



COLLEGE COUNCIL MINUTES
WEDNESDAY, FEBRUARY 17, 2016
SAC, ROOM 44-C
2:00 – 4:00P.M.

College Council meetings occur on the 1st & 3rd Wednesday of every month from 2-4p.m. in the Student Activities Center, Room 44-C.

Present: Roger Wagner, Ray Navarro, Steve Toner, Leonard Knight, Lisa Ellis, Marie Vidana-Barda, Justin Gatewood, Deedee Garcia, Steve Garcia, Trish Ellerson, Claude Oliver, Jessica Gibbs, Diane Wollan, Herb English, Robert Sewell, Arthur Lopez, Greta Moon, Gabrielle Galindo, Virginia Moran.

Recorder: Victoria Martinelli

Call to Order: 2:06 p.m.

Announcement of items added or deleted to the agenda: None

1) Approval of the Minutes

a) **February 3, 2016** ~ approved by consensus

2) Accreditation Update, Standing Agenda Item ~ Peter Maphumulo/Roger Wagner

Roger Wagner reported out on behalf of Peter Maphumulo as he was attending the ACCCA conference. The mini kick-off is scheduled on Friday, February 26th officially inducting the accreditation standard writing teams; significant event and surprises for those in attendance.

Action: None

3) Informational Item/Discussion, Campus Wide Moves in its Entirety Update ~ Steve Garcia

Steve Garcia brought the item to the group for open discussion regarding moves on campus, approval paths, office moves, relocating classrooms, etc.; there is not currently a process in place, moves have been done a number of different ways in order to accommodate; recommended creating an AP in an effort to put a process in place. Lisa Ellis shared her concerns regarding faculty moves and recommended an AP with a caveat. Stephen Toner shared his concerns. Steve agreed with Lisa stating that faculty moves should be in the hands of Instruction and figure out a process with Dean's approval; Jessica Gibbs suggested utilizing SharePoint to streamline processes and software that we currently have; Greta Moon stated that she would present this to the Facilities Committee as an agenda item, Steve requested that the Facilities Committee discuss the item and make a recommendation to Cabinet. Robust conversation took place amongst the group.

Action: None

4) Informational Item/Discussion, Tutoring Center Update (Facilities) ~ Steve Garcia

Steve reported that the taskforce has done their work after six or eight weeks and made some recommendations on how to phase in on the Tutoring Center on campus. After taking some surveys the Committee recommended moving the Tutoring Center into building 21 in three (3) phases; first phase to establish a basic center, phases 1 & 2 would be implemented by fall next year. Upward Bound and AFT will be relocated by Friday to the modular by Allied Health, 32B & C; renovated the back half of the Academic Commons this summer, the goal is to move the Math Success Center to building 21 and move BET to the newly renovated Faculty Academic Commons; the goal by the end of the summer is to have BET & CIS and business in the Academic Commons; phase 3 will expand ESL, Basic Skills, & the Writing Center, and begin using the open mall area for tutoring functions. Roger stated that Steve's report was discussed at the Management meetings, & all Cabinet meetings, his expectation is that what is discussed during the meetings is reported out, and it doesn't appear this is happening. Roger expressed

that this is the type of item needs to be brought to College Council as these are the type of things that need to be heard and reported out, hear & share. Roger described the makeup of Cabinet members. Roger expressed that College Council is the body that needs to be shared unless asked not to do so at this time. Roger reported that we have added \$80k towards tutoring to make it happen. Steve reported that that he visited South Western last week with Art Lopez to look at their One Stop however took a detour and toured their tutoring center, it was successful as it was crowded. Claude Oliver reported that the Senate went to Orange Coast College and their tutoring center was crowded as well.

Action: None

5) Committee Updates:

