the narrative and glossary should be ready for the task force to review by the 10/2 meeting; it can be shared with College Council once the task force has a chance to review.

**Request from IEC** - Program review recommendations were previously reviewed by the precursor of College Council - Budget and Program Review Committee. After College Council was formed, several units were asked to make unit presentations to College Council. The concern is that the recommendations are not being reviewed and therefore not being implemented. After a brief discussion, it was determined that College Council would review the IEC summary document, and the unit being reviewed would be invited to attend a College Council meeting to answer any questions. The summary document should be forwarded to the Council in adequate amount of time to allow council members to review prior to the unit presentation.

Rather than the recommendations being sent to the President in isolation, the Council can assist by facilitating a broad discussion. There should be clear guidelines on what to do if the unit has concerns that are not addressed, and conversely how to handle recommendations that fall into the category of administrative decisions outside the unit’s control such as staffing. A response mechanism should be put in place, and IEC co-chairs will be invited to participate.

It was suggested that a summary of the recommendations be provided from the previous program review, and how they were addressed. These will be compiled into one document either by semester or for the year. This should take place just prior to the budget development process.
5. **Construction**  
LaMont reported that more parking should be available sometime next week as the old tennis courts are in the final clearing stages. The storage tank testing was delayed, and should also be happening next week. The dirt that has been relocated to Panorama will be shaped and seeded to provide a visual barrier between the as yet unconstructed GET bus station and the Child Development Center.

The Levan Center is on schedule for a December completion.

Regarding funding for the SAM building remodel, the funding has not been passed at the state level to fund construction. This project is in the queue, and money has been set aside for planning to proceed. Interim Dean Lynne Hall will be facilitating a meeting to discuss this project.

6. **Budget**  
An action item from the last meeting was to develop a plan to gather and respond to budget reduction ideas. In anticipation of the Decision Making Task Force completing its charge, an interim committee was suggested to determine next steps. Included in this group should be individuals with budget responsibilities. This committee should include the president, vice presidents, and admin services director. John requested that faculty appointments flow through the Academic Senate, as one of the 10+1 is the budget process and planning. Any faculty member interested should contact the Senate.

   **Action item:** The Academic Senate will put out a call for interested faculty to serve on this interim planning committee.

The charge to be mindful of the entire institution should be clearly stated, dealing with college-wide budget concerns. Greg is asking for 5 faculty, 2 classified, and 1 student representative. Four-five administrators will be appointed. Classified will be appointed by CSEA.

   **Action item:** Patti Rapp will alert CSEA that two appointments should be made, and Shawn Newsom will alert SGA regarding an appointment.
7. **Accreditation - 2012**

There is still time to include names of those interested in serving on an accreditation visitation team. Forward any names to the President. 2012 status reports will be part of each meeting.

Greg is requesting that a very small task force be formed to direct the action toward the development of the self-study in anticipation of the next accreditation visit in 2012.

*Action item: A list of accreditation standards will be included on the agenda at every meeting.*

*Action item: John will find 3-4 faculty to serve on this committee.*

Bonnie and Patti Ross will represent administration. This group will make recommendations on how best to proceed toward the development of the next Self-Study and preparing for the next accreditation team visit. The initial membership will determine the meeting times. Efficient action may preclude any meetings beyond an initial meeting and discussion.

8. **Enrollment Management**

Nan shared a document prepared as requested at the last meeting. This document outlined the background and reasoning behind the reduction in the number of sections, and rationale for the strategic planning now being employed for decisions about spring and summer classes. The focus of our planning will continue to be offering core classes and to serve as many students as possible with the resources allocated. Nan will be discussing the concept of adjusting class size maximums at the next Academic Senate meeting.

Sue brought up a question about setting a registration appointment date for concurrently enrolled students. This has also been discussed at FCDC. John asked that consideration be given to those courses that depend on concurrently enrolled students in order to hold the course. General consensus was that concurrently enrolled students should be given appointment dates one week after the start of open registration.
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<tr>
<th>7.</th>
<th>Things we need to know...</th>
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<tr>
<td><strong>Dean of Students</strong> - A candidate has been selected; pending board approval at the October 1 meeting, the successful candidate will begin on October 5.</td>
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<td><strong>Chancellor’s Forum</strong> - The Chancellor will be on campus on November 30 from 11:30 a.m. to 1 p.m. in Levinson 40. All employees are invited to attend and share their concerns with the Chancellor.</td>
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<tr>
<td><strong>President’s Forum</strong> - Dr. Chamberlain has scheduled two President’s Forums for October 19 - 1:30 p.m. and 5 p.m. All employees are invited to attend and share their concerns with the President.</td>
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<td><strong>Bomb Threat</strong> - There were concerns about how the room search was handled with the bomb threat. Once the call was received, ICS was activated. Several snags in the delivery of information were identified. Each time an incident occurs, there is a debriefing. A need for training of those searching the campus was identified. Special thanks are issued to Public Safety and Maintenance &amp; Operations for mobilization of staff campus-wide.</td>
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<td>The threat was deemed to be not credible, but due diligence was followed in a campus-wide sweep. One item of concern was noted that personnel doing the visual sweep of classrooms were not all identified as employees, and some didn’t approach the instructor with information upon entering the room. Another problem identified was that the first responder list needs to be updated, with alternates identified.</td>
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<td>The campus is considering the installation of an alert system that allows audible alerts to be broadcast. All new construction will include an alert system.</td>
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<td><strong>Phi Theta Kappa</strong> - Shawn reported that PTK has been reactivated, and is looking for projects that will provide a service to the campus. Instructors can share with their students that PTK is active; interested students can contact Jason Stratton, club advisor.</td>
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<td><strong>Next Scheduled Meeting</strong></td>
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<td><strong>Oct 2, 2009</strong> The October 16 meeting will be rescheduled for October 23.</td>
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College Council Minutes  
September 4, 2009

Present: Greg Chamberlain, Nick Strobel, John Gerhold, Tom Greenwood, Michael McNellis, Jennifer Johnson, Pam Boyles, LaMont Schiers, Sue Vaughn, Primavera Arvizu, Nan Gomez-Heitzeberg, Anna Agenjo, Cindy Collier (Suderman alternate),  
Shawn Newsom - SGA, Kristi Newsom - SGA, Kathy Rosellini, Mildred Lovato, Jennifer Marden, Mary Jane Johnson (Thomas alternate), Marilyn Davidson (C. Sifuentes alternate), Debbie Spohn (recorder)

<table>
<thead>
<tr>
<th>1. Welcome</th>
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<tr>
<td>The meeting was called to order at 8:35 a.m.</td>
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<tr>
<th>2. Review Previous Minutes</th>
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<td>The use of the phrase “hard closure” was questioned (Pg 2 - Section 6). A hard closure means that all employee groups are absent. The discussion referred to the possibility of whether management would maintain a presence on campus during winter recess or the entire campus would be closed; part of this time is designated as work time for managers. This is a discussion that is revisited every year.</td>
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|  | The minutes will reflect that the suggestion regarding the possibility of furlough days has been suggested as a budget-cutting measure, but has not been formally proposed. |

|  | It was also noted that a “Best Practices” list has not been posted, as requested. John Gerhold will post this information, which refers to various papers that have been written on action to improve student success in California, and policy changes that can be made in this area. (Pg 3 - Section 7) |

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<tr>
<th>Council Charge Review</th>
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<tr>
<td>Dr. Chamberlain reviewed the charge of the Council, which was posted in the Public Folder. He encouraged all campus committees to have a similar discussion at the start of the semester as new committee members join working groups.</td>
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3. Accreditation
A preliminary draft was reviewed by a board subcommittee. It was suggested that a reference on each of the recommendations be added to indicate whether it is fully or partially met. Look for another draft within the next few days. It must be ready to duplicate by next week, so there are very few days remaining in which to forward comments and suggestions. The board has requested that they have the report in their hands two weeks prior to the October board meeting; it must be delivered to ACCJC by October 15. The October board meeting date was moved to Oct 1 in order to accommodate any changes that may be necessary prior to adoption.

Dr. Chamberlain is currently putting together a list of volunteers interested in serving on an accreditation visitation team. While this provides a valuable service for the Accreditation Commission, it also provides valuable experience as BC nears the time when there will be another site visit here for the purposes of accreditation. Please let Greg know if you are interested. While it is a substantial time commitment, it is a worthwhile endeavor. The Commission provides training for all team members.

4. DMTF
The Task Force has not met since the last meeting of College Council. Work continues primarily through several subcommittees.
5. Construction
The campus has been alerted to the fact that a major construction project on Mt Vernon will begin on Tuesday (9/8/09), and will continue for approximately two months. Traffic will be reduced to one lane in each direction.

LaMont reported that water should be going into the TES tank next week.

The proposal for covered parking stalls as part of a solar energy project has been revised from the south parking lot to the northeast. The Northeast lot is generally more secure, has less vandalism, and will cause fewer disruptions for neighbors. The incentives are for a minimum 1 megawatt field. Currently, there are four vendors interested. This will require a three-month construction project; ultimately, very few parking spaces will be lost.

The remodel of the SAM building has been approved for planning phase, but not for construction. Swing space is still being considered in order to facilitate this project. The first step in securing swing space is the consideration of alternate storage.

The Facilities Planning Subcommittee has primarily been reactionary in nature up to this point; Dr. Chamberlain would like to move this group to be more proactive. Therefore the current make-up of the subcommittee should be revisited to assure that the appointments are appropriate. Appointments should include representatives from those areas that have either specific interest in upcoming projects or specific areas of expertise that assist the decision-making process.

The GET bus terminal will cause a reduction of about 40 parking spots along Panorama.

*Action item: LaMont will be alerting the campus to the fact that relocation of the dirt from the old tennis courts to the grassy area in front of CDC begins Tuesday.*

The current plan incorporates most if not all of the trees. Construction on this project may begin as early as next fall.
6. Budget

BC’s budget currently meets all three criteria established by the board:
1. 5% reduction
2. Balanced income and expenditures
3. Meets the requirements of the 50% law.

Greg will be presenting documentation at next week’s board meeting to outline where all cuts occurred.

*Action item: Greg will circulate the document, which can be shared with constituents regarding where all budget reductions and/or adjustments were made.*

BC’s budget is lower than last year’s actual expenses, and it is balanced. Carryover is higher than originally projected (final figures are not yet available). The bad news from the state is that the budget that was just passed is already a $7-8 billion dollars out of balance, and there are several lawsuits pending challenging various sections. Mid-year cuts are expected.

A column for the Source was suggested to list various budget suggestions and be able to respond to the viability of the suggestions.

The District Office has cut expenses to meet the board-established criteria similar to the colleges. The possibility of $3 million additional state money was discussed at the last Chancellor’s Cabinet meeting. This money would be shared district-wide, and is one-time funding. This will help with any mid-year reductions that may be assessed. This is different from carry-over funds in that it is an increase in apportionment revenue.

To answer where the reductions were made at BC to reach the 5%, Greg stated coding errors were corrected, resulting in a reduction. Specific cuts were made to travel, conferences, organizational memberships, books, equipment purchases, attrition (not all vacancies were filled), continuing ed, and advertising; these are cuts to general fund expenditures. Categorical programs are cut anywhere from 16-62%; the board is committed to backfill as much as necessary to meet federal mandates. The district is also waiting to learn how much, if any, federal stimulus money might be forthcoming.

In order to determine the full impact of the budget cuts, several factors were identified:
1. The number of sections was reduced; adjunct overload faculty was reduced by 13%.
2. Some positions remain vacant. There are also some potential personnel reductions anticipated in categorical programs.

It was suggested that a task force be formed to gather the budget reduction/income
generation suggestions; this task force would be charged with the task of analyzing various suggestions and responding to and/or forwarding them to the appropriate department for possible implementation. Upon further discussion, it was suggested that creation of a new task force shouldn’t be necessary as there is already a committee formed that is working on finances under the Action 2012 implementation plan (Bonnie’s team). Gathering and responding to suggestions from across campus can be given to this committee as part of their charge.

**Action item:** *This item will appear on the next agenda for implementation.*
7. Enrollment Management

There will be a work study session at the next board meeting to discuss enrollment management. The presidents will be presenting what each campus is doing in terms of enrollment management, including information about current enrollment, number of sections, waitlists, etc.

Nan reported that FCDC and the administrators met in June regarding the fall schedule. The decision was made to cancel low enrollment classes early. In fall 2008, there were 1,871 sections; as of today, there are 1,603 sections. The goal was to maximize enrollments in areas with high waitlists. Another topic of discussion was the impact on the campus as a whole regarding peripheral services. The intent was to take a global view of enrollment. Instructors were asked to add additional students to their classes. Even with reduced sections, summer generated about the same FTES as previous years. Census date will be a good predictor of FTES that will need to be generated in the spring.

Looking forward to spring, everyone is asked to look at waitlists and adjust maximum class size accordingly. A condensed summer school scheduled is anticipated. At one point, there were over 12,000 names waitlisted for fall courses; this has been reduced to 4,220.

Through this experience, several ideas have surfaced to refine the process for next year, including setting maximums early. Better communication with faculty will be facilitated. The chairs developed the Special Exception form. This refinement process will be a continuing topic of discussion with FCDC.

Students have asked why enrollments are limited when they typically experience empty seats in classes after the first two weeks of the semester. The answer is that first, safety rules must be observed. Secondly, in this atmosphere of greater competition for seats in classes, retention is expected to be higher. A simple, straightforward communication was requested that outlined for students, faculty, and staff an explanation of this philosophy.

**Action item:** Nan will draft a statement regarding the reduction in the number of sections, plus the desire of the college to serve as many students as we can. This will be circulated to the Council.

There was discussion about the allowable occupancy per classroom; Nan stated that there is a report that shows the maximum for each room. These numbers should be compared to the standards from the Fire Department to make sure they are current. These numbers should also be reviewed to make sure the maximum size of the class fits the size of the room to which it is assigned.
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<th>8. Things we need to know</th>
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<tr>
<td><strong>Dean of Students</strong> position - Look for an announcement to be made within the next several weeks. Final interviews have been conducted.</td>
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<td><strong>Vice President of Academic Affairs</strong> - Nan will serve in this position until June 2010. The process for a nation-wide search to fill the position will begin this spring.</td>
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<td><strong>Next Scheduled Meeting</strong></td>
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<td>September 18, 2009</td>
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<td>Meeting adjourned at 10:40 a.m.</td>
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# College Council Meeting

**October 2, 2009**


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| **1.** | **Welcome - Agenda Review**  
Antonio Alfaro joined the Council as a new member, replacing Jennifer Marden. |
| **2.** | **Review Previous Minutes**  
The previous minutes will be revised to reflect several people who were not listed. |
| **3.** | **Decision-Making Task Force**  
Several changes were suggested to the schematic drawing previously presented. A new draft should be available following today’s meeting, and will be circulated prior to the meeting on Oct. 23rd. The primary change was to create arrows showing two-way communication between the President and all groups identified on the chart. This two-way communication will also be emphasized in the narrative, conveying the concept that committees and individuals can submit input to the president for consideration, and the president may also ask for feedback on a specific issue. Care must also be taken not to create unrealistic expectations on the part of the individual providing the input. It may not be appropriate or possible to respond to every suggestion.  
A list of “to do” items was shared from the DMTF minutes. DMTF is considering committee structure, considering where changes can be made to operate more effectively. All recommendations for change will be first presented to College Council. |
| **4.** | **Construction**  
The TES tank is being tested. It is anticipated that this project will be complete by the end of the year.  
As a first step toward realizing the reality of the construction projects slated for the next few years, swing space is being developed in the basement of the Language Arts building. Items currently in storage in the LA building are being relocated or marked for disposal. Alternate storage space on campus is being considered. |
5. **Budget**
The anticipated bailout money from the federal government has decreased from an estimated $120 million to $35 million. Approximately $3 million has been identified for carry forward from the 08-09 budget. Carry forward monies cannot be used for on-going expenses because it will not be renewed. Another consideration is the 50% Law. Much of the scheduled maintenance budget was cut in order to reduce expenses. This carry over will make some strides in restoring these funds.

Dr. Chamberlain has asked Academic Senate to submit names for a Budget Task Force to outline the next steps toward budget development. This is a work in progress. This group will also be charged with responding to the suggestions received for budget reduction and income generation.

An announcement was made at the board meeting that the district made another purchase at California City, but no details were available. Greg explained that the plan will be to move the Cerro Coso center off the base because of access issues due to heightened security.

*Action item:* The President’s Office will ask the Chancellor’s Office for clarification on the land purchase, identifying the purchase price and funding source.

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<td>6.</td>
<td><strong>Accreditation - 2012</strong>&lt;br&gt;The Board approved the mid-term reports from the three colleges. The Academic Senate has been asked to supply the names of faculty who would be willing to serve on an Accreditation task Force.</td>
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<td>7.</td>
<td><strong>Enrollment Management</strong>&lt;br&gt;No report.</td>
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8. **Things we need to know...**

The Board Report that is shared with the trustees was distributed.

Joyce Coleman was approved as the Dean of Students for Bakersfield College, and will begin on Monday, October 5.

SGA has been getting complaints on the cleanliness of bathrooms, an increased concern due to the H1N1 virus. There have also been complaints about broken sinks in the photo lab. The best course of action is to call Maintenance at 4221 with specific locations and problems. M&O is in the process of hiring a plumber. Please contact Tim Carroll with unresolved issues.

Security has reported stolen license plates from cars in the parking lots.

The agenda for the next meeting will include a discussion on assignments of responsibility on the college goals.

If you have an input to share with the chancellor for the January Board retreat at which the district goals will be discussed, send your comments no later than November 16. The current board goals are available on the district website, and are part of every board packet.

Concern was expressed over the wording in the H1N1 flyer encouraging teachers to be lenient with students missing class due to flu. Some faculty decided against sharing it in class because it is against their classroom policy. For students with extenuating circumstances, Withdrawals and No Grades are available. Applying the same set of rules to students attending lecture classes on campus to students working in a clinical setting is problematic.

- **Action item:** The issue of classroom policies as they relate to dealing with students presenting flu symptoms will be referred for discussion to FCDC. Similar caution must be taken with employees coming to the work place with flu symptoms.

During the first week of Greg’s vacation, Nan will be taking calls. Mildred will take calls during the 2nd week.

**Next Scheduled Meeting**

Oct 23, 2009

Meeting adjourned at 9:50 a.m.
**College Council Minutes**  
**November 6, 2009**

Present: Greg Chamberlain, Shawn Newsom, Candice Sifuentes, Nick Strobel, Tom Greenwood, John Gerhold, Anna Agenjo, Pam Boyles, Antonio Alfaro, Primavera Arvizu, Kathy Rosellini, Mildred Lovato, Marco Sifuentes, Sue Vaughn, Janet Thomas, Debbie Spohn (recorder)

| 1. | Welcome - Agenda Review  
No additions to the agenda were noted. |
| 2. | Decision-Making Task Force  
Revised copies of the Decision-Making Process Chart were shared. No changes were made in the Philosophy statement from last meeting; this was shared at Chancellor’s Cabinet and very well received. The primary change to the chart was the asterisk identifying CSEA as operating as BC’s classified senate was removed.  

FYI - Chancellor’s Cabinet is made up of the Chancellor and her direct reports. Consultation Council is made up of the Chancellor, Vice Chancellors, college presidents, academic senate presidents, and bargaining unit representatives.  

