

SBVC College Council AMENDED MINUTES December 10, 2014

Gloria Fisher, SBVC Interim President, Chair
 Jeremiah Gilbert, Academic Senate President, Co-Chair
 Marco Cota
 Colleen Gamboa
 Rania Hamdy
 Leticia Hector
 Rick Hrdlicka
 Diane Hunter
 Celia Huston
 Haragewen Kinde

Sheri Lillard
 Sara Miller
 Thomas Robles
 Ricky Shabazz
 James Smith **A**
 Scott Stark
 Cassandra Thomas

Grayling Eaton representation for Colleen Gamboa
 Guest: Mary Valdemar

TOPIC	DISCUSSION and ACTION
Approval of November 26, 2014 minutes	<p>Dr. Fisher entertained a motion to approve the November 26, 2014 meeting minutes, Rick moved, Scott second, and the group voted as follows:</p> <p>AYES: Fisher, Gilbert, Cota, Eaton, Hamdy, Hector, Hrdlicka, Hunter, Lillard, Robles, Shabazz, Stark, NOES: None ABSTENTIONS: Huston, Kinde, Miller ABSENT: Smith TARDY: Thomas Motion carried.</p>
Membership Inclusion of BFSAA and LFSAA – G. Fisher	<p>Dr. Fisher informed the group that she has asked the presidents of both groups to speak on behalf of their group to request a voting seat on this council. This subject will be tabled for the next meeting.</p>
Future Bookstore – G. Fisher	<p>Dr. Fisher updated the group on the decision at the district level to allow the managers of the bookstores to show that they can come up with a good plan that has good potential for the bookstore to operate in a non-deficit budget.</p> <p>Jose Torres and Larry Strong have agreed to give this group an overview of the plan for the bookstores at the January 14th council meeting. Dr. Fisher asked the group to take the information to their constituencies to get feedback on the possibility of outsourcing the bookstore and bring it back to this group.</p>

Capital Improvement Funding – S. Stark

I had some questions and concerns have come forward the last couple of weeks regarding capital improvement funding. Scott thought it was a good idea to bring it up in this meeting and let the group know where we stand on capital improvement funding and just to make sure we identify what capital improvement funding is versus maintenance. Scott took the opportunity to explain to the group the differences between maintenance and repair vs. capital improvement funding. Starting out with:

Maintenance and repair is maintaining or repairing something that is and something that was built with the school that we already have in place. That is the focus and the charge of the Maintenance & Operation Department, maintaining what we have, whether it is grounds or equipment or facilities. Maintaining something that is part of our maintenance budget is repairing things that are and that we already have in place.

Capital improvement is adding something. It is putting in new electrical outlets, new lights (not replacing lights), but adding lights, adding shade shelter, expanding something. It is almost like the equivalent of growth, were we are expanding on the fact of your FTE'S (facilities, adding new stuff). Adding new stuff, of course, adds to the maintenance and cost down the road as well. Our maintenance budget is not for adding new things.

Throughout the year there are needs on the campus that come up where we need to buy some new equipment whether it's a computer or whatever. We want to plug it in and now we need a new outlet, electrical distribution, some new lamps or new lighting, or want a patio out here for something. It adds to the campus but it is capital improvement. That money has to come out of someone's budget, a program budget. If there is not money within that budget for that, and he realizes that is not always how it happened on campus, maybe when we were more flush, even up to this last year, maintenance just did that. We do not have the money to just do that. If it happened in the past, we certainly are not funded to do it now, just automatically add or expand our facilities or equipment or systems on campus. If you have something like that and you have the money within the budget to do it, then we can do it. We determine whether we have the staff to do it in-house or whether we need to contract it as well. We choose a route that is most expedient, or if it is not time sensitive to you and can wait until we have more time, then maybe maintenance can do the installation with the purchase of materials. Short of having the money in your budget to do it, then it would come up as it needed to be done. It would be presented here as an urgent or emerging issue that needs funding.

Capital Improvement Funding – S. Stark
Continued

We all experienced that over the last year when we put this in place. We put a funding plan in place that described visually and formatted how funding takes place for needs on campus. Program Review, is a big component of that but, outside of Program Review it describes a process that we employed numerous times this last year, where program needs funding or requesting an addition or expansion. You come in here and there is a form (a mechanism for it), you make a presentation to college council, we deliberate, we look at facts, and I usually present the status of our fund balance. When it comes in here that means the monies are coming out of the fund balance to do it. The College Council body makes a recommendation to the President. Following that process to fund or not fund, or sometimes we tabled it, or send it back for more information or details before we determined if we were going to pull it out of the fund balance. That is the process that is in place and it has not always been the way it was done, but that is certainly how we are doing it now.

