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College Council Minutes
October 28, 2014, 2:00 pm
Rm 216, LTC

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College Council Members: Luz Aguirre, Dan Fox, Diane Boynton, DJ Singh, Elizabeth Dilkes Mullins, Fred Hochstaedter, Wendy Bates, Earl Davis, Scott Gunter, Francisco Tostado, Loran Walsh, Lyndon Schutzler (non-voting), Paola Gilbert, Larry Walker, Michael Gilmartin, Stephanie Perkins, Suzanne Ammons, Walter Tribley, ASMPC Rep.

Absent: Dan Fox, Wendy Bates, Francisco Tostado, Loran Walsh, Stephanie Perkins, ASMPC Reps.
Guests: Catherine Webb and Laura Franklin.

1. **Sept. 23, 2014 minutes:** Scott Gunter motioned to approve the minutes and Larry Walker seconded; the minutes were approved with none opposed and no abstentions.

2. **Oct 14, 2014 minutes:** Elizabeth D. Mullins motioned to approve the minutes and Mike Gilmartin seconded; the minutes were approved with none opposed and no abstentions.

3. **Board Policies:** None presented.

4. **Action items:**

   a. **Lab Mentor 2nd reading (New Position) – Larry Walker:** Larry invited questions on this 2nd reading of the new position. Elizabeth made the motion to approve the position; Michael seconded. All voted in favor with none opposed and no abstentions.

   b. **CDC Unit Office Manager 2nd reading (New Position) – Larry Walker:** Larry invited questions on this 2nd reading of the new position. The position was negotiated and approved by MPCEA. Elizabeth made the motion to approve the position; Michael seconded. All voted in favor with none opposed and no abstentions.

   c. **Life-long Learning definition—Fred Hochstaedter (second reading)**
      "Lifelong learners are those students who seek some combination of personal fulfillment and enterprise, employability and workplace adaptability, and active citizenship and social inclusion, and who have not identified certificate, degree or transfer as their immediate educational goal."

   The lifelong learning definition was again reviewed. Since no one voiced concerns about the definition, Fred motioned to approve the *Lifelong Learning* definition; Mike Gilmartin seconded. All voted in favor with none opposed and no abstentions.

   d. **Instructional Tech Specialist 1st reading (Modified Position) – Michael Gilmartin:** Michael presented the information and described the need for the position. He explained that without this position, resources will be woefully inadequate to support the students' ability to access instructional technology resources. This would result in a negative impact on student learning for the TRiO Learning Center and the Marina Education Center. The consensus was to move forward with one reading to approve the position with no further delay. Fred made the motion to approve the position; Larry seconded. All voted in favor with none opposed and no abstentions.

5. **Information Items:** None presented.

6. **Discussion Items:**

   a. **Pledge of Allegiance for Board of Trustees (Walt Tribley):** Dr. Tribley explained that the board asked about including the Pledge of Allegiance at board meetings. With no historical information as to why this is not (or has not) been done, board members thought we should see how the campus feels about it and as such, chose to consult with College Council. No specific rationale was identified and members concurred that as long as board and audience members were not required to participate in The Pledge, there was no objection.

   b. **College Council Bylaws:** Diane suggested the *Terms and Membership* page be separate from the bylaws. The group revisited the discussion of last week regarding 1k. The group decided to revised the wording as follows:

      1k. ~~Review and potentially revised the shared governance process to ensure institutional effectiveness on a regular basis?~~

      1k. Evaluate and approve (affirming) recommendations from Academic Senate or advisory groups to College Council for changes to the shared governance process.

      Diane invited further questions and asked if any other concerns needed to be shared. She invited a motion. Mike made the motion to approve the College Council Bylaws; Paola seconded. All voted in favor with none opposed and no abstentions.

   c. **Budget Sub-Committee: Charge and Role (Earl Davis via speakerphone):** (see handouts- *e-mail to College Council* via Dr. Tribley and *Chaffey Community College District Budget Development Calendar*). Earl described the Budget Development Calendar used at Chaffey CCD and how the Calendar was used not only to inform the college, Governing Board and community at large about the process and timeline, but that it also served as a tool for campus committees to provide input on the process. The Calendar serves the purpose of defining when important assumptions regarding the budget process are being developed and how they will become part of the budget process. He cited the Governor's "State of the State" address as one example. He described also how the early March budget workshops for faculty, staff and managers allowed a first review of the budget. He noted that for several years now, the Governor's January Budget has seen significant changes by the time the State's Budget is finally approved. This underscores the need to maintain an informed budgeting climate throughout the budget development process.

      Other comments and ideas from the group included that since we already have the Planning and Resource Allocation as a 12 step process, the budget subcommittee could plug into the process at various stages. Program Review Updates could be completed in January and along with the Governor's January budget, the initial budget packets could be produced and provided to department managers at that time. The Budget Committee could be built into the resource allocation process and tie together Program Review needs, the Education Master Plan and related.

Following discussion, the group arrived at an outline of what the budget subcommittee's primary role/charge could include:

1. Collects information relevant to the college's programs and services, including:
   a. Institution-set standards
   b. Program reflections summary
   c. Program review updates and action plans
   d. The Education Master Plan/institutional goals and objectives updates
2. Collects budget information, including:
   a. The Superintendent's/President's planning assumptions
   b. The Governor's budget information
   c. The college's enrollment trends/revenue projections *(the subcommittee must interpret how the College projects revenue)*
3. Distributes budget packets (including collected information) to the campus community through both electronic and workshop means.
4. Reviews the budget at May revise and again (if needed) prior to recommending the budget to College Council. *The subcommittee must review initial reports and numbers and how the budget is constructed.*

College Council members were asked to review and consider the role and charge of the subcommittee and advise. Plans are to bring a 10 step process back for review in November.

7. **Meeting Calendar:** *Next meeting Nov 11th, 2014.*

8. **Campus community comments**

   - **Fred:** Academic Senate was approached by the Equivalency Committee to help resolve an issue relevant to granting equivalency to instructors who do not possess a college degree. The Committee can examine job experience, but without any college degree it is difficult. This issue has become a familiar one especially in industries of rapid growth such as Information Technology.

   - **Mike** The recent AB86 Community meetings in Seaside and Pacific Grove were well attended as far as general turnout and included the superintendents and representatives from adult schools.

   - **Larry:** Transfer Day is Nov, 4 from 10 – 1pm at the Student Services area; over 40 college representatives will be here to meet attendees from several area high schools.

   - **Diane:** Henry Marchand, Creative Writing, has an online newsletter for the Creative Writing Club. Diane expressed concerns about the outdated spring printed schedule. After some discussion, it appeared there was agreement to work toward a printed schedule that was essentially accurate. Clarification was made as to the intent behind the spring printed schedules to say that they are to be used as a tool to market programs and allow planning for fall.

Items for future meetings:

- Auditing courses: exploration of opportunities/challenges
- Online student services
- Policy/process for reorganization