

College Council Minutes- DRAFT

March 8, 2016

2:00 pm

Karas Rm

College Council Members: Luz Aguirre, Diane Boynton, DJ Singh, Elizabeth Dilkes Mullins, Fred Hochstaedter, Wendy Bates, Scott Gunter, Francisco Tostado, Kevin Haskin, Monika Bell, Paola Gilbert, Larry Walker, Kiran Kamath, Laura Franklin, Stephanie Perkins, Steve Crow, Suzanne Ammons, Walter Tribley, ASMPC Pres. Maria Lopez, ASMPC Rep. Santos Gonzales.

Absent: Kevin Haskin (Robert Boardman instead), Maria Lopez, Santos Gonzales

Guests: Mike Midkiff, Rosemary Barrios, Lyndon Schutzler

1. **Call to order:** Meeting was called to order at 2:06.
2. **Public comments (3 minutes):** No public comments.
3. **CBT Project Discussion:** Member(s) of CBT will be on campus next Monday to continue work on the process discussion.
 - a. **Planning, Procedures and Processes/Integrated Planning Workgroup Report:** Diane read off the list of members who participated in the Workgroups (Review Teams) and invited members at today's College Council who attended to report on those discussions. Comments regarding **Planning, Procedures and Processes** from members included :
 - Glossary of terms –the group discussed use of standard language and the definition of a committee, a task force, participatory governance. The group discussed the beginnings of a draft of a planning handbook using existing materials.
 - Types of “groups” – the discussion defined groups into the following categories:
 - ✓ *Governance Groups—College Council, Academic Senate. (based on regulations established by the State (Robert's Rules of Order, Brown Act),*
 - ✓ *Operational Groups—Advisory Groups (non-Brown Act),*
 - ✓ *Task Force.*
 - Our current processes often require a report or board policy to be reviewed by multiple advisory groups followed by two readings at College Council before being forwarded to the President or forwarded to the Board.
 - The concept now is to clarify the roles and responsibilities of our varied “groups”.
 - Revision of BP2210

Diane reported that the Review Team also examined the Mission which drives the Education Master Plan (EMP). The objective is to incorporate our Institutional Goals and Objectives which support the EMP and the Mission. She indicated that a “picture” will be produced to illustrate how these pieces fit together.

The Workgroup will meet on March 14 to review the draft handbooks of each, the Planning, Procedures and Processes and the Integrated Planning. The group will review how to best operationalize these processes. The draft handbooks will then come to College Council.

Discussion followed regarding goals and activities and the importance of prioritizing goals at the institutional and the department level. Comments shared referenced many instances where there are disconnects due to changing circumstances, personnel and available resources. Still, there are many instances where processes for prioritization are indeed followed.

Discussion followed regarding staffing analysis. CBT is unable to provide a comprehensive staffing analysis; however, this will be addressed through their recommendations.

Collaborative Brain Trust (CBT) will bring recommendations to College Council. College Council will then need to ensure a full understanding of the recommendations in support of changes and implementation

- b. Enrollment Management:** College Council members reviewed the following roles and persons submitted to Pam Deegan (CBT) and Academic Senate. College Council agreed that the following roles/persons would best serve the institution on the Enrollment Management Workgroup. The members represent various campus constituencies that are most informed about and most involved in class scheduling. AAAG reviewed the membership with an interest that large departments be represented. Academic Senate had requested the addition of two faculty members now included in the list below:

VP Academic Affairs: Kiran Kamath

Instructional Deans: Laura Franklin, Michael Gilmartin, Jon Knolle

Scheduling Technician: Joe Nguyen

Division Chairs: Leandro Castillo (Business), Diane Boynton (Humanities)

Department Chairs: Tracie Catania (Physical Science/Math), Lauren Handley (Social Science/Political Science), Gamble Madsen (Creative Arts/Art History)

Division Office Managers: Rosa Arroyo (Life Science), Michele Brock (Humanities)

Counselor: LaRon Johnson

Academic Affairs Support: Leslie Procive

Student Services/A&R Director: Nicole Dunne

Fred motioned to approve the Enrollment Management Workgroup List (with the inclusion of the A&R Director and Larry seconded; the List was approved with one objection (Paola Gilbert) and one abstention (Diane Boynton).

c. Other:

4. Approve minutes:

- a. [February 16, 2016 Draft minutes](#):** The draft minutes were approved as amended. *Fred motioned to approve the minutes and Steve seconded; the minutes were approved with one abstention (Robert Boardman).*
- b. [February 23, 2016 Draft minutes](#):** The draft minutes were approved as recorded.

Scott motioned to approve the minutes and Larry seconded; the minutes were approved with five abstentions (Elizabeth Dilkes-Mullins, Fred Hochstaedter, Robert Boardman, Stephanie Perkins and Paola Gilbert).

5. Board policies:

6. Action Items:

(I.S. Org Chart [Current](#) & [Proposed](#)),

- a. [Network Technician RTF JD](#). (second reading) Steve Crow:** Steve recapped the changes made to the job description (see also February 23 minutes). The changes relate to the requirement of a Ca Driver's License, that the position reports to the Director of I.S. and that the position requires committee work as assigned.

Kiran motioned to approve the position and D.J. Singh seconded; the position was approved with all in favor and no abstentions.

b. Instructional Technology Specialist (second reading) Steve Crow:

i. JD Crosswalk IT Spec AV Media

Steve reviewed the position and how this position integrates with the IT Department and services provided for audio visual and media. He reported on changes to be implemented which will utilize the Help Desk system and e-mail to communicate how services can be requested.

Francisco motioned to approve the position and Kiran seconded; the position was approved with all in favor and no abstentions.

Discussion followed regarding services, including evening services provided to the Marina Education Center. Steve indicated that we are currently operating under a model using currently available resources without expanding those resources. Phase II of the I.S. Department's reorganization is planned to address expanding services.

7. Information Items/Reports:

a. Classified Position Replacements (straight replacements)

- i. Admissions & Records Specialist (2 positions) Larry Walker:** Larry presented both positions. Comments were shared as to whether consideration can be given to include Bilingual (Spanish) as a designation when filling the position. Following discussion, Larry indicated that he would review making one position Bilingual in Spanish, while continuing forward to fill the positions.
- ii. Categorical Svc Coordinator – Larry Walker:** Larry presented this position. This position is funded through Categorical funds.
- iii. Student Financial Svc Coord. – Larry Walker:** Francisco presented this position which is also funded through Categorical funds.

8. Next meeting: March 22, 2016

9. Announcements: None presented.

10. Adjournment: Adjourned at 4:04.

Items for future meetings:

1. Campus forums to discuss Ed Master Plan and Resource Allocation
2. Technology Bond
3. Auditing courses: exploration of opportunities/challenges
4. Policy/process for reorganization