Sarah questioned on whether this would seem to overlap the charge of the Facilities & Safety Committee, as the committee is written at the present with the shared governance policy and also with Program Review, which refers improvement matters to the Facilities & Safety Committees for item ranking. It seems we have a multiplication of the same sort of function in a number of things.

Dr. Fisher stated your point is well taken. She started with a little bit of an explanation since she realized Sarah was not here and did not have the benefit of going through some of what we had in terms of developing the process. That is indeed outside of the program review process. That was intentional because we know that there are emergency or urgent needs that arise that cannot wait for the program review process to run through its cycle. It is not to ignore it, but it is to say that we have things that come up. We can site examples. Dr. Fisher gave an example of when the Library needed additional funding due to a new piece of equipment. She was so glad that Rick was here because she was never able to explain this because she did not understand what the piece of equipment was to do in the Library. We needed to buy something for the library because we changed to a new system and they were not aware of the fact that they needed something. They changed to a new system and Rick clarified they did not include in the initial cost the actual cost for moving information from one system. Dr. Fisher stated that if College Council had not approved that expense, then the entire system would have crashed. We would have been with nothing. It was not something that we could wait for and there have been many others.

Capital Improvement Funding – S. Stark
Continued

Sarah stated she certainly understood emergency, urgent needs, but that was not the question. Her question was the role of College Council as opposed to the Safety and Facilities Committee, which according to the current policy, and in the AP 2225, normally would be the area addressed. The emergency of another body is the question that she had, not the need for things to be addressed as an urgent need basis. She understands that.

Dr. Fisher stated let's talk about something in particular in the case of capital improvement, which would fall within the spear of Facilities & Safety. Is it your position, speaking for the committee of course, that it should go first to the Facilities and Safety Committee before College Council would entertain it?

Sarah stated, exactly. She is not taking the position. What she is saying is that the policy exists.

Dr. Fisher stated, you are saying that is the policy that exists. Then what piece is missing?

Sara stated what piece has been added?

Dr. Fisher stated are you saying that the Safety and Facilities Committee should be making the decisions. Is that what you are saying?

Sarah is saying that is what the shared governance policy states.

Dr. Fisher said that in your interpretation, the policy is saying that this committee has no jurisdiction, no authority.

Sarah stated no she is not saying that. What she is reporting is that there is a shared governance policy and it has certain charges.

Dr. Fisher stated that she is more than willing to review the policy and she is certain other members of this body will be happy to review the policy and your comments are well received. And the policy speaking, She asked if Sarah would say what she believed the policy says should happen.

Sarah said it is a question, not a statement. It is a question if there is a procedural change from the practice. She understands there is a change in the manner in which things are funded. She is clear on that part. Is there a policy or procedural change in the body to which those things would be presented? We have a Facilities & Safety Committee and that has been in the past the practice of following AP 2225, which essentially gave the charge of the committee, and the co-chair of that committee, the responsibility for bringing forth any requests for urgent needs.

Capital Improvement Funding – S. Stark
Continued

She is a policy person and she reads the policies and she just wants to know if there has been a change. She has not been absent from College Council for a very long time.

Dr. Fisher stated she is glad that she does read the policies. She too had served on the Facilities and Safety Committee. It was a very long time ago, so we both have those gaps on both sides.

Dr. Fisher said that she is more than happy to, as she just stated, and have other members of the council, take a look at what you are stating. I was just trying to get down to what it is you are saying the policy says we should be doing, or not doing, and I think I have that now.

Jeremiah stated this is a question to what is written versus practice. What Sarah is saying is what is not written in the policy, but he understands the practice has changed.

Sarah stated she was asking if the practice had changed, to help catch her up.

Dr. Fisher confirmed "yes" the practice has changed.

Sarah said thank you; that is what she was asking.

Dr. Fisher asked is there a concern or a question about the practice we have been practicing for well over a year?

Rick stated he does not think everything has changed, but urgent needs has changed. Program Review and those processes are still in place and go through Facilities & Safety for prioritization.