The classified contract clearly states that, in the absence of any other employee group, CSEA makes appointments to campus committees. Contract language also refers to the Education Code. The question can be raised as to whether this refers to matters other than bargaining unit issues.  

Once the decision-making document is completed, the task force will dissolve. However, the task force was initially formed to look at the composition of each of the campus committees and make recommendations toward streamlining functions and eliminating duplication of effort.  

Program Reviews will be brought to College Council for review; it was previously stated that a written response would be generated.  

The original plan was for the Task Force to complete its charge by the end of this semester. The chart is ready; the philosophy statement is complete; the glossary is nearing final stages. However, a longer timeline may be necessary if recommendations on committee structure changes are going to be generated. The next step is to analyze the glossary and bring recommendations for future actions to College Council.  

*Action Item:* Greg will send out the Decision-making Chart and Philosophy statement to the campus for review.
3. **Construction**
Greg reported that the Board of Trustees held a public hearing yesterday on the proposed Photo-Voltaic field for Bakersfield College. Following the public hearing, the board approved the project. This required separate approval because there are rebates involved, and they have to be able to show that the cost of the project is more than the projected increase in the cost of energy. The vendor is Sun Power. The PV field is a one megawatt field and will provide approximately 1/3 of the campus’ energy requirements. It is a tracking field, meaning it will follow the sun. The field will be constructed in the northeast parking lot.

- **Action Item:** LaMont will e-mail the video that was presented at the board meeting. The video can be shared with all constituent groups on campus.

DSA must first approve the project. A tentative start date is May 24th (following commencement). Two months of demolition and construction in the designated parking lot are anticipated. The projected completion date is October 2010; this completion date is necessary to qualify for the rebates which total approximately $3 million.

- **Action Item:** LaMont will e-mail Gary Reid and ask for the link to the PowerPoint presentation on the project. This will be forwarded to College Council.

The Community College League assisted in the process of selecting the vendor (Sun Power). The League has a consultant that works with energy projects. This was done to assure that the project will meet the guidelines and achieve the intended results of reducing energy costs as promised.

**Action Item:** Greg will talk to Amber about setting up a community meeting of residents and businesses in the neighborhood to discuss the project and its impact on the surrounding area.

The project includes video surveillance to address the security issues. The total cost is estimated at $8.46 million. The funding mechanism calls for the cost to be spread over time and to assure that the cost is covered by the estimated energy cost savings. Any power generated and not used will be diverted back to the grid, for use by other PG&E customers. The rebates are based on a 1-megawatt field. A fourteen-year payback is the worst case scenario. FYI - this project puts us into compliance with a new law that requires reduction of emissions and our carbon footprint.

The baseball/softball final piece of the project is waiting for DSA approval. The current completion estimate is the end of November.
In order for construction to proceed on the LA basement as swingspace for the SAM building, a storage facility has to be constructed. A 50x90’ metal structure will be erected at the end of the old tennis courts to serve as storage.

4. **Budget**
The state budget picture continues to deteriorate. The budget task force is scheduled to meet on Monday. The college must identify up to 10% of cuts for the 2010-11 budget year. While the board is positioned to assist by providing some of the money from reserves, it is too early to tell how much they will be able to provide. We need to be able to project the impact of the proposed budget cuts. This is the information the board needs in order to make informed decisions. A rough estimate of 10% is about $7 million. While all departments will be asked to identify areas for possible reductions, it doesn’t make sense to cut 10% across the board. This 10% is beyond any mid-year cuts that must be endured. Currently, reserves are being used to backfill about ½ of the funding lost in categorical programs.

Members of the Budget Task Force are: Mildred Lovato, Nan Gomez-Heitzeberg, Kate Pluta, Lynne Krausse, Nick Strobel, John Gerhold, Patty Rapp, LaMont Schiers, and Greg.

*Action Item:* LaMont will circulate the document that was presented at the August board meeting outlining the 2009-10 budget cuts.

5. **Accreditation - 2012**
The task force formed to discuss next steps for Accreditation won’t be meeting until December.

6. **From Consultation Council...**

- *Action Item:* Greg will circulate the Consultation Council agenda each month prior to the meeting, and send the summary following each meeting.

One item discussed at the last meeting was the academic calendar. The academic calendar for 2010-11 is scheduled to go to the board for approval in December.

John & Greg reported to the Council at the last meeting regarding the Intersession survey, reporting that this should not be attempted at this time.
Other...
The process for hiring adjunct faculty is being reviewed.

Greg shared documents from Consultation Council. The meeting summary will also be shared. Copies of board policies that have been approved were requested following board meetings. These documents can be shared with the campus.

The Board of Governors is considering several proposals dealing with the 50% law. One proposal would allow the transfer of ARRA funds into the general fund.

Greg will also share the Board Report and the Source that he provides at the board meeting each month. After this month, the Source is going to a quarterly reporting format, called the reneGade.
8. **Things we need to know...**

The Chancellor will be on campus on November 30 at 11:30 a.m. for an Open Forum.

The AmGen Bicycle Race will be stopping at Bakersfield College. Amber Chiang and Tarina Perry are working with the AmGen representatives to make sure all the details are handled properly. There may be a possibility for SGA to provide some of the concessions as a fundraiser during the race. We will also be trying to capitalize on the public exposure to promote BC.

SGA reported that the issues of concern the brought to the last meeting were addressed in a timely fashion, and they are very pleased and grateful.

Sue Vaughn is part of a subcommittee to the Curriculum Committee that is meeting regarding prerequisites. This has a direct impact on goal #1. Subcommittee members are Kim Van Horne, Dawn Dobie, and Sue.

The Board of Trustees is working with faculty to move the process forward on discussing the awarding of certificates. A process has been put in place that will allow most of the certificates in question to be awarded at the December Board Meeting. This affects students that have already completed the course work.

The review of the minutes was inadvertently left off the agenda for this meeting. Therefore at the next meeting, two sets of minutes will be presented for approval.

CARE and CalWorks are accepting donations for Thanksgiving food baskets for students and their families.

Thank you to SGA for the excellent work they did on putting on an outstanding homecoming event.

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<th>Next Scheduled Meeting</th>
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<td>Nov 20, 2009</td>
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**College Council Minutes**  
November 20, 2009  
Present: Greg Chamberlain, Mildred Lovato, Kathy Rosellini, Pam Boyles, Brent Damron, Nan Gomez-Heitzeberg, Shawn Newsom, Joe Saldivar, Candice Sifuentes, Natalie Bursztyn, Antonio Alfaro, Primavera Arvizu, Debbie Spohn (recorder)

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| 1. | **Welcome - Agenda Review**  
The agenda has been amended to delete the program review presentations. Three departments will be presenting on 12/4 - EOPS/CARE/CalWORKS, Math, and Media Services. |   |
| 2. | **Review of Minutes from Oct 2, 2009**, & **Nov. 6, 2009**  
Kris Toler’s name will be added to the members of the Budget Development Task Force. Any other changes can be sent at any time to the President’s Office. |   |
| 3. | **Program Review**  
The presentations have been rescheduled for 12/4. |   |
| 4. | **Consultation Council Agenda**  
Greg Chamberlain and John Gerhold represent BC, along with the SGA President, Andrea Garrison for CCA, Marco Sifuentes for CSEA, and Antonia Ecung for the Management Association. One of the primary charges of Consultation Council is the review of changes/additions/deletions to board policy. Proposals are originally reviewed by the vice presidents; they are forwarded to Chancellor’s Cabinet. From there, they are sent to Consultation Council, and then to the Board for adoption. If it is a 10+1 item, the proposal is also sent to the Academic Senate, and then back to Consultation Council. Once they appear on the Consultation Council agenda, this is the last chance for suggestions prior to submission to the board. There is no Consultation Council meeting in December, so the ones forwarded from the President’s Office will not be reviewed until January’s meeting. Proposed changes are highlighted. Any suggestions or questions may be sent to any of the attendees. |   |
5. **Decision-Making Task Force**

On the flow chart, under the definition of Input, “that” will be changed to “but”, so that the definition now reads, “Input is any information that may influence a decision BUT falls short of a recommendation.”

Regarding the glossary, it was explained that 10+1 refers to the items that are specific concerns of the Academic Senate. The two glossary documents presented will be part of a bigger document, starting with the flow chart. Following will be core information on the standing committees. Nick’s suggestions will be incorporated in the recommendations. Kathy suggested that links to access more information (e.g. Title 5 and Ed Code) should also be incorporated into the larger document. A list of resources would be useful, including items such as the State Academic Senate and the State Chancellor’s Office. DMTF meets again on December 3. Please forward any additional input to the President’s Office or any member of DMTF by December 2.

There was a suggestion on the committee pages of the glossary to include how the membership was gathered. The membership column should indicate by whom they are elected or appointed. The question becomes do we include this here or in the expanded documentation. Or should a legend be included that shows what is meant by appointed or assigned, etc. Please continue to share suggestions on the definitions. The information listed was solicited from the chairs of the committees.

6. **Construction**

Monday evening at 6:30 p.m. on December 7 is an informational meeting about the photo-voltaic field scheduled for construction in the parking lot. We will be inviting our neighbors around the campus who will be impacted by the project. A representative from the vendor will be present to answer questions. We will be communicating with this group in a few months regarding the AmGen bicycle race that will also have a significant impact on the neighborhood.

Dr. Levan visited the construction project this week and was very pleased with the progress to date. The project is on target for a January opening. The GET bus administration is working with an architect on the bus stop. An update on the lighting project with PG&E was requested. Nan reported that the update on the SAM building is moving into the planning process. An architect has been contacted. Over the next couple of months, meetings with faculty will be scheduled. The construction of the project will depend on passage of the next state bond.
7. **Budget**

Greg forwarded the latest information from the State prior to today’s meeting. All were encouraged to read Jack Scott’s speech. “The President’s Prayer and a Chinese Curse” was distributed, along with information from the Legislative Analyst’s Office (LAO). The LAO is an independent group that provides budget analysis. The LAO has requested course catalogs and schedules from across the state, and will be making suggestions on possible budget savings through scheduling changes.

The Faculty Obligation Number (FON) projections for next year have been published. The Chancellor’s Office establishes how many full time faculty each institution should have. The fall 2010 number is the same as the fall of 2009, which was unchanged from ’08. KCCD has 372.8 district-wide, and is currently .8 above our FON. KCCD will be unable to hire faculty above the FON.

Having all the appropriate data assembled in order to make informed decisions on cuts is going to be difficult given the current timeline. However, Dr. Chamberlain has to submit a list of proposed budget cuts in January.

Questions have been asked of the council members why the district is seeking to hire legal counsel given the current budget climate. Greg explained that the rationale is two-fold. One is cost; the district hopes to significantly reduce what is now being paid for legal assistance to outside attorneys. The second is compliance. Timely legal advice is necessary to assure that the district is compliant with statutes, particularly regarding meeting legal mandates. The question was raised whether a single attorney would have sufficient legal background of a nature to be able to advise the district in the broad range of areas required. Greg answered that the vision of the board is to reduce, not eliminate, the need to outsource legal counsel. It was asked if there are any statistics showing where KCCD ranks in terms of dollars spent on litigation. How many districts currently employ general counsel?

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<th><strong>Accreditation - 2012</strong></th>
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<td>The Task Force has not yet met, and probably will be unable to assemble until next semester. This group will talk about how we will continue to move the accreditation project along.</td>
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9. **Enrollment Management**  
Priority registration is under way, and the sections are filling rapidly. Nan reported that there is a reduction from last spring of approximately 300 sections. Planning for summer school is under way; however, it will likely be much smaller than previous years. Scheduling will focus on those classes that meet the needs of the highest number of students. Retention will also be a consideration. The question was raised about limiting the number of units per student. It is important for adjuncts to know that while a section may appear on the schedule, this is no guarantee that the class will be offered. Enrollment will be closely monitored.

In an attempt to keep high schools updated, Mildred is drafting a letter that will be going to the high schools regarding concurrent enrollment.

10. **Things we need to know...**  
The process of putting together the nomination of the Academic Development Program for the Exemplary Award through ASCCC was an excellent example of the value of the unit plans and the Educational Master Plans. This nomination would not have been possible without the data provided in the unit plan.

Natalie reported that some of the campus clubs are joining together to participate in training as emergency responders with the Bakersfield Fire Department. The students want to be able to assist in any emergency. BFD is going to fund the training.

Primavera thanked all who provided donations for thanksgiving food baskets. EOPS was able to assist 75 families with the donations received.

SDCC is planning a holiday open house. This event will be self-funded.

**Next Scheduled Meeting**  
Dec 4, 2009
College Council Minutes
December 4, 2009

Present: Shawn Newsom, Nick Strobel, Tom Greenwood, John Gerhold, Mary Jane Johnson (J. Thomas alternate), Jennifer Johnson, Nan Gomez-Heitzeberg, Mildred Lovato, Greg Chamberlain, Sue Vaughn, Marco Sifuentes, Candice Sifuentes, Pam Boyles, Brent Damron, Anna Agenjo, Primavera Arvizu, Antonio Alfaro, LaMont Schiers, Debbie Spohn (recorder)
Guests: Vera Diaz, Vanessa Hernandez, Kristin Rabe, Mike Moretti, Diana Kelly

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| 1. | **Welcome - Agenda Review**  
   | Mary Jane is attending for Janet Thomas. |
| 2. | **Review of Minutes Nov 20, 2009**  
   | No changes were noted. |

John shared information regarding the Christmas concert scheduled for tonight at the First Presbyterian church. A CD is also available for purchase featuring the BC choir performing Christmas music.
3. **Program Review**

Three departments will be presenting findings and recommendations - EOPS/CARE/CalWORKS
- Mathematics
- Media Services

Diana Kelly, co-chair of IEC, discussed the process for program reviews and shared the 2009-10 calendar.

- **Action item**: This calendar is available in the IEC public folder, and will be posted to the College Council folder.

IEC first looks to see if the previous recommendations were addressed by the department. A summary including budget implications is prepared. The department is asked to prioritize all requests. Council members received the final review document prior to today’s meeting. Nan commended the IEC for all the work that has been done to reduce the effort it takes to develop the appraisal document. This reduction in paperwork is notable and appreciated. Diana also stated that IEC needs more members on their committee.

- **Action item**: Please include this request for additional committee members in your report to your constituents.

Diana shared that a recurrent theme has emerged with the last several reviews. While it may not be the best place to address facilities issues, custodial issues are being discussed because it affects the quality of any given program. Diana asked for direction on how better to address custodial issues.

**EOPS/CARE/CalWorks**

Primavera introduced the members of her team that would assist with the presentation today, from EOPS/CARE/CalWorks. It is their ultimate goal to increase the number of students assisted. This is the first time the program review includes all three programs.

Vanessa Hernandez reported that student success includes accountability. EOPS is now documenting and tracking student contact and GPA’s. The process has been streamlined to eliminate duplication of service. They are increasing cooperation around campus between departments and EOPS such as the bookstore and financial aid; an increase presence in Delano is also a department goal. They are also working toward streamlining contact with outside agencies. Follow up services have been implemented, such as Early Alert.

Vera Diaz reported that Counseling services provided focus on services above and beyond what they receive in other places. Their clientele is largely academically underprepared and from low-income families. They need help
developing study skills and communication skills that will help them navigate the college environment. Retention and success data is included in the program review. They provide critical thinking workshops to help students learn better self-management skills.

Antonio reported on CalWorks. They are focusing on cooperation and accountability with the Department of Human Services. Their clientele is primarily re-entry students; many have a GED because they were unable to finish high school. CalWorks supplements what students are currently receiving from the Department of Human Services.

Primavera reported that the EOPS department is creating an environment of linkages to foster the success of the student. Several key indicators of assist are identified. The program review identified follow-up as an area in need of further development. They are working to resolve an issue with the confidentiality of files that are currently housed in a location that makes them easily accessible. Another issue that has been identified is that CalWorks needs a dedicated counselor. This department has every intention of becoming a model program for the state of California.

**Mathematics**

Department Chair Mike Moretti presented the review. There are 22 instructors in the math department, teaching everything from basic skills classes to college level math. The commendations included taking students on a poster tour for a competition, and for articulation with CSUB. They have developed a high school outreach program, talking to high school students about what tools they need to be successful in their career goals.

The Math Department is currently working on a new evaluation plan. The SLO’s as originally written were not effective. Students are not taking the sequential classes in a timely fashion. They are currently planning to initiate some focus groups to determine root causes for this. Work is planned to get the Trembley Lab refurbished for use.

The unit plan includes a request for more faculty, and they would like to be located in the same building. They need the flexibility of auditing math courses to address the problem of the lag time between courses. John asked if they had considered working with Kim Van Horne on critical academic skills workshops. Mike answered that quick reviews don’t allow students to develop the comfort level they need to be successful at college-level math. It was also suggested that students hear from the instructors how important it will be to register for the next class; counselors should also be making students aware of second tier registration. There is a possibility of some auditing in the Math Lab, but the room stays very full.
Media Services
Kristen Rabe reported for Media Services. This is the first time Media Services has participated in program review. Media Services is the only media department in the district; they provide services to the other campuses and the district office. The department mission statement is, “Media Services provides media technology, support and resources to assist with student learning, instruction, video production, videoconferencing and instructional television for faculty, staff and students to more effectively enhance the Bakersfield College mission of student success. We are committed to providing customer service to support and facilitate teaching, learning, training and departmental goals within our campus and college district community.” They provide support to every piece of instructional equipment owned by the college.

They recently received a grant to for a software program which provides the ability to remotely access and diagnose technical difficulties. Over the past two years, the department has downsized by 1.5 positions; there are currently three in the department. A purchasing policy and procedure was recently developed, including equipment standards for what the college will support through Media Services - the first written policy of its type at a community college.

Plans have been developed to make the Media Services Department the Center for the District; this plan is pending, due to budget constraints.

Action item: The Program Review calendar will be posted in the College Council public folder for ease of access.
### Decision-Making Task Force

Copies of the latest versions of the Philosophy Statement, the definitions, and the glossary were distributed. These are ready for distribution to your constituent groups. The word “draft” will be removed. The glossary reflects the suggestions made at the last meeting. There was considerable discussion at the DMTF regarding how much to include in the glossary; it is the recommendation of DMTF that this initial page remain small and focused, with greater detail to be included in the expanded document.

The expanded document will also address such questions as when a decision is a decision, and whether a committee has the authority to change its membership, charge, or reporting designation. It was noted that committees formed by resolution of the Academic Senate would require another vote by the Senate in order to affect changes. The functions as currently listed reflect the charge that was submitted by the committee. Subsequent decisions may be made regarding changes to committee structure; but this reflects where we are now.

The narrative on the definition of 10+1 will reflect that a formal written rationale is required or expected if the Academic Senate’s recommendation is not followed. Each committee will have a separate single page, entitled, “Understanding . . . “ and will provide greater detail about that particular committee, subcommittee or task force. DMTF should also take care to identify CSEA and SGA as fully as the Academic Senate is identified in the documentation. A line will be included for Distance Education, advising readers to see Extended Learning. It is anticipated that this document will take the place of the Master Committee list currently maintained by the President’s Office.

Any other recommendations can be sent to any member of the DMTF for discussion.
5. **Construction**
There was a question from the last meeting about the PG&E lighting retrofit project. LaMont reported that PG&E has completed the retrofit. PG&E was exchanging analog ballasts and sensors with digital equipment.

- **Action item:** Please notify LaMont if there was lighting in your area that should have been replaced, and wasn’t.

