

SBVC College Council AGENDA

Date: October 28, 2015

Location: President’s Conference Room, ADSS 207

Time: 1:00 PM – 3:30 PM

Gloria Fisher, SBVC President, Chair
 Jeremiah Gilbert, Academic Senate President, Co-Chair
 Dave Bastedo
 Aaron Beavor
 Lorrie Burnham
 Marco Cota
 Rania Hamdy
 Leticia Hector
 Rick Hrdlicka
 Diane Hunter
 Celia Huston

SPECIAL MEETING

Haragewen Kinde **A=Absent**
 Sarah Miller
 Paula Ferri-Milligan
 Ricky Shabazz
 James Smith
 Scott Stark
 Linda Subero
 Kay Weiss
 (19 members)

Guest(s): Consultation Committee, Susan Bangasser, Albert Maniaol

| TOPIC | DISCUSSION and ACTION |
|--|-----------------------|
| Call to Order: | |
| Approval of the October 14, 2015 Minutes | |
| Prioritize Program Review | |
| Consultation Committee for the EMP & FMP (1:30 p.m.) | |
| OTHER: | |
| Adjournment: | |
| <p>Next College Council Meeting: 11-25-15 Academic Year 15-16 (Bi- monthly, 2nd & 4th Wednesday's from 1-3 PM) 12-09-15 / 12-23-15 01-13-16 / 01-27-16 02-10-16 / 02-24-16 03-09-16 / 03-23-16 04-13-16 / 04-27-16 05-11-16 / 05-25-16</p> | |

SBVC College Council MINUTES

Date: August 26, 2015

Location: President’s Conference Room, ADSS-207

Time: 1:00 PM – 3:00 PM

Gloria Fisher, SBVC President, Chair
 Jeremiah Gilbert, Academic Senate President, Co-Chair
 Dave Bastedo
 Aaron Beavor-**A**
 Marco Cota
 Rania Hamdy- **A**
 Leticia Hector
 Rick Hrdlicka
 Diane Hunter
 Celia Huston

Haragewen Kinde **A=Absent**
 Sarah Miller
 Paula Ferri-Milligan
 Ricky Shabazz
 James Smith
 Scott Stark
 Linda Subero
 Kay Weiss
 (18 members)
Guest(s):
 Andre Wooten
 Dave Rubio
 Quincy Brewer
 Lauren Evans
 Dana DeV Vaughn

| TOPIC | DISCUSSION and ACTION |
|---|--|
| Call to Order: | Dr. Fisher called the meeting to order at 1:00 PM |
| Approval of the May 13, 2015 Minutes | Tabled President Fisher stated that Debby has been alone in the office and doing the job of two people. We have hired a new person and will be catching up on the minutes. |
| Presentation: Huddle Request – Andre Wooten | President Fisher introduced Andre Wooten who will be the presenter on “The Huddle”. Andre Wooten provided two handouts on The Huddle: Student Athletic Academic Success Center and copy of letter of support by SBVC Athletics department for The Huddle. Andre stated, for those who do not know him, he is the Athletic Counselor. He works with all the student athletes on campus. He is here today to present “The Huddle” Student Athletic Academic Success Center. What he is trying to do is to bring something to SBVC that we do not have. All the other surrounding Community Colleges have this. That is how we compete with our student athletes. Do we have a study hall for our student athletes? “No” we do not. He thinks we need this. The reason why is to provide a rigorous academic program for our student athletes. He referred to page two of the handout on the Huddle. He indicated that athletic student transfers to a Division I Institute need a GPA of 2.5 for transfer level courses, and require a college level |

Continued - Presentation: Huddle Request – Andre Wooten

Math and two college level English (English 101 & 102) courses. Standards for athletic students is so much harder than in past years. The Universities will only accept two units of PE. They have to graduate with 60 units; out of the 60 units, 48 are transferable and only two units of PE are transferable to a University. They have to have a 2.5 GPA coming out of the Community College to transfer. The problem we have with our athletics is that they are on a clock, in five years and play four. When they hit the ground here, they have two years here. We have a lot of kids in basic skills. How do we help them matriculate these skills if we have no study hall? They are just roaming around. A lot of the coaches help, doing everything they can to help these students, but we need a place for our kids to study. When you go to the Tutorial Center, every time I walk past there, I see math students writing on the windows or out on the patio. We use to have a place, but they tore it down with the new facilities. We do not have a place for our athletic students to go and think that is their place to study. Veterans have a place, our students do not have a place. That is why I am here: How do we get our athletes a study hall so they can have a place in which they can go and feel like it is their own? I think we need this. Why do we need this? It is because of retention for them to get their degrees, tutoring, counseling and rules and regulation for NCAA (which are different for total population for our student athletes). The main problem is the NCAA rules and regulations requirements for our athletic students to get out of here in two years to go into a four year institution. Students have to take 12, 13, to 16 units each semester to get out of here in two years to transfer to a four year institution on a scholarship. It was mentioned this is a challenge and tougher task for students.

President Fisher asked if anyone had any questions.

Celia asked what do you propose, where do you want the center to be, or what would be in the Huddle?

Andre stated we have a place set up in the new facilities that we are building right now. It is called a computer lab which will be the Huddle when the facility is up and running in the Summer of 2016. Right now I am looking at CTA 106 and that is where I want it to be, until we transition to the new facility. When I went to Academic Senate they approved that and right now we are waiting for College Council.

Paula asked why this does not go through needs assessment. Why does it come directly to College Council?

Continued - Presentation: Huddle Request – Andre Wooten

President Fisher said that was an excellent question and we will discuss that and other statements that have been made at the appropriate time. Regarding where it will be located and firmly where it is to be located, I believe not any of those decisions have been made. For the purpose of this presentation, my understanding is that you are asking this body to approve "The Huddle" as a new program for SBVC. Andre confirmed that is correct. So, we are not talking about where. We talk about where after we get a program. The fact that it already has gone to Academic Senate, which is something that occurred, we can talk about what the process is. That is why it is here at College Council. We can put our arms around what our process is, and what category does this fit within, and how do we move forward. It sounds wonderful. If it is going to help students, that is what we are here for, all about student success. Those are the statements I have to make in regards to Paula's questions and would like to give anyone else an opportunity to ask questions. You have experts here in the room and we still have a little bit of time for this presentation.

James wanted to clarify that the Huddle will include tutoring, counseling...and is it the space or does it require additional staff?

Andre commented that it will include tutoring, counseling, independent study, and workshops for NCAA rules and regulations. Also, how to market a student athlete to get a student scholarship; transfer is the main thing. With Basic Skills' monies, we are going to hire two additional adjunct counselors. We will have four student workers in the center to check students in and out, and track how many hours in study hall was spent, so they know their numbers. He is looking at a Math tutor and an English tutor since our students really struggle in Math and English. Basic Skills will not fund the secretary with soft monies.

Ricky stated Andre is saying Basic Skills' monies, but what he means is Student Success, Student Equity monies. Most of what is going on is already going on and Andre is assigned to Athletics as a counselor. You can imagine with the number of student athletes and being the only athletic counselor, it is a challenge. All of our counselors are assigned to a program. If you look at the number of FTES that student athletes generate for SBVC, and you look at the competition to attract those athletes to those schools (Chaffey, RCC, etc.), which our coaches have to compete with to get those athletes, every one of them already has this. We are the only school that does not have a defined location where student athletes can go to get academic advancement and student support.

Continued - Presentation: Huddle Request – Andre Wooten

Dr. Fisher wanted to clarify that it also includes a title change from Counselor to Coordinator for Andre.

Andre stated that is correct. He currently deals with 250-300 students since he is the only Athletic Counselor. He also currently does the Ed Plans and orientation by himself for all athletic students. He then has to meet with the general public, which currently means going back and forth. It is a very tight schedule as the only Athletic Counselor for athletic students.

President Fisher, thinking of the number of students other counselors see on a daily basis, stated that you see approximately 350. In this proposal, you stated two adjunct counselors, and she understands there is a limit for the number of hours those counselors will commit to the athletic students. We have two adjunct counselors to pick up what you have not been able to accomplish due to your heavy load, and the numbers that you had before, in order to commit to general counseling which would be far removed with this Huddle. Correct? You would be on the other side of campus, and we do not generally send our students all over campus for general counseling when we can avoid it. Andre confirmed that is correct.

Diane had two questions. She wanted to know how many athletes, and does that mean we are going to move a faculty position to a brand new position?

Andre stated between 250-300. Dave added to that on an average we have around 300 students and what we call our 403 eligible to participate. There are certain athletes that we identify who are not physically or academically ready. We hold them below the 12 units, so it does not activate their Division I. So, we could have as many as 500 student athletes at one time. The coaches are the ones who are running the study halls, on top of their teaching assignments, coaching assignments, and office hours.

Jeremiah stated, regarding Diane's second question, it would need to be determine if it is a faculty member with release time or management position.

President Fisher stated it definitely requires additional conversations.

President Fisher thanked Andre and other guests for taking the time to present to College Council. We will discuss it, but she does not know if we will reach a conclusion today to give an answer. She will be in touch with you.

Continued - Presentation: Huddle Request – Andre Wooten

President Fisher asked Diane to restate her question regarding the position after guests left.

Diane restated if that would mean moving a faculty position to a Coordinator position, or would it be a Manager position?

President Fisher stated it is not a Manager position. I think we addressed this with DSP&S purposes.

Jeremiah stated that when this was presented to Academic Senate, this was not what was presented. It was basically "here is an idea" and asked if we would support it.

President Fisher agreed with Jeremiah since she was in the Academic Senate meeting too. People in Academic Senate said it was a great idea. Yes. It is a great idea, but we have not followed process. She is respectful of process. I am just trying to bring this back around; we have already addressed that with our Disabled Student Services area and Dr. Shabazz worked that through. I am sure that there is a tight explanation of how that would work. We do have other faculty. Elaine Akers is faculty and her assignment is that of a Coordinator. Deanne Rabon also falls into that category. Whether or not it is going to open up an entire new faculty position, I dare say the answer is no. The monies are coming from somewhere else and it does not create a vacancy. Andre is basically doing the same thing, plus a little more because he is not a manager.

Kay needs to clarify if this is not a component of the existing Athletics Program as the Huddle Program, not a new program. Part two, should it not go to Program Review as part of a request from the Athletics Program to enhance their success rates. President Fisher stated it does not exist as the Huddle. They are doing this, but they want to packet it and call it something.

James' understanding is that it is an extension of Counseling, Student Support Services, rather than part of the Athletics Program.

Ricky stated we are talking reporting lines. We are proposing it would not change and, as it stands right now, Andre reports to Marco, Dean of Counseling & Matriculation. Andre oversees a lot of what is listed in this proposal, and he would be reporting to Dave, but it is a pre-existing partnership essentially between Counseling and Athletics.

Kay asked then should Counseling submit it to Program Review?

Continued - Presentation: Huddle Request – Andre Wooten

Celia was curious about the Veterans Center and Dreamers Center. Did they have to submit to Program Review the proposal to establish those centers?

President Fisher and Ricky stated the Veterans Center preceded them and was already in existence when they came on board. President Fisher was here but not involved and not sure how it came about. She discussed with the group the various locations the Veterans Center was located on campus in past/present.

President Fisher stated the Dreamers Center is merely a location, not a program.

Celica stated they are looking for a location they can call "The Huddle".

Kay stated in reality it is a component of these existing programs already, unless they are seeking additional funding or resources.

Celica asked if the Dreamers Center did not go through Program Review, then why can't his since it is similar?

President Fisher stated that the Dreamers Center did not hire a Coordinator. The Dreamers Center comes under FYI and that is what we are talking about, people needing assistance with their AB540 forms which is similar in concept. That was taking place everywhere in FA, A&R, and so forth. This was a place to herd the people in where they would receive the information needed to enroll and maintain status here at the college. I'm not sure if I see the Dreamers Center and the Huddle exactly the same. It depends on what you are looking at here. If you are just looking at this is for a space, then that should be what was requested. We are requesting a space. That is not what she heard. We had to talk about space and also what is involved in terms with the actual operation of this space and what would be offered. It is a matter of taking a counselor. It gives more credence to the question Diane had, "What about a faculty position?" If we are taking a counselor and pulling him out and putting him over in Athletics, doesn't that make a void? That is the other consideration. She understands from Andre that at times he does engage in general counseling. What happens to that general counseling? To her, there are more questions than there are answers. This body needs to come up with some recommendations.

Rick addressed some things about the space. The argument that was presented for the new building was that they needed a computer lab for their Health classes, but now that does not seem so important. Now, they are going to redo that as

Continued - Presentation: Huddle Request – Andre Wooten

“The Huddle”. That whole space has been designed around a computer lab, not anything resembling what is in these diagrams for the temporary space. Also, the rooms that they are proposing are already dedicated for space for the construction going on for HLS for this semester.