Jeremiah questioned, if his area is asking for something that would go through Facilities & Safety for funding, but he did not realize or know that he was going to have to have a new plug installed, then that was not part of his budget or part of what he asked for. So what happens to that? In the past, it seemed they just installed the new plug and it worked. Now we are being told "no" that is not the way it happens. So I think we need to make sure when it does go through Program Review, and it does go through Facilities & Safety, it is now part and we need to add to when we need to make up our expenses as to what we think it is going to cost. Back into that as well, otherwise it certainly is going to become a capital outlay and it does not understand where it falls. The request itself goes through program review and it goes through the committee we understand. Emergency was not a part of the process and it comes to us clear and there is a gray area in-between.

Capital Improvement Funding – S. Stark
Continued

Dr. Fisher asked if the difference just because in her view, whether it is a capital outlay item, as in a case of a plug. An electrical connection plug is what we are talking about or the database for the Library. If it comes up after the fact, and it is truly an emergency need, then she thinks this body makes that consideration. They may say, and they have, said “no” that is not really an emergency. You can wait for your electrical plug. That has to go through the regular program review process in which we pull of Facilities & Safety and we pull of Technology, and those things goes to those committees, and then the list comes back to College Council.

Jeremiah stated in the past when he needed a new computer; he had to include the cost of the computer. Now it turns out, to make that computer operational, I need to get a socket put into the room that I what the computer to be in, which was never a part of the plan before. Is that something now that goes through Program Review & Facilities & Safety, and that needs to be included?

Scott stated that maintenance use to just suck that up, but they cannot now.

Cassandra asked that they make that clear to everybody or instead you get a bill. It is kind of frustrating. She was just expressing her frustration in putting in a work order months ago, it was just done. Now that things have changed, put out a form that says, these are the things we can pay for now, and these are the things we cannot pay for now.

Dr. Fisher said that part be considered in the total cost of ownership.

Cassandra said to also take into a count that none of us are experts on how much that will cost and we will have to rely on Administrative Services.

Scott said he could think of a lot of times they have presented detail estimates, but then they say it is too expensive, “no thanks”. We could spend a week on these estimates. It requires a little advance if the program can play ball and has the funds for that, and proceed forward. Another point he wanted to make, even though the topic is capital improvement, this body, the urgent and emerging needs funding process if not just for facilities capital improvements. It could be for budget augmentation or anything that is needed that is considered urgent or an emergency, and was not considered in the developmental budget, and is not part of the budgets.

Capital Improvement Funding – S. Stark
Continued

Dr. Fisher stated we will do a better job of communicating, were as Sarah has pointed out, and Dr. Gilbert echoes the same, that there is a change here. The change has not been clearly articulated and she was not sensitive to what the black lash would be. She knows of a situation were in the CTE area they purchased all these computers. There was insufficient electrical support for those computers. Now, the computers are just going to sit there. Rick cannot do anything because there is insufficient current. There had to be additional electrical current and other ties to the outside, to get sufficient current to the building. The cost was about \$2500.00, but when the computers were purchased that was taken into consideration. The monies were there for that work. But in this case, it was not clear across the board for everyone that needs something. Nursing came to this body for the partition and we advised them that we need more information. It was something that could go through Program Review and ultimately they have not returned with a modified plan. There is some balancing in there to try to acknowledge the fact that something is really needed versus "no" we have a process and we are not going to bypass that.

Cassandra asked that now we have this new procedure and is every office going to have to go through this procedure? Say, you are the one who holds the purse strings. You could just make a decision and make an improvement, without ever going through Program Review or Facilities & Safety. Is that something that is going to happen?

Scott said "no", we use this body if dollars are not in are budget for a specific purpose. He stated just a month ago and it was a result of coming through Facilities & Safety, they made a recommendation that we needed to do an improvement of the facilities in the PS building. We did not have the money in our budget to make that type of a change. He brought it to this body as a Facilities & Safety recommendation, this body approved it, and we were on are way getting that done now. If it is in a budget, we can do it for purpose, but if it clearly is not, then we come to this body.

Cassandra stated that she did not know any department that had a budget for this, except for Scott's.