This project did not include replacing light bulbs. Outdoor lighting is now being assessed. We are working on an incentive program through PG&E which wasn’t part of the original program. Facilities Management continues to look for opportunities for cost savings.

The minutes of the facilities subcommittee will be forwarded after they are reviewed. Most of the projects are waiting on appropriate funding. SAM has planning phase funding, but no construction funding. The Levan Center is on schedule for a mid-January opening date. The GET bus terminal is on hold while GET works with the architect. Rick has been instructed to make sure that no construction impacts the AmGen race in May. The TES project is experiencing technical difficulties; it is a work in progress. The baseball/softball teams are practicing on the new fields. The press boxes have not been DSA approved, and there are some issues with the vendor.

6. **Budget**
Projections from the state now estimate that the economic downturn won’t begin to reverse until 2014. The Budget Task Force is now meeting weekly, and is soliciting ideas for reductions, eliminations, and revenue generation. Anyone submitting ideas can remain anonymous. Ideas can be forwarded to any member of the task force.

Nan will work with Bonnie to launch a short survey on Survey Monkey. This should provide individuals with a way to submit ideas and remain anonymous. The survey will make it clear that this is not a vote, so submitting the same idea over and over will not make it more likely to be implemented. The final decision rests solely with the President; this is an additional way to gather input. The survey will specifically target what each person can do within their own department and area of influence to help reduce costs and generate revenue. The e-mail should include a statement on who will see the suggestions submitted, reinforcing the idea that no one’s name will be shared publicly.

- **Action item:** The discussion of proposed budget cuts and revenue generation ideas should be on the FCDC agenda for input.

The deadline for responses will be Friday, December 18. Any ideas regarding the survey may be sent to Greg.
| 7. | **Enrollment Management**  
Record numbers of students are enrolling in spring classes. A special thanks is due to all the departments across campus who are cooperating to handle the numbers. BC classes are currently 70% full; there are 7 departments that are above 90% full. FCDC meets this week, and will be discussing cancellation of low enrollment classes in order to shift resources to meet the greatest demand. |

*Action item:* Nan was asked for an enrollment management criteria statement specifically discussing 2nd semester rationale.
8. **Things we need to know...**

Copies of the *reneGade* were distributed. This will replace *The Source*, and will be published quarterly.

*Action item:* Submit ideas for articles to Amber. Also send any ideas for items to include in the monthly trustees report to Amber.

Monday evening at 6:30 p.m., there will be an informational meeting to which the community has been invited regarding the Photovoltaic field. A mailing was sent to the neighborhood, inviting their input.

An e-mail has been circulated to faculty regarding the faculty assessment co-chair position.

The Accreditation Task Force will meet in January.

Primavera shared concerns about the lack of access for disabled students in the Student Services Building. LaMont explained that each fall, M&O prepares a list of maintenance issues to be addressed. There are currently three buildings with non-functioning elevators. These are on the maintenance list; some have been corrected. Some of the exterior doors must be replaced. Some of these ‘big ticket’ items have to be placed on hold, pending funding. If a key card system is installed, many of these security concerns will be solved.

There is a depression screening on campus today from 9 a.m.-2 p.m. in Campus Center.

Marco Sifuentes will not be running for re-election as CSEA President; his term ends at the end of 2009. CSEA will be holding elections next Thursday.

Nan stated that, thanks to a suggestion from a staff member, the faculty will not longer be required to turn in a hard copy of their syllabi; these will be maintained electronically, thus saving paper, manpower, and filing space. Please let faculty know they should forward their syllabi to their department assistants electronically.

Shawn reported that Phi Theta Kappa has established a tutoring program with the Bakersfield Homeless Shelter, targeting teens. All are encouraged to help with tutoring and also to provide social interaction. A fixed time schedule is still being developed.

**Next Scheduled Meeting**

The meeting tentatively scheduled for December 11, 2009 is cancelled. The next meeting will be February 5, 2010.
College Council Minutes
MAY 7, 2010


Guests: Monty Snyder, Patrick Ferree, Dave Barnett, Judy Ahl, Jeannie Parent, Jim McGee

1. Welcome - Agenda Review
   The agenda has been adjusted to reflect that three departments will be presenting their program review results.

2. Review Minutes April 16, 2010**
   Action items were reviewed and one correction was noted.
3. Program Review

**Financial Aid** - Joan Wegner, director, shared the mission of the department as one that provides resources to students, removes barriers to success, and supports student excellence, and allows students to remain in class. The department was commended for assuring compliance with state, federal, and institutional regulations. BC ranks in the top 8% statewide for number of students receiving Pell grants, and in the top 5% for the number of students receiving BOG fee waivers. Financial Aid accommodates 47.5% more applications over the past 3 years with fewer staff. The 10.4% default rate on student loans is well below the 20% statewide average.

The number of Stafford loan applications has increased dramatically, and are all processed by one staff member. Each student that applies receives correspondence from the Financial Aid Office. The Financial Aid office recently began to correspond with the majority of the applicants through e-mail, which has greatly reduced the amount of paper & postage required.

The Financial Aid Department identified their first priority was to fill the vacant technologist position. The technologists are responsible for the awards that go to students. With additional staff time, more loan counseling could be provided.

**English as a Second Language (ENSL)** - Jeannie Parent, faculty chair, presented the program appraisal for ENSL. This is a relatively new department, established two years ago. They have experienced 100% growth in those two years, with retention at over 90%. The success rate fluctuates between 60-70%. The department’s mission is to provide quality education in a supportive environment. They have established relationships within the business community. The department has been able to establish a multi-media language lab, which is used by all classes on a regular basis. ESL Summits with the local high schools and adult schools have been held. The curriculum has focused on global and community awareness in areas such as immigration.

The department is working with Nursing to establishing a learning community, and another with Child Development. They are working to establish ESL 1A which would be equivalent to English 1A.

The health issue of diabetes is of major concern in the immigrant population. Awareness of this issue has been incorporated into the curriculum.

An additional instructor was identified as their first budget priority. They also need a additional designated classroom space, and a projector for the language lab. The department has grown from 2 instructors to 5, with 6 part-time instructors. They would also like to reinstate the placement essay, as many students are not being correctly identified.
**Information Services:** Jim McGee conveyed that the department was commended for accomplishing so much with so little. Technology is a significant part of the environment in which we operate. The IT department provides leadership in technology solutions and maintains the infrastructure. This includes 275 faculty and program websites, and about .5 million files. There are 13,000 visitors per day, with 38,000 visits on the first day of open registration. More and more visitors are logging in using i-phones and other web-based applications.

Monty Snyder is the network manager. There are 1250 active faculty and staff accounts, with 55 wireless access points. Monty also coordinates with any construction projects to determine their needs. Patrick Ferree is a network technician. Patrick reported that Delano has 250 lab and staff input spots in Delano. The entire Delano campus is supported by one staff member making one trip per week.

IT currently has half the recommended staff to provide support to a campus of this size. Judy Ahl is the Information Services technical coordinator and works with the budget, coordinating purchasing and assisting the college by maximizing purchasing power.

Technology is evolving faster than anyone ever imagined. Classrooms are going to have to change to keep pace. IT has instituted automated computer lab maintenance; this is done weekly rather than waiting until semester breaks. Windows XP is now 9 years old; upgrades to Windows 7 will be installed as time permits. Microsoft Office 2010 is being tested.

Top priorities were identified as a sustainable replacement cycle supported by the budget, recognition of the total cost of ownership of technology, adequate staffing, a moratorium on new labs until adequate staffing is in place, and adequate training. These items will allow IT to support the best possible learning environment for our students.

What percentage of classrooms now have access to computers? The answer is 100% have at least two network drops. The department is currently in the process of developing a disaster recovery plan.

The ‘go live’ date for Luminis? Dave answered that several deadlines have come and gone without success, but they are hoping for implementation in the fall. Is open source software getting any attention, to replace the more expensive Microsoft products? Jim stated Microsoft is the district standard, but open source software should be addressed. Patrick stated it is now available in most labs. John asked about the hardware limitations when the upgrade to Windows 7 is installed, as many are using hardware that is 10+ years old. Patrick added that if the hardware won’t support it, it will be available as new equipment is purchased. Patrick is currently providing
leadership to a district-wide study, looking at Windows 7.

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<td>DMTF is getting closer to completion of the documentation. A survey was recently circulated regarding the general attitude of the campus toward the decision-making process now being utilized at BC. The survey indicated that there is a lot of work to be done to ensure that the entire campus understanding the decision-making process. There were three open-ended questions at the end of the survey; those results have not yet been circulated. The responses will be reviewed prior to completion of the document to determine if the final document needs adjusting to answer questions not now considered. Michael pointed out that the document being created is meant to be read on line so that points of explanation can be accessed.</td>
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<td>Another survey will be circulated next year to determine if any progress has been made.</td>
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<th>Department/Dean Alignment</th>
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<td>Information was shared on the realignment of the departments under the instructional deans. One of the focuses was trying to balance the number of faculty under each dean, to balance the number of faculty evaluations required. Each dean will have an executive secretary/administrative assistant and a department assistant. Another focus of the realignment was to look at equity of the current level of support being provided to each department. The current goal is to maintain this proposed alignment for three years, effective July 1, 2010. The vacant position is currently being filled by Interim Dean Lynne Hall, who has been working part-time. This position will be filled.</td>
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<td>A campus focus for next year will be basic skills; this will remain with Dean Ross. The administration is also looking at traffic patterns around the deans’ offices and determining where to locate them for maximum effectiveness. Non-instructional areas such as counseling will report directly to Assoc. V.P. Manuel Osorio. FACE moves to Dean Eydgahi’s area; however, Child Care remains under the district-level position supervision.</td>
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**Action item:** Nan will forward the list electronically, so that it can be circulated. Pam asked that narrative be attached to answer some of the questions raised. Nan will add narrative following FCDC, to answer any additional concerns they may have. |
| Greg added that departments will need to meet together to determine who will handle each of the components that must be covered. The changes are to take place by July 1. The goal is to hire the additional dean close to this time frame. |
6. **College Goals**  
Primavera shared a draft of the survey regarding college goals. It was suggested that the language from the goals be used to form the questions in the survey rather than the strategic initiative language, for uniformity.

It was suggested that the Goals Subcommittee membership be expanded, as there are currently only 3 members - Primavera, Antonio, and Pam. John Gerhold, Sue Vaughn, Anna Agenjo, and Michael McNellis will join the committee.

*Action item:* Primavera will distribute the survey using Class Climate once the suggested revisions are incorporated.

7. **Budget**  
The governor’s May revision is expected out May 14. Greg shared the document requested at the last meeting regarding the District Office’s proposed expenditure reduction for 2010-11. Tom Burke has offered to come to the college and discuss budgeting in general if the council is interested.

8. **Term Expiration on College Council members**  
Jennifer Johnson will continue as CTE representative; Pam Boyles will continue as representative for the Faculty chairs. Laura Borneman will join the Council as the Arts and Humanities representative, placing Michael McNellis. Primavera Arvizu and Bonnie Suderman will return as representative for the administration. Cindi Swoboda will continue to represent CSEA instructional staff.

9. **Amgen Bike Race**  
An e-mail was circulated to the campus regarding what to expect on May 20 as far as access to the campus, parking, etc. There will be a Lifestyles Fair in the northeast parking lot in connection with the race. Panorama will be closed to through traffic; this would be a good day to encourage staff to take a vacation day. However, minimum staffing must be maintained as the campus will be open to the public for business.

11. **Things we need to know...**  
There has been a proposal to move the Student Health Center to the office next to the SGA office. There is also a proposal to move DSPS and EOPS to the Student Services area.

In the Facilities Planning Subcommittee meeting, there was discussion about the charge of the subcommittee. It was suggested that this group should be discussing these kinds of moves, rather than just the large construction issues. A recommendation for a change to the committee charge will be forthcoming.

**Next Scheduled Meeting**

**2010-11 Calendar Draft**

The summer dates proposed were on Wednesdays; these will be shifted to Friday mornings to allow those teaching summer school to attend. Watch for a request through Outlook.
College Council Minutes
September 3, 2010

Present: Anna Agenjo, Primavera Arvizu, Pam Boyles, Laura Borneman, Sean Brooks, Joyce Coleman, Joyce Ester, Nan Gomez-Heitzeberg, Tom Greenwood, Jennifer Johnson, Corny Rodriguez, Kathleen Rosellini, LaMont Schiers, Candice Sifuentes, Nick Strobel, Bonnie Suderman, Janet Thomas, Sue Vaughn, Antonio Alfaro, Vickie Turney (recorder)

1. Welcome - Introductions - Agenda Review
Laura Borneman is an alternate for Michael McNellis, and Sean Brooks is an alternate representing the Student Government Association.

   **Action Item:** Greg will send the College Council Charge to the members. The Charge is also posted in the College Council (2009-2010 Attachment Subfolder) public folder.

   Greg Chamberlain reviewed the “Charge of the Council”, and “Duties of Members”. He restated the purpose of the Council is to collectively discuss ideas; recommendations from these discussions are considered when making decisions. When issues are presented to College Council, they are ready to be communicated with the committee’s constituents. However, some action items that need feedback are not ready for distribution. All alternates should be aware of current issues and be ready to participate.

   **Action Item:** Let Debbie Spohn know the name of the alternate that will serve for each council member.

2. Review Previous Minutes
No corrections noted.

   **Action Item:** The previous minutes will be brought to the 9/17/10 meeting.

3. Accreditation
Nan Gomez-Heitzeberg and Kate Pluta are co-chairs for the Accreditation Steering Committee. Their first meeting took place on Tuesday, August 31 to discuss operations of the committee and gathering information for the quarterly Board report that Greg will present in October. One of the on-going charges of this committee is to gather information in preparation for Greg’s presentations.

   **Action Item:** Accreditation will be a regular agenda item.

   An Accreditation Commission for Community and Junior Colleges (ACCJC) Self-Study workshop is scheduled for September 20, 2010 for all 3 KCCD campuses. There will be 15 employees from each campus taking part in the training workshop. The future plans component of the Midterm report was also discussed.

   **Action Item:** Greg Chamberlain will email those individuals named to participate in the future plans component of the accreditation report.

   Nan Gomez-Heitzeberg, Kate Pluta, and Vickie Turney met to clarify how evidence for the accreditation report will be collected and organized. A number of templates will be used to aid in the collection of evidence.
Greg and Kate will serve as co-chairs in the San Diego City College Accreditation site visit; BC will benefit from Greg and Kate’s experience in terms of organizing BC’s Accreditation site visit in 2012.

**Action Item:** Volunteers are needed to assist with the Self-Study Report.

4. DMTF
The DMTF draft document was forwarded to College Council.

**Action Item:** The document will be modified to include revision dates.

**Action Item:** The Budget and Accreditation Steering Committees need to be added to the DMTF document. They are mentioned on pages 13 and 23.

The document will be updated prior to the September 17 Council meeting.

**Action Item:** Council members are asked to review the Evaluation Process and the Summary Recommendations.

A status summary can be included, stating the Training Plan is being developed.

5. Goals
Primavera Arvizu reported that a survey was sent prior to the end of Spring 2010 semester; there were only 8 responses. It is recommended that the survey be sent at the beginning of a semester in order to have time for review and response.

Student Excellence - Primavera reported the committee would like to continue the student excellence goal. She announced the success of the Math Jam, where students are given the opportunity to test out to another level of math. The idea is to build on successful programs such as this to get people involved in student success.

Primavera announced she will continue to add information to the survey as she finds what is happening on campus with other student success programs. Pam Boyles suggested including contact information for interested students.

Communication - Sue Vaughn mentioned DMTF training as a highlight to demonstrate communication on campus. Pam Boyles suggested capturing this communication through minutes/notes of all the committees on campus. This would be helpful especially when a representative misses a meeting, to insure capturing key points. Nan discussed minute-taking at the meeting with Kate and Vickie regarding the campus using one format to capture discussions, action items, etc. The concept of a future workshop was discussed.

Oversight & Accountability - Primavera suggested each department can contribute to building a solid BC identity through positive social opportunities. An example is the Alumni BBQ fostering Renegade pride throughout the community. Other examples include mixers and dinners that encourage networking, cross-training to include faculty and administrators regarding campus programs, etc.

Fiscal Responsibility - Primavera asked if there is a subcommittee for the budget process. Greg said the Budget Task Force is in the final stages of development.
**Action Item:** The formation of the Budget Task Force will be discussed at the 9/17 meeting.

Tom Burke developed the Budget Allocation Model and presented information in Spring 2009. This included information on how the budget is distributed at the state, district, and campus levels. A forum involving FCDC, College Council, Admin Council, and interested parties was suggested. It was suggested that Tom Burke present the information regarding the budget model to the group.

**Action Item:** LaMont and Nan will work with Tom Burke's office to coordinate a date and place for a forum.

**Action Item:** LaMont will forward the chart from the 2009 workshop about budget allocation.

Facilities - Primavera said it would be a good idea to encourage the campus to participate in the campus beautification. A question was posed regarding the limits of participation from students. Greg said their participation must be approved prior to the project starting. The community and campus can get involved through a horticulture course, etc. Campus beautification is part of the 2012 plan.

Laura Borneman asked to whom basic maintenance (changing light bulbs) is reported. LaMont said questions should be directed to him or Paula Bray in Maintenance and Operations. Paula is working on staffing levels and national standard comparisons; new software is being considered to help with the organization of these tasks.

LaMont announced Banner discussions will be scheduled for the campus to learn more about fiscal responsibility. These discussions will be held twice a year for administrators; one is scheduled for the end of September 2010.

Images - Primavera discussed how the campus should continue to provide a positive image of BC to community constituents and other schools. Examples include the AMGEN Tour and the solar field. Corny Rodriguez suggested an Academy Award-style recognition event.

Linkages

**Action Item:** Linkages needs to be reviewed to see what feedback is needed on the DMTF document on training for recommendations.

Primavera said the recommendation for 2011-2012 Bakersfield College Goals is to use the same goals as 2010-11.

Nan said Basic Skills hasn’t been mentioned in any section regarding under-prepared students. It should be mentioned to address how to serve this group of students.

**Action Item:** Linkages will be modified to include that the DMTF document is completed. The sub-committee should discuss adding Basic Skills under Student Excellence in the BC Goals.

**Action Item:** Candice Sifuentes will talk with Jennifer Marden about a classified representative to replace Antonio Alfaro.
**Action Item:** Corny will begin the general discussion of adding Basic Skills to the BC Goals at the next Academic Senate meeting.

6. Construction

**Action Item:** Greg Chamberlain will email the Facilities Planning Updates to College Council after each meeting.

The baseball modernization project will be completed in the next two weeks. The district is in litigation with Southern Bleachers regarding the press boxes. The Levan Center only needs a cable installed to be complete. The PV Field has the first steel panel up (project cost is $8.4 million with $8.2 million in rebates). The rest of the cost will be met with low interest loans. It should be completed by mid-October.

The GET bus terminal will start later in the fall, pending approval of plans. It has been determined that it is not cost effective to convert the basement in LA Building to swing space. Instead, this space will serve as the logistics area with rack shelving and forklifts. Portable buildings will be purchased for swing space, to be located on the old tennis courts. The buildings will be purchased through Measure G bond money.

Projects to begin by next summer include the SAM modernization (Speech Arts Music building), at a cost of $11.5 million; $3.7 million of the total will come from bond money.

The Board of Trustees has authorized legal action against the Thermal Energy Storage (TES) Tank vendor. The current solution to the problem involves an independent engineer repairing the tank, bypassing the vendor. Nick Strobel had a question regarding the refunds.