President Fisher stated that they have had some preliminary conversations and she tried to come to the group prepared. I spoke to Scott regarding the use of the portable that Andre proposed, and it is indeed in use currently. We are offering Biology classes in stages until we finish the work in the HLS building, but it would be available to them. If this goes through and is approved, the more reasonable space available soon for such a Huddle Program would be the portable. It would be a good location for the use intended. Where I stop short is where the decision was made for the new space in the gymnasium complex, and somehow somebody decided but she did not know about this. According to Scott, there has been no formal change regarding this space from the original plans as described. These are things that you need to know and her role is to facilitate this conversation and get the information on the table. So, you can make a good strong recommendation that she can honor.

Jeremiah was thinking about this and it seems this is similar to the Student Success Center; how did that come about and, then, we could follow that same process.

President Fisher stated that there was a grant. There are people who are here that may have that information.

Haragewen stated that the Student Success Center is pretty much with our tutoring.

Jeremiah stated he was part of this and one of the people who was involved. Basically what is there is not what was intended. What was intended was a Math and Science Student Success Center, which came about from a grant and from the donated space in Chemistry. Some rooms were made available for a small program that was busting at the seams, but that actually preceded the grant and the space. Then, we got a grant and we got a Coordinator, and it started growing and growing. When we were designing the new building everybody in Math and Science got together and we all made sacrifices, so that we could get that space. It was not from growth, it was from existing. If we hire one more person in the Math department, we have no more space. For instance we only have three lecture halls that are for Math. It grew out of necessity and it had that grant component. When we opened the Student Success

Continued - Presentation: Huddle Request – Andre Wooten

Center, the decision was made to move the tutoring over from LA-206, which was not part of the original plan and that is one of the reasons it is already bursting at the seams. It grew out of necessity, then a grant, and then we came together to make space in the building. Then, it became a program housed under my division.

President Fisher stated what you are saying is that it grew out of necessity and it did not go through Program Review or any formal process of establishing a Student Success Center.

Jeremiah stated it was never considered a program but, when the grants came in, they started having a Director and it started getting more formalized. Program Review started doing reports and it grew from there.

President Fisher clarified that it does indeed report as a program to Program Review. Jeremiah confirmed that, yes, it does.

Paula was wondering about the funding source and where the money comes from. They have a secretary in the proposal for \$45,000. I know we have had discussions about hiring permanent classified for programs like this. Her last comment was that they do have tutors and her suggestion would be to link the tutors to the Instruction areas. Not that they could not go over and tutor in other areas, but that they would be linked to the Instruction area so it stays with the department and it benefits the students that way.

President Fisher stated, as it was shown to her, that she thought she had eliminated the Secretary position as part of the proposal. But since it is in the proposal, then we are considering everything in the proposal presented today.

Kay thinks that it relates to what she was going to say in regards to finding space and putting programs into existing spaces. We are talking about ongoing expenses and putting people in, and that is the part that I think needs to go through Program Review, unless there is some type of grant that is going to fund it. But, if it is monies coming out of general fund, then through Program Review.

President Fisher stated that she knows part of this would be paid out of the Student Success or Student Equity monies, which are categorical funds. The purpose which they would be used for, in this context, is certainly permissible. Andre, on the other hand, is a Counselor paid from general funds. Would that continue; it would not move entirely over to 3SP monies. So, it is a combination of categorical and general funds, so

Continued - Presentation: Huddle Request – Andre Wooten

long as that Coordinator Counselor is still paid from the general fund source. We faced a similar situation with two grants where the person was a faculty member Coordinator and paid out of the grant, and then the grant goes away, and then we must find a place in counseling for that Counselor.

Kay stated that those are the types of new things which are based on our existing process that should go through Program Review because those things are not covered for those kinds of funds, new positions or new equipment needs.

Jeremiah stated if Andre stays faculty and moves to a Coordinator position with 100% release time, then is his position now open as a Counselor, or is it filled by the part-time Counselor?

Ricky said yes, that is how it works. Some of this is already happening. We have an adjunct budget when Andre is counseling athletics at peak times and we back-fill that with adjuncts. What this is attempting to do is bring something to the forefront that is already happening. This did go through a process that is outlined in our 14-15 Student Equity Plan, as is the Dreamers Center for some of the other things that we piloted. The only new monies is the use of assigning two additional adjuncts. It would be a challenge to know that the Institution is about to build a multi-level athletic facility and we do not show the community that we support our athletes from an academic standard. There is no space to accommodate them in the Student Success Center, if you look at practice and their other athletic specific things that go on. What I am trying to say is that folks may not be aware that this is happening already.

Celia inquired if it was possible to ask them to re-propose and do it in two steps, in which they get a space for everything which is already happening and they go through Program Review for everything that could be considered growth? If there are some things that are already happening and they need a space for those things to happen, and it does not deal with a new Coordinator or other positions, then it's just an existing business locating in one space. For anything that is considered growth, then that is appropriate for Program Review so they do that. They grow into it out of necessity.

Sarah stated actually she is going to state something that is rather similar to what was just said. It does seem that there are some things here that do not quite adequately define, some processing that needs to take place, discussions with Academic Senate and CTA, a proposal for either a secretary or a proposal to assign that work to students. There are a lot of things that are ill

Continued - Presentation: Huddle Request – Andre Wooten

defined and I think we need more flushing out; what Celia said.

Scott stated there are two different sides to the issue. One, to have the students tutor within a specific subject area. Second, is there an advantage in tutoring together in multiple subjects in an athletic setting, or in the area they are trying to be tutored in.

Celia said that they would tutor in that area but they make the connection. They can tutor anywhere.

Ricky stated that the tutors are connected to the academic programs. Yes, it is an advantage in tutoring together in an athletic setting because of the time. They have practice and there is an assigned time for the tutor and it may or may not work for 300 student athletes showing up at the same time at the Student Success Center.

President Fisher stated we have gone as far as we are going to go with this today. It seems to me that we are not in a position to make a decision but I will call for the question in a moment.

Haragewen wanted to add that in the Student Success Center they use to have a scheduled time just to work with athletes. So where we are right now is that it grew. They cannot give them any space. So what they were doing was, if there was a classroom next door, they would use it. The service was going to athletes but at a very low capacity. They use to have a little section there were they worked with the Student Success Center, just to give you a little background.

President Fisher entertained a motion to approve "The Huddle" proposal by Andre Wooten. At the same time he stated they have space and did not ask for space.

Celia stated he had space for 2016 but he needed space now.

President Fisher reiterated the flat statement that they do not have space for 2016. There has not been a decision about the Huddle taking over what was designed, planned, and agreed upon as the computer center. The Athletics Department made a decision that they agreed that the Huddle should occupy that space. But the Athletics Department does not own any space on this campus to make a decision independently about its use. We make decisions collegially here about space after it has been determined and agreed upon by the user groups. You go through the entire process. That is her point that there has not been a final decision on whether or not the Huddle, if approved, would

Continued - Presentation: Huddle Request – Andre Wooten

be housed in one of the portables when it becomes available. It would be available by spring semester. The HLS building is under repair as I speak.

Kay inquired are we considering what was submitted which was a budget of almost \$180,000 to start up and \$204,000 a year?

President Fisher stated yes, but I need to get the motion first.

Celia wanted to know rather than motion for something that is most likely to fail, can we motion to ask Andre to resubmit this clearly delineating between what is the existing service, and if he wants space for that existing service, and what is growth that might need to go through Program Review?

President Fisher stated that we could do that after we entertained the motion to approve "The Huddle". If it is doomed for failure, then it needs to be recorded as having failed. Then, we can take it to the next step and give Andre the opportunity to come back (if it fails), so we can make a decision that is informed.

President Fisher entertained a motion to approve "The Huddle" proposal and the space.

No motion, so it dies for lack of a motion.

Motion Failed due to lack of a motion.

President Fisher stated that we will ask Andre to come back and separate it out for the Huddle and the space. We also want him to include a more clear description of what his budget would be since I know that there is the change regarding the clerical support.

David would like it to say what is existing, what is wanted to augment or add to (what is it now and what is it hoped to be), so we can see what exists and what more in those elements you delineated.

Leticia would hate to see this go back and forth. She added that she would like the group to be very clear in our recommendations to them because at Senate it was a little different, but we were definitely in support of the idea. Dr. Shabazz made a great point in that the money we are investing over there in the athletic facility is a lot, but to just toss a really very important piece as far as them actually receiving their education and moving on to the academic component does not show support. We really should try to make an effort, if we really do support the idea. Then, we should be very clear on what we are looking for so we can get this in place and move on with it. So, it matches what we are showing out there as far as our support with

Continued - Presentation: Huddle Request – Andre Wooten

the athletes. But, we are going to toss back and forth this idea, which I think is more critical. So, as long as we are clear on what it is we want to see, we can hopefully support it and move it along more quickly than not.

President Fisher stated we are not tossing it around because it is not fair to the people who bring a request forward to College Council.

David **motioned to approve it in concept**, as data we spoke of back to go back to the council so we know what we are approving. I think it might be good just to say we approve it in concept.

Celia clarified that Dave is saying we support the concept but it needs work.

Dave stated, yes, we approve the idea of it and we are behind it. We cannot take it further without knowing what we are approving. We cannot approve it but we want to approve it in concept.

Kay made an **amendment to the motion that we approve the idea of "The Huddle" as opposed to the concept presented.**

David stated that was a better wording and that he was fine with Kay's amendment to his motion.

James second. No further discussion and the group voted as follows:

AYES: Fisher, Bastedo, Cota, Ferri-Milligan, Gilbert, Hector, Hrdlicka, Hunter, Huston, Kinde, Shabazz, Smith, Stark, Subero, and Weiss

NOES: None

ABSTENTIONS: Miller

ABSENT: Beavor and Hamdy

Motion carried

President Fisher stated we will bring it back and we can make some decisions and move forward.

Upcoming/Filling Positions – G. Fisher

President Fisher stated she has no positions to discuss in her area at this time. This is a standing agenda item so that if any of the VP's have positions to bring forward for this body to consider, they have the opportunity to do so.

Haragewen stated that after the last College Council meeting we had retirements in Math and Geography. Because of the urgency we moved forward, but we wanted to make sure it was brought here. There was a retirement in Math effective in August and there was also a retirement in Geography in August. The one that I received today is in the Psychiatric Department and it is a resignation, which created a vacancy, the person retired in April. We did not get the paperwork ready for College Council back then, so I am

Continued - Upcoming/Filling Positions – G. Fisher

bringing it to this body as an information item. It has followed the chart as approved by College Council. All three are direct retirements and are information items.

President Fisher reminded the group about the conversations in the past in regards to filling a vacancy of a replacement for a person that retires. If the retirement occurred in Psych Tech, do we fill that vacancy that was created, or do we look globally to see where there might be a greater need? The Academic Senate working with College Council developed a chart and we follow this chart. By reviewing the chart, you determine if you should fill the vacancy that was created, or do you move from there and look at the Program Review list. In this case, what Haragewen is stating, the need for the replacement position follows the chart and it is of a greater need. This should remind the group of how we follow the chart and why we come to College Council with it, so we finally say we agree.

David stated it was solved when we developed that system; you come down to the end of the chart and you replace that position.

President Fisher stated you bring it to College Council and we did follow the process and it is approved.

David questioned is that at the end of last year? Prior to us developing that process, most of the positions were filled, but there was one position that fell under the cracks. It wasn't established that it should be until we had this process. Once we had this process, there was only one position that was not rehired. It was the Biology position that retired two years ago. That should be at the top of the list.

President Fisher stated it does not go on the top of the list because when we went through the process of prioritizing for what positions we would consider to be filled, that one was one of the ones that the decision was not to fill it.

David stated it went away because there was no rubric. Everything had been moved into Program Review. Once the rubric was established, we said it was retroactive for two years. The Biology position fell within that two year retroactive period and must be filled.

President Fisher stated that if it is the Biology position, she is not disagreeing with him. But if there is no money, which is what we are talking about right now, then it will not be filled. Where you place that argument is that you say to this body that says we are going to fill the Psych Tech

Continued - Upcoming/Filling Positions – G. Fisher

position. You would say wait a minute, I think we need the Biology position. There is a greater need for the Biology position than the Psych Tech position. We are trying to get away from going back and forth and challenging one another for what we believe is the most important. Then, there is the Program Review list. I would be in the position to present to this body the Program Review list and here is the position that went away that has no funding. But, because of the retroactive effect of the rubric created at the Academic Senate level, and agreed to at this level, where do we put this Biology position?

David stated what he would like this group to acknowledge is if there is any new monies for faculty that the Biology position is at the top of the list.

President Fisher stated it is outside of our process.

Jeremiah stated that the real question is that we never get an answer to "where did the money go?" If Mark Ikeda had not retired we would still be paying his salary; "where did the money go?" If this could be explained instead of saying the money just went away, you would have a stronger argument. Otherwise you are saying that someone retired two summers ago, less than two years ago, and that money vanished. Where did it go? Why did we not fight for it? We are talking about expanding.