- a) **Accreditation Committee: refer to agenda item #2.**
- b) **Diversity Committee:** Meets on the Second Thursday of every month from 1-2pm, Allied Health Bldg. 32: no report
- c) **Environmental Health & Safety Committee:** Meets on the first Wednesday of every month from 9-10am, Bldg. 44 (SAC) Quiet Room: Leonard Knight reported out, next meeting on March 2; discussed trans gender restrooms; public safety forums are being held in February and March; discussed reviewing the emergency preparedness guide;
- d) **Facilities Committee:** Meets on the second Friday of every month from 1:30 – 2:30 pm, Bldg. 10, Board Room: Steve Garcia report out, last meeting determined the need for a new chair; discussed goals and the purpose of the committee; working on annual 5 year plan; discussed gender neutral restrooms; next meeting this Friday at 1:30 in the board room.
- e) **Finance Budget & Planning Committee:** Meets on the first & third Wednesday of every month from 12:00 – 1:15pm, Bldg. 10 Staff Lounge: Deedee Garcia report out, new Chair is Henry Young; Ed Burg may be a potential new member, however Jessica Gibbs stated that he needs to ask the Senate to sit on a committee; subcommittee for budget augmentation rubric review; first meeting is on Monday; reviewing AP 6200; discussed PRAISE reports and due dates.
- f) **Employee Professional Development Committee:** Meets on the third Monday of every month from 3-4pm, Staff Lounge, Bldg. 10: No report.
- g) **Student Success and Support Committee:** Meets on the third Thursday of every month from 1:15 – 3:30 p.m., Bldg. 44 (SAC) Quiet Room: Greta Moon reported out, will meet tomorrow, first meeting of the semester.
- h) **Technology Committee:** Meets on the second and fourth Thursday of every month from 2:30 – 3:30 pm, Bldg. 44, (SAC) Room C: Justin Gatewood reported out, met on the 11th, had 3 out of 14 members present; continued the discussion that Tracy Davis had brought to the last meeting regarding blackboard support concerns; help desk discussion, possible printed list of classes with instructors, campus events, etc., for the help desk to help students; continued discussion about potential virtual tours of the campus as the Foundation gave a grant in 2009 for this purpose to do the virtual tour; schedule maintenance window; next meeting on the 25th in the board room at 2:30pm.

6) Future Meeting Topics:

Steve updated the group on the status of the Center for Institutional Effectiveness. Peter Maphumulo is the contact person for use of the room

Adjourn: 3:32pm



COLLEGE COUNCIL MINUTES
WEDNESDAY, MARCH 2, 2016
SAC, ROOM 44-C
2:00 – 4:00P.M.

1.b

College Council meetings occur on the 1st & 3rd Wednesday of every month from 2-4p.m. in the Student Activities Center, Room 44-C.

Present: Roger Wagner, Ray Navarro, Deedee Garcia, Stephen Garcia, Lynne Glickstein, Robert Sewell, Marie Vidana-Barda, Justin Gatewood, Trish Ellerson, Claude Oliver, Arthur Lopez, Diane Wollan, Greta Moon, Lisa Ellis, Ron Graham, Gabrielle Galindo.

Recorder: Victoria Martinelli

Call to Order:

Announcement of items added or deleted to the agenda: None

- 1) **Accreditation Update, Standing Agenda Item ~ Peter Maphumulo/Roger Wagner**
Roger reported out on behalf of Peter Maphumulo. Last Friday the Standard Writing Teams were inducted; the Steering Committee Advocates presented their respective standards to the new teams in order to give the Standard Teams a basic understanding of each standard and Eligibility policies; Standard Teams elected Standard Chairs who will lead each of the teams for the 4 standards; Teams also developed a meeting schedule for their first meeting; Peter will follow-up with the next steps for the Teams.
Action: None
- 2) **Informational Item/Discussion, Institutional Effectiveness Partnership Initiative (IEPI) – Invitation to Webinar ~ Virginia Moran/Mark Clair (Attachment)**
Mark Clair reported that the webinar on the Year-Two Institutional Effectiveness Indicator Portal will be held in the board room from 12:00 – 1:00p.m., briefly explained the topics and what it is all about; brown bag lunch.
Action: None
- 3) **Informational Item/Discussion, March 08, 2016 Board of Trustees Agenda Review ~ Roger Wagner (Attachment)**
Roger expanded on the Board of Trustees agenda with the group for review and discussion.
Action: None
- 4) **Informational Item/Discussion, Faculty attending Shared Governance committee meetings ~ Claude Oliver**
Claude Oliver stated that all Chairs or Administrative Advocates for Shared Governance Committees supply information regarding your committee i.e. times/dates/chairs, etc., to Jessica Gibbs as she will be sending out another request in the afternoon, encouraged all to respond in order to update their records; reminded the Shared Governance Committee Chairs and Administrative Advocates that the meetings are open to everyone including the public they fall under the Brown Act; only committee members have a vote.
Action: None

- 5) **Informational Item/Discussion, Students being added to courses, after the first day of school, without instructors giving out an authorization code (Who has rights in our system to do this?) ~ Claude Oliver**

Action: Per Roger's request to hold off on the conversation.

- 6) **Informational Item/Discussion, Students being instructed to contact faculty directly to add a course and therefore by passing the waitlist ~ Claude Oliver**

Action: Per Roger's request to hold off on the conversation.

- 7) **Informational Item/Discussion, Weekend and after hours field & Facilities use ~ Steve Garcia**
Steve Garcia reported that since the weather has gotten better, the college and fields are being used by youth sports, etc., without asking, risk to the district, they need a contract, certificate of insurance, and they can't use our facilities for free. Excelsior has some leased areas; campus police has been made aware. Lynne Glickstein recommended warning signs be put up as it may help. The chief elaborated on the discussion. Roger stated that we can recognize an organized sports team on the field as opposed to a dad coming to the field to throw the ball with his son.