<p>Capital Improvement Funding – S. Stark Continued</p>	<p>Dr. Fisher stated the departments may not, but she knows that budgets are very small, and they have been reduced over the years. She gave an example. If you had funding for 25 microscopes, and in order to make use of those microscopes, then it needs electrical current. It is going to cost “x” amount of dollars for the connectivity. Maybe you do not have the funding for the capital improvement, and then you make a chose. We now can only afford 20 microscopes that we can connect which is one approach. That is what happened in the CTE Division with their computers. They had to take money from somewhere else. May have been instructional supplies, some other sifting of funds to meet that particular need. But not all departments have pots of monies and she is sensitive to that. We can only do what we can do. Often time’s people come to me, “Can we do this and can I help”. She always listens.</p> <p>Dr. Fisher asked the group if there was anything else to be said here. No further discussion.</p>
<p>Charging Kiosk – R. Hrdlicka</p>	<p>Rick proposed adding charging kiosks throughout campus. Discussion among the group ensued with regard to solar devices, where to place them.</p> <p>Consensus among the group was in favor of adding the kiosks. Dr. Fisher requested Rick to pursue the information to purchase and install the kiosk and bring it back to this group for review and further discussion.</p>
<p>Campus Climate Survey (Management) – J. Smith</p>	<p>Tabled for January 14th meeting.</p>
<p>Strategic Planning – J. Smith</p>	<p>Tabled for January 14th meeting.</p> <p>Dr. Fisher informed the group that the campus will engage in a breakout sessions during Opening Day to gather feedback and input for the Strategic Plan and other plans as well. This will also be done for community input as well.</p>
<p>Program Review – S. Lillard</p>	<p>Sheri handed out and shared the preliminary report with the group on the Program Review Needs Assessment ranking 2014-15 for equipment, budget, faculty, and classified staff.</p> <p>Discussion among the group ensued with regard to next years classified fund balance, needs in the student services and administrative services areas, classified positions funded through student equity funds, vacancies, the process for submitting positions through needs assessment, the articulation officer position, and HR concerns.</p>

Committee Reports

Scott reported that funds will be available for Program Review needs in January.

Ricky reported on the Financial Aid Forums and immediate improvements in the Financial Aid area.

Leticia updated the group on the progress of the Curriculum committee processing the certificate and degree submissions from faculty for the fall 2015 catalog. An extremely large document is coming forward for review to area deans and division deans.

Mary announced the LFSAA pancake breakfast fundraiser event and reported on the Simon Sylva event.

Diane informed the group that the CTA negotiations with the district continue.

Jeremiah reported AP 2510 went to District Assembly work group for approval and will hopefully be board approved in March.

Cassandra reported that Classified Senate gathered 10 baskets for the holiday.

Sheri voiced her concerns regarding the use of the on campus copy machine for faculty. Rick informed the group that the campus copy machine is costing the campus too much to keep and division copy machines are under used. He encouraged the group to utilize their department copy machines and send very large print request to the print shop. All copy machines will be replaced by the end of the year in order to save costs for maintenance. Dr. Fisher suggested the group revisit the subject at the end of the year.

Raina updated the group on upcoming professional development activities.

Sara updated the group on goals of the Facilities and Safety committee, disposal plans, and space inventory.

Dr. Kinde updated the group on tenured faculty activities and the status of the accreditation report response.

Celia updated the group on the letter of clarification regarding the Strategic Plan, working with tech on PLO's, Elumin, and the open source software database.

Cassandra reported on the FASFA forum and feedback, strength based training, finals week kickback and the student holiday luncheon.

Marco updated the group on the FASFA forum, offsite assessment, pre-assessment workshops, and service area lines.

OTHER:

Dr. Fisher introduced and welcomed Sara Miller to the council. Sara is the co-chair of the Facilities and Safety Committee and will serve as representation of that committee on this council. Dr. Fisher informed the group that her office will be reaching out to the co-chairs of the collegial consultation committees to inform them that they have a voting seat on this council.

Program Review Needs Assessment Rankings
2014 - 2015 (Preliminary Report)