President Fisher stated she appreciated his comments. She is not going to take the time again to explain what she presented in two open forums last year: Where did the money go and what happen to our money? It is worthy of a conversation and a good valid point.

Jeremiah ask that it be explained to them next week, Where did the money go?

President Fisher stated that Scott will be more than happy to show were the money went and why we do not have it. There is no funding attached to that position now. Meanwhile, that does not address what we want to address right now: Whether or not this follows the rubric for the replacement position and if we are going to approve or not approve filling this vacancy?

Kay asked if we are just responding to the one or the three.

Haragewen stated we have the Math and the Geography besides the Psychiatric positon.

President Fisher and Haragewen stated that we will put all three of the positons all together.

Continued - Upcoming/Filling Positions – G. Fisher

Haragewen stated this comes from the Deans. When the Dean writes it, they address the chart.

Kay stated it would be helpful if you went through each point and how it meets the point on the chart.

Haragewen will go and return to bring you the rubric and the Math and Geography positions you do not have a handout of.

President Fisher stated that College Council does not meet during the summer. It creates a situation that we would be forced to wait for College Council to come back to meet in order to move forward with hiring positions. The Math & Geography positions followed the rubric, and the President's Cabinet made the decision outside of College Council to approve both positions, so we could hire the faculty for this fall start and post them. If there had been any weakness to the argument that it did not meet the rubric, they would not have gone forward and we would have had those for you here today. Those are two positions that went forward and Haragewen will bring you the rubric and other two positions that we went ahead and posted so we could recruit for those positions.

David asked since College Council has approved that rubric, is it necessary for us to approve these positions again? Since we approved the rubric, if these positions follow the rubric, is it just an automatic approval of this council? I think it is pretty obvious that it should be. He does not know why we have to take the time to approve things you have already hired in essence.

President Fisher stated you are relying on one individual making the determination of whether the position meets the rubric. College Council roll is to come in and confirm that it meets the rubric.

Diane stated what we never addressed last year was who checks if the rubric has been followed and answers that. That was my question for verification of the rubric being followed, since there are so many individuals reviewing the rubric.

President Fisher stated that this body has that roll. We need to be able to see what position it is. The document Haragewen has given you gives the details on how the conclusion was reached.

Jeremiah wanted clarification by President Fisher. Alternately, the decision is yours so is there a point of checking. He stated at the end of last year that you said you did not want to go through this. You did not want to have to come and justify the rubric. So now, you are saying it does need to come here. So is this a change.

Continued - Upcoming/Filling Positions – G. Fisher

President Fisher stated the question is why does it come here to this body and, if there is a change, if it is a change, then she is glad to be corrected. If we are relying on the VP who brings forward the positions, that they followed the rubric, then that is fine. She is not going to be reviewing the rubric. She is going to be looking at it globally to see whether or not this recommendation that has come to her is the right thing and looking at all things in total. If this body says they do not want to see what the decision was, that is fine.

Jeremiah stated he did not mind seeing the decision, but he must say that when we developed the rubric, that was not the thinking in mind.

President Fisher stated that the thinking was that Academic Senate developed the rubric and it came to College Council and it was approved. This is the way it is.

Jeremiah had no issue with that, but it is contrary to the stated position in the spring. If we are going to do that, it is fine. But, he wants it clearly stated that any position now with justification of the rubric needs to be presented to us because three of these positions are already posted, including the Psychiatric position.

President Fisher asked how that happened, since the Psychiatric position has not even been approved. That is not even a conversation for here. That is a conversation for HR because she had not signed the memo, which was just given to her today. She does not know why it was posted.

Haragewen stated she is not trying to make excuses for HR, but when they are seeing positions vacant because we are behind, they are just being proactive and pushing it. For us, it needs to go through the President and through this process. Basically, the Deans will write the memo to make sure the rubric is addressed. Then, I present it to the President, and from there it comes to College Council as an information item, and then we move on. That is our process.

President Fisher stated that seems reasonable. Then, it comes to me and she gets to decide. So here we are going to determine that it is conclusively an information item which addresses David's first point, "why we are voting?" This body will not view the chart; we will assume that everything that is stated is accurate. So, what Diane stated, in regards to the use of this chart, is that it will not be happening at this level.

Ricky stated he thinks that there was another piece when we were going through that selection process. There is some confusion across campus

Continued - Upcoming/Filling Positions – G. Fisher

because of the need to hire full time faculty and of separating those general funds from categorical funds, in hope that when the position comes to this ruling you will iterate with your constituent groups, which you might be able to explain how this position is opened. I know there were quite a few student services positions, and counseling positions that were categorical, and folks were wondering if this was the place to be able to discuss some of those positions. People, as we do, want to know how the positions were opened and what are the priorities?

President Fisher stated what you have just identified is on the website and contradicts most of our hard work because we have not approved anything and it is already posted. That is very interesting and we will follow up on that.

Leticia wanted to go back to the retroactive thing. If we said it would be retroactive for two years, what were we stating?

President Fisher stated she was not actually there at the meeting when this went through. There are difficulties with it. To say it is retroactive for two years, that is wonderful, but where do we place Program Review in there? What happens to that Biology position when there is no funding? I'm sure if we were to talk to other faculty, they would identify other positions that went away within the two year period. What happened to it and where is the money? We can go to all of those places, but she does not have the answer. She does not know the rationale for making this retroactive for two years.

David stated that there were other positions besides that Biology position, but, for whatever reason, when everything fell into Program Review and the rubric, other positions got dealt with except for one, the Biology position. One just fell through the cracks. The big question is where is the hope for the money? This position, according to the rubric, needs to be filled. Where is the money going to come from? Does this go to the top of any Program Review monies that might be allocated for faculty? Do we fund it out of our budget somewhere, so this one position that fell through the cracks, that the rubric says is critical, is important, and should be replaced? How will this happen?

President Fisher stated if we have growth monies for an additional position then that is when that conversation will take place. For now there is no money so there is nothing to discuss. I am going to suggest that because we are at a time when you will be receiving information to complete the needs assessment. Put that information forward

Continued - Upcoming/Filling Positions – G. Fisher

regarding the faculty position, just so your constituents will have all of the information. But, to say it is going to supersede the Program Review list, then that is something that would have to come about as collegial conversation. We all would have to vote to say that the Biology position is the only position remaining in that category and we, as a college, believe that should be placed above our existing Program Review. That would be for new monies.

David stated essentially that is what we said or do we need to say it more officially.

President Fisher does not recall in the minutes that this body said that we would move the Biology position over the Program Review.

David stated that we approved a rubric that said that very thing.

Jeremiah wanted to speak about the two years, the thinking behind that was twofold. One, you put a cap on it. Anything prior to that, goes in Program Review. But, also keep in mind, as faculty and as the Academic Senate, the budget is not our concern. For instance, if we were to present that we need a department chair, I am not going to factor in where the money is for that. We are going to make the case that we have it. Then, it goes above, and then the argument can be made that there is no monies for that or some other reason. The thinking of the two years was to place that cap and, also, it follows the rubric; it is there. We can prove that this position needs to be paid. We have done our job. As I said, alternately, the decision is the College President's choice, so the College President and the College Council still have the right to veto it if they wanted to. But I think what Dave is saying is that this was a case where it fell in between the system and there was a system. I think a case can still be made for this position but we would have to be careful how we did that. I think justification of where the funding went would really help because that is what we always hear; the money went away for that, but where did the monies go and get used for? We have money coming from the state, but like I told the Senate, 7 to 10 new faculty positions, this money cannot go towards that. You cannot use that money for replacement positions. We are also being told we are expanding, but my question is how we are going to expand if we are not hiring new faculty or staff. We do not have any building space and nowhere to park. That is a whole other issue. But I am just saying, in this case, it is like the Psychology position that disappeared a few years ago. Honestly, it literally disappeared. To no one's fault, it just vanished, and we had to try to find out how to get it back. So this is sort of that

Continued - Upcoming/Filling Positions – G. Fisher

special case. But, technically, the Senate and College Council did approve this to go back two years. This is really the only position left that fits within that. Everything else has been a new retirement. Another Biology resignation this month and he is gone now and that will satisfy this rubric. There needs to be some clarification if we are not going to fund the position that followed the rubric that we established. There should be some type of justification for that and if the money went away, fine. I am not arguing that but where did it go?

President Fisher appreciated his candor, but she wants to say that none of the positions that we have moved forward on, since we finalized the work on the wall, has anyone come back to say that we do not have the money. I know that for a fact that no one has come forward stating that the money went away. She knows what happened with the Biology position. We had "x" amount of monies for the "x" amount of positions and it did not fall into that category. All of these positions are funded.

Jeremiah understands that, and he appreciates that, and he thinks this process has worked very well. He appreciates all the work the VP's and President Fisher have done for that, absolutely. He is saying this is a special case and always happens.

Leticia stated we approved a two year retroactive by College Council and Academic Senate. To me that means we are communicating that these positions were on the board, but, now that we have a process, we stated we go two years retro. That means we are willing to bring them back.

President Fisher stated to fund that one position, if funding becomes available. The question is, if we find monies for a position, it is up to this body to make a recommendation to me on whether or not we want to go for filling the top two positions, whichever we have monies for from Program Review, or to pick up the Biology position.

Leticia stated that is where her confusion comes in because she does not think we should have to make that case. Since we stated two years retroactive, that position would automatically become a priority.

President Fisher stated that if that is what this body expressly states, then I am good with that. No objection whatsoever. I would look for that express statement.

Leticia states that is what we need to discuss, to see if that is the statement we want to make. So, if money is found, after you explain where it went,

then if it does appear again, if it has been lost or moved somewhere, or used somewhere else, then that is a priority of ours. Then, we state that.

President Fisher confirmed for the Biology position to be placed above the top position in Program Review, for whatever extended period of time. We now are working from the last list that was created. Then another list will be created which supersedes the previous list. So which list are we talking about?

Sarah is getting appalled at the discussion because we do not seem to know how to do what we are doing. There was a rubric that was approved to go back two years retroactively. There is nothing different about Mark Ikeda's position except for the fact that it was not filled. We understand the money was available and she does not understand the whole argument, if the money becomes available. We understand that monies were spent on other things, whatever those other things may have been. We just went through a whole process where a rubric was created, and it was said to be retroactive for two years back, which would include Mark Ikeda's position. We just went through a whole entire discussion of the fact that things would be measured against the rubric, if they fit the rubric, which is retroactive for two years. They would then be filled except that the College President, does have the option to disapprove it. I guess where we are actually at is if we follow the rubric and we follow the discussion we just had, the question is if Mark Ikeda's position fits the rubric. We said that the rubric applies to Mark Ikeda's position. Is the College President saying no to Mark Ikeda's position? If monies become available, the money was available, and, if you have done something else with it, please tell us what. That is it. We don't seem to have a process here or an agreement of what the process is.

President Fisher stated we have a process which is pretty clear. There is no money attached to Mark Ikeda's position. We have agreed we would provide you with the information of where the money went. The President can always make the decision, but I have not since the decision has not been presented to me. But I have not rejected or change any decision that has come forward, nor did I reject the approval of the rubric. I think we all are sort of on the same page here.

David moved that we acknowledge that this Biology position, according to the rubric, should be the first position approved, if any new monies become available for faculty positions. This position will supersede anything that comes forward in Program Review, for as long as it takes.

Continued - Upcoming/Filling Positions – G. Fisher

If there is not new monies in Program Review for faculty this year, then it cannot be done. But, if it comes up next year, or whenever there is new monies it can be done. **Second Diane.** Discussion as follows:

Leticia does not like it because it sounds like we are competing with Program Review. I think that they are two separate things. This is something we approved, and it is a separate procedure for retirements that come up. Program Review is Program Review, and it should not be that this is taking a position above Program Review.

President Fisher stated that there is no monies attached to Program Review. We fill the positions if monies are available.

Kay states that her concern with that motion is that it puts us back where we were in that someday we are going to have 52 positions because they have not been filled for so many years. We could not possibly put them all above Program Review. At some point in time, we need to be able to say that this is the new start. We can't keep saying it every year. What if it is five years and the needs may change?

David stated that this is the only position that falls within this and, from now on, everything is set. We have a rubric. This one might set some type of precedence. This is trying to go back and correct the error that the rubric corrected. This is one position and will not affect anything else ever. This is something that fell through the cracks, the rubric corrected that. Now we need to honor the rubric.

Celia made an amendment to the motion that Biology falls within the rubric and meets the requirements and therefore should be put forward for hiring. Then, it is not superseding Program Review and is not forever and ever.

Rick stated as long as it still falls within the rubric, when the monies become available, it could be moved forward. But, what happens if the monies become available in two years and the position no longer falls in the rubric?

David stated it is fallen within the rubric. The rubric is established. This is fact.