Action: None

- 8) **Informational Item/Discussion, Construction and move update ~ Steve Garcia**

Steve Garcia provided an update on the moves. AFT is now located in 32B; Upward Bound relocated; next step is to start on the Academic Commons, working on the air conditioning and power to support CIS; CFIE update, Steve has asked Peter M. for an orientation on the classrooms, waiting on direction from Peter on the projector installation, a user group discussion with Peter will take place to define what furniture and whatever else needs to be done; Claude Oliver asked if computers were going to be put in the Senate office, Roger stated that they will probably just move what they have; Claude also asked if a smart podium or compute was going to be placed in the conference room, Steve replied, "no" however discussions took place regarding doing more things in the conference room, Steve is waiting for direction.

Action: None

- 9) **Informational Item/Discussion, M & O work order system ~ Steve Garcia**

Steve Garcia explained the M & O work order system processes to the group.

Action: None

Roger announced that on Monday we will have two new managers for MIS and IT. Roger will be meeting with them late afternoon on Monday. On Tuesday morning, Roger will bring them to IT and MIS for an interactive meeting; possibly Tuesday afternoon have a general campus meet & greet in the PCR with coffee/donuts. This is a transitional team who will be with us for 3, 4 or 5 months, these are those who do the assessment. The third person will be coming from corporate, the corporate person will probably change out every week for the first 3 weeks then maybe they will be gone.

10) Committee Updates:

- a) **Accreditation Committee:** Refer to item #2.
- b) **Diversity Committee:** Meets on the Second Thursday of every month from 1-2pm, Allied Health Bldg. 32. No report.
- c) **Environmental Health & Safety Committee:** Meets on the first Wednesday of every month from 9-10am, Bldg. 44 (SAC) Quiet Room. Leonard Knight reported that the committee met today; discussed having an emergency bag kit for each coordinator or for every building, assessing what will be put into the bags, will bring to College Council for discussion; reviewed their charge and updated it, will be submitting it and provide Claude with a copy; elected a new co-chair, Deedee Orta; discussed updating the emergency operation plan that's posted on the web, should be updated every five years; updating the accomplishment matrix; committee is working and doing positive things for the college; Adding more public safety training sessions, Tuesday, March 9th from 9-10:30a.m., March 15th from 5-6:30p.m., & March 7th from 9-10:30a.m, valuable information and would like more people to attend. Gabrielle Galindo asked if we can get signage for no smoking signs, Leonard replied that the item will be brought for discussion during their next meeting, Roger requested to integrate the signs with the finding station project. Roger stated after July serious action will be taken on the mass notification system in the classrooms. Roger is waiting on the cost for the campus wide notification system, signage, and hardware and training, funds will probably come out of the GIC.
- d) **Facilities Committee:** Meets on the second Friday of every month from 1:30 – 2:30 pm, Bldg. 10, Board Room: Steve Garcia reported that during the last meeting two co-chairs were elected, Lynn Guardado and Michelle Painter in the absence of Dr. Miller who will be retiring at the end of this semester; established a new quorum at 7; next meeting on March 11th in the board room, will get an update and work on the 5 year plan new member which is due in July and will go to board in June at the latest; new member Lisa Ellis.
- e) **Finance Budget & Planning Committee:** Meets on the first & third Wednesday of every month from 12:00 – 1:15pm, Bldg. 10, Board Room: Robert Sewell reported that the committee met today at 12pm; discussed campus wide new hire start date report; budget augmentation subcommittees helping with their rubric. Question came up during the meeting on the status of AP 1201, Roger replied that it came back from management to this body for recommended changes by the constituent groups, no input back, Roger requested to bring the item back for further discussion.
- f) **Employee Professional Development Committee:** Meets on the third Monday of every month from 3-4pm, Staff Lounge, Bldg. 10: No Report
- g) **Student Success and Support Committee:** Meets on the third Thursday of every month from 1:15 – 3:30 p.m., Bldg. 44 (SAC) Quiet Room: Greta Moon reported that the committee looked over fall focus group survey to 600 students, reviewing the recommendations from students; proposal made by a community member to add a group added to our priority registration, the committee voted on it in February it was unanimously approved to add spouses of disabled veterans to the priority block Spouses, recommendation from SSSP is that this group will be a part of block 2b priority registration, will be brought to College Council for a first read, strict criteria for qualifying for this group.
- h) **Technology Committee:** Meets on the second and fourth Thursday of every month from 2:30 – 3:30 pm, Bldg. 44, (SAC) Room C: Justin Gatewood reported that the committee did not meet, next meeting will be held on March 10th from 2:30-3:30p.m. in the board room.

11) Future Meeting Topics: None

Adjourn: 3:42p.m