

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

1.	Welcome - Agenda Review No changes to the agenda were noted. Welcome to Manuel Osorio, interim Associate Vice President of Student Services.
2.	Review Minutes March 19, 2010 Corrections were noted, and action items reviewed.
3.	Decision-Making Task Force 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.
4.	College Goals 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. 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. <i>Action item:</i> Any suggestions can be forwarded to Primavera, Pam, or Antonio. <i>Action item:</i> 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 a 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.

	<p>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.</p> <p>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.</p>
	<p>AMGEN BIKE RACE</p> <p>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.</p> <p><i>Action item:</i> Paula, LaMont, and Amber will work on communication for all employees on what to expect.</p> <p>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.</p>

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

	<p>surrounding layoffs pleasant. More communication from the President's Office to the campus was encouraged.</p> <p>Action item: A list of events that will affect the campus such as the Debate Contest currently under way was encouraged.</p> <p>Where has the District Office proposed its 10% cuts?</p> <p>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.</p> <p>Action item: Item #11 on the FAQ's regarding athletic funding needs further clarification.</p>
7.	<p>Term Expiration on College Council members</p> <p>Action item: The Academic Senate will work on getting appointments to the College Council members' terms that are expiring.</p> <p>Bonnie Suderman and Primavera Arvizu will be appointed for another year to represent administration.</p> <p>Action item: FCDC will put representation appointments on their next agenda.</p>
8.	<p>Things we need to know... All are encouraged to attend commencement.</p> <p>Tentative College Council meetings will be scheduled in June and July.</p> <p>Shawn shared invitations to the Student Government Awards Banquet scheduled for April 30.</p> <p>Career Day is scheduled for April 28.</p> <p>CSEA will be sending the "Appreciation Grams" again this year. Watch for an e-mail announcement.</p> <p>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.</p> <p>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.</p>
	<p>Next Scheduled Meeting May 7, 2010</p>