

College Council Meeting Minutes

March 17, 2017

[College Council Website](#)

College Council Members Present:	Cindy Collier, Nan Gomez-Heitzeberg, , Don Chrusciel, Nicky Damania, Kimberly Bligh, Krista Moreland, Chris Glaser, Isabel Stierle, Jason Stratton, Shannon Mendrin, Bernadette Martinez, Faith Bradham, Matthew Frazer
Guests:	Steve Watkin, Todd Coston By Phone: Sonya Christian, Mark Staller
Next meeting:	April 7, 2017

WELCOME AND OVERVIEW OF AGENDA

APPROVAL OF MINUTES

[March 3, 2017](#)

A motion was made by Vaughn and seconded by Damania to be approved the minutes as presented. The motion carried without objection.

PRESIDENT'S REPORT

Christian recognized the substantive discussion and high-level engagement of Council members.

Enrollments

- BC enrollments are up 6.1%! Previous reports have reflected projections that enrollments were flattening; we can expect a boost in our base allocation
- Looking through a student equity and access lens, we are meeting student needs and still maintaining respectable productivity numbers
- Ensuring SEPs before students even begin, allows us to plan appropriate class offerings
- Headcount at census is reported to state; how do we capture this FTES generated after census date?
 1. Census date applies to full term classes only; census date adjusts for late start classes
 2. Late enrollments will count if first date of attendance is before census

Board of Trustees Meeting – April 13

- College Council should plan to attend lunch and Board Meeting; both BC retirees and emeriti will be recognized at this meeting

Other Dates to Note

- Summer Institute I, May 15-18, 2017
- Summer Institute II, August 16 and 17, 2017
- Opening Day, August 18, 2017

DISTRICT CONSULTATION COUNCIL

<https://committees.kccd.edu/previous-meetings/1873>

Vaughn referred the Council to the March 3 report as District Consultation Council has not met since that date. Vaughn noted that Chancellor Burke has approved all of the BAM recommendations which can be reviewed in the [DCC Minutes of February 28, 2017](#).

ANNUAL REVIEW OF ADMINISTRATIVE STRUCTURE

<https://committees.kccd.edu/sites/committees.kccd.edu/files/Admin%20Structure%20March%2017%202017%20Proposal%20%28002%29.pdf>

Moreland reviewed the task force membership, guiding principle, and process for developing the recommendation and provided the following highlights:

- Not all requested positions are part of this proposal; team reviewed the rationales for each of the requests, considered the institutional priorities and financial impact
- Instruction recommendations:
 - Dean of Instruction, Rural Initiatives (*previously proposed as part of 2015-16 Admin Structure review*)
 - Dean of Instruction, A
 - Dean of Instruction, B
 - Job Placement Manager
- Finance & Admin Services recommendations:
 - Food Service & Culinary Director
 - M&O Operations Manager
 - Title IX Manager
 - Athletics Marketing Program Manager
 - Food Service, Assistant Manager
 - Public Safety Assistant Manager
- Student Affairs recommendations:
 - Veterans Resource Center Director
 - Cohort & Pathways Director
 - Career Center Director
- Budget Impact

GU Funded	Salary	FTE	Support Staff Need
President	-	-	
Academic Affairs	\$330,777	2	√
Student Affairs	\$101,528	1	√
FAS	\$340,743	3	
	<u>\$773,047</u>	<u>6</u>	

Non-GU Funded	Salary	FTE
President	-	-
Academic Affairs	-	-
Student Affairs	\$376,901	3
FAS	\$314,405	3
	<u>\$691,306</u>	<u>6</u>

50% Law BC Impact	Current	64.57%
	Proposed	69.86%

Council members should report out and provide any feedback to task force members. President Christian will review the task force’s recommendations and communicate the final Administrative Structure for 2017-18.

ACCREDITATION UPDATE

Stratton directed the Council to the website and to review three pieces of information:

1. [Accreditation Chairs written report](#)
2. [Evidence tracking document](#)
3. [Self-evaluation Team 2018 v21](#)

INSTITUTIONAL SET STANDARDS

<https://committees.kccd.edu/sites/committees.kccd.edu/files/Bakersfield%20College%20Institution%20Set%20Standards.pdf>

Fulks explained that Institutional Set Standards have been required by ACCJC for the past four years, and are required by the federal government. BC began setting Institutional Set Standards in 2013.

- What Standards are required?
 - Course Completion
 - Licensing Exam Pass Rates
 - Placement Rates
 - Persistence term to term
 - Degree and certificate completion
 - Transfer Rates

Fulks reviewed options for measuring/reporting on each of the standards. Further discussion will be planned for a future College Council meeting to address:

- What other Institutional Set Standards should we include?
- How should we measure each Institutional Set Standard?

EDUCATIONAL MASTER PLAN

Council members were directed to [the EMP website](#).

- Working with Cambridge West as we did on Facilities Master Plan
 - Looked at program review and admin unit plan; conducted campus interviews; reviewed initiative web pages; conducted external scan; provided career projections for service area, region and state
- EMP drives accreditation, strategic direction and program review
- EMP Vision 2020 Executive Summary will serve as campus reference guide
- College Council should become familiar with the components
- Fulks noted the massive shift in focus on student success with increased student services; counseling, assessment, orientation, educational planning-- all while increasing FTES

STRATEGIC DIRECTIONS REPORT

https://committees.kccd.edu/sites/committees.kccd.edu/files/SD_S2016_CollegeCouncil_ver2.pdf

Coston lead discussion with the Council to identify evidence for the six Oversight & Accountability action plans for which College Council is responsible. Final reports will be available on the [Strategic Directions webpage](#).

- 4.8 Continue to improve rigor and focus of the Closing the Loop document.
- 4.9 Publish and post at least annually a complete organizational chart that includes faculty, classified, and administrators.
- 4.10 Increase institutional research staff to provide timely data.

- 4.11 Use Strategic Directions to focus committee work plans and reports.
- 4.13 Ensure internal deadlines are met. Examples include Program and Curricular Reviews.
- 4.16 Communicate and monitor the board policy adoption process.

COMMITTEE CHARGE REVISIONS

College Council

The revision includes membership changes to include the Dean, Institutional Effectiveness. A motion was made by Vaughn and seconded by Damania to approve the proposed revision as presented. The motion carried without objection.

Budget Committee

The revision proposes the following:

1. Alignment of accreditation standard IV.A.3
2. Additional reporting to faculty chair, staff and students
3. Membership changes
 - a. Faculty co-chair not designated as the Academic Senate President
 - b. A designee option for CSEA President

A motion was made by Stratton and seconded by Stierle to approve the proposed revision as presented. The motion carried without objection.

REVIEW OF MISSION STATEMENT

Accreditation standard I.A. team member, Nicky Damania, asked Council members to review and reaffirm the current mission; and recommended an annual review by College Council, with action to approve or revise, and a comprehensive review to include college-wide input every three years. A motion was made by Damania and seconded by Vaughn to reaffirm the [Bakersfield College Mission Statement](#) as presented. The motion carried without objection.

AIQ REPORT

Coston reviewed the [written AIQ report](#) provided by Mark Staller highlighting the following dates:

- March 21, April 4, April 25 and May: four remaining AIQ Committee Meetings
- March 17: Deadline to join Self-Evaluation work group team
- March 31: Accreditation Laboratory
- May 1: Deadline for first draft of Self-Evaluation