President Fisher stated let's say it took two years before we had any money. We are assuming that the money is coming and we are going to do this right away. But, if it does not come, and we are two years down the road, we would have to go back to see whether or not the same need we had for the Biology faculty position now still exists. You would need to go through the entire rubric again. I

think that is the point that she heard. She heard a friendly amendment. She asked David if he was rejecting the friendly amendment that Celia motioned.

David rejected the friendly amendment. No further discussion and the group voted as follows:

AYES: Bastedo, Gilbert, and Miller

NOES: None

ABSTENTIONS: Cota, Ferri-Milligan, Fisher, Hector, Hrdlicka, Hunter, Huston, Kinde, Shabazz, Smith, Stark, Subero and Weiss

ABSENT: Beavor and Hamdy

Motion failed

Haragewen proceeded with all three information items for the Math, Geography, and Psychiatric positions. All three are direct retirements and met the rubric and are information items.

Ricky went over the three Student Services positions. The Counselor faculty position met the rubric and is for information only. The Clerical Assistant I and Library Tech I are classified positions.

Celia moved to approve the Clerical Assistant I and Library Tech I positions. Sarah Second, Discussion as follows:

Rick asked is these positions were categorical or general funds.

Ricky stated that the Clerical I is categorical and funding is the Student Health fee funds and the Library Tech I and Counselor positions are general fund.

President Fisher recalled what we do with Classified positions. In many cases, the positions are ones we just must have and the monies are there.

Diane asked what a Library Tech I does.

Celia stated a Library Tech I is the staff that works behind the screens. He does all the magazines, helps prepare the books, check ins, and check outs.

Kay is absolutely supported of this, but she like to purpose that we need to create some sort of a system for looking at Classified positions, to insure the need is still there and we are all on the same page. When she requested a replacement for a secretary, she had to write a very long memo.

Ricky advised that there are long memos for all three of these positions.

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| <p>Continued - Upcoming/Filling Positions – G. Fisher</p> | <p>Kay said, with that said, she supports these positions, but she thinks we need more information in going forward.</p> <p>President Fisher stated that she does have the detailed memos.</p> <p>No further discussion and the group voted as follows:</p> <p>AYES: Cota, Ferri-Milligan, Fisher, Gilbert, Hector, Hrdlicka, Hunter, Huston, Kinde, Miller, Shabazz, Smith, Stark, Subero and Weiss NOES: None ABSTENTIONS: Basteda ABSENT: Beavor and Hamdy Motion Carried</p> |
| <p>College Mission Statement – J. Gilbert</p> | <p>Jeremiah gave the group a brief history of when the ACCJC adopted new standards in June, 2014. They also modified the eligibility requirements. One of the eligibility requirements was that “the mission describes the institution’s broad educational purposes, its intended student population, the types of degrees, and other credentials it offers, and its commitment to student learning and student achievement (ER 6)”. If you look at the current mission statement, it does tell us about above requirements.</p> <p>He took this to the ALSO Committee in considering Standard I, which is all about the mission statement. They suggested that we should probably start looking at revising the mission statement. He formed an Ad hoc Committee. He did a little research and Celia found some mission statements from other Colleges that do satisfy this requirement to give us a start. We came up with three draft statements, and the committee reviewed and came up with the draft copy he is providing to this body for review. The committee is looking for feedback from all the constituent groups. He is bringing the draft mission statement now to see how you would like to go forward. Do we want to take it back to your constituent groups for feedback? Or do we want James to send something out to everyone so they can provide feedback electronically? He is looking for guidance so everyone who wants to provide feedback to the mission statement is contacted.</p> <p>President Fisher suggested that, to cover all possibilities, have James send this out to all email addresses and we want to include students in this conversation as well. She is thinking, as College Council members, our responsibility is to point it out and remind people with whom you come in contact with that we are encouraging your feedback. We will give this a couple of rounds and then we can move on. She asked if Jeremiah has</p> |

Continued - College Mission Statement – J. Gilbert

taken it to Senate.

Jeremiah has not yet, but he plans on it.

President Fisher stated James will send it out to everyone and members will remind their constituent groups and it will be taken to Academic Senate.

Rick stated that when it comes to the mission statement, a brief mission statement is always better for people to remember.

Celia had started going through the ACCJC action letters from spring. Mostly focusing on SLO's, but as this conversation has gone on, I am reminded, about 50% of the letters I read, that there was a need to develop a way to review and revise their mission statement. So this is very much on their radar. We are probably okay for six years or so, but they are looking at these to see if you are complying with the new standard.

Rick stated that every year we have always looked at the mission statement. My problem is that this is a very long mission statement and they expect everyone to know it. When they come to visit, we have our work cut out for us to try to remember a long mission statement.

Jeremiah stated that the ALSO committee decided not to go any further with drafting the mission statement. They had discussed some language they may want to remove or change, but decided to send it out to get the feedback. Just to let you know, the new mission statements are about three paragraphs.

Jeremiah just wants to make sure that everyone has a chance for feedback (Classified Senate, CTA, etc.). He started this in the ALSO committee due to the new requirement.

Per discussion between James and Jeremiah, regarding the survey comments received, it was decided that James will compile the emails with feedback into one listing and Jeremiah offered to edit it if needed. Then, they will bring the feedback on the mission statement back to College Council for review by members.

President Fisher thanked Jeremiah for his work on the mission statement. It looks like we have a ways to go. Members are to take this back to their constituents and encourage people to be part of the process and their voices heard.

Facilities and Educational Master Plan Input Team – G. Fisher

President Fisher had a brief announcement in which she has identified members of College Council as Facilities Master Plan (FMP) & Educational Master Plan (EMP) Input Team. Primarily you will be interviewed and have an opportunity to share information with the consultants that have been hired by the District to draft an EMP and FMP. The EMP will inform the FMP. She was contacted early this week and asked to identify who should share information with the Consultants. I decided the best representation for the College is all of the members of College Council. Then, of course, James Smith, since there is quite a lot of data that they are requesting. We will see how this plays out and that is as much as she has to share with you. Know that as a member of this body, you represent the various contingent groups. I do not know what they will be asking you.

Celia asked if we want our plan written by someone else.

President Fisher said we have an opportunity to be involved in the writing of our plan, and I have selected the largest number of people who are most in touch with what we at SBVC are all about. She does not know what CHC is doing. I know what we are doing, because I want all of you heard. That is how we are going to be involved in the process in writing our plan.

Celia asked if we knew the group who would be contacting the members.

Scott stated it would be HMC, the sub-contractor for the EMP.

President Fisher stated the Haragewen and Scott were on the team to select the consultant and asked if they have anything they would like to share with the members about that process?

Scott stated one of the reasons a consultant was used was because this is a huge undertaking, a lot of man hours involved in it, and because of the time frame at the end of this year. The District, CHC, and SBVC need to do it, and they all have to be aligned and coordinated together. The plan is essentially that we are going to write it because it is our plan. The consultant is going to facilitate it and take the data and keep coming back to us to develop the final plan. It all has to align with the District Strategic Plan as well.

James asked what the plan is called again.

Scott stated it was the Educational Master Plan (EMP). We have two plans the EMP & FMP. The driver is the FMP because there is a lot of bond

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| Continued - Facilities and Educational Master Plan Input Team – G. Fisher | <p>monies to be spent. The FMP is revised because a lot has changed in the last three to four years. The reason we have a FMP is to support the EMP. As President Fisher stated the EMP will ride out in front of the FMP and they will be worked on simultaneously.</p> <p>President Fisher ask Haragewen if she had anything to add. She stated it was the same as what Scott stated.</p> |
| Accreditation and Student Learning Outcomes – C. Huston | <p>Celia stated the committee meets tomorrow. They will be looking at the time lines of the follow-up report and the best ways to get feedback from all constituents. She will have more information for the members at the next College Council meeting.</p> |
| Educational Master Plan – J. Smith | <p>James stated our process for the Educational Master Plan (EMP) involves the one page sheets that go to every department on campus. On those one page sheets, we have all of the data and it talks about whether it is academic or instruction, what number of students enrolled, ethic gender makeup, whether they passed, success and retention information, etc. The department is supposed to look at the actual objective data and come up with their plan for the program. Those one page sheets are integrated into a larger plan that goes to the entire campus. I'm looking forward to working with this group to see how this is going to go forward into District.</p> <p>Celia stated if they do not have those one sheets, then that impacts how they do the Program Review.</p> <p>James stated it is all linked together and it is sole network. To some extent, they have to conform to us. He stated we have been doing this for about six years now. It would be a challenge to change and we will see how this is going to work when we go to the meetings.</p> <p>President Fisher reaffirmed that is why all members of College Council are on the team to make certain our voice is not diminished.</p> <p>James advised the group that the one page sheets will go out to the Deans this week. They will distribute them to the departments and programs. The people who need to go into Program Review distribute them to the departments and programs. The people who need to go into Program Review will have their data sheets to submit for their needs assessment on time.</p> |

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| <p>Program Review – P. Ferri-Milligan</p> | <p>Dr. Fisher introduced Paula Ferri-Milligan and welcomed her to her first meeting to College Council as the new chair of the Program Review Committee.</p> <p>Paula stated their first meeting is scheduled for this Friday. They are going to be sending out the information on the needs assessment portion for Program Review.</p> <p>President Fisher stated that Paula is the faculty co-chair and Kay Weiss is the Administrator of the Program Review Committee. This pairing and representation is what she is looking for with each of the collegial consultation committees. In reviewing the list, it looks like we do not have faculty representation for Enrollment Management. She just wants to make sure we have that good faculty representation.</p> <p>President Fisher asked if Kay Weiss had anything she wanted to report as the new Program Review Administrator.</p> <p>Kay stated she was happy to be back on Program Review. She wanted to reiterate what James had said to watch for those EMP documents because they are an important part of the program review process.</p> |
| <p>Strategic Planning – J. Smith</p> | <p>James stated we had a flex day on Friday the 14th, and we had a Community and Campus meeting in which we invited community members to come in and meet with faculty, administrators, and students to look at elements of the Strategic Plan. This time it was Partnerships, Student Success, and Student Equity. We received a lot of good feedback on activities that people thought were important, thoughts about partnerships and the programs we are currently proposing, and ways they could be modified in terms of future partnerships, and ways that we measure student success. For the people who signed up, he is going to post online the list they distributed of the comments and suggestions that were made at this meeting. This gives us evidence that we are getting broad based feedback on activities, goals, and measures.</p> <p>President Fisher thanked James and stated, in the future, that we will list the Education Master Plan and Strategic Plan back-to-back on the agenda, so James can make the smooth transition for these items he reports on instead of listing them alphabetically on the agenda.</p> |
| <p>Committee Reports (start at 2:30 p.m.):</p> | <p><u>Strategic Planning:</u> James informed the group that next semester we are going to do the student engagement survey. It will go to about 50 sections, but he will not know what those sections are until the group who produces the surveys does a random sample. He has to give them all the sections that are being offered next semester.</p> |

Continued - Committee Reports (start at 2:30 p.m.):

They go through and do their routine to make sure, according to their standards, we have a random sample of students. He will be putting himself on the agenda for Academic Senate and going to as many committees and places to where he can talk about this process, so everyone will know that a section of the courses they teach may be selected. The problem with this is that I cannot tell specific people that they will be administering the survey until two to three weeks before the time. That is the challenge because people do not like to surrender their class and will only have a couple of weeks' notice. To get as much buy-in and make sure that everyone is prepared for this process, and it will be spring semester when I want to talk about it, or as far in advance as possible.

Kay stated that an additional challenge she is foreseeing with this random sample is it goes right back to what we have talked about, the staff classes. Is there any way to tag them as a single section?

James stated, absolutely, and that they have already worked through that. If anyone knows of another issue that can come up as a snag, let him know.

Campus Technology: Rick updated the group on a few things that happened over the summer. Per District Fund list for the computer rotation, he has started replacing computer labs. We have orders in for faculty and staff computers that are up to their five year mark, and we will start replacing those. So far, he has replaced the nursing lab, the ARCH lab, and have computers for the music lab. The copier change-out is almost at the end. Some people like them and some people dislike them. They have some good things about them, but they are a little slower than the previous ones. They were not supposed to be slower, but we are in a five year contract now. With the APP, we have some extra resources. One is called PaperCut. Previously we would have to send the codes for staff to each copier. Now they report to a central system that looks at your email log in and you do not have to send us the names to be added in. As soon as their account is active, the next night it loads it for us with this system, and staff has access. If they have access to email, they have access to the copiers/PaperCut. Also it provides reporting transparency. It can tell us what was printed, ink cartridges needed, etc. We are also replacing the student relief stations with all the copiers and printers, and the libraries with a newer better system as part of PaperCut, which will be more responsive for students. Better filtering so that all the students do not see all print jobs. They will only see their print jobs when you go to release with this new system.