**Action Item:** Greg will get an update regarding the TES refunds and status.

**Action Item:** Greg will send out timeline for the modernization project before the next meeting.

The Outdoor Theatre will be remodeled to be used for campus and community events. The remodel will include the lobby, bathrooms, and classroom space.

Pam worked at the “Ask Me” Table and noticed that the schedules indicate Schaffer Hall rather than the LA building, which is confusing.

**Action Item:** Sue will research in the Banner system regarding T/R character field.

Departments can once again request a work order to pick up and store boxed documents that are to be shredded in five years.

7. Budget

The latest news from the State is that both Republicans and Democrats have proposed plans for passing a state budget, but neither passed; the legislature is now in recess. Without a budget, KCCD gets no payments from the state. Some state colleges are borrowing money for payroll; BC is not in that position, but is using reserves for payroll and grants. The campus can go through October or November without borrowing for payroll. Both Democrat and Republican proposals are good for California Community Colleges.
**Action Item:** Greg will forward email from Scott Lay regarding the State budget.

Nick asked if there will still be cuts for 2011-12. Greg answered it is not yet known.

**Action Item:** The September 17 College Council meeting will discuss information regarding the Budget Task Force and the 2011-2012 budget.

Kathy Rosellini stated awareness of expenses might encourage people to help cut costs. For example, circulate a copy of utility costs each month with comparisons from the last year. LaMont said energy management system software that monitors the usage for each building is being considered. We are currently moving toward smart meters. Tom Greenwood asked how much energy is saved by turning off AC on weekends. LaMont said that while electricity is being saved, natural gas is still being utilized. LaMont announced that the budget building worksheets will be sent out earlier this year.

8. **Enrollment Management**
Nan announced there are more students with fewer sections. In comparison to spring 2010, 17 more sections have been opened. The main campus had 1,131 sections in the fall of 2009 and 1,192 sections for Fall 2010. The Arvin and Lamont locations offer a series of courses to accommodate the Gen Ed course requirements. The Bear Mountain/99 location will offer Gen Ed courses each semester. The Delano (DST) location is offering 1 more section than Fall 2009, but productivity increased with more students in classes. ITV (T.V.) courses are no longer being offered. Nan announced FTES for this year 7,208 exceeds our goal of 1,305 for the year, which means there will be a small summer semester again this year.

Joyce Ester announced that Student Services is looking at integration with DSPS/Counseling to better serve students.

9. **Rumor Control**
Sue asked about the status of raising the enrollment fee to $40 dollars; Greg said this year’s plan doesn’t include a raise in fees.

Pam asked when the announcement of the new Dean of Instruction will be made.

**Action Item:** Greg will make the announcement by next Tuesday (September 7, 2010).

**Action Item:** New or dramatically revised course curriculum needs to be turned in by September 7.

**Action Item:** Rumor control will be a standing item on every agenda.

Greg announced that the first BC Renegade Football game is this Saturday night!

The catalog and telephone directory are online at the BC website. Victor is developing a form for changes to the telephone directory to be submitted that will be available online.
**College Council Minutes**  
**September 17, 2010**

Present: Greg Chamberlain, Primavera Arvizu, Sue Vaughn, Janet Thomas, Lisa English, Brent Damron, Corny Rodriguez, Pam Boyles, Laura Borneman, Nick Strobel, Jennifer Marden, Candice Sifuentes, Nan Gomez-Heitzeberg, Joyce Ester  
Visitor: Kate Pluta

### 1. Welcome - Agenda Review

Note that items #9 & 10 are additions to the agenda, and will become regular agenda items.

*Action Item*: Greg will send out a reminder about arranging for an alternate to attend when the regular representative cannot attend the meeting.

### 2. Review Previous Minutes

As the Sept 7 minutes were posted late, the review of minutes will be on the next agenda for approval.

a. 9/3/10**

b. 5/7/10** -- Several typographical errors were noted.

Action items were reviewed from the 9/3 meeting.

Nan reported that 15 from BC were invited to participate in the ACCJC training session on Monday for Accreditation.

There will be a report later in the meeting regarding the Budget Task Force recommendation.

CSEA is looking for a classified representative to replace Antonio Alfaro.

The Goals Task Force will provide an update.

The latest information on the TES project is that the tank has been turned off. The district has authorized litigation against the vendor, TRANE. No rebates have been received; the amount of the rebates has been withheld from the final payment to the vendor.

A timeline of modernization projects has been developed by the Construction & Facilities department; this will be forwarded once an updated version is received.

Sue hasn’t looked into the TR designation yet; but there is a meeting this week.

Greg looked at several other institutions, and found that the random selection of institutions he reviewed also use the TR designation.

Greg has been forwarding e-mails from Scott Lay as they become available, and as they contain pertinent information.

An announcement regarding the 2 new deans of instruction has been sent.
3. **Accreditation**
Kate Pluta, faculty co-chair of the Accreditation Steering Committee, discussed the purpose of the Steering Committee. A list of those currently on the committee was shared. This group is working toward the 2012 accreditation visit. A further goal is to make Accreditation a part of the fabric of Bakersfield College as an institution. Greg will be reporting quarterly to the board regarding progress toward accomplishing the 14 recommendations from the 2009 mid-term report. The Steering Committee shared a draft timeline outlining accreditation activities from Fall 2010 to Spring 2013. Feedback and evidence regarding accomplishments since the mid-term report was written are being solicited. The steering committee is not charged with writing the 2012 Self-Study, but rather is charged with overseeing its development.

The steering committee is attempting to align the standards with existing committees, e.g. IEC would work on the Program Review Standard. One goal of BC is to have accreditation as a part of the charge of every committee’s charge. If no committee is identified to address a particular recommendation, that will also reveal an area where growth is needed. The steering committee is also recommending that one of the goals for 2010-11 specifically address accreditation.

*Action Item:* Kate will forward the calendar electronically to College Council, along with her report.

From Monday’s training session, this material will be shared with the campus.

*Action Item:* Kate will add to the calendar for Spring 2013 the receipt of recommendations from the commission, and effort toward addressing these recommendations will begin.

Every effort will be made to reflect the concept that the accreditation process is continuous.
4. **DMTF**

   a. **Updated Document** -- This document has been developed over a period of a more than a year, and communicated to the campus through College Council on numerous occasions. However, it has been relayed back to the President’s Office that there is a perception across the campus that this document has been developed in a secretive manner, without input.

   Corny answered that part of the criticism was generated because the document wasn’t discussed on Opening Day. Greg pointed out, however, that it wasn’t ready to be distributed on Opening Day, and several revisions have occurred since that time.

   **Action Item:** Greg will send out a bc-all communication, encouraging all employees to seek out their College Council representative and stay abreast of current information. It was suggested that this e-mail include a list of topics that are generally discussed as a reference point. Employees would be encouraged to contact their representative if they are not receiving regular updates and communication from him/her.

   Suggestions for revising the DMTF document include:
   1. Include page numbers for reference.
   2. Change the definition in the glossary of “rely primarily upon” to read, “Recommendations of the Senate will normally be accepted; only in exceptional circumstances and for compelling reasons will the recommendations not be accepted; if not accepted, the board/designee shall communicate its reason in writing if requested.”
   3. Include CSEA in the glossary of committees.
   4. Change designation of “Subcommittee” to “Committee” for Curriculum and Gen Ed.

   **Action Item:** Nan will follow up with Bonnie and Bernadette regarding student representation on the Assessment Committee.

   **Action Item:** The suggestions will be forwarded to the DMTF Task force. If they concur, the new DMTF document reflecting these changes will be send to the College Council members. At this time, please forward to your constituent groups for feedback.

   There was additional discussion about a concern voiced about the graphic used to depict the flow of information. Remind any concerned constituents that the graphic is not a pictorial representation of a power structure; it is a representation of the flow of information. A narrative was included in the document to avoid any misconception.

b. **Review of Recommendations**

   Several wording changes were suggested to the evaluation page. A draft will be developed and circulated to the DMTF task force members, and then forwarded to the council. This page will be divided into what has been accomplished, and what the
plan is for future evaluations. The title will be changed to “Initial Summary of DMTF”.

c. Next Steps
Following input from the task force, another draft of the document will be circulated. Please wait to forward to your constituents so that everyone is working from the latest version of the document. This will be on the next agenda.

<table>
<thead>
<tr>
<th>5. Construction</th>
<th>6. Goals*</th>
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<tbody>
<tr>
<td>a. TES - update provided in review of minutes. We do not yet have an estimated date of completion because of the pending litigation. PV Field - this is a 1.1 megawatt field. Construction is on track to go live mid-October.</td>
<td>Primavera reported on the recommendation from the Goals subcommittee. Several revisions were suggested; Primavera will make the changes and forward a new draft to College Council. This will be on the October 1 agenda for finalization.</td>
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<tr>
<td>b. Timelines</td>
<td>When a new survey is sent to the campus in February 2012, employees will be asked to submit progress toward current goals.</td>
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<tbody>
<tr>
<td>a. Formation of Budget Task Force</td>
<td>Nan reported that the process for adding students is under review. The goal is to improve the process so that faculty can assure that all students are enrolled by census date.</td>
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<tr>
<td>The charge of the Budget Task Force is not yet complete. The task force meets again on Thursday, and is working to finalize the charge so that it can be forwarded to Council members. The goal is to have it in final form so that it can be included in the next draft of the DMTF document. Part of the charge will be to look at the allocations and recommend priorities, e.g. requests for new faculty.</td>
<td>Pam suggested about the addition of a pop-up reminder box that asks “Do you really want to drop this student?” as a fail-safe for faculty.</td>
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<td>The latest speculation from Sacramento is that if the budget hasn’t passed by October, it may be postponed until after the election. California is one of the few states remaining that require a 2/3 vote to pass the budget. Many others can pass with 50% + 1. KCCD will continue to meet payroll obligations; the district reserves are providing the necessary operating capital. This includes paying for Cal Grants from district reserves.</td>
<td>Lisa Fitzgerald sends enrollment updates to College Council and the faculty chairs.</td>
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<th>9. New Items</th>
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<td>This is a new agenda item designed to allow members to introduce discussion items at the meeting. It will become a regular agenda item.</td>
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<tr>
<td>10.</td>
<td>Rumor Control</td>
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<td>Please feel free to come to the President’s Office to address specific items that are circulating around campus.</td>
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<th>11.</th>
<th>Things we need to know...</th>
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<td>Next Scheduled Meeting</td>
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<td>Oct 1, 2010</td>
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## College Council Minutes

**October 1, 2010**

Present: Greg Chamberlain, Nan Gomez-Heitzeberg, Primavera Arvizu, Janet Thomas, Kathy Rosellini, Anna Agenjo, Corny Rodriguez, Jennifer Marden, Bonnie Suderman, LaMont Schiers, Candice Sifuentes, Nick Strobel, Laura Borneman, Tom Greenwood, Lisa English, Jennifer Johnson

Guests: Diana Kelly, Bill Moseley

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<th><strong>Welcome - Agenda Review</strong></th>
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<td>The following items will be added to the agenda:</td>
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<tr>
<td>a)</td>
<td>SB 1440</td>
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<td>b)</td>
<td>Centennial Celebration</td>
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<td>c)</td>
<td>Commission on the Future</td>
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<th><strong>Review Previous Minutes</strong></th>
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<tr>
<td>a.</td>
<td>9/3/10 ** -- Corrections will be noted in the final copy posted in the Public Folder.</td>
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<tr>
<td>b.</td>
<td>9/17/10** -- Several changes were noted. There was a review of the action items.</td>
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*Action item:* Greg will send out a communication regarding the charge of the council, and its current membership.
3. **Program Review - Computer Studies**

Bill Moseley represented the Computer Studies department; Bill was introduced by Diana Kelly, who represented IEC. Diana reported that IEC is currently reviewing what happens to the appraisals after they are delivered to the programs. IEC wants to assure follow-through of the recommendations for improvement. The planning and budgeting processes are not yet linked as they should be. IEC plans to divide up the responsibilities between committee members to improve their response time to questions.

Computer Studies is part of the Business Management Information Technology Department. Because of the unusually high number of specific services, one of their primary concerns is staffing; there are currently 6 full time computer studies instructors. Because of the rapid changes within the industry, syllabi must be updated on an on-going basis; this presents a challenge in staffing. The department has been reduced from 10 full time faculty to 6, equaling a 40% reduction.

The continuous need to upgrade software and hardware presents on-going budgetary challenges. New grant funding has become available. The department is also working on some new collaborative programs, e.g. we are working with CSUB to pursue some STEM grant funding. There are some opportunities for improvement in the areas of using assessment to guide program improvement.

4. **Accreditation**

The Accreditation Report to the Board was shared with the council. This report will be prepared quarterly to update the campus, and help establish accreditation as part of the culture of BC rather than a calendar event. The steering committee shared information on accomplishments noted from the previous site visit by ACCJC.

The next step by the steering committee will be to identify recommendations on how best to accomplish the writing of the Self Study.
5. **DMTF**

Nick added page numbers to the draft that was circulated. A section was cut off one of the charts, and will be restored. It was requested that a statement clarifying the process legislature goes through, including referral to the governor’s office.

Changes were suggested to the Curriculum Committee to show that they can go directly to the Board of Trustees. However, the forms have recently been revised, changing the wording from approval of the Vice President to “reviewed by”.

It was suggested that the narrative include a complete list of the committees rather than try to expand the size of the boxes on the process chart, noting on the chart that the lists are not exhaustive.

*Action item:* Send any additional changes to Nick.

*Action item:* All council members should share this document with their representative groups.

*Action item:* Final approval of the document will be on the next agenda.

*Action item:* An open forum to discuss the document will be scheduled with members of the Decision-Making Task Force.

6. **Construction**

Progress continues on the solar field. Mid-October is the projected completion date. The TES tank is not operational, and litigation is pending. A solution with another vendor is pending.

7. **Goals**

The Accreditation Steering committee will draft language to amend Goal #7. There was general consensus that items #1-6 were acceptable as written.

*Action item:* This will be on the 10/15 agenda with the proposed language for #7, anticipating adoption.
8. **Budget**
The Budget Task Force met and developed the charge of the proposed Budget Committee, which was posted in the Public Folder.

The rationale for asking CSEA to provide a representative that currently serve on College Council was to reinforce the link between College Council and the budgeting process.

The relationship to the district was discussed. A modification to one of the bullet points in the committee was suggested as “provide representation to the District Budget Allocation Model Committee review process.” There is no current language in the board policy manual that needs to be revised to reflect the functions of this committee.

*Action item:* The revised Budget Committee Charge will be posted for distribution.

9. **Enrollment Management**
Nan shared some statistics regarding the retention rates at all locations. It appears that students are staying in classes at a higher rate.

*Action item:* Nan will provide a comparison chart showing multiple years.
10. **New Items**

a. **SB 1440** -
SB 1440 has been approved by the legislature. However, not enough is known about salient points of the legislation to warrant changing degrees or developing transfer patterns because they may change once guidelines have been determined. The State Academic Senate is working on a proposal for guidelines. This legislation is projected to be in place for fall of 2011.

*Action item:* Greg will send out the e-mail from the Chancellor, discussing the relevant points.

*Action item:* Amber will be asked to develop a list of talking points that can be posted on the web page.

b. **Centennial Celebration** - A steering group is being formed. Individuals are being identified that would be interested in serving on a steering committee.

*Action item:* All council members should e-mail their representative groups, identifying interested individuals.

*Action item:* Please send an e-mail to the president’s office with names of any individuals interested in serving on a planning committee for this celebration.

*Action item:* Any ideas for the celebration may be e-mailed to the President’s office. E.g., one such idea is the identification of a new logo for the college.

c. **Vision 2020** - In the interest of time, this will appear on the next agenda.

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<th><strong>Next Scheduled Meeting</strong></th>
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<td>Oct 15, 2010</td>
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**College Council Minutes**  
**October 15, 2010**

Present: Greg Chamberlain, Edie Nelson, Rebecca Flores, Jennifer Marden, Janet Thomas, Sue Vaughn, Kathy Rosellini, Anna Agenjo, Pam Boyles, Jennifer Johnson, Nick Strobel, Candice Sifuentes, Tom Greenwood, Laura Borneman, Joyce Ester, Nan Gomez-Heitzeberg, LaMont Schiers, Debbie Spohn (recorder)

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| 1. | **Welcome - Agenda Review**  
Welcome to two new members of College Council - Rebecca Flores, Dean of Instruction, and Edie Nelson from Admissions & Records, representing classified student services. |   |   |
| 2. | **Review Previous Minutes**  
A review of the minutes from 10/1/10 revealed that the list of talking points for SB 1440 is not yet finalized. Greg and Amber will complete this list so that it can be posted on the website. |   |   |
| 3. | **Vision 2020 - Commission on the Future**  
The Community College League of California has information on their website regarding the Commission on the Future. The distributed document included a list of the commission members. The goals were chosen based on what could reasonably be incorporated by 2020, with a focus on increasing access and completion of degrees or transfers. The goal is to increase to a total of 1 million completions by 2020.  
The Commission talking points include:  
1. California is becoming less educated than other states.  
2. America is losing ground to other countries in education.  
3. Large scale changes are needed to meet the needs.  
4. Leadership and accountability are integral to providing student support.  
There will be discussions on what should and shouldn’t be required. Providing options isn’t effective, as students confirm “they don’t do optional.” Students are requesting clearer guidelines on exactly what is required.  
Any questions or comments on the Commission’s documents may be sent to COTF, as they are in the process of finalizing their report. One of the hopes upon publication is that the report will be used to develop a system-wide approach so that effort is not duplicated. |   |   |
4. **Accreditation**
Nan reported that the first quarterly report on Accreditation was received by the Board of Trustees. Dr. Givens gave an overview and outlined the purpose of the annual reporting.

*Action item:* Greg will forward a list of the Board of Trustees that are assigned to an Accreditation subcommittee.

The accreditation team visit to Bakersfield College is Fall 2012. The Steering Committee has developed a structure for how the Self Study should be developed.

5. **DMTF**
Changes to the Curriculum Committee charge were forwarded by Nick, and are not yet reflected in the document; these suggested revisions have not yet gone to the Academic Senate. Several committees need “chaired by” information included.

This revised document will once again go to Academic Senate next Wednesday for review.

6. **Construction**
All Council members were sent the Facilities update developed by the District Construction office. Painting should begin on the PV field on Oct 18. The construction firm is still on track to start generating power by the end of October. Perimeter lighting for the parking lot is being installed now.

Greg has asked the manufacturing company for documents showing the portable building choices available that are being considered for swing space.

The GET bus terminal construction is expected to begin soon. There was a question about the loss of trees due to construction. Most of the trees will remain; those that have to be removed will be replaced.
### 7. Goals

Documentation was shared regarding suggested revisions to #3 & 7.

One of the concerns shared by the Academic Senate was the goals were not worded in such a way as to be measurable. However, the Council was reminded that the goals are intended broad based guiding statements. Each department can attach a list of specific tasks outlining how their department plans to implement the goals. Unit plans are developed based on these broad guidelines.

With an eye toward accreditation, we should develop a way to capture the activities that fulfill each goal.

*Action item:* Corny, Kate/Nan (representing the Accreditation Committee), and Rebecca will work on suggested wording for the goals.

The goal is to have a draft ready for the Academic Senate meeting on Wednesday. The subcommittee’s recommendations will be circulated to the entire council.

