

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. <u>Action Item</u> - 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

	<p>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:</p> <p>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</p> <p>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.</p>
<p>5.</p>	<p>Construction</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
<p>6.</p>	<p>Budget</p> <p>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</p>

	<p>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.</p>
7.	<p>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.</p> <p>Any schedule changes must be decided right away as priority registrations are assigned in March.</p>
8.	<p>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.</p> <p><u>Action Item</u> - 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.</p>
9.	<p>New Items <u>Password Changes</u> - 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.</p>
10.	<p>Rumor Control Rumors involving the problems encountered with the Bookstore were previously discussed, and are being handled.</p>
11.	<p>Things we need to know... Public Folders need to be purged. <u>Action Item</u> - Greg will refer this to Todd Coston for action.</p> <p>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.</p> <p>An issue of locking the doors after closing and securing the buildings was discussed. <u>Action Item</u> -LaMont will clarify these responsibilities with the M&O and Public Safety staff.</p> <p>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</p>

	<p>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.</p> <p>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.</p> <p>The Sterling Silver Dinner is next weekend. The proceeds from this event go to benefit the Culinary Arts program.</p>
	<p>Next Scheduled Meeting 2/4/11</p>