	Faculty	Classified Staff	Budget
1	Sociology	Libr-media clerk 1	WST-establish budget
2	Nursing-1	CTS-tech-1	Anthro-establish budget
3	Machine Tech	Theatre-tech PT to FT	Dance-establish budget
4	Music	Food-Acct Clerk	Welding-1-budget increase
5	Electricity/Electronics	Welding-Lab Tech	Culinary-budget increase
6	Welding	Nursing-sim lab tech PT	Biology-lab supplies
7	Accounting	RTVF-media specialist	Polit-model UN club
8	Earth Science	Rsrch-interns	Soc-establish budget
9	Human Services-1	Auto Collision-Lab Tech	Child Dev-establish budget
10	HVAC	Culinary arts-Lab Tech	Chemistry-lab supplies
11	Counseling	Auto-Lab Tech	Writing Ctr-budget increase
12	Child Development	Couns-clerical	Auto collision-supplies
13	Psychology-1	Art-tech PT to FT	Counseling-adjunct
14	Art	Aero-Lab Tech	Auto tech-replace Perkins prof expt
15	Math-1	Libr-media clerk 2	Theatre-productions
16	Human Services-2	CTS-clerical	Library-student workers
17	Aeronautics	Grants-clerical	Welding-2 budget increase (lottery decr)
18	Culinary Arts	CTS-tech-2	Biology-field research
19	Chemistry	GIS-PT support spec.	Geogr/Geol-field trips
20	Psychology-2	Pharm Tech-clerical	RTVF-media acad interns
21	Biology		Welding-3 budget increase (supplies)
22	Auto Collision		Geology-tutors
23	Pharm Tech		Library-LearnExpr
24	Math-2		Geography-tutors
25	Nursing-2		Biology-microscope maintenance
26	Communication Studies		Chemistry-maintanance
27	Psychology-3		Nursing-maintenance
28	Reading		Geology-supplies
29			Biology-specimens/supplies
30			Library-binding
31			Biology-journal subscription
32			Sci Div-equipment maintenance
33			Pharm Tech-establish budget

replacement position
(faculty & classified)

establish budget = program currently
does not have a budget and one is
requested

Program Review Needs Assessment Rankings
2014 - 2015 (Preliminary Report)

Equipment			
1	Auto tech-steam rack hoist	28	WST-jar test
2	Bio-microscopes	29	Kin-rowing machine
3	Anthro-skeletal models	30	Chem-pipettes
4	Culinary-fryer, ovens, steamer	31	PharmTech-digital thermometers
5	lib-barcode scanners	32	Kin-revolv stepper
6	Auto collision-tools	33	Physics-balances
7	Chem-FTIR	34	Kin-benches
8	Music-pianos	35	Bio-kidney model
9	Electronics-test equipment	36	PharmTech-hotplates
10	WST-lab equipment	37	PharmTech-capsule equip
11	Geol-utility cart	38	Kin-mats
12	HVAC-AC refrig trainers	39	Bio-ear bones
13	Diesel-alignment machine	40	Physics-oscilloscopes
14	GeoGIS-relief maps	41	PharmTech-conical grad cyl
15	Diesel-drum machine	42	Kin-Jacobs ladder
16	Physics-multimeters	43	Anthro-stone tool kit
17	Theatre-sharkstooth scrim	44	Anthro-calipers
18	Diesel-flywheel grinder	45	Anthro-flash cards
19	Theatre-muslin drop	46	Anthro-DNA models
20	Kin-steppers	47	Soc-world map
21	Diesel-engine	48	PharmTech-digital balances
22	Auto tech-alignment hoist	49	Bio-balances
23	Physics-force tables	50	Physics-Vernier lab equipment
24	Auto tech-scantool update	51	Bio-pelvis model
25	Kin-recumbent bikes	52	Bio-EKG
26	Auto collision-aluminum mig	53	Bio-spirometer
27	WST-valve models		

COLLEGE COUNCIL MEETING – SIGN IN

DATE: December 10, 2014

TIME: 1:30PM – 3:00PM

LOCATION: President's Conference Room ADSS-207

NAME	DEPARTMENT	SIGNATURE
Dr. Gloria Fisher	Interim, President (Chair)	
Jeremiah Gilbert	Academic Senate President (Co-Chair & Academic Senate)	
Thomas Robles	ASG President (Associated Student Government)	
Rick Shabazz	VP Student Services (Student Services)	
Marco Cota	Dean, Counseling (Matriculation)	
Colleen Gamboa	CSEA President (CSEA)	
Leticia Hector	Faculty, Speech (Curriculum)	
Rick Hrdlicka	Campus Technology (Technology)	
Diane Hunter	CTA Representation (CTA)	
Celia Huston	Non-instructional faculty, Library (Accreditation/SLO's)	
Haragewen Kinde	Interim VP, Instruction (Instruction/Accreditation)	
Sheri Lillard	Faculty, Chemistry (Program Review)	
Sara Miller	Faculty, Biology (Facilities & Safety)	
James Smith	Dean, Research & Planning (Research & Planning)	
Rania Hamdy	Professional Development Coordinator (Professional Development)	
Scott Stark	Vice President, Admin. Services (Administrative Services)	
Cassandra Thomas	Classified Senate President (Classified Senate)	

Valdemar, Mary LFSAA 