### 8. Budget

The proposed committee charge was reviewed. The bullet point numbers will be removed once revisions have been completed so that the format matches the other charges. Several wording changes were suggested to emphasize that the members on the committee represent the entire college, not just a department. The new scope of authority will read, “All members, regardless of individual interests, will focus on budget process and procedures to insure college-wide alignment of planning and budget allocations.”

The revised document will go to Academic Senate next week. Once the committee charge is approved, appointments to the Budget Committee should begin.

### 9. Enrollment Management

*Action item:* Nan prepared some comparisons and will forward electronically.

When comparing last fall to this fall’s fill rate, Arvin/Lamont increase by 80 students, and is at 98%. The main campus increased by 875, and is at 95% capacity. Delano Campus has increased 542, and is 97% full. While this number is fluid based on back-dating changes, it provides a clear picture of where we at this point in time. The vice presidents and deans will be having conversations with the faculty chairs regarding prioritizing the addition of sections for the spring semester, in case the opportunity becomes available.
10. **New Items**  
**Budget** - LaMont reported that the Board of Trustees adopted the tentative budget at the board meeting. The district is currently 1.8 over the Faculty Obligation Number; for the last 2 years, the district has not been obligated to meet the FON.

**New position** - Lisa Fitzgerald will be leaving the Bakersfield College campus to assume a position at the District Office. She will be handling the data collection and analysis for reporting purposes; much of what she does for BC will continue. We wish Lisa well in her role, which she assumes as of November 1.

11. **Rumor Control**  
**Ramps** - Janet asked about ramps for ADA access. LaMont explained that major changes to ramps and elevators are being evaluated, including the addition of an entrance to the Science & Engineering building in the northeast corner where several faculty offices are currently located.

**Janitorial staff** - Janet asked what steps are being taken to assist with shortages in the janitorial staff. LaMont answered that he has received authorization to establish a substitute pool to help cover absences. This should be put in place fairly quickly.

12. **Things we need to know...**  
**October 28** - SGA is hosting a Proposition 19 (Legalization of Marijuana) conversation. There will be a panel discussion.

**Theft on campus** - Laura B. reported that there have been an unusually high number of thefts in the Fine Arts building over the last several months. LaMont will have Security increase the number of foot patrols through the building. Estimates on door replacements are being sought so that the buildings can be more thoroughly secured. Surveillance cameras are another option that is being considered.

**Next Scheduled Meeting**  
Nov 5, 2010
Welcome - Agenda Review
Please add the following:
Item 11a - Completion By Design
Item 11b - Classified Teaching as Adjuncts
Item 11c - a concern expressed by SGA on abbreviations in the class schedule
Item 11d - SB 1440
Accreditation Report
Nan reported that she and Kate Pluta are co-chairing the Accreditation Steering Committee. The Steering Committee has prepared a draft charge for the proposed Self-Evaluation Committee (SEC). The SEC will be charged with writing the Self Evaluation Study. The Academic Senate has reviewed and approved the proposal. The faculty co-chair will have a reassigned time of .4 for 3 semesters. The Academic Senate is in the process of recruiting candidates for the co-chair position, and will conduct interviews.

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Please encourage all constituent groups to participate. Training will be provided to the college community on each of the standards. Corny asked that the wording in the charge be changed from “must posses a thorough understanding” regarding the standards so that candidates were not discouraged from applying. The expectation is familiarity with the standards.

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The expectation is that this committee will be in place and ready to proceed by the spring semester. This charge will be included in the DMTF document, and the description will be used by the Senate to recruit for a co-chair.

Review Previous Minutes
No corrections or additions to the minutes of the October 15, 2010 meeting were noted.
**Program Review - Social Science**

Stephen Smith, department chair, presented the IEC review of the Social Science department. Social Science is comprised of History, Political Science, and Economics disciplines, employing 16 full-time and 24 part-time faculty. Each semester, they offer a combination of 140 sections. The primary growth in the department is in the area of part time faculty. Classes are offered in Arvin, Stockdale, Delano, and online. In order to accommodate students, classes are offered on Fridays, Saturdays, and evenings. Department costs equal 2% of the college budget, while they generate 10% through FTES. Two new full-time faculty were added this fall.

Through the latest reorganization, the department no longer has a department assistant. The office supply budget is very low.

The department continues to serve an increasingly Latino population. They continue to offer general education courses. In order to address this population, it is recommended that a Chicano Studies stipend be offered.

The department recommends that the department assistant position be restored. There are currently some security issues in leaving the office open, but the ability to serve students is severely compromised because they encounter locked doors when seeking assistance.

In order to provide a pleasant learning environment, it is recommended that the building be painted and maintained.

Diana Kelly commented that the process of the program review has been revised and should become more user-friendly. The department will be asked for one draft, and asked to make one set of revisions. This will reduce the time involved in the review.

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Greg reported that Chancellor’s Cabinet has held some initial discussion regarding a proposed restructure of Information Technology department. Please be aware that this is still in the discussion stage. This is not a move to centralize all IT functions. The proposal is to shift the managers such as Monte and Dean to district positions; the technicians would remain BC employees.

*Action Item:* Greg will circulate the IT restructure proposal, including the project priority list.

One of the primary reasons for the proposal is it would enhance IT’s ability to coordinate network maintenance. Before this can move forward, all three colleges must approve.
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Greg reported that the Academic Senate reviewed the document, and voted to support it. The latest revision includes some suggested changes to the committee charges. It was requested that the document reflect that it is designed to change; a line to this effect has been added to the “Assumptions”. All boxes on the Decision-Making Process Chart have been reconfigured to the same size. The narrative will list all the committees, with a notation on the chart to say “See previous page.” Each individual committee charge page should include a “reports to” and “communicates with” notation. Upon approval, the budget committee and SEC will be inserted and noted in the glossary. Each committee will be asked to evaluate the charge document and have a change to comment.

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For door replacements, sliding doors will be installed where possible. The door replacement project was approved by the board at November’s board meeting.

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The Academic Senate has approved the document that was circulated.

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No objections were noted to the goals.

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Beginning in January, discussion on goals for 2011-12 needs to begin so that the goals are adopted and published before the 2011-12 academic year begins. A stronger, more involved process is needed.

*Action Item:* Formation of a task force to develop 2011-12 goals will appear on the next College Council agenda.

**Budget**

The committee charge has been approved by academic senate, and no changes were noted. Committee members will be recruited, beginning immediately.
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Greg reported that the district is currently over cap. The Faculty Obligation Number (FON) has been waived for the past several years, and it is anticipated that it will be waived for 2010-11. However, at some point, the college will have to begin to catch up to previously unfilled levels. If all retirees are replaced, it is anticipated that BC may be hiring 7 replacements and 6 new faculty. Greg will be making his recommendations for priority positions to the Chancellor next week. Advertising for open positions will occur in late December so that screening committees can begin in the early part of the spring semester. However, this will likely not mean an increase in sections. It will mean a shifting of classes from adjuncts to full-time faculty.

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| a. **Completion by Design** - This is a grant made possible through the Gates Foundation. If funded, it will be through a consortium with West Hills College as the lead agency. The initial grant is $410,000 for planning; the 2nd year is implementation with a specific amount undetermined. Nan Gomez-Heitzeberg is the contact for BC. Each college in the consortium will put together an interdisciplinary team that will receive training. |
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There has been concern expressed that there is no insurance for students that are not waitlisted prior to census date. This is incorrect.

There has been speculation that the Campus Center remodel may incorporate more than one story. This is incorrect. There has been no discussion about a multiple story complex.
Next Scheduled Meeting
Nov 19, 2010
College Council Minutes - rev.
November 5, 2010

Present: Greg Chamberlain, Kathy Rosellini, Tom Greenwood, Vickie Turney (Sifuentes alternate), Corny Rodriguez, Mary Jane Johnson (Thomas alternate), Brent Damron, Nick Strobel, Primavera Arvizu, LaMont Schiers, Jennifer Marden, Stephen Eaton, Edie Nelson, Sue Vaughn, Bonnie Suderman, Carla (SGA rep), Debbie Spohn (recorder)

Guests: Diana Kelly - IEC representative, Stephen Smith - Social Science representative

Welcome - Agenda Review
Please add the following:
Item 11a - Completion By Design
Item 11b - Classified Teaching as Adjuncts
Item 11c - a concern expressed by SGA on abbreviations in the class schedule
Item 11d - SB 1440
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There has been speculation that the Campus Center remodel may incorporate more than one story. This is incorrect. There has been no discussion about a multiple story complex.

Next Scheduled Meeting
Nov 19, 2010
Welcome

BAM Review
The Budget Allocation Model review committee prepared a document that was posted prior to the meeting; this document was discussed at Consultation Council. It will be on the Consultation Council agenda for discussion and feedback in January, and in February for action. Bakersfield College was represented by Nan Gomez-Heitzeberg, Lynne Krause, and Kate Pluta (representing CCA). The committee came to the conclusion that an outside agency was needed to determine best practices. The model determines how the budget is divided between the three colleges and the district office, including recommendations on each item. The committee is seeking feedback. Pam voiced the concern that people will disagree with the allocation of funds to hire an outside agency in this manner in such a dismal budget climate. Greg suggested that a statement indicating what is being considered be included in the request for feedback, hoping this will generate interest and comments. Feedback should be brought back to College Council; all feedback will be compiled for submission to the BAM committee.
### Accreditation
Kate reported that the Academic Senate will be interviewing 2 candidates for the position of faculty chair of the Self Evaluation Committee. A call will be circulated asking for participation in the accreditation process. SEC is charged with conducting research and completing the writing of the Self Evaluation document. Accreditation should be a part of the charge of every committee so that it becomes imbedded in the college’s everyday affairs.

Kate shared a report from the committee. It was noted that SGA should be added under #10. Any additional corrections/additions can be forwarded to Kate or Nan as co-chairs of the accreditation steering committee. This is a strategy to enhance our ability to reflect and evaluate on an on-going basis and build toward continuous improvement. Efforts need to be documented.

When asked how this was different from developing the unit plans, it was explained that this pulls all the information into one place. The evidence to support the claims must also be located. This will also cover the gap of time between the last program review and the accreditation cycle. Nan added that the steering committee will be providing a template that will make documenting these efforts simpler, and make data collection easier. When asked about the confidentiality of some files, Greg explained that the files must be accessible to the members of the visitation team, but not to the general public. The team will want access to files for review prior to the visit.

### Review Previous Minutes
Corrections were noted to the November 5 minutes. The revised minutes are posted in the public folder.

### IT Structure
- Restructure proposal - Greg forwarded the proposal for review. This proposal has been reviewed by the Chancellor’s Cabinet. This program will be in place for a year, and then evaluated, with evaluations every three months in the meantime. The primary change is in the reporting of the IT manager to the District. They currently report to Bonnie Suderman as the dean of LRIT. But one of the identified problems is that there are different reporting structures at all three colleges. The primary motivation for the restructure is to move toward standardization of services.

### DMTF
Finalize Updated Document - The revised document has been forwarded. Barring any major changes, this is the document that will be submitted to the campus. Members of the Task Force will be asked to set up training, one of which will be a presentation during Flex Days in January.

### Construction
Dedication of the PV field will be at 10 a.m. on December 8. The field is currently generating power. A shade structure will be installed over the handicapped parking so that parking is equitable. This project was completed on schedule, and the contractor used as much local labor as possible.
## Goals

Formulation of 2011-12 Task Force - This will remain on the agenda through early spring. A Task Force is needed to develop a process; the task force should bring back recommendations to College Council steps toward development of goals for 2011-12 so that the goals are adopted prior to the end of spring semester. Volunteers for the Goals Task Force are Corny, Pam Boyles, Primavera Arvizu, and Janet Thomas. Primavera will contact Anna Agenjo about participating. Nan will serve as a resource for this group.

## Budget

a. Budget Committee - Names for the committee will be forwarded to the President’s Office. Greg would like this committee to have the opportunity to meet prior to the end of the semester.

b. Update on Budget - The budget projections from Sacramento continue to be grim, with a projected $6 billion deficit. Mid-year cuts are expected. For the Kern Community College District, the reductions that were already made should see us through to the next calendar year. This year’s budget is covered by using $1 million from the district office reserves and $2.3 million carryover funds from BC. A concern was voiced that the district is cutting positions and supplies in order to build higher reserves.

   **Action item:** Greg will bring this concern to Consultation Council for discussion.

The building of reserves may be a signal to the state that the allocation money isn’t needed to operate, and can therefore be cut. Another question was asked about whether March 15th notices should be anticipated. Greg answered that any March 15th notices would be for the 2011-12 budget year; there is no way to guarantee what action the legislature might take in the current economic climate. The state continues to push the goals, which are CTE, basic skills, and transfer.
<table>
<thead>
<tr>
<th><strong>Enrollment Management</strong></th>
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<tbody>
<tr>
<td>Summer and fall schedules are being developed. Because we are over cap, the focus for summer will be on the highest waitlisted classes and areas of highest need for degree completion. The hiring of additional faculty as is currently projected will not mean an increase in sections; it will mean a shift of sections from adjunct instructors to full time instructors. Deans and chairs will continue to evaluate the efficacy of low enrolled classes and make decisions about those.</td>
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Laura asked if there can be an additional open forum to discuss Basic Skills. A concern has been expressed about the number of students that are enrolling and staying in classes only until financial aid checks are dispersed, and then drop.  

**Action item:** Nan suggested a meeting between new faculty and those that have been working for 5 years or less (non-tenured) to compare experiences and share insights.  

It was suggested that an enrollment limit be placed on students so students are unable to overenroll and fill seats with no intention of remaining in the class, thus barring other students from enrolling.  

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<td>Greg reported that the 3 KCCD colleges are 3 of 10 that will be applying for a grant from the Gates Foundation. The first phase of the grant is the planning phase. West Hills is taking the lead roll for the consortium. Even if we don’t get the grant, we need to move forward with assisting transfer students.</td>
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<tr>
<th><strong>Vision 2020</strong></th>
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<td>Council members are encouraged to read the report that was forwarded, and circulate to constituents. This will be part of the state initiative for success.</td>
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</table>
New Items

a. **Classified Teaching as Adjunct** - This topic was discussed at Consultation Council, and an e-mail was sent to all employees from the Vice Chancellor. The affected individuals have all been contacted. This action is being taken because it has been determined that the district has incurred significant liability in the area of overtime for classified employees who are teaching as adjunct, including prep time and office hours. The determination has been made that beyond the fall semester, classified staff will no longer be assigned to teach as adjunct instructors. The concern was expressed by FCDC that this decision was announced the day before priority registration opened; the timing of the announcement was extremely poor. Greg answered that there has been discussion beginning last summer that this was a possibility. Departments have been instructed to develop pools of instructors to draw from for the selection of adjunct instructors. This decision was not in any way related to the quality of the instruction.

b. **Phishing Attempt** - Bonnie shared that another campus wide phishing attempt has been circulated, this time using the name of a faculty member. Please delete and do not respond.

c. **SDCC Survey** - Dr. Ester asked the council members to remind all staff to complete the 5-question survey from SDCC. This will add the committee in developing professional development opportunities.

**Next Scheduled Meeting**

Dec 3, 2010
**College Council Minutes**  
December 3, 2010

Present: Greg Chamberlain, Jennifer Johnson, Nick Strobel, Laura Borneman, Tom Greenwood, Joyce Ester, LaMont Schiers, Pam Boyles, Anna Agenjo, Nan Gomez-Heitzeberg, Brent Damron, Kathy Rosellini, Sue Vaughn, Candice Sifuentes, Janet Thomas, Edie Nelson, Karla Tejeda (SGA), Lisa English (SGA), Corny Rodriguez, Debbie Spohn (recorder)

Guests: Kate Pluta (Accreditation Steering Committee), Diana Kelly (IEC), Joyce Kirst (AcDev), Kim Van Horne (AcDev)

<table>
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<th>Accreditation</th>
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<td>Kate provided a document developed by ASC for those serving on Self Evaluation Committee (SEC). This will provide the framework for the construction of the self evaluation document. (It is also available electronically.)</td>
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**Action Item:** Kate will provide the summary document of the standards and mission to the next meeting.

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<th>Program Review - Academic Development</th>
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<td>Kim Van Horne and Joyce Kirst represented the Academic Development Department. Kim stated that the department has grown extensively over the past 5 years. Sections are up 20%; head count is up 40%; success lab has grown 800%. Success and retention have improved to 70%. The department maintains a data-driven focus. AcDev worked with vocational areas to design CAS workshops to address basic skills needs within specific disciplines. A study skills course was piloted this fall; data regarding the learning outcomes for this pilot course should be available soon.</td>
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The department is working to assess outcomes more effectively. To that end, they have standardized the test to provide more consistent data. The department received an Exemplary Program award from the state, which is the third recognition awarded within the past 10 years.

When asked how they would address faculty reluctant to participate in assessment for fear that the information may be used in performance evaluations, Joyce answered that part of the job of a teacher is to continually search for ways to better serve their students. A 70% success rate is an improvement from previous years, but still isn’t satisfactory. All faculty need to use every means of assessment available to highlight areas where improvement is needed so the students they serve will continue to improve.

Nan commended the department for their commitment to continually assess performance to strive for quality.

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<td>No corrections to the minutes were noted. Changes may be forwarded to the President’s Office.</td>
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Construction
The update from the District Construction Office was posted and has been reviewed by the Facilities Planning Committee. A dedication/celebration for the PV Field is scheduled for December 8 at 10 a.m. on the grassy area between FACE and the Outdoor Theater. Construction on the SAM Modernization project may begin as early as fall 2011. Work to recover the parking structure for handicapped parking at the stadium will begin immediately following high school graduations, as part of the planetarium project. Immediately following BC graduation, Phase II of the PV Field - the slurry coat on the parking lot - will commence. As part of the PV field project, a shade structure over the handicapped parking area will be provided, which is a DSA requirement. The project to replace doors in the Administration Building and others was approved and will now go to bid. This will also be a summer project.

Budget
a. Budget Committee - The first meeting is scheduled for next week. This committee will be providing regular updates to the Council.

   Action Item: A list of Budget Committee members will be provided.

b. BAM review & feedback - It is not too late to forward comments to the members of BAM committee. Kate Pluta, Lynne Krausse, and Nan Gomez-Heitzeberg represent BC.

Greg provided general comments on the budget status. While the news from the state continues to be bleak, mid-year cuts are not anticipated for KCCD. Growth money for community colleges has been eliminated. The State Senate & Assembly have been called back into session to deal with budget issues. Documents are being developed to help educate incoming legislators on the current challenges facing education. Legislators are being invited to individual campuses to heighten awareness of the issues at hand.

Enrollment Management
Sue reported that BC experienced the largest number of students enrolling for first day of open registration for spring term - 3,275; spring term now exceeds 15,000. Nan emphasized that the college is not being compensated for all the students now being served. The goal for fall will be to avoid adding sections, and instead shift sections from adjunct instructors to full time instructors.

Faculty will have the opportunity to add additional students, assuming the facilities and pedagogy will support the addition. Greg hopes to announce which faculty positions will be advertised for fall by next week.

Goals
The subcommittee meets next week, and will have a report at the next College Council meeting.

Luminis
   Action Item: Status will be provided before the next meeting.
Rumor Control
An article appeared in the Californian last night regarding the playoff game between two local high schools. A request was made to have the game at Memorial Stadium, but the Kern High School District declined once the cost was determined. The fact is that all operational costs are included in the calculation; stadium fees are established by board policy. If tickets are to be sold for an event, BC collects $1/ticket sold; the BC football team pays this same per ticket amount. An offer was also made to negotiate stadium use fees in exchange for a reduction of rates for classroom rental at Stockdale High School; this was also declined. Board Policy dictates that BC retain 90% of the profit from concessions; but BC also assumes 100% of the cost of operating the concessions.

In an effort to maintain high community exposure, the Alumni Barbecue and numerous Foundation events have been moved back to campus.

Things we need to know...
Candice reported that there will be an e-mail regarding changing the login to Banner; this is NOT a phishing attempt. Everyone will be asked to change passwords.

Action Item: It was suggested that Bonnie send out an e-mail prior to the change request, explaining what is coming and when to expect it.

Lisa reported for SGA on their activities this semester. In an effort to create a welcoming environment for all students, training on SAFESPACE - a program for providing counseling to Gay/Lesbian/Bisexual/Transgender students is being planned. The training dates are 1/10/11 9-12, 1/11/11 1-4 p.m., 2/5/11 9-12, 3/2/11 3-6 p.m., 4/29/11 9-12, and 5/2/11 3-6 p.m. Lisa provided student pantry donation bags for those interested; a food distribution is scheduled for next Thursday prior to the break.

A list of topics explored at a recent conference by SGA officers will be posted; conference attendees will be available to visit classrooms. More coats are needed for the coat give-away.

Joyce Ester reported on the SDCC survey results.

Action Item: The SDCC survey results will be posted for Council members’ use.

Watch e-mail for an SDCC professional development calendar, which should be coming out before winter break.

EOPS is hosting their annual Christmas party for the children of EOPS students. If you would like to provide a gift for a child, please visit the Christmas Tree in the EOPS office to draw a name.
Next Scheduled Meeting
The tentative December 10 meeting is cancelled. College Council will meet again January 21, 2011.
College Council Minutes  
January 21, 2011

Present: Greg Chamberlain, Jennifer Johnson, Nick Strobel, Laura Borneman, Edie Nelson, Hamid Eydgahi, Kate Pluta, Lisa English, Primavera Arvizu, Suzanne Vaughn, Jennifer Marden, Kathy Rosellini, Pam Boyles, Brent Damron, Debbie Spohn (recorder)

Guest: Rebecca Mooney

1. Welcome

Dr. Chamberlain welcomed everyone to the new semester. FYI, the elevator in the Language Arts building is closed for repair, and a water main line developed a break over winter closure. Laura Lorigo sent a notice to bc-all discussing various problems that were noted with the bookstore; these issues are being addressed as quickly as possible. Any additional issues should be sent directly to Laura, and not sent as a “reply all” to Laura’s “bc-all” memo.

Agenda Review

Under New Items, Dr. Ester will address Staff Development Coordinating Council, and Sue Vaughn will discuss Banner issues and changing passwords.

2. Review Previous Minutes

a. 12/3/10 - Revised minutes are posted in the Public Folder.

3. CCSSE/CCFSSE

CCSSE is a nationally normed survey on student engagement. The survey focuses on issues of involvement that help keep students in classes. The survey will be administered district-wide this spring. Faculty will be allowed a two-month window to administer the survey during classroom time, so adequate time for planning is built in. The data is not used as an evaluation instrument, and is not linked in any way to a specific faculty member. CCFSSE is the faculty component of the survey.

This survey instrument differs from the Noel-Levitz survey administered several years ago in that it is more classroom centered. There are no open ended questions.

A course listing is submitted, and a random sampling is generated, exempting on-line courses.

Action Item - Please encourage all faculty members to participate in this survey.
4. **Accreditation**
Kate Pluta, faculty co-chair of the Accreditation Steering Committee, introduced Rebecca Mooney. Rebecca will be serving the College as the faculty chair of the Self Evaluation Committee, which is charged with writing the Self Study for the 2012 Accreditation. Administrative co-chairs have been appointed to the Accreditation Standards Committees as follows:
- Standard IA - Mission - Greg Chamberlain
- Standard IB - Improving Institutional Effectiveness - Ann Morgan
- Standard IIA - Instructional Programs - Stephen Eaton
- Standard IIB - Student Support Services - Joyce Ester
- Standard IIC - Library & Learning Support Services - Bonnie Suderman
- Standard IIIA - Human Resources - Primavera Arvizu
- Standard IIIB - Physical Resources - Paula Bray
- Standard IIIC - Technology Resources - Todd Coston
- Standard IIID - Financial Resources - LaMont Schiers
- Standard IVA - Decision-Making - Dan O’Connor
- Standard IVB - Board & Admin Org - Greg Chamberlain

Kate distributed forms for all staff to indicate ways in which they can involve themselves in the accreditation process. These should be completed and returned to any member of the Accreditation Steering committee. Everyone is encouraged to serve on at least one subcommittee. Prior knowledge of the subject matter is not necessary; all levels of expertise are appreciated. A document with the standards are spelled out in full is posted in the Public Folders.

5. **Construction**
LaMont discussed the problems encountered with the elevator in the Language Arts building. Parts are no longer available to support this elevator due to its age. LaMont is currently working with a company to secure an estimate on total replacement of the internal workings for a more permanent solution. Once approval is secured, a repair crew can begin working as early as next week.

To address access to classes affected by elevator access, classes are being moved as quickly as possible to accessible areas. Once a class is moved, it will remain in the new location to avoid confusion of another move once repairs are completed. While some construction noise is unavoidable, it should be at a minimum; as much as possible will be scheduled around classroom occupancy.

Construction noise and increase traffic around the building site of the GET bus terminal should be minimal due to the distance from surrounding buildings. There may have to be some disruption of water and power service when the new construction ties into the college systems, but this will be scheduled at low activity points as much as possible.

KCCD has a number of projects that have been submitted to the state for approval; however, due to the state’s current fiscal difficulties, these projects have not been funded.
6. **Budget**  
Governor Brown’s budget proposal has been published. If it is approved as written, no additional cuts will be necessary for this year. But the proposal is based on a series of taxes being approved in a special June election. The Legislative Analyst’s Office has published three recommendations regarding the budget, including a 100 unit cap. This would affect the segment of students coming back to retrain for a second career. A second recommendation is to eliminate funding for physical education and other recreational classes.

7. **Enrollment Management**  
As part of the budget discussion, Nan added that the number of sections offered has been reduced. In the summer of ’08, 490 sections were offered. In the summer of ’09, there were 414. Last year, 333 were offered. The district is over target, which is a good thing in case growth money becomes available.

Any schedule changes must be decided right away as priority registrations are assigned in March.

8. **Goals**  
The Task Force discussed the committee charge of a Goals Subcommittee that would develop recommendations for goals to College Council. Appointments to the committee would be for 2 years, staggered for maximum efficiency. This process of subcommittee formation needs to be documented for Accreditation. As all committees are going to be encouraged to develop an annual report to College Council, it is anticipated that ideas for college goals will stem from these reports.

*Action Item* - Primavera will revise the committee charge as discussed and circulate to the Council members. Council members will bring any pertinent feedback to the next meeting, in preparation for adoption.

9. **New Items**  
**Password Changes** - Please let Todd Coston know of any problems encountered with the Help Desk. The Centralized Help Desk has been activated. This password change is another step leading up to Luminis.

10. **Rumor Control**  
Rumors involving the problems encountered with the Bookstore were previously discussed, and are being handled.
11. Things we need to know…
Public Folders need to be purged.

*Action Item - Greg will refer this to Todd Coston for action.*

Publication of positions to be filled for 2011-12 will be happening soon. Nan has reviewed the posting calendar with HR. Jan 31 is the first formal posting. Screening committees are being formed now.

An issue of locking the doors after closing and securing the buildings was discussed.

*Action Item - LaMont will clarify these responsibilities with the M&O and Public Safety staff.*

Lisa reported that SGA will be conducting officer elections in March. All voting will be on-line. Lisa will speak to the Library about using computers for students who wish to vote as is done during registration. SGA is working on a Future Leaders Conference. Guest speakers include Wendy Wayne and Jack Hernandez. Once confirmation is received, a list of speakers will be published. Financial Independence Starts Here (FISH) is being offered in conjunction with United Way.

Joyce Ester reported that the average attendance during Flex Week of staff development opportunities was about 10 people. On-line evaluations have been distributed to attendees. Please send any ideas for staff development to any member of SDCC. SDCC also needs faculty participation.

The Sterling Silver Dinner is next weekend. The proceeds from this event go to benefit the Culinary Arts program.

**Next Scheduled Meeting**
2/4/11
# College Council Minutes

**March 4, 2011**

Present: Greg Chamberlain, Candice Sifuentes, Nick Strobel, Corny Rodriguez, Laura Borneman, Tom Greenwood, Hamid Eydgahi (Suderman Alternate), Anna Agenjo, Edi Nelson, Janet Thomas, Pam Boyles, Sue Vaughn, Kathy Rosellini, Brent Damron, Primavera Arvizu, Nan Gomez-Heitzeberg, Joyce Ester, Debbie Spohn (recorder)

Guests: Kate Pluta - Accreditation Steering Committee Co-Chair, Todd Coston - IT Director

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<tr>
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<th>Welcome - Agenda Review</th>
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<tr>
<td>1</td>
<td>Review Previous Minutes</td>
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<td></td>
<td>Regarding the possibility of outsourcing the Bookstore, a final decision to outsource has not yet been made. Two bids were received - Barnes &amp; Noble and Follett; both companies are prepared to move quickly once a decision is made and a contract is negotiated. A decision should be made by the April board meeting. Both companies are fully prepared to work with vouchers, etc.</td>
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<td>2</td>
<td>Accreditation</td>
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<td>The second quarterly report was posted in Public Folders. Included was a description of the goals. This list will serve as a reminder to measure progress. The philosophy statement has been modified; copies were provided. This will be an item for voting at the next Academic Senate meeting. Please provide feedback.</td>
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<td>The Accreditation Steering Committee is currently working on linkage between the unit plan, program review, and budget. They are also looking at accessibility of information, as Public Folders are not as user friendly as hoped.</td>
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<td></td>
<td>The Self Evaluation Committee is working on training dates. Faculty co-chairs are still needed for Financial Resources, Instructional Programs, and Facilities.</td>
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<td>The Steering Committee is really taking on the task of focusing our efforts far beyond the accreditation visit. Kate and Rebecca Mooney have developed a packet of materials that contain lists of questions that ACCJC will be asking, and some suggestions on where to look for answers. Many thanks to Kate for her leadership in this endeavor.</td>
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<td>3</td>
<td>CCSSE/CCFSSE</td>
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<td>Faculty selected to participate in the random sampling will be receiving notification early next week. There will be a two-week period in which to administer the survey. All faculty will be sent an e-mail link to participate in the faculty portion of the survey. Ann provided a one-page description of the CCSSE, which was provided. This will also be posted in the Public Folder. Nick opened the website and located samples of the questions to which the students will be responding. The results are expected in late July, and will be shared as soon as received.</td>
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5. **Construction**

Due to the resignation of one faculty member on the Facilities Planning Subcommittee and long term absence of a second, another faculty member would be welcome.

**Swingspace** - This will impact staff overflow parking in the old tennis court area. The basement of the Language Arts building will be logistics & storage. The old tennis courts will house portable buildings. Due to premium parking space issues, parking enforcement officers are being hired to assist the Public Safety office in ticketing.

**GET bus terminal** - moving forward. The anticipated start date is May/June, 2011. Once construction begins, parking on Panorama will be disrupted.

**Handicapped Parking** - As the final piece of the Planetarium project, handicapped parking at the stadium will begin this summer. Looking forward to a time when additional parking will be needed for the Horticulture Lab & Ag building, more parking than is needed for the Planetarium will be constructed.

**SAM** - still on target. Depending on funding, construction may begin as early as the fall semester.

**TES** - is in litigation. Part of the litigation comes from the fact that the vendor did not receive all that was contracted for because the project was not completed to our satisfaction. The board approved repairs to get the tank operational.

**Action item:** Greg will get an update before the next college Council meeting on the status of the litigation, and whether repairs will be completed in time to operate during this summer’s hottest months.

**Solar field** - A question regarding the computer showing real time savings from the energy generation was asked.

**Action item:** Greg will get an update on where we are in the process of installing a computer to track energy savings from the solar field.

**Door Replacement** - It is anticipated that the doors will be replaced within 6 months. Although DSA approval is required, it is hoped that this project can be “counter-checked” at the DSA office in a single trip.

**Language Arts elevators** - The work on the elevators is complete; however, the fire detection system must now be upgraded before the elevators are operational.

Any interested parties are welcome to attend the Facilities Planning Meeting, which meets the first Wednesday of each month at 1:00 p.m. in the President’s
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<th>conference room.</th>
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<td><strong>Budget</strong></td>
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<td>a. 2010-2011 - Mid-year cuts are not anticipated. Current indications are that there will be a reserve to carry over to 2011-12. This will include the amount previously set aside in anticipation of mid-year cuts.</td>
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<td>b. 2011-2012 - The next 7 days are critical for budget advocacy. Let your legislators know that you support the tax initiatives being placed on a special June ballot. There is a link on the CCLC website that will show contact information for state legislators. The college can advocate for the budget. However, if the ballot initiatives are approved, the rules for advocacy will change.</td>
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<td>Each Wednesday morning at 8 a.m., Greg participates in a CEO telephone conference that shares budget news from around the state as it relates to community colleges. It is hosted by Scott Lay, and occasionally features Eric Skinner and State Chancellor Jack Scott. All are invited to join Greg any Wednesday. [If Greg is unavailable, access to the teleconference will be provided in A-5.]</td>
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<td>c. Criteria - By the next meeting, the Budget Committee will provide a list of criteria to be used when cuts must be made. This list will become part of a budget development packet.</td>
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<td>d. BAM - At the last Consultation Council, Porterville College and Cerro Coso responded in writing regarding the BAM Evaluation Report. Of particular concern were the hiring of an outside consultant, and District Office carryover. BC supported the hiring of an outside consultant so that a neutral 3rd party would provide an unbiased opinion. At the next Consultation Council meeting, there will be discussion regarding what action should be taken regarding the recommendations.</td>
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<td><strong>Action item:</strong> Greg and Corny will develop a reply from Bakersfield College, stating that BC has no objection to the Evaluation Report.</td>
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<td>BC’s representatives to BAM are Nan Gomez-Heitzeberg, Kate Pluta, Lynn Krausse, and Stephanie McWilliams.</td>
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7. **Enrollment Management**  
Nan reported that if the tax initiative passes, it means that BC will be cut 593 FTES or 1600 students. If it fails and Prop 98 is funded at minimum levels, we will be cut 1042 FTES or 2813 students. If the tax initiative fails and Prop 98 is suspended, we will be cut 1,870 FTES and 5,049 students will not be served. This information is also available on the CCLC website. Some may remember that two years ago, sections had to be reduced significantly and it was very difficult. All of these scenarios would put the college at a level lower than that of two years ago, which means that it will be devastating to many. The reality is that Bakersfield College is going to serve fewer students. Significant workload reduction is a factor in every scenario being proposed. If the “doomsday” or worst case scenario becomes a reality, there will be serious discussion about closure of some community colleges.

While looking at workload reduction, there must be a comprehensive curriculum remaining after the reduction. Academic Senate recently adopted a proposal regarding a 14-unit limit to help increase student success.

8. **Goals**  
Primavera shared copied of what was developed by the Goals Work Group. This needs to move forward quickly. The original group included Primavera, Pam Boyles, Anna Agenjo, Mike McNellis, and John Gerhold. Current members of the work group must be identified quickly. Corny will work on faculty representatives; Jennifer Marden will be contacted to provide classified staff members. Primavera will continue as the Administrative representative.

9. **District-wide Strategic Planning**  
Greg has forwarded three surveys regarding this strategic plan. BC’s representatives have included Greg, Joyce Ester, Hamid Eydgahi, Stephen Eaton, Sue Granger-Dickson for faculty, Tracy Lovelace for classified, and Tawntannisha Thompson as the student representative. This effort is being led by Doris Givens, Vice Chancellor, and Pat Caldwell, private consultant.
10. **Luminis**
   Todd Coston, Interim IT Director, reported on Luminis. A pilot was conducted during the fall semester, which included faculty and students. The original plan was to go live in the spring semester. However, a 2\textsuperscript{nd} pilot was advocated to include a wider audience, which was not as successful, but highlighted the need for more hardware. Links between Moodle, Luminis, and Registration had to be established. Hardware improvements were positive, and the 2\textsuperscript{nd} test was much more successful. Training dates are being identified to go live for summer. Most of the training will be with faculty.

   Todd provided information to link up passwords so that all passwords are synched. Faculty will be encouraged to move away from Front Page and use Course Studio. There is a feedback section that can be filled out to get suggestions and impressions to Todd and the IT crew.

   **Action item:** The information regarding password synchronization will be posted in the Public Folder.

11. **Registration Priorities**
   In order to make room for more students in classes and deal with the issue of students registering for classes they don’t intend to take just to fill a schedule, the Academic Senate developed a proposal limiting students to 14 units or 3 classes totalling 15 units per semester.

   **Action item:** Corny will distribute the proposal electronically so that the council members may circulate to constituent groups.

   This will be placed on the March 18 agenda, and the Council will be asked to discuss registration priorities in general terms.

   **Action item:** Greg will share the report showing average number of units per major of graduates.

**Next Scheduled Meeting**  
3/18/11
Members Present: Sue Vaughn, Primavera Arvizu, Kathy Rosellini, Janet Thomas, Edie Nelson, Anna Agenjo, Bonnie Suderman, Brent Damron, Jennifer Johnson, Tom Greenwood, Jennifer Marden, Laura Borneman, Nick Strobel, Joyce Ester, Nan Gomez-Heitzeberg

Accreditation
Kate Pluta, Co-Chair Accreditation Steering Committee, provided an overview of proposed changes to the program review process. She reminded the Council that in our self evaluation we stated that the program review process would be evaluated and revised. The proposal emerged out of the Accreditation Steering Committee discussions about clearly identifying and linking planning and budget processes. She pointed out that as a college we have been conducting annual program reviews but calling them “Unit Plans”. In addition to the proposed name change, the new annual program review process may include a few more additional questions which will be determined at a later date. The proposed changes to the current program review process includes a different grouping of college wide (instructional) programs under categories of Transfer, Basic Skills, and Career and Technical Education. The forms will be redesigned to increase ease of use and eliminate duplication. Kate stated the Career and Technical Programs that undergo extensive review processes for licensing or outside agencies will only need to complete a short summary form for program review. Kate said that she had already presented the proposal to Academic Senate and will attend FCDC to get feedback from chairs that are responsible for both the annual and more comprehensive program review report. She also pointed out that at some point the curriculum review process has gotten separated from the programs review process. Currently we do not have a written curriculum review process. There was discussion about timelines and linking processes including, ISIT equipment requests, staffing requests and budget development. Feedback from Council members included the importance of providing training and required data in a timely manner. In response to a question about implementation Kate stated that the intent is to have the new process in place by fall 2011.

Action Item: College Council members were asked to get feedback from their constituents.

Handout available in the College Council public folder. (sent to Debbie)

Student Success
Nan Gomez-Heitzeberg facilitated the discussion of proposals to increase student success that the President talked about at the last meeting. He asked for feedback from constituent groups.
Feedback and discussion included:

- Develop a writing lab specific to science or Allied Health students
- Require assessment for all students
- Prescriptive assignment of courses for basic skills students
- Require a first year courses for student success. For underprepared students couple the course with a discipline course, perhaps an introductory course to a general area, like intro to behavioral sciences
- Question: Isn’t the student success lab for all disciplines? Wouldn’t there have to be more funding and staffing?
- Implement more rigorous prerequisites for science courses and enforce prerequisite
- Bring community members on campus to serve as mentors and models
- Increase learning communities
- Hire more student services staff
- Provide more professional development to improve teaching strategies
- Develop workshops for students to deal with technology
- Use list serves to reach probationary and disqualified students, example - Send the message that when students reach 45 units they would need to make contact with staff.
- Make student assessment scores available online to all faculty
- Reassess cut scores for math
- Develop ‘program’ or ‘orientation’ to help students understand what it takes to be a college student, as to the skills to be successful in college. This could be taught by counselors and other faculty. How do we motivate students about the most basic level of attendance? Is there is a correlation between grades and attendance?
- Implement ‘First Year Experience’ activities
- Utilize Ac Dev 70 time management and study skills courses with Student Development 2 and 6 (master student course).
- Match English 1a with a master student course for a total of 6 units.
- Sierra College, places students in a math lab for diagnostic and self paced work; and then students take the placement test; then enroll in a math course.
- Offer Summer Bridge Programs
- Follow the college policy on attendance. Remind faculty via FCDC and through Academic Senate
- Strengthen Early Alert. College of Sequoias is using a model that is very widely used by faculty and students.
- Move intervention with probationary students: orientation, open house.
- Can we get data as to why students drop? Could this be a pop up box when the student goes into the system to drop after the 30% date? We could then sample responses over time to see trends

Reviewed each item identified on the President’s list. It was mentioned that many of the items discussed and on the list were part of the effort several years ago for the “First Year Experience” initiative. During that initiative solutions were found, efforts were made to support student success, then the funding ran out and the efforts were not institutionalized. We should look to what was done before so we are not reinventing the wheel and determine what we can do and institutionalize.

**College Goals** -
Primavera reported that the College Goals Task group has conducted focus groups, FCDC and the SGA College Club Council.

**Action Item:** Provide feedback about the questions for the survey by **Monday, April 4th**, end of the workday via email. Primavera Arvizu will send out the questions electronically.

**Faculty College Council Representative Terms**

Anna Agenjo asked about terms for college council faculty members and asked when elections would take place.

**Action Item:** Jennifer Marden will coordinate elections through Academic Senate.
College Council Minutes  
April 15, 2011

Present: Greg Chamberlain, Anna Agenjo, Bonnie Suderman, Nick Strobel, Candice Sifuentes, Tom Greenwood, Laura Borneman, Lynn Krausse (Rosellini alternate), Janet Thomas, Jennifer Johnson, LaMont Schiers, Joyce Ester, Lisa English, Edie Nelson, Corny Rodriguez, Brent Damron, Jennifer Marden, Sue Vaughn, Primavera Arvizu, Nan Gomez-Heitzeberg, Debbie Spohn (recorder)

Guests: Kate Pluta, Todd Coston

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<tr>
<th>1.</th>
<th>Welcome - Agenda Review</th>
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<tr>
<td></td>
<td>A number of Council members were wearing Bakersfield College team hats. This was a visual reminder from Corny Rodriguez we are all on the same team; we’re all in this together.</td>
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<th>Board of Trustees Meeting Notes</th>
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<td>Three student success initiatives were highlighted during the luncheon prior to the board meeting - Basic Skills/English 60, MESA Week Zero, and STEM Assistance program with Peer Tutoring. MESA Week Zero began with 14 students, and now has 80. Plans to scale up these successful programs must be made cautiously to insure sustainability.</td>
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The outsourcing of bookstore management was approved. Barnes & Noble will be assuming management in late May. Oversight remains with the college, and Laura Lorigo is the campus contact. The question of marketing to the community was asked. While this will be a Barnes & Noble enterprise, it will not be a retail outlet, but will remain as the college bookstore with the college receiving a percentage of sales. Some of the selling points were a used book option and a textbook rental program.

The classified bookstore employees will be relocated within the system; a special thank you to CSEA for assisting with this process. Faculty will submit book orders following the same procedures used previously.

**Action item:** LaMont will draft a BC-All regarding the changes at the bookstore.

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<th>2011-12 College Council Membership</th>
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<td>Kathy inquired about the nomination process for those positions that expire at the end of this term. The Academic Senate is seeking faculty representatives.</td>
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<th>2.</th>
<th>Review Previous Minutes</th>
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<tr>
<td>a. 4/1/11 - A special thank you to Nan for providing minutes from the last meeting. No changes were noted.</td>
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<th>3.</th>
<th>Health &amp; Physical Education Program Review</th>
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<td>This will be deferred to the next meeting.</td>
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4. **CCSSE/CCFSSE**
The student surveys have been administered. Please encourage faculty to complete the faculty survey, as this increases the value of the student surveys by identifying the disparities of opinion.

5. **Accreditation**
Kate shared copies of the Program Review document. The problem with the way Program Review is currently operating is that it is not linked to planning or budget. The proposal is that the Program Review Committee will write a summary of the Annual Program Review (previously called the Unit Plan) that will come to College Council. The Institutional Effectiveness Committee officially changed its name to Program Review Committee.

Once all the feedback is gathered, the Accreditation Steering Committee will meet prior to the next Academic Senate meeting on May 10 to work through the details. What we will hear at the May 6 meeting is the status of the Senate vote.

*Action item:* No later than April 26, forward feedback regarding these proposed changes to any member of the Accreditation Steering Committee.

6. **Luminis**
Todd announced that the go-live date is May 15. This will allow operation through the summer with a smaller audience so that any issues can be addressed before fall. Training is scheduled for the week of May 17. Training dates will also be scheduled during Flex Week in August.

Kathy brought a concern that was aired at Academic Senate regarding Moodle. Students would have to be allowed to log into the Moodle server when they are waitlisted, just as face-to-face students who attend class; this is a problem. The main thrust is to treat the on-line students the same as face-to-face students.

*Action Item:* Todd will resend the link regarding taking the Luminis “test drive”.

Jennifer Johnson asked about linkages to websites for faculty. Todd answered that training will address this. It may require rebuilding some sites in Course Studio.

Candice added that face-to-face classes may choose to use Moodle. Nan added that this is a 10 + 1 issue for Senate consideration, and the Senate has voted.

*Action item:* Nan will discuss communication between colleges regarding this issue with Corny.
7. **Construction**  
The monthly update from the Facilities desk was shared and discussed. Much of the report stays the same from month to month, as various projects are waiting on funding. Refurbishing the Simonsen Performing Arts building could be delayed due to funding issues; the state will not allow work to begin until the money has been delivered. Three projects that will begin immediately following the end of the semester are handicapped parking by the stadium as part of the Planetarium project, the GET bus and parking changes along Panorama, and application of a slurry coat on the northeast parking lot and installation of day use parking permit dispensers.

On page 3 of the Facilities Update document, the variable frequency drives refer to air flow through the buildings. The use of variable speed equipment will mean an energy savings for the campus. Nine buildings are going on-line this spring.

LaMont reported that the elevator in the Language Arts building remains out of order as they are dealing with an abatement issue.

8. **Budget**  
Copies of the tentative budget were shared.

*Action item:* Greg will post the tentative budget electronically.

Greg was part of a team of higher education representatives that participated in an advocacy event in Sacramento. The news on the budget remains grim.

9. **Goals**  
Primavera reported that thirty-one responses have been received regarding goals. The committee would like to conduct a focus group with the students, and one with classified staff. Part of the purpose of the survey is to gather data on progress toward completion of the previous year’s goals. Because we want to allow enough time for these activities, the goals will not be finalized prior to the end of the year. A finalization date of early in the fall semester will be targeted.

10. **Student Success**  
The presentations made to the board were very positive.

*Action item:* A President’s Forum will be scheduled to discuss student success.

All feedback will be used to help determine how to scale up those programs that are generating the results sought.
11. **New Items**
   a. Campus policy regarding advertising - This is different than sponsorship such as what there is in the stadium.

   *Action item:* Greg will ask Amber to direct a group regarding policy development in this area.

   *Action item:* Each council member will ask for volunteers to assist Amber on this task force.

b. Committee co-chairs/structure - When College Council was formed, a lot of thought was put into what the representation should be. One of the things that may be missing is perhaps a link to the committee chairs. Please consider the possibility of the inclusion of committee reports on the agenda, with the idea of inviting committee representatives to share throughout the year. Faculty co-chairs now submit a report to the Academic Senate; the idea of sharing that report with College Council will be explored.

   *Action item:* This will appear on the next agenda for further discussion.

12. **Rumor Control**
   #1 - BC will have no adjunct faculty next year. While it is fully expected that there will not be as many adjunct faculty as in past years, many departments depend heavily on adjuncts to cover classes.
   #2 - No new faculty. Screening committees are currently working on seven replacement positions. Six incremental positions were priority ranked, and one of these will be filled.
   #3 - COS will be joining KCCD. No colleges are planning to merge at this time.
13. **Things we need to know…**

**Questions on Priority Registration** - There was some discussion on priority registration.

*Action item:* Nick will work with Amber on wording regarding priority registration.

*Action item:* Sue will forward the priority registration list electronically to Council members.

**Assessment Reception** - Assessment is planning a reception to share ideas. Watch for announcement.

**Commencement** - Plan now to participate.

**FYI on Brent Damron** - Brent is recovering from a secondary infection following surgery earlier this week. Best wishes for a speedy recovery to Brent.

Dr. John Collins is recovering in the hospital following a car accident. Best wishes to Dr. Collins for a speedy recovery.

SDCC is hosting a reception in Levinson 40 from 1-3 on 4/28, and on the Delano campus later the same day.

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<tr>
<th><strong>Next Scheduled Meeting</strong></th>
<th>5/6/11</th>
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3. Program Review
  a. Health & Physical Education
Brent Damron, department chair, reported for the Health & Physical Education Department. Brent thanked Diana Kelly for her assistance in getting through the review process. Much has changed in the department since the last review. Budget concerns heavily impact what they are able to offer. The entire discipline is under intense scrutiny at the state level. One of the most difficult aspects is integration of Health & Phys Ed with athletics. Many of the instructors for Health are coaches. One of the areas of improvement needed is campus involvement of the instructors in campus-wide committees. Because many of the instructors are coaches and actively involved in intercollegiate sports, it is more difficult to be involved in committees which may typically meeting in the mid-to-late afternoons when coaches are working with teams. Due to the “click-it” system, the instructors have been able to improve classroom responses to controversial subjects such as drug use.

The athletic facilities are aging, and limit the ability to expand programs. From the state’s perspective, PE has been an FTE generating body. A comment from the state that the department constantly fights is “They’ve (college students) have been doing this since elementary school; they should have it by now.” Health-wise, we are in a crisis nationwide; health education is critical. A safety issue was noted which refers to antiquated facilities. The department will continue to request the Exercise Science Position, knowing that budget constraints will make this difficult to justify.
b. Philosophy

Reggie Williams, department chair, reported. Their focus is on student success and fiscal responsibility. There are seven full-time faculty in the department, and 1 adjunct; they serve approximately 4,200 students per year. They focus on critical thinking skills. Because they offer only one class with prerequisites, they serve a broad range of students. Because of the focus on critical thinking, this department contributes to the success of every student taking classes that focus on communication skills. Their retention is 86.5% and a success rate of 60%. The department has representatives serving on almost every major committee across campus, and is connected to the Levan Center.

Moya Arthur added that BC currently has 67 majors. Philosophy provides support skills for all areas. They also offer critical reading skills, which benefits every department.

Michael McNellis added that as a department, they try to embrace the diversity reflected in the student population they serve. They focus on presenting challenging issues in creative ways. One of the problems they face as a department is facilities. For 7 full time faculty, they have 2 dedicated classrooms upstairs in the Humanities Building. This makes access difficult because the lift is unreliable.

Another issue is lack of technology. Students come from classrooms that have much more advanced technology than this department is currently able to supply, although Media Services has done an admirable job meeting their requests while working with the facility restrictions. The departments using the Humanities building need to collaborate to upgrade available technology. Because of their impressive success rate, it was suggested they consider a Flex Session to encourage student success rates currently enjoyed by Philosophy.
### c. Child Development Centers

Gail Summerford, program manager for the Child Development Center, represented the department. Gail provided a summary statement which linked strategic initiatives to the program goals. This is a District program. The funding is based on a standard reimbursement rate. Unfortunately, the rate is not enough to cover the entire program costs. The program generates income from other sources and participates in various fund-raising efforts to offset the shortfall. E.g., at the last two Garden Fests, they raised $15,000.

The most important role the CDC has is to provide care for the children so that BC students are able to stay in school. The families served must demonstrate need. Success is hard to quantify as there are parents enrolled in every course of study BC offers. If they have children at the center, they must maintain a 2.0 GPA and must have written career goals. The regulations make it difficult to identify children as full-time at 6.5 hours, which reduces the reimbursement rate. Community leaders have been invited to read to the students. BC Public Safety Officers read to the children. The most urgent need identified is for cribs that must be replaced. It was suggested that Gail e-mail the need to replace cribs to the campus and ask for sponsors/donations.

How many children are now enrolled and is there a waiting list? Gail answered that there are currently 175 students; there is a priority list which is based on need. The Delano center was closed as there was not significant demand, and in order to be financially sustainable a center has to maintain 50% of capacity. Because the city already offers numerous child care options, the Delano center didn’t generate sufficient demand for services.

### d. Extended Learning

Reporting for the department is Tracy Lovelace. The budget is the major issue for Extended Learning. The department lost a department assistant and as of the end of the academic year, will be losing the Distance Ed Coordinator to retirement (Kathleen Loomis-Tubbesing). The department is in a constant state of flux due to rapidly changing technology.

Priorities for this department are:
1. Staffing - Distance Ed Coordinator
2. Faculty Director
3. Continued presence of L160 Lab.

It was asked if the Faculty Director is a new position. Tracy answered that this is an unfilled position previously held by Clark Parsons.
## Accreditation
Kate has been gathering feedback on proposed changes to program review. IEC has officially changed its name to Program Review to more accurately reflect its function. The unit plan and program review are merging to become the Annual Program Review. The goal is to link planning to budgeting to make it meaningful. Through this transition, a reminder to departments to update their curriculum review needs to be built in. The change includes a hiring request. FCDC would still do the ranking; all the information would be merged into one document. Another goal is to build in an assessment process. The review must reference college goals and budget criteria. The Budget Committee is working on a Criteria document which will be available shortly. Plans for all 42 units will be read by the Program Review committee; the committee will develop a written response. The summaries will come to College Council; College Council/President will respond. An appendix of Best Practices will be compiled.

This process was approved by the Academic Senate. The Steering Committee meets next week to discuss next steps in implementation.

Pam stated that, as a faculty chair, she would like to be able to spread the curriculum review over the six year period so that they don’t all have to be done at the same time. We don’t have a current curriculum review policy.

## Goals
Primavera reported that the survey has been completed, and had 43 responses, which are now being compiled into one report. Two focus groups have been done.

*Action item:* This will be placed on the agenda for May 20.

The goal will be to either finalize the goals at this meeting, or continue the discussion via e-mail for finalization.

## Committee co-chairs/structure
Some thought was given to whether or not the College council membership should be expanded to include all co-chairs. The structure will remain as is, and co-chairs will be invited into meetings as needed to report on various issues.
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<tr>
<td>a. Campus policy regarding advertising - Advertising is becoming a bigger issue. There have been some requests to advertise on kiosks, taking this beyond event sponsorship which we currently have in the stadium. Amber Chiang will chair a task force to look at policy in this area, and we are looking for volunteers interested in assisting Amber. Please forward names to the President’s Office.</td>
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<tr>
<td>b. AB 515 - This bill would allow community colleges to hold extension courses. The state faculty unions do not support this legislation; however, many academic senates are in favor. Nothing is mandated; offering extensions would be allowed at the discretion of the individual schools. If this passes, we will need to have discussion about implementation. It would require some system changes, including Banner changes. It may also require an additional transcript, which again would be more labor-intensive for Admissions and Records.</td>
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<td>It was suggested that Greg talk about the Budget Criteria document at Closing Day.</td>
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<tr>
<td>Reminder - Appreciation Grams are available for classified staff. They will be delivered on Tuesday.</td>
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<tr>
<td>Corny thanked everyone involved in Chicano Commencement. It took a lot of cooperation to put the event together, and the extra effort was very much appreciated. It was an excellent event.</td>
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<td>The next meeting is scheduled for May 20 at 8:30 a.m. The newly appointed council members will be invited. At this meeting, a date in July will be proposed.</td>
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<tr>
<td>2011-12 Calendar</td>
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<td>A draft of the 2011-12 calendar was distributed. Additional meetings may need to be calendared during the spring. As the Self-Evaluation must be completed by November, more meetings may be necessary in the spring to focus specifically on Accreditation. A ½ day mini-retreat/training session is being considered. One retreat in spring and one in fall were suggested to review items and set a schedule for completion. Greg will have proposed dates for the 5/20 meeting.</td>
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College Council Mini-Retreat  
August 12, 2011

Present: Greg Chamberlain, Joyce Ester, Nick Strobel, Candice Sifuentes, Lamont Schiers, Tannisha Thompson, Edie Nelson, Nan Gomez-Heitzeberg, Rebecca Flores, Sue Vaughn, Primavera Arvizu, Alice Desilagua, Ann Tatum, Pam Boyles, Brent Damron, Jennifer Johnson, Corny Rodriguez, Meg Stidham (Marden sub)

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| 1. | **Welcome - Agenda Review**  
Attendees were introduced and identified their constituent groups. Dr. Chamberlain encouraged all council members to engage in “courageous conversation”, and to actively represent and communicate with the constituent groups that sent each council member to the table. |
| 2. | **Review College Council Charge**  
In reviewing the charge, it was noted that this is a forum for issues with college-wide significance. This group serves as one of the President’s consultative councils. Candid conversation from council members provides important background information for the President as he makes decisions concerning college business.  

It was suggested that the co-chair of the Accreditation Steering Committee be included as a member of College Council. In lieu of making this change, it was suggested that the statement from the Budget Committee Charge be copied into the charge of college council: “Representatives from other committees or those with particular expertise may be brought in as needs arise for short-term consultation. “ This was preferable to a permanent change to the committee structure for numerous reasons; primarily, the amount of work required to have the self-study completed on schedule is labor intensive and may preclude regular meeting attendance.  

It was also suggested that the classified representation be further clarified. Because this clarification does not alter the charge or change the scope, the change can be reported to constituents as a moved agreed to by consensus of the Council. |
7. **Committee co-chairs/structure**
   Greg reported that a group of committee co-chairs met this morning, and agreed to begin an annual progress reporting process to College Council on the committee’s progress toward meeting goals. This is one step toward assuring that there is little/no duplication of effort and focusing on the charge of the committee. Each committee will report three times per year. These reports will be shared with the Accreditation Steering Committee, College Council, and the Academic Senate. A consistent format will be used by all committee co-chairs for maximum user-friendliness. The first report is due Sept 30. The goal is to tie committee accomplishments to College goals and the district strategic plan. Dec 1, a mid-year report will be due, outlining progress made to date. April 1 will be the year-end list of accomplishments and strategy for the following year. In the same spirit that all other entities are being asked to participate, Academic Senate and College Council should also be writing these reports. The reports should be submitted to the President’s Office.