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| Continued - Committee Reports (start at 2:30 p.m.): | <p>ASG: Linda advised the group that they just came back from their Retreat in San Diego. It was really very informative. Mr. Carlos, the new director, went with them on the retreat and he really did a good job. It was an exciting engagement and he gave feedback to all of us and advisors.</p> <p>We had our "Welcome Day" for around 600 students who came out this week. We gave out hot dogs, popcorn, and snow cones. It has been very successful. Today and tomorrow, we will be giving away two laptops. The senators will be having lunch with their Vice President, Dr. Ricky Shabazz, and they are looking forward to that. Very glad for the administration support and we are here for the administration.</p> <p>President Fisher stated it was very exciting out on campus with the Week of Welcome/WOW Week.</p> |
| Continued - Committee Reports (start at 2:30 p.m.): | James stated that he offered a \$25.00 gift certificate to the Bookstore to students who filled out the campus climate survey, if they submitted their email address. He has gone through two students now and neither one of them have shown up to pick up their \$25.00 gift certificates. I am going to the third student and give that person two weeks to respond. The point is that he wants to get, as much as possible, participation in the campus climate survey by the students, and one of the ways was to offer the gift certificate. But he needs to make sure the students come and get it. |
| OTHER: | |
| Adjournment: | President's Fisher adjourned the meeting at 3:01 PM |
| <p>Next College Council Meeting: September 9, 2015 <u>Academic Year 15-16</u> (Bi- monthly, 2nd & 4th Wednesday's from 1-3 PM) 9/23/15 10-14-15 / 10-28-15 11-11-15 / 11-25-15 12-09-15 / 12-23-15 01-13-16 / 01-27-16 02-10-16 / 02-24-16 03-09-16 / 03-23-16 04-13-16 / 04-27-16 05-11-16 / 05-25-16</p> | |

SBVC College Council MINUTES**Date: October 14, 2015****Location: President's Conference Room, ADSS-207****Time: 1:00 PM – 3:00 PM**

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| Gloria Fisher, SBVC President, Chair Jeremiah Gilbert, Academic Senate President, Co-Chair Dave Bastedo Aaron Beavor – A Lorrie Burnham Marco Cota - A Rania Hamdy Leticia Hector - A Rick Hrdlicka Diane Hunter Celia Huston | Haragewen Kinde Sarah Miller Paula Ferri-Milligan Ricky Shabazz - A James Smith Scott Stark Linda Subero Kay Weiss - A (19 members) Guest(s): | A=Absent |
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| TOPIC | DISCUSSION and ACTION |
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| Call to Order: | President Fisher called the meeting to order at 1:08 p.m. President Fisher stated that going forward, documents/handouts will be uploaded onto the website instead of emailing everyone each time they are available. Copies of documents/handouts will no longer be provided at each meeting except for a couple of copies. An email will go out notifying members when documents/handouts have been posted on the website. |
| Approval of the May 13, 2015 Minutes | Pending. |
| Approval of the August 26, 2015 Minutes | Pending. |
| Approval of the September 9, 2015 Minutes | <p>President Fisher entertained a motion to approve the September 9, 2015 minutes.</p> <p>Scott moved, Rick second. No discussion and the group voted as follows:</p> <p>AYES: Fisher, Gilbert, Bastedo, Ferri-Mulligan, Hrdlicka, Hunter, Huston, Smith, Stark, Weiss.</p> <p>NOES: None</p> <p>ABSTENTIONS: Tatiana Vasquez (for Burnham), Miller, Jaramillo.</p> <p>ABSENT: Beavor, Cota, Hector, Kinde, Shabazz, Weiss.</p> <p>Motion carried.</p> |
| Approval of the September 23, 2015 Minutes | <p>President Fisher entertained a motion to approve the September 23, 2015 minutes.</p> <p>Scott moved, Jeremiah second. Sarah asked to change the word important to importance on page 5 and the group voted as follows:</p> |

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| | <p>AYES: Fisher, Gilbert, Bastedo, Ferri-Mulligan, Hrdlicka, Huston, Smith, Stark, Weiss.</p> <p>NOES: None</p> <p>ABSTENTIONS: Tatiana Vasquez (for Burnham), Hunter, Miller, Jaramillo.</p> <p>ABSENT: Beavor, Cota, Hector, Kinde, Shabazz, Weiss.</p> <p>Motion carried.</p> |
| Presentation: | |
| Upcoming/Filling Positions – G. Fisher | <p>President Fisher mentioned that two of the Vice Presidents are not in attendance, Dr. Kinde (will arrive later) and Dr. Shabazz is at a conference. Neither have presented any positions that they wish to present to Council. President Fisher asked Scott if he had any positions and he replied no positions from Administrative Services.</p> |
| Special Funding – E. Sanker (1 st) Special Funding – E. Sanker (2 nd) | <p>President Fisher stated that Eddie Sanker had requested that two special funding emerging needs be heard. Mr. Sanker did not submit the required documents (these documents are available from the President's Office). So the matter will be tabled until Mr. Sanker has an opportunity to either submit his documents or withdraw his request to have the items heard at College Council.</p> |
| Spring 2016 Faculty Hires – G. Fisher | <p>President Fisher stated that on September 30, Chancellor Baron appeared before Academic Senate, and said that they would hire eight full time faculty to begin Spring semester. He said we would use the current college process for hiring. Initially, our plan was based on hiring 5 full time faculty to begin the recruitment during spring and hire for fall 2016. But with the statements of Mr. Baron we are moving forward as expeditiously as possible. In order to hire as many of the faculty of the eight as possible for spring, we must begin tomorrow. I have an open forum tomorrow where I will outline the entire hiring process and the stated approximate time line. There is a very small portion of the responsibility that rests with the campus, but it's mostly rests with HR. I hope you have a copy of the program review list which Senate President Jeremiah Gilbert emailed me following the Chancellor's comments that had been completed for 14-15 and that you agree that this is the list that we should be working from. The process is that program review prioritizes each of the categories: faculty, classified, budget augmentation, equipment, technology and facilities. So the positions will not change. None of the prioritization that is done by program review</p> |

Spring 2016 Faculty Hires – G. Fisher (Continued)

is modified. We don't make changes at this level to the order but to avoid confusion I'm going to revisit what we did last year to make sure that everyone understands that it had nothing to do with the faculty list. It had to do with budget, facilities, technology where we were talking about money and we had a specific amount of money, \$1M, that we were going to disperse to various departments that had gone through the program review process and their needs were prioritized. There were by far more needs than money. College Council undertook the time consuming process of determining how far down each list we could go with the money we had. When you come back to the College Council meeting we'll be walking you through this process this year with the current list we have on file. We had monies that were separate from the general fund. The monies that we were using were from our fund balance, unrestricted and we had monies that were restricted, for example, Fund 41, monies that can only be spent for certain things. So, Scott Stark went through and identified those items on the program review list that could be funded by some restricted monies. So we moved those out of the list and moved the next item up in place. So, for example, No. 3 on the list was a treadmill.

Scott continues and said we could fund that treadmill for the new gymnasium out of the bond project and then move down to the next item on the list.

President Fisher goes on to say as far as faculty positions were concerned, those were not considered because we had no money for new faculty positions. When we did fund a new faculty position, it was psychology. That was the number one position on the then existing program review list that was selected for funding. We had funding for eight positions, and it was College Council that made the determination of which eight positions we would fill. Now, we're not dealing with the situation like that of last year with regard to faculty positions. I'm asking this body to make a recommendation with respect to the list that you see that those are the eight positions that will be funded for hiring for Spring 2016.

Rick said by making this decision now we're taking all of our ongoing money that we possibly could have hired classified staff which we also need, and we've committed that only to faculty, and that's my concern.

Spring 2016 Faculty Hires – G. Fisher (Continued)

Dr. Fisher said that the state afforded this district \$840,000 for faculty positions. That's it. The \$840,000 was sufficient based on Scott's calculations and Jose Torres's at the District to fund five full time faculty positions here at SBVC and two at Crafton Hills College, that's roughly \$100,000 for each position with a little bit left over. The Chancellor determined that we can use some of our adjunct monies to hire more full time faculty and therefore Valley would hire eight full time faculty members and Crafton would hire three. So we're still pretty much locked in with a faculty focus for those monies. I am waiting to see the final decision from District now that it's going to be eight and not five and what our fund balance will be ultimately and how much we're going to be able to commit of that fund balance with the hope that it will remain somewhat stable and looks more like ongoing funds than not. In some areas we're able to hire full time positions with our student success and student equity monies. Brice Harris, our state chancellor sent out a notice recently that we should treat these monies not as general funds but as more permanent than the soft monies or categorical monies that traditionally we have identified them to be. We will then work with the Vice President of Student Services and his team, because the monies come under student services and Dr. Shabazz will be giving a presentation on the plans, and it will be up to us to make changes or modification to the plans, to make sure that we are able to move into the process for more positions, that supports student success or equity or both, knowing that some of the monies need to be identified for more counselors. I've already approved two counselors and a coordinator, so now we need to see how many more full time counselors, which are also faculty, we need, but there are other positions that are not faculty. For example, with Dr. Smith's area, with research, the student success and student equity, the state requires so much data. Dr. Smith is under a tremendous burden in trying to pull all of that data with very little help. We need to take some of those monies to shift over to hire some permanent support staff for the office of research and planning. We'll look at where the gaps are and where we can use some of those monies to meet some of our critical needs particularly in classified. This is the list we're working from and Jeremiah I'm sure we're in agreement here, let's say that we get all the way through the spring semester and it's one of those positions like physics was, where we just kept going

Spring 2016 Faculty Hires – G. Fisher (Continued)

out and out and we couldn't get anyone, that doesn't mean we abandon that search.

Jeremiah said we just resume the search. If we fail in fall first and we don't hire, then we go back out in spring for a fall hire.

Diane asked the eight positions will come from this list, when those eight are full, this list is gone.

President Fisher said you're absolutely right. Once we select our eight from this list, this list is done for faculty and then we're going to go to the next list because that's the only comment the Chancellor made, eight from our current list.

Paula said then we'll add more later.

President Fisher said then we'll deal with that after December for fall.

Dave asked if they're expecting more for next fall.

President Fisher said yes. In looking at where we are now with the FON, it looks like we need to hire at least two more faculty. We get this \$840,000 each year that's already committed. But what's really important for us to know as a college is that we must meet our target. If we don't meet our target we're not going to get our \$4,700 per FTES and then that's going to jeopardize our ability to hire more faculty for the fall. It looks like we're going to need two. We would like to hire more than that, but we can't hire what we don't have. Scott will help me out while I'm explaining is, the thinking is okay, instead of hiring adjunct you just use those monies to hire full time faculty. That sounds good on the surface, but mathematically it leaves a major gap in terms of the number of sections we can offer because it's three to one.

Scott said from a fiscal sense, for the same amount of money it's one full time faculty member by the FTES, for the same amount of money adjunct produces three times the FTES. So in terms of back filling, when we hire a full time faculty member about a third of that salary can be covered with adjunct faculty and then we have to fill in the rest with adjunct faculty. You can't pay just out of adjunct the full time salary. So there's still a big adjunct load, and if there's not, we can't achieve our

Spring 2016 Faculty Hires – G. Fisher (Continued)

FTES targets and if we don't achieve our FTES targets for this year then we'll be underfunded for next year.

President Fisher stated Dr. Kinde is doing a very good job in trying to project the number of FTES, but our target is 4.5 and we're sitting at a little over 1.2. Dr. Smith, if we take into consideration the information we received about the AB540 students and 157 FTES and how that's probably going to influence our percentage because 70 or so of those are probably 85-40 students and will be ones for which we count the FTES and are paid apportionment for. See, non-residents, no apportionments and that's what I'm distinguishing here. We are carefully monitoring and tracking where we are. So as we move into the spring semester, we get a final on the FTES generated for fall. The spring semester is already fairly firm with what we are intending to offer, and then we have summer, the summer that ends before June 30 where we can decide what adjustments we need to make in order to meet our target. But all of that influences what we will be able to do in terms of hiring additional faculty above and beyond. If we're able to generate the FTES with fewer sections through efficiency and productivity then we put ourselves in a stronger position to operate within the budget and have some left that we can say these are ongoing funds that can be used to support one or two faculty positions.

Paula asked if one position is not filled through the flow chart, do we go through the program review list and pull the top one off of program review?

President Fisher said it can go through program review.

Jeremiah responded and if there's a program review, it's up to the program review process.

President Fisher stated that takes any question out of it. We don't have to reorganize, it's just right down the list, position one is the one, and that's sort of what we did with the psychology position. A vacancy is to be filled based on program review because that's the greatest need and we have already defined and decided it at this level.

Spring 2016 Faculty Hires – G. Fisher (Continued)

Rania asked say we're looking at fall, spring and then summer to meet that target FTES, if we as a college decide to have a winter session, that would strengthen our FTES numbers, right? We wouldn't have to worry so much about offering so many sections in the spring, because that winter session would ultimately be better and beneficial to us, right?

John said most of the data shows a slight bump the first year similar to a shorter calendar and colleges that have experience with a winter session see a decrease in the fall and spring. And so you end up at about the same place. You get a 31% or so on average, but that's what other schools' data tell us. We get an increase in success, we get a little tiny increase in FTES, that's all.

Diane asked what are the comps to staffing which will not be made?

President Fisher said over the years for this college, our fall semester has generally been larger than our spring semester. If I'm looking at the numbers that we have for this fall semester, it speaks to the need for us to have a larger spring semester and that it has not been the case generally. I know that there are always a few anomalies along the way. James, does the data bear that?

James responded that's generally the way it works. I remember one year we were calling people to find out whether they were interested in enrolling for spring. That helped and when that happens the enrollment actually goes up, in general. Last time we had lists of people who had been enrolled the previous year but did not enroll and asked why, and whether they would be interested in coming back.

President Fisher said if we can build our enrollment, we have a fund balance, it's about \$3M, and I had conversations with Scott about how much the FTES costs. We need to look at an investment so that we are in the best position to have sufficient income to be able to fund those one or two additional positions above the eight that I've mentioned. So this is all something that we can work through and hopefully and not so late during the spring semester that we're out of that best time for recruiting full time faculty.

Dave made a motion to hire the first eight positions. James second.

Spring 2016 Faculty Hires – G. Fisher (Continued)

Jeremiah comments he wants to make a friendly amendment for clarification. That we move forward with these eight hires for spring. If for any reason they cannot be hired for spring such as they failed the search, or they haven't met the stats, and that if they're not hired for spring, that they're hired for fall.

Diane said I notice that English was not on here, even though we got the replacements, we still should have been on that list. So, I feel solid but I just wanted to say that so that it's recorded.

President Fisher asked from the program review?

Diane answered it was submitted and it should have been, I don't know why but I didn't notice it before.

President Fisher if you truly have an interest in knowing certainly. I know that the committee members would find out what happened. I happen to have the complete file in my office, so I have a backup to provide if you like. President Fisher asked all in favor of Jeremiah's friendly amendment and they voted as follows:

AYES: Fisher, Gilbert, Bastedo, Ferri-Mulligan, Hamdy, Hrdlicka, Hunter, Huston, Miller, Smith, Stark, Jaramillo.

NOES: None.

ABSTENTIONS: Burnham, Kinde.

ABSENT: Beavor, Cota, Hector, Shabazz, Weiss.

President Fisher asked Dr. Kinde to begin the process and said your first step is that your managers can enter the position, and Amalia has agreed, that we can enter the positions in people admin. They will then submit the personnel requisition form which will at the same time go to Scott, and me, and fiscal, and then it will move through. As soon as the Chancellor's cabinet approves it, HR believes that they can begin their part even before Chancellor's cabinet being ready for that, and the last piece is about committee memberships. We have a CSEA representative, we have the Academic Senate President, we need to begin working with the managers, to appoint committee members ASAP.

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| <p>Spring 2016 Faculty Hires – G. Fisher (Continued)</p> | <p>Dr. Kinde said from my area the email would go out to the Deans this afternoon. That's not a problem but as far as HR, normally they go to HR.</p> <p>President Fishers said they will, for the appointees. But they have to be predominantly faculty members on the committee. That was one point that was made and we can start identifying committee members now. As soon as we know which positions, we can do that.</p> |
| <p>Accreditation and Student Learning Outcomes – C. Huston</p> | <p>Celia said we should have a draft out tomorrow of the follow up report, which is going to address the action statement to resolve vacancies to date and that's what we're working with, with the report and once that's put to bed and out for feedback then I can switch back over to SLO hat, and start getting the SLO things back through. Those are my plans.</p> <p>President Fisher asked so we're at 99% on PLOs?</p> <p>Celia said were at 99% on PLOs, were at 100% on courses.</p> <p>President Fisher asked what's the holdup?</p> <p>Celia answered it's making connections with the two remaining faculty department chairs, it's like one of those scheduling issues. With Senate, we are looking at the revision of core competencies and so that will come back again next meeting and probably have it all worked out by the following meeting, so expect that to be resolved this semester.</p> <p>Gabriel asked if he can report out of order because he has another commitment he needs to go to and President Fisher asked for a motion, Celia moved, James second and the committee voted as follows:</p> <p>AYES: Fisher, Bastedo, Hamdy, Hrdlicka, Hunter, Huston, Kinde, Miller, Ferri-Mulligan, Smith, Stark. NOES: None. ABSECTIONS: Gilbert, Burnham. ABSENT: Beavor, Cota, Hector, Shabazz, Subero, Weiss.</p> <p>Gabriel announced that the San Bernardino County Council Family Reform is going to be next Wednesday, from 4:00 to 8:00 p.m. We'll probably be emailing out invitations to all faculty and staff and hopefully they can announce it to the classrooms so maybe you can spread the word and help us out.</p> |

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| <p>Accreditation and Student Learning Outcomes – C. Huston (Continued)</p> | <p>Paula said she was getting worried and asked if the English Department is in the top eight because the English Department submitted, we don't know that, if they're in the top eight what happens? She also said I don't know that many people saw the list until today. It might be true of you if you were on Council or Academic Senate.</p> <p>President Fisher responded the list went out campus wide. I don't know how many people read it when it went out, but it was a long time ago.</p> <p>Paula said what if it was a clerical mistake.</p> <p>President Fisher said I will look at my file to see if there is anything there. If there is a clerical error, I agree, we have to reconsider where this would be. But we will not ignore it, I will at least look. I don't know what the consequence of what I find will be.</p> <p>Dr. Kinde asked for my purposes then maybe I should wait until tomorrow?</p> <p>President Fisher responded no for now we need to get started.</p> <p>President Fisher announces that Lorrie Burnham works as a microbiologist and is joining College Council as the co-chair of the facilities and safety and I wanted all of you to welcome Lorrie. Tatiana was sitting in for her, so thank you and welcome.</p> |
| <p>Educational Master Plan – J. Smith</p> | <p>James said that the District has hired a consultant to do an Educational Master Plan for the District and it's unclear at this point how it's going to affect the campus and what will they have under our Educational Master Plan but I do know they will be visiting the campus to collect information and clarify what their role is in terms of supporting us in developing an Educational Master Plan.</p> <p>President Fisher said she received an email from Keith Wurtz and it sets a date for two meetings, one for Chancellor's cabinet and one for all the members of college council and asked that they schedule the meeting during our college council time and will let everyone know when that will be.</p> |

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| <p>Educational Master Plan – J. Smith (Continued)</p> | <p>James said we're not sure how they perceive their role in terms of what they will do on campus. We know that they've been hired to do the District's Educational Master Plan. There is some confusion as to what they will have for the campus assisting or facilitating to integrate the two campuses with the District. They're confused and it's not clearly defined. James also said I see a gap in terms of representation from technology. One of the things that has come up in statements at the District is that they see a need for a greater connection between the course offerings and employment in the community. Especially for people who are coming to the community college for immediate employment after they take courses here to get a certificate or degree. There's this emphasis that's been placed on that, but at the same time I didn't see anybody at the table from CTE and maybe not even here. So, I think maybe we need to be careful about making sure that voice is heard.</p> <p>President Fisher said I will turn to the Vice President of Instruction and to the Senate President to consider faculty appointees that you would recommend to me from our applied CTE technology and the others, like accounting and business, and that we have that representation because it is absent. When we start looking at applied technology, we don't have CTE at the table and that's a problem.</p> <p>Dr. Kinde said the Dean oversees the program, at least he needs to be a part of that so that he can take words back to the faculty.</p> <p>President Fisher said I don't object to that but he is a manager. And I'm looking for the faculty voice so maybe that would be the two. The manager and you decide on a faculty appointee not to the council but to the committee.</p> <p>Jeremiah said I will work on it. It's just a matter of availability.</p> |
| <p>Strategic Planning – J. Smith</p> | <p>James said this is a revised version of what we had last week. Here we have the mission and vision that drives everything but College Council still has some impact on the strategic plan and on the mission because later we'll talk about the recommended changes to the mission that we, under the committee where Jeremiah chaired, take a good look at it.</p> |

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| <p>Strategic Planning – J. Smith (Continued)</p> | <p>There was further discussion and input regarding evaluation assessment, prioritization and the ongoing process.</p> <p>President Fisher said rather than this going round and round, we'll put it on the agenda one more time and vote and we're done. That's excellent work, both of you. Thank you very much.</p> <p>James says we decided to ask the campus for their feedback about the changes we needed to make in the Mission Statement in order to come into compliance with the demands. We sent out an email for people to make whatever comments they wanted and it really did generate quite a bit. I also went to the Professional Development Committee and met with some of the Student Services Staff and what you have in front of you is the raw data from everything that I have collected.</p> <p>President Fisher asked Jeremiah would you remind us of the criterion that you're working from, what you have to have.</p> <p>Jeremiah said the mission describes the institution's broad educational purposes, it's intended student population, the types of degrees and other credentials it offers, and it's commitment to student learning and student achievement. That's the new eligibility requirement.</p> <p>Rania suggested that they could do a campus survey and come up with three or four statements, and we could make a blank box if you have another idea as to how this would be rewritten, write it in the form of a statement.</p> <p>James said so okay, I have at least four maybe five that I will put together and send out.</p> |
| <p>Program Review – P. Ferri-Milligan</p> | <p>Paula said Program Review is going fine, we've got November 4 at midnight as the deadline for all the needs assessment. We will rank on the November 13th and the 20th, those two Fridays, so we should be done at the end there. Paula had a question for Scott regarding the Grant Block Funds because the Divisions are ranking right now and they wanted to know what was going to be funded out of there so they could take it out of their ranking or if anything was going to be funded.</p> |

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| <p>Program Review – P. Ferri-Milligan (Continued)</p> | <p>Scott said the block grant instructional funding this year went to library materials. It went to the same thing that it funded last year. So the answer to that is that they need to put everything in there that they want a chance for other funding to support it.</p> <p>Paula said we're having a discussion in Program Review because there are some areas that like when we require division rankings, there's none, so what do you do with them to be equitable, so we are going to have a discussion at some point.</p> <p>Rick said I've modified the form to say department ranking and I'm sending it to you.</p> <p>There was further discussion regarding division rankings for instructional and the five year plan and Scott mentioned it was a state requirement. He also said it's all one big block grant, they don't divide it up, it's an instructional and facilities block grant.</p> <p>Scott said there was some talk about benches across the entire campus, so now the facilities and safety committee is going to work with divisions in all the different buildings to assess the needs for benches. But the majority of the conversation centered around how are we going to respond to emergencies. We don't have a district emergency manager and I know we're trying to hire one and we're taking a close look at that and we're going to come up with plans to restructure ourselves better for an emergency.</p> |
| <p>Committee Reports (start at 2:30 p.m.):</p> | <p>Celia said back in April 2013 College Council approved over \$200,000 for active shooter program to lock down all our areas, and it was supposed to be installed the following fall, and I was wondering what happened to all that?</p> <p>Scott answered I believe the District was going to take over, and this afternoon I sent an email to Jose Torres who is our Vice Chancellor and our new Director of Facilities with the background on this and we have a rough order of \$300,000 and provided a little more detail and an outline plan for them. I told our President that if District Office doesn't follow through on it now, that I'll take it on personally and we'll make it happen.</p> <p>President Fisher said District wanted to go to a card swipe system with ID cards. So then nothing happened and that's where we are now.</p> |

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| <p>Committee Reports (start at 2:30 p.m.): (Continued)</p> | <p>Scott said it's working with our current hardware. For all the doors that have twist locks, we're going to put a key in the classroom in every room so it's accessible for everyone. For every door in classrooms and other significant rooms that don't have the twist lock on them, we'll put some tab hardware on that so we will be able to lock that door. He also said there's systems out there that are estimated at millions of dollars District wide to do this. This is a low cost quick thing that we want to do.</p> <p>President Fisher said when we were ready to move forward they slowed our progress because we could actually end up losing money because of the duplication of effort. People have concerns, we have money for this project and we need to move forward. I'll say we discussed it in College Council, it needs our attention in the very near future, something like that to move it along. Any other committee reports?</p> <p>Rania stated that the Professional Development Committee has been talking about getting more sabbaticals for Valley. They brought me all this research about how many other sabbaticals other colleges get and we approached the Vice Chancellor of HR and she wants to get the CTA union involved. Separately, I'm working with Dr. Shabazz on a career pathways workshop. He does a presentation for other campuses and organizations regarding upward mobility at a community college so I've taken that presentation and I've modified it for him to work here on the campus, and hopefully by November, we will have a workshop for everyone.</p> |
| <p>OTHER:</p> | |
| <p>Adjournment:</p> | <p>Meeting adjourned at 2:52 p.m.</p> |
| <p>Next College Council Meeting: October 28, 2015 Academic Year 15-16 (bi-monthly, 2nd & 4th Wednesdays from 1-3 PM) 11-11-15/11-25-15 12-09-15/12-23-15 01-13-16/01-27-16 02-10-16/02-24-16 03-09-16/03-23-16 04-13-16/04-27-16 05-11-16/05-25-16</p> | |

Program Review Needs Assessment Rankings
2014 - 2015

| | 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

| 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 | | |

FACILITIES AND SAFETY PROJECT PRIORITIZATION FOR FY 15

| Description | Department | Approx. Amount | Priority |
|--|---------------------|-----------------------|-------------|
| Program Review: | | | 1-46 |
| Ventilation/Sound in HLS 213, 218, 222, & 230 | Science | | 1 |
| Lighting and AC/Heating in HLS 134, 135, 230 & 235 | Science | | 1 |
| Fix Noisy Fan/Ventilation in HLS 213 | Science | | 1 |
| Install Baseball Safety Netting Between Baseball and Soccer Field | PE | \$ 60,000 | 2 |
| Install Sound Proofing between Welding Lab and Machine Tech Classrooms | Applied Technology | \$ 10,000 | 3 |
| Drop Ceiling for HVAC Lab | Applied Technology | \$ 20,000 | 4 |
| Higher Level of Security for the Health Science Department Office Area | Science | \$ 30,000 | 5 |
| Area for Storage and to Cut Steel for Welding Lab | Applied Technology | \$ 250,000 | 6 |
| Room Darkening Shades for Art 107 & 114 | Arts and Humanities | \$ 300 | 7 |
| Additional Space for Student Success Center | Science | | 8 |
| Additional Space for Nursing Labs | Science | \$ 256,000 | 9 |
| Replace Noisy AC in Machine Tech Classroom | Applied Technology | \$ 8,000 | 10 |
| Drop Ceiling for Diesel Classrooms and Lighting | Applied Technology | \$ 20,000 | 11 |
| Water Supply Technology Office Space | Applied Technology | \$ 5,000 | 12 |
| Move Projector Screens in HLS 2nd Floor Rooms | Science | | 13 |
| Replace Football Field Artificial Turf | PE | \$400,000 - \$600,000 | 14 |
| Replace Track Surface | PE | \$300,000 - \$400,000 | 15 |
| Dedicated Classroom/Lab for Pharmacy Technology | Science | \$ 122,000 | 16 |
| Renovation Office Space for Pharmacy Technology Faculty | Science | \$ 1,000 | 16 |
| Additional Lighting in Art 129 & 131 | Arts and Humanities | \$ 2,213 | 17 |
| New Dance Studio or Modification of Existing Classroom | Arts and Humanities | \$ 19,500 | 18 |
| Replace Keyed Switch with a Normal Off/On Switch in PS Building Classrooms | Science | \$ 300 | 19 |
| Additional valve stations in T101 | Applied Technology | \$ 20,000 | 20 |
| Fenced and Shelter Area for Welding Lab | Applied Technology | \$ 35,000 | 21 |

FACILITIES AND SAFETY PROJECT PRIORITIZATION FOR FY 15

| Description | Department | Approx. Amount | Priority |
|--|---------------------|----------------|-------------|
| Program Review: | | | 1-46 |
| Dedicated Lab Space for Water Supply Technology | Applied Technology | | 22 |
| HLS 218 Needs Biosafety Cabinets not Fume Hoods | Science | | 23 |
| Move Alarm for 2nd Floor of HLS Building from Nursing Office | Science | | 24 |
| Door Between HLS 130 & 131 | Science | \$ 10,000 | 25 |
| Benches on Second Floor for HLS for Students | Science | | 26 |
| Dropped Ceilings in HLS 218 & 217 | Science | \$ 35,000 | 27 |
| BIO Gardens Maintenance | Science | | 28 |
| Directory for Faculty and Staff in HLS | Science | | 29 |
| Conference Room for Humanities Division | Arts and Humanities | | 30 |
| Repair the Soccer Field | PE | \$ 400,000 | 31 |
| Repair the Baseball Field | PE | \$ 300,000 | 32 |
| Install Awning for CTS Carts | CTS | \$ 45,000 | 33 |
| Install Drop Ceiling in Machine Tech Classroom | Applied Technology | \$ 20,000 | 34 |

| Priority | Totals | Division | Department | Request | Cost (K) | Ongoing cost |
|----------|--------|------------------|------------------|------------------------------|----------|----------------|
| 1 | 59 | Science | Chemistry | Color Printers | 3 | not requested |
| 2 | 69 | Library | Library Lab | Print Release Station | 5.5 | from Profits |
| 3 | 71 | Police | Criminal Justice | 10 Additional Laptops | 13.5 | 13.5 / 5yr |
| 4 | 83 | Research | Grants | Database Software | 6 | funded by dept |
| 5 | 88 | Science | Nursing | 9 Additional Computers | 13.5 | 13.5 / 5yr |
| 6 | 94 | Student Services | DSPS | Put 20 computers in Rotation | 30 | 30/5yr |
| 7 | 112 | Science | GIS | 15 iPads | 7.5 | not requested |
| 8 | 124 | Science | PharmTech | Desktop & Backup Drive | 3 | not requested |
| 9 | 125 | Student Services | DSPS | 2 Mac, 4 iPads, 4 Laptops | 11.5 | not requested |
| 10 | 127 | Social Sciences | Child Dev | 3 Laptops and Stands | 4.5 | not requested |
| 11 | 130 | Social Sciences | Sociology | Scate Ignate Software | 0.5 | not requested |
| 12 | 139 | Science | Geology/Ocean | 15 Laptops | 30 | 1.5 yr |
| 13 | 142 | Social Sciences | Sociology | Clickers | 4 | not requested |
| 14 | 175 | Social Sciences | Sociology | 15 Laptops and Cart | 25 | 22.5 / 5yr |
| 15 | 196 | Social Sciences | Psychology | 40 Seat Computer Lab | 160.5 | 25k yr |



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San Bernardino Community College District



Valley College

Agenda

October 28, 2015

I. Introductions

- A. HMC/ALMA Team
- B. District Strategic Planning Committee (DSPC)
 - a. Individual Introductions

II. Goals of the Process/Master Planning: Relationship Diagram

- A. Brief History of How We Got Here (Glen Kuck, Keith Wurtz)
- B. Budget Driven/or Driving Budget
- C. Relationship of the Strategic Plan to the Educational Master Plan to the Facilities Plan
 - a. What are the Key Goals in the Strategic Plan that Need to be Incorporated in All Plans?
- D. Educational Master Plan
 - a. Direction Established, Setting Program Review in Meeting Needs of Constituents
 - b. Staffing Analysis
 - c. Implementation
 - d. Accreditation
 - i. Current Status
 - ii. Committees
 - e. Program/ Space Utilization
- E. Facility Master Plan: Integrate Relationship Between the Educational Master Plan and the Facilities Master Plan
 - a. Facility Drivers and Questions-Expectations
 - i. Space Utilization as Per Time Efficiency
 - ii. Pragmatic Concerns
 - iii. Total Cost of Ownership/Maintenance
 - b. Space Utilization Evaluation/Drivers
 - i. Programmatic Implications
 - ii. Decision/Learning Outcomes
- F. District Areas
 - a. Educational Master Planning
 - i. Economic Development Corporate Training
 - ii. KVCR-Public Broadcasting?

- b. Human Resources/Accreditation, Staffing Reports
 - c. Facilities Department/Master Planning
- G. Unique/Implementation Plan
 - a. Follow-Up with Implementation the Results and Outcomes
- H. Potential Local Facilities Bond?
 - a. Statewide Bond on November 2016 Ballot
 - b. \$2 Billion for Community College
- I. Use Process to Unite and Strengthen a Collegial Environment

III. District/College Committees-Diagram Handed Out

- A. Roles/Responsibilities
- B. District Strategic Planning Committee (DSPC)
 - a. Relationship to College Committees
 - b. Authority
 - c. Transparency Understood by All Participants
- C. Schedule/Timelines

IV. Educational/Facility Master Plan Deliverables (Scope of Work Handout)

- A. Education Master Plan Tying Program to Education
 - a. Program Review-Purpose/Direction
 - b. Staffing Analysis-Piggy Backing Off Current Review
 - c. Implementation Plan
- B. Incorporating Individual College's Unique Culture and Constituency, Process Similar at Each College/Results Will Be Specific to the Colleges

V. District /College Committees-Diagram Handed Out

- A. Roles and Responsibilities
- B. District Strategic Planning Committee
 - a. Relationship to College Committees?
 - b. Authority
 - c. Transparency Understood by All Participants
- C. Schedule /Timelines
 - a. Confirm Schedule
 - b. Confirm Deliverables

VI. Next Steps?

- A. Setting the Stage for Success!

ATTACHMENT A

SCOPE OF WORK

Process

Based on our understanding of the District, the project scope described in your RFP, and discussions with SBCCD during contract negotiations, we have outlined a process for working with you to develop your Educational and Facilities Master Plans.

We will employ the five-step process described below and in the description of our Approach that follows, as a framework for discussions as we work with you to address your specific goals for this important project.

Step 1 / Prepare

During this step, we will compile and review your educational/instructional data and existing planning documents. We will work with you to refine the project scope and to tailor the planning process and stakeholder participation to address the specific needs of your district. We will meet with your designated steering committee to review the process and schedule, define the project scope and discuss your master plan goals.

STEP 1 DELIVERABLES

- / Final project scope and timeline
- / EMP/FMP table of contents
- / Meeting agendas and minutes

Step 2 / Analyze

This step will validate existing conditions and trends and establish a foundation of shared knowledge on which to plan for the future. Our team will conduct the internal and external scans and data analysis and engage the District's constituency to gain the benefits of stakeholders' insights. Departmental/program interviews will be conducted and instructional programs will be reviewed and analyzed. Concurrently, our team will update your Space Inventory, review your Facilities Condition Assessment, conduct site visits and meet with key personnel in order to build a complete understanding of the functioning and adequacy of your existing sites and facilities. Steering committee meetings will be conducted to review and validate our team's analysis and define the key academic and facilities planning issues and opportunities to be addressed in the master plans.

STEP 2 DELIVERABLES

- / Space Inventory Update
- / EMP internal and external scans
- / EMP program analysis
- / Review of retail/commercial facilities
- / FMP analyses of existing conditions
- / Agendas and meeting minutes

ATTACHMENT A

SCOPE OF WORK

(CONTINUED)

Step 3 / Frame

Based on the shared understanding of issues and opportunities, this step will establish goals and criteria upon which to plan. Institutional Goals and Objectives will be established for each college, upon which programs of instruction and support services and enrollment/WSCH projections will be defined. Implementation linkages between the educational plans and other long-term plans, including the facilities master plan, will be developed. Our team will analyze the existing space Inventory and establish quantified programs of facilities space needs, based on Title V standards, to meet the future needs of both colleges. Steering committee meetings will be conducted to review the elements of this development framework and establish facilities planning priorities and criteria to guide the exploration of facilities planning options.

STEP 3 DELIVERABLES

- / EMP goals and implementation plan
- / Program enrollment and WSCH projections
- / Growth plan for colleges and outreach areas
- / Quantified space needs program
- / Meeting agendas and minutes
- / Instructional Space Utilization analysis

Step 4 / Explore

During this step our team will develop a series of facilities planning options for each campus that are built on the program of facilities space needs and address facilities planning priorities and criteria, as well as key issues and opportunities identified in the analysis of existing conditions. Several meetings will occur during this step to review and discuss options with the steering committee. At the conclusion of this step the committee will identify a preferred option for each campus to be developed into the recommended solution.

STEP 4 DELIVERABLES

- / Campus development options
- / Preferred option for each campus
- / Interim Accreditation Report
- / Meeting agendas and minutes

Step 5 / Recommend

During the final step our team will develop the master plan recommendations, including facilities and site improvement project scopes and sequence of implementation. This information will be reviewed at the final planning committee meetings for buy-in and approval. We will then develop ROM budgets and staffing requirements, along with strategies to maximize funding opportunities. The educational and facilities master plan documents will be prepared as the final step and draft documents will be made available for review and comment. The completed SBCCD Educational and Facilities Master Plan documents will clearly demonstrate a participatory and integrated planning process that reflects your institutional cultures and serves as a meaningful roadmap for the future.

STEP 5 DELIVERABLES

- / EMP/FMP documents (6 printed copies and an electronic file of each)
- / FMP capacity/load analysis
- / Staffing and training analysis
- / Rough order of magnitude project development budgets
- / Total cost of ownership model
- / Project development programs and timeframes
- / Project funding strategies
- / State capital outlay positioning
- / Meeting agendas and minutes

ATTACHMENT A

SCOPE OF WORK

(CONTINUED)

Approach

The process of master planning is dynamic and exciting. When done well, the result will be a detailed roadmap to meet the needs of multiple constituencies. Addressing the needs of students, faculty, staff and community, the educational master plan becomes one of the principle documents that provide direction to meet the requirements of accreditation and a formative evaluative roadmap. A facilities master plan, when linked to and driven by the educational master plan, results in a plan for a campus that is the physical embodiment of the institution's academic vision. Thus, it is vital that the master planning process connects with and gives voice to the college's community.

Within a multi-college district, there are multiple master planning documents. Integrated planning provides a mechanism through which the District Strategic Plan, the Educational Master Plans, the Facilities Master Plans, and other long-range plans are aligned to support the District's mission and positioned to guide the District, colleges, divisions and departments in a unified direction. The alignment of integrated planning provides evidence of a collaborative process and ensures that the implementation of each plan has "buy-in" across the many constituencies.

Our five-step integrated master planning approach provides a logical sequence of activities that builds upon previous steps and results in the development of data-driven plans with measurable goals and actions for implementation.

Step 1 / Prepare

Educational/instructional and facilities data gathering will be a continuous effort throughout the integrated master planning process. The data compilation processes, outlined below, will provide the quantitative and qualitative information necessary for the formative and summative evaluation results that inform the development of master planning goals and implementation strategies.

Compiling and Reviewing Existing Documents and Data

We will compile and review all existing documents relevant to the master planning process. Such documents include the current strategic plan, educational master plans, facility master plans, technology plans, sustainability plans and program review documents, as well as surveys, building and infrastructure plans, EIRs, energy and water utility usage records, and transportation studies. Access to the District's FUSION information will provide our team with the current

space inventory, facilities condition reports, and facilities planning information. It is also important that an integrated master planning process include a review of the current and past accreditation reviews/documents in order to gain an understanding, not only the quantitative information, but the context in order to better support the District and colleges to fulfill and implement the recommendations of the accreditation committee.

Integrated Master Planning Steering Committee/Constituent Input

Every community college district is unique with its own culture and institutional memory and history. Upon meeting with the District and colleges' administration and staff, the shared governance processes at SBCCD will be better understood and involvement of the stakeholders may be accomplished efficiently and transparently.

The involvement of stakeholders will be facilitated through meetings, interviews, workshops, town hall-style meetings, community forums and, possibly, surveys. Presentation materials and draft agendas for all meetings will be created for review by the District and colleges prior to circulation.

At the initial leadership workshop, our team will collaborate with District and college leadership to structure the

ATTACHMENT A

SCOPE OF WORK

(CONTINUED)

organizational participation and ensure that the master planning process is conducted appropriately within the District environment. We will establish data sources for the demographics analysis and establish the appropriate contacts within the District from whom to obtain educational and facilities planning information. We will establish milestones to move the project toward completion in accordance with the approved timeline. Listening to input from the District regarding the current environment, expectations for the work product, limitations, and ideas is essential. Reviewing these key aspects of the existing planning framework will prepare us to work effectively.

- History of the District, colleges and centers, and their academic planning efforts
- Mission, vision and goals
- Strategic plan
- Last accreditation report and self-study
- Education, facility, technology and student equity plans
- Student learning outcomes

The District and Colleges will determine the appropriate personnel to participate in Master Plan Steering Committee Workshops and our team will assist in this process as needed. The number and timing of steering committee workshops will be confirmed and, when needed, three separate workshops

will be held to help ensure the representation of all constituencies. During the first steering committee workshop, our team will introduce the committee members to the planning goals, process, and timeline and solicit their input on measures of success for the master planning project. Committee members will have the opportunity to participate in activities intended to broaden their perspective and knowledge of the campuses.

Step 2 / Analyze

The activities in Step 2 are intended to create a knowledge base and a shared understanding of internal strengths and weaknesses and external conditions and trends that present challenges and opportunities for the future. The following is a description of the planning elements and activities that will be facilitated by our planning team. The results of these activities will be reviewed and vetted at steering committee workshops, town hall meetings and other venues for stakeholder input.

Internal Scan—Profiles of the District and Colleges

We will conduct an analysis of the internal profile of the District and both colleges—San Bernardino Valley College and Crafton Hills College. Performance indicators to be examined

include enrollment, weekly student contact hours (WSCH), section offerings, full-time equivalent faculty (FTEF), student learning outcomes (SLOs), student success and retention rates, transfer rates, degrees, and certificates awarded. Student demographics will also be analyzed, such as student age groups, gender, race and ethnicity, and feeder high schools. Also included in the internal scan will be the analyses of data from planning documents such as accreditation committee reports and the SBCCD *Staffing Plan Report 2014-2017*.

Stakeholder and Constituent Engagement

Students, the Board of Trustees, District administration, certificated staff, classified staff, and community organizations will be engaged in the planning process. Engagement of the entire constituency of SBCCD will allow an understanding of insights regarding educational programs and delivery. The process will provide opportunities for stakeholders to create a connection with the District and colleges. Listening to students, employees and community members about their joys and frustrations is one of the most valuable tools to understanding not only behavior, but to discovering the motivations of the constituents. We may engage stakeholders using a

ATTACHMENT A

SCOPE OF WORK

(CONTINUED)

variety of methods including interviews, online surveys, town hall-style meetings, and one-on-one interviews.

External Scan—Community Context

An analysis of demographic data for the District and each college's service area will be completed. Data will identify indicators such as the service area population's average age and income, educational attainment, household size, ethnic make-up, future population growth projections and feeder high school statistics. Data regarding regional labor market information, including business and industry profiles and growth trends for future employment and job demand will be analyzed. A review of employment data and projections with current instructional program offerings at each College will provide valuable educational planning information.

Program Analysis

Instructional programs will be reviewed and analyzed on a departmental level. Using the program review process characteristics such as enrollment, section offerings, WSCH, WSCH/FTEF, instructional methods offered, success, retention, and student learning outcomes will be matched with definitions of success and facility use. Departmental and program interviews will be conducted at each college and information will be incorporated into the educational plans. Enrollment and

WSCH projections using acceptable methods will be conducted for each college based on data from internal and external scans.

Facilities Analysis

To gain a comprehensive and holistic understanding of the functioning and adequacy of your existing campuses, our team will review your plans and studies, observe patterns of use and interview key personnel. The facilities analysis will focus on many aspects of your campuses to provide an understanding of the surrounding context, vehicular and pedestrian circulation, parking capacity, functional zoning, character and use of outdoor space, energy and water usage, and other existing conditions that are important for planning future campus development and operations. The civil engineers on our team will also review existing storm water management systems and their adequacy in relation to recently enacted water quality regulations.

Space Inventory Update

Our team of educational and facilities planners will review your facilities and update SBCCD's space inventory on FUSION. This important task will provide an accurate accounting of your existing space and will lay the groundwork for data-driven facilities planning.

Task 3 / Frame

An indicator of a thorough and integrated planning process is the clear alignment and linkage between distinct planning documents and implementation/action plans. The educational master plan for both colleges will be aligned with and will support the District Strategic Plan and will inform the college facilities master plans, technology plans, and other key planning documents through the use of implementation tools that will be developed for this purpose.

Space Utilization Analyses

Our team of educational and facilities planners will analyze the level of efficiency at which existing lecture and laboratory space is utilized. We will look for factors that may be limiting usage and instruction design options within each space. These analyses will help to inform decision-making when exploring options for future development of instructional space on your campuses.

Program Projections

Enrollment and WSCH will be projected for the five-year benchmark intervals for each college, based on data from internal and external scans and using a methodology that will be developed in collaboration with District and college leadership.

ATTACHMENT A

SCOPE OF WORK

(CONTINUED)

Educational Master Plan Goals and Implementation Plan

Each college's educational master plan will have institutional goals for instructional and student support services. Each college's goals and objectives will be unique to its culture and identity, while aligned with the District-wide Strategic Plan. All educational master plan goals and objectives will be defined and measurable to support the accreditation commission's recommendations.

Integrated and Connected Planning

The vision and goals of the educational master plan must inform the facility master plan in regards to the quantity and type of space needed to meet instructional projections and programs. The educational master plan will project the future programs of instruction and support services at five-year benchmark intervals for years 2021, 2026, and 2031. Based on WSCH projections, Title V standards, and information in the FUSION database, the programs of instruction and support services will be translated into quantified space needs for each benchmark year, through the analysis of space need or surplus by room use type (lecture, laboratory, office, library, etc.). Through these space analyses, the educational master plan will establish parameters and guidelines

for the facilities master plan to plan for the amount and type of space that is aligned with the projected WSCH loads and is supportable by capacity load ratios. Facilities planning priorities and criteria will be developed through steering committee discussions to establish a vision for the quality of the campus environments and instructional and student support spaces.

Step 4 / Explore

During this step, our team will prepare and facilitate the review of a series of innovative facilities development options that translate the space program parameters, planning priorities, and criteria into physical facilities and site improvements. Through interactive workshops, we will facilitate a series of planning exercises to engage the group and foster innovative, out-of-the-box thinking. An important element of this step is the broadening of the discussion to include college and community groups to share preliminary thoughts and ideas before the master plan recommendations are finalized.

Prepare Preliminary Options

Previously established planning parameters, priorities and criteria will be reviewed. Preliminary options will be presented, discussed and evaluated.

Further Development of Options

Based on stakeholder input, more options will be developed and evaluated until a "preferred option" for each campus is selected.

Accreditation Reporting

Interim Accreditation Reports will be prepared during this step of the planning process. These reports will show that good planning is well underway. They will describe the colleges' draft institutional goals and objectives and demonstrate that they align with the District-wide Strategic Plan and support the accreditation commission's recommendations.

Step 5 / Recommend

During the final step our team will develop the preferred options into graphic and written recommendations, including capital project descriptions and implementation sequencing. The Facilities Master Plan will include innovative recommendations for future-oriented and sustainable campus development resulting from our multi-discipline team's integrated planning approach. The recommendations will address the character of outdoor spaces and buildings, water quality, infrastructure, transportation, circulation, energy and water use and other essential elements. This

ATTACHMENT A

SCOPE OF WORK

(CONTINUED)

Analysis

- Programs that Generate Significant Enrollment
- Programs that Generate Significant FTES
- Programs with High Success Rates
- Programs with High Retention Rates
- Programs with Low Success Rates
- Programs with Low Retention Rates
- Programs that Have Potential for Growth
- Programs that Have Declined in FTES
- Programs that Have not Grown
- Change in Student Demographics
- Industry in Area that will Provide for Employment Growth
- Necessary Training to Feed Labor Market
- Unmet Training Demand in Labor Market

Growth Projections

- Area Population
- Department of Finance Projections for the College
- Actual Growth Trend Calculated
- WSCH and Enrollment Projections
- FTEF Projection

Capacity Load Projections

- By Lecture
- By Laboratory
- By Office
- By Library
- By AV/TV

College Trends and Forecasts

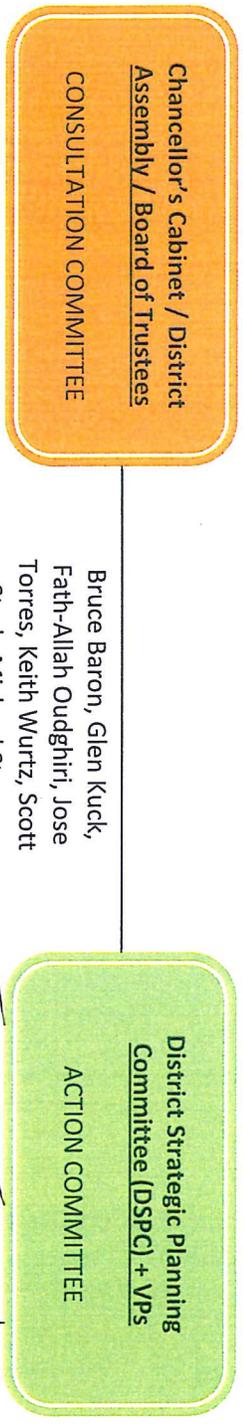
- Enrollment Trends
- Success and Retention Rates
- Persistence Rates
- Degrees and Certificates Awarded
- By Ethnicity

- By Gender
- Transfers to Four-year Institutions
- Unit Loads
- Full-time Equivalent Students (FTES) Trends
- Full-time Equivalent Faculty (FTEF) Trends
- WSCH per FTEF

Program Trends and Forecasts

- Enrollment Trends
- Success and Retention Rates
- Degrees and Certificates Awarded
- Average Time to Complete Degree or Certificate
- Full-time Equivalent Students (FTES) Trends
- Full-time Equivalent Faculty (FTEF) Trends
- WSCH per FTEF by Program

EDUCATIONAL / FACILITIES MASTER PLANNING COMMITTEES



Office

District Implementation Committee
KVCR
EDCT
HR, Fiscal, TESS, Facilities, Police
CONSULTATION COMMITTEE

Crafton Hills College Committee
EMP Committee
College Council
(Meet 2nd & 4th Tuesday Each Month)
CONSULTATION COMMITTEE