   **Action item:** The President’s Office will work with Amber to establish a Luminis Channel for committee reporting.

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   The state legislature passed a budget, but mid-year changes are expected. The KCCD budget was based on what has been called the ‘worst case scenario’. The final budget adoption is scheduled for the September board of trustees meeting. One significant change we will see is in the area of adjunct and overload continuing education funds. Changes will be reflected in the carryover funds.

   The college significantly exceeded the FTE target last year. The target is set internally for the three colleges. The cap is the amount of money per student established by the state. It is anticipated that BC will be slightly above cap. The faculty chairs are meeting next week to determine strategies for adding seats.

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   Kate circulated a progress report on the 14 recommendations from the Accreditation team visit. The subcommittee met over the summer to develop a template for the sections. This template should be available on Sharepoint by next week. All departments need to be reminded that the six-year program review cycle has been replaced by the Annual Program Review (formerly called the unit plan - part of the Educational Master Plan). The revised form has been circulated, along with budget criteria. The integrated program review is one of the issues being developed this year by the Accreditation Steering Committee.
### Goals
The goals have been tentatively adopted; they still need final approval from the Academic Senate, which meets again on September 7. The goals should be part of your department activities, part of your committee work. Once they have been passed by the full Senate, there will be a communication to the college community sharing the adopted goals for the year.

Primavera Arvizu has chaired the goals development task force for the past year. Prima asked for additional volunteers to assist the task force, as synthesizing the data from the survey is time-consuming. The focus for the 2011-12 year will be to finalize the goals for 2012-13 by march. Rebecca Flores and Ann Tatum volunteered to work on the goals task force.

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There was a district-wide meeting this week including the President, Vice Presidents, faculty chairs, and deans. These individuals were brought together to look at how outside organizations and agencies define success. Everything comes down to completion of one class at a time. If every faculty adopted a motto of “Just One More”, and helped just one more student to be successful, we could improve our percentage overall by 3-4%. The Board of Trustees adopted goals for 2011-12; the first 3 deal with student success. This will be a major district-wide focus for 2011-12.

### 9. What Happened over the summer...
All hiring committees were successful in filling positions with one exception. A full-time tenure track counselor has been appointed. Natalie Bursztyn from the Physical Sciences department submitted a late resignation. Michele Bresso from the Communication department accepted a position at the District Office as Associate Vice Chancellor for Government and External Relations. Ryan Beckwith has accepted the position of Director of Athletics.

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**Next Scheduled Meeting**
   September 2 - 8:30 a.m.

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Rev 9/20/11
**College Council Minutes**  
**September 16, 2011**

Present: Greg Chamberlain, Lamont Schiers, Jennifer Johnson, Nick Strobel, Kate Pluta, Laura Bourneman, Edie Nelson, Janet Thomas, Corny Rodriguez, Jennifer Marden, Bent Damron, Pam Boyles, Ann Tatum, Alice DeSilagula, Sue Vaughan, Nan Gomez-Heitzeberg, Joyce Ester

1. **Welcome**  
   An incomplete agenda was circulated prior to the meeting; copies were provided of the final agenda.

   **Action item:** An updated agenda will be forwarded.

   The minutes were reviewed; several changes were suggested.

   **Action item:** The minutes will be amended as noted and re-posted.

2. **Classified Convocation**  
   The evaluations of the event were all very positive. Introductions at the convocation led to identification of an issue of some classified staff unsure which segment they are most closely identified with. The listserv’s are being updated and all will be notified with whom they should be communicating regarding issues that are referred to College council.

   The date for a meeting at the beginning of the spring semester has been set for January 6, 2012. Several suggestions are under consideration, such as the inclusion of faculty. Please forward any additional suggestions regarding this event to the President’s Office.

   There was further discussion on the various listserv’s established for campus communication. Some members were unaware that there are adjunct listserv’s maintained at each department that can be utilized for communicating College Council notes.

   **Action item:** Greg will check on the listserv’s for adjunct faculty, and determine who is responsible for updating regularly.

   **Action item:** Nan will be asked to list this as an item for discussion at FCDC.
3. **Accreditation**  
The Accrediting Commission has asked the college to identify first and second choices for weeks of on-site review to be held October 2012. The entire district will be reviewed the same week. Selection of this date will be an item for discussion at next week’s Chancellor’s Cabinet. If committee meetings do not normally fall within the times the team will visit, the meetings can be rescheduled so that the visitation team can attend if they desire to do so. Typically, a visitation team is on campus from Monday through Thursday afternoon of a single week.

Nan submitted the annual report to the board.

   *Action item:* Copies of this report will be provided to the Council.

The Accreditation Steering Committee reviewed the proposal for all committees to submit three progress reports per year to College Council and Academic Senate, and acknowledged that these reports are going to bolster efforts to provide evidence for accreditation. The first report is due on September 30, which should include a review of the committee charge and any recommendations for updates.

Kate shared a list of some wording variations of the committee charges as listed in various documents.

   *Action item:* Kate will forward the document outlining the three different things noted from College Council descriptions.

   *Action item:* Discussion of how these variations should be addressed will be on the next College Council agenda.

4. **BC Mission**  
   *Action item:* The mission will appear with the college goals on each agenda to help maintain focus.
5. **Budget Update**  
The Budget Committee met and looked at the committee charge, and looked at some adjustments to the DMTF document. Each revision will be numbered and dated. The charge document will be changed to reflect that the Academic Senate will appoint faculty members to serve on the committee.

Nick has posted the Budget Criteria document on the Budget committee website (a .pdf document dated 5/31/11). This criteria needs to drive the process as APR’s and budgets are developed. Kate noted at Accreditation training, it was noted that sections often overlooked are Human Resources, Finance, Facilities, and Technology; we have already included all four. This document should be forwarded to all constituents with a note asking for final feedback no later than October 7, the next College Council meeting. When the document is forwarded, please identify that “This is the Budget Criteria Document for final review. It will be reviewed for adoption at the October 7, 2011 College Council Meeting. Please forward any comments regarding this form to the President’s Office.”

| 6. **Goals**  
Corny sent out a memo stating that at the Sept 7 meeting, the Academic Senate reviewed and approved the college goals. Each committee is now charged with looking at the goals and formulating strategies for implementation. General oversight will come to College Council. While the Program Review Committee will write a summary of the APR, this doesn’t address those items which don’t fall under the charge of any specific college committee. As a structure is developed for implementation, an assessment tool should be built in. There is a table in the annual program review that links the departmental goals with the district strategic plan.  

| **Action item:** Greg will discuss with Ann the possibility of extracting these tables and developing a single report.  

| **Action item:** At the Oct 7 meeting, College Council will review the Sept 30 committee reports with a goal of identifying any College goals not being addressed.  

Once identified, further discussion will take place about specific assignments.  

| **Action item:** Greg will ask the Committee Chairs to send the reports electronically, so they can be forwarded and reviewed prior to the Oct 7 meeting. |
7. **KCCD Strategic Plan**

Corny, Jennifer, and Greg are on the Strategic Plan working group. Comments regarding the plan may be forwarded to them. Kate expressed a concern that the district was proposing to pursue common course numbering throughout the district while this concept has been abandoned as a state-wide goal. It was suggested that the district adopt the state-wide model. Nan explained that the discussion focused on the many students who are now taking courses at multiple campuses, and how to make registration more easily understandable to them; the goal was one of institutional effectiveness.

A question was asked about the reference on page 11 to unrestricted revenue. Greg explained that restricted revenue refers to categorical programs such as EOPS and DSPS. Most everything else is unrestricted. The college must look at outside sources of revenue to increase available funds. Greg explained that the discussion centered around identifying ways to increase revenue outside of apportionment. Pam added that there are a number of faculty who are uncomfortable with the idea that they will now be charged with bringing in funds to make the college financially stable. But the fact remains that the institution needs to be looking at more revenue streams; this could be it the area of community education or contract education. E.g., athletics currently generates approximately 60% of their operating budget.
8. **Student Success**
We will continually ask what can be done to make students be more successful. There are some specific targets in the district strategic plan.

A specific goal mentioned was one in which students with a high number of units but no degree are identified and encouraged to take the appropriate coursework to complete a degree or certificate. Sue explained that Course Works software program is being piloted by PC next spring and will provide that information. It will also assist students registering for the first time in identifying the courses they need to take for a specific major.

A district-wide climate survey will be coming out soon. Kate stated that the ASC needs to review the survey questions.

   **Action item:** Greg will have the climate survey forwarded to ASC.

There was discussion about the concern of grade inflation to artificially improve success rates. Grade inflation will happen if grades are tied to funding. Please respond to Greg via e-mail regarding whether he should send out a memo to faculty regarding maintaining standards.

While this remains a concern, Greg added that the focus is to create a climate of making improvements with an eye to increased student success. Any suggestions are welcome.

Brent asked about the determination of how many levels below entry level we should reach. There is discussion state-wide about changing the funding for low-performing students; those students not up to entry level work but beyond high school may be forced out. Alice added that the adult school is now pushing students with a high school diploma to the end of the line. There may be a segment of the population that is left with nowhere to go.

Nan asked how to more clearly articulate that it is the right thing to do to maintain standards? Focus on student success is not a new concept. Over the years, writing labs, placement tests, the writing center, Early Alert, etc., have all been developed to focus on increasing student success.
9. **Construction/Facilities**

The Facilities Planning Committee met this week; faculty representation is still needed. Craig Rouse, new project manager assigned to BC, will be producing a written report that can be shared. Greg gave an update of various campus projects. SAM building renovation continues to move forward. The GET bus project is scheduled for completion in December. There are personnel changes in the Construction Department at the district level.

The question was asked about how much BC is saving with the solar field. LaMont explained that the field generates approximately 1/3 of the power consumed by the College.

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**College Council Minutes**  
**September 16, 2011**

Present:  Greg Chamberlain, Lamont Schiers, Jennifer Johnson, Nick Strobel, Kate Pluta, Laura Bourneman, Edie Nelson, Janet Thomas, Corny Rodriguez, Jennifer Marden, Bent Damron, Pam Boyles, Ann Tatum, Alice DeSilagula, Sue Vaughan, Nan Gomez-Heitzeberg, Joyce Ester

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*Action item:* An updated agenda will be forwarded.

The minutes were reviewed; several changes were suggested.

*Action item:* The minutes will be amended as noted and re-posted.

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<td>The evaluations of the event were all very positive. Introductions at the convocation led to identification of an issue of some classified staff unsure which segment they are most closely identified with. The listserv’s are being updated and all will be notified with whom they should be communicating regarding issues that are referred to College council.</td>
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The date for a meeting at the beginning of the spring semester has been set for January 6, 2012. Several suggestions are under consideration, such as the inclusion of faculty. Please forward any additional suggestions regarding this event to the President’s Office.

There was further discussion on the various listserv’s established for campus communication. Some members were unaware that there are adjunct listserv’s maintained at each department that can be utilized for communicating College Council notes.

*Action item:* Greg will check on the listserv’s for adjunct faculty, and determine who is responsible for updating regularly.

*Action item:* Nan will be asked to list this as an item for discussion at FCDC.
3. **Accreditation**

The Accrediting Commission has asked the college to identify first and second choices for weeks of on-site review to be held October 2012. The entire district will be reviewed the same week. Selection of this date will be an item for discussion at next week’s Chancellor’s Cabinet. If committee meetings do not normally fall within the times the team will visit, the meetings can be rescheduled so that the visitation team can attend if they desire to do so. Typically, a visitation team is on campus from Monday through Thursday afternoon of a single week.

Nan submitted the annual report to the board.

*Action item:* Copies of this report will be provided to the Council.

The Accreditation Steering Committee reviewed the proposal for all committees to submit three progress reports per year to College Council and Academic Senate, and acknowledged that these reports are going to bolster efforts to provide evidence for accreditation. The first report is due on September 30, which should include a review of the committee charge and any recommendations for updates.

Kate shared a list of some wording variations of the committee charges as listed in various documents.

*Action item:* Kate will forward the document outlining the three different things noted from College Council descriptions.

*Action item:* Discussion of how these variations should be addressed will be on the next College Council agenda.

4. **BC Mission**

*Action item:* The mission will appear with the college goals on each agenda to help maintain focus.
5. **Budget Update**

The Budget Committee met and looked at the committee charge, and looked at some adjustments to the DMTF document. Each revision will be numbered and dated. The charge document will be changed to reflect that the Academic Senate will appoint faculty members to serve on the committee.

Nick has posted the Budget Criteria document on the Budget committee website (a .pdf document dated 5/31/11). This criteria needs to drive the process as APR’s and budgets are developed. Kate noted at Accreditation training, it was noted that sections often overlooked are Human Resources, Finance, Facilities, and Technology; we have already included all four. This document should be forwarded to all constituents with a note asking for final feedback no later than October 7, the next College Council meeting. When the document is forwarded, please identify that “This is the Budget Criteria Document for final review. It will be reviewed for adoption at the October 7, 2011 College Council Meeting. Please forward any comments regarding this form to the President’s Office.”

6. **Goals**

Corny sent out a memo stating that at the Sept 7 meeting, the Academic Senate reviewed and approved the college goals. Each committee is now charged with looking at the goals and formulating strategies for implementation. General oversight will come to College Council. While the Program Review Committee will write a summary of the APR, this doesn’t address those items which don’t fall under the charge of any specific college committee. As a structure is developed for implementation, an assessment tool should be built in. There is a table in the annual program review that links the departmental goals with college goals.

**Action Item:** Greg will discuss with Ann the possibility of extracting these tables and developing a single report.

**Action Item:** At the Oct 7 meeting, College Council will review the Sept 30 committee reports with a goal of identifying any College goals not being addressed.

Once identified, further discussion will take place about specific assignments.

**Action Item:** Greg will ask the Committee Chairs to send the reports electronically, so they can be forwarded and reviewed prior to the Oct 7 meeting.
KCCD Strategic Plan
Corny, Jennifer, and Greg are on the Strategic Plan working group. Comments regarding the plan may be forwarded to them. Kate expressed a concern that the district was proposing to pursue common course numbering throughout the district while this concept has been abandoned as a state-wide goal. It was suggested that the district adopt the state-wide model. Nan explained that the discussion focused on the many students who are now taking courses at multiple campuses, and how to make registration more easily understandable to them; the goal was one of institutional effectiveness.

A question was asked about the reference on page 11 to unrestricted revenue. Greg explained that restricted revenue refers to categorical programs such as EOPS and DSPS. Most everything else is unrestricted. The college must look at outside sources of revenue to increase available funds. Greg explained that the discussion centered around identifying ways to increase revenue outside of apportionment. Pam added that there are a number of faculty who are uncomfortable with the idea that they will now be charged with bringing in funds to make the college financially stable. But the fact remains that the institution needs to be looking at more revenue streams; this could be it the area of community education or contract education. E.g., athletics currently generates approximately 60% of their operating budget.
| 8. | **Student Success**  
We will continually ask what can be done to make students be more successful. There are some specific targets in the district strategic plan.  

A specific goal mentioned was one in which students with a high number of units but no degree are identified and encouraged to take the appropriate coursework to complete a degree or certificate. Sue explained that Course Works software program is being piloted by PC next spring and will provide that information. It will also assist students registering for the first time in identifying the courses they need to take for a specific major.  

A district-wide climate survey will be coming out soon. Kate stated that the ASC needs to review the survey questions.  

*Action item:* Greg will have the climate survey forwarded to ASC.  

There was discussion about the concern of grade inflation to artificially improve success rates. Grade inflation will happen if grades are tied to funding. Please respond to Greg via e-mail regarding whether he should send out a memo to faculty regarding maintaining standards.  

While this remains a concern, Greg added that the focus is to create a climate of making improvements with an eye to increased student success. Any suggestions are welcome.  

Brent asked about the determination of how many levels below entry level we should reach. There is discussion state-wide about changing the funding for low-performing students; those students not up to entry level work but beyond high school may be forced out. Alice added that the adult school is now pushing students with a high school diploma to the end of the line. There may be a segment of the population that is left with nowhere to go.  

Nan asked how to more clearly articulate that it is the right thing to do to maintain standards? Focus on student success is not a new concept. Over the years, writing labs, placement tests, the writing center, Early Alert, etc., have all been developed to focus on increasing student success. |
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**September 2, 2011**

Present: Greg Chamberlain, Nan Gomez-Heitzeberg, Joyce Ester, LaMont Schiers, Janet Thomas, Brent Damron, Pam Boyles, Primavera Arvizu, Nick Strobel, Jennifer Johnson, Alice Desilagual, Ann Tatum, Jennifer Marden, Corny Rodriguez, Kate Pluta, Edie Nelson, Tawtannisha Thompson, Laura Borneman, Rebecca Flores, Danielle Hillard (recorder)

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The 2011-12 College Goals will be reviewed at the September 7 Academic Senate meeting.

   *Action Item* - Corny will send notice of approval to the President following the meeting; the goals will be sent to co-chairs.

   *Action Item* – An appointee should be designated to account for the work being done on the goals.

LaMont Schiers suggested a one-page list of goals with links to more in-depth information on each goal. Pam Boyles stated that we’re not capturing the fact that a lot of work is done on goals throughout the year. Primavera Arvizu suggested that college council should be responsible for the documents coming together.

   *Action Item* – college goals will appear on the next College Council agenda.

   *Action Item* – Primavera Arvizu will ask Anna Agenjo to serve as the replacement for Rebecca Flores on the goals committee.

5. **Enrollment Management**  
Nan Gomez-Heitzeberg addressed students flooding the waitlist by signing up for multiple courses in the same study. There needs to be a district-wide review of the trend and plan to address it. There has been a reduction in exception forms to admissions and records. The entire process needs to be reviewed. There was a question about the notification to students regarding their status on the waitlist. The phone tree notifies students who moved from the waitlist to the class, but not when dropped. Discussions on proper notification on dropped students is necessary.

   Nick Strobel had a question about the system purge; there was a request to make the date later. LaMont Schiers confirmed the date with Sue Vaughn’s email.

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6. **Student Success**  
Faculty would like a list of the President’s Scholars. Paramount Bard Academy has two classes that are totally funded by grants. The state continues to focus on increasing success and decreasing the length of time it takes for college students to earn degrees/certificates. A proposal to make the Language Arts standards for grades 9-12 more in line with the expectations of college work is being vetted.

7. **Construction/Facilities**  
The Simonson Performing Arts Center will have a groundbreaking in December. LaMont reported that the north parking hand rails have been installed; GET continues with construction. Concrete work for this project is scheduled to start end of next week.

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Amber Chiang is working on a report on the campus policy regarding advertising. Dr. Chamberlain stated that the commercial advertisement policy (excluding the stadium) needs to be clarified, including dispersement of the income earned from advertising.
9. **Rumor Control**  
Laura Borneman had questions about GET project funding. The GET construction project is totally funded by Golden Empire Transit, and will be maintained by them.

*Action Item* – LaMont Schiers will look into posting signage to that effect. The Simonson Performing Arts Center is funded by monies allocated only for the center’s remodel. No money was pulled from any of the budgeted funds for the educational side of the college.

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Lamont mentioned students had problems purchasing parking permits; this has been corrected.

Barnes & Noble were given three semesters to lessen the lines in the bookstore and accomplished it in one semester.

EOP&S has book vouchers available for Pell Grant - eligible students who submitted financial aid documents by the deadline. EOP&S is not accepting new students but Care and Cal Works is still accepting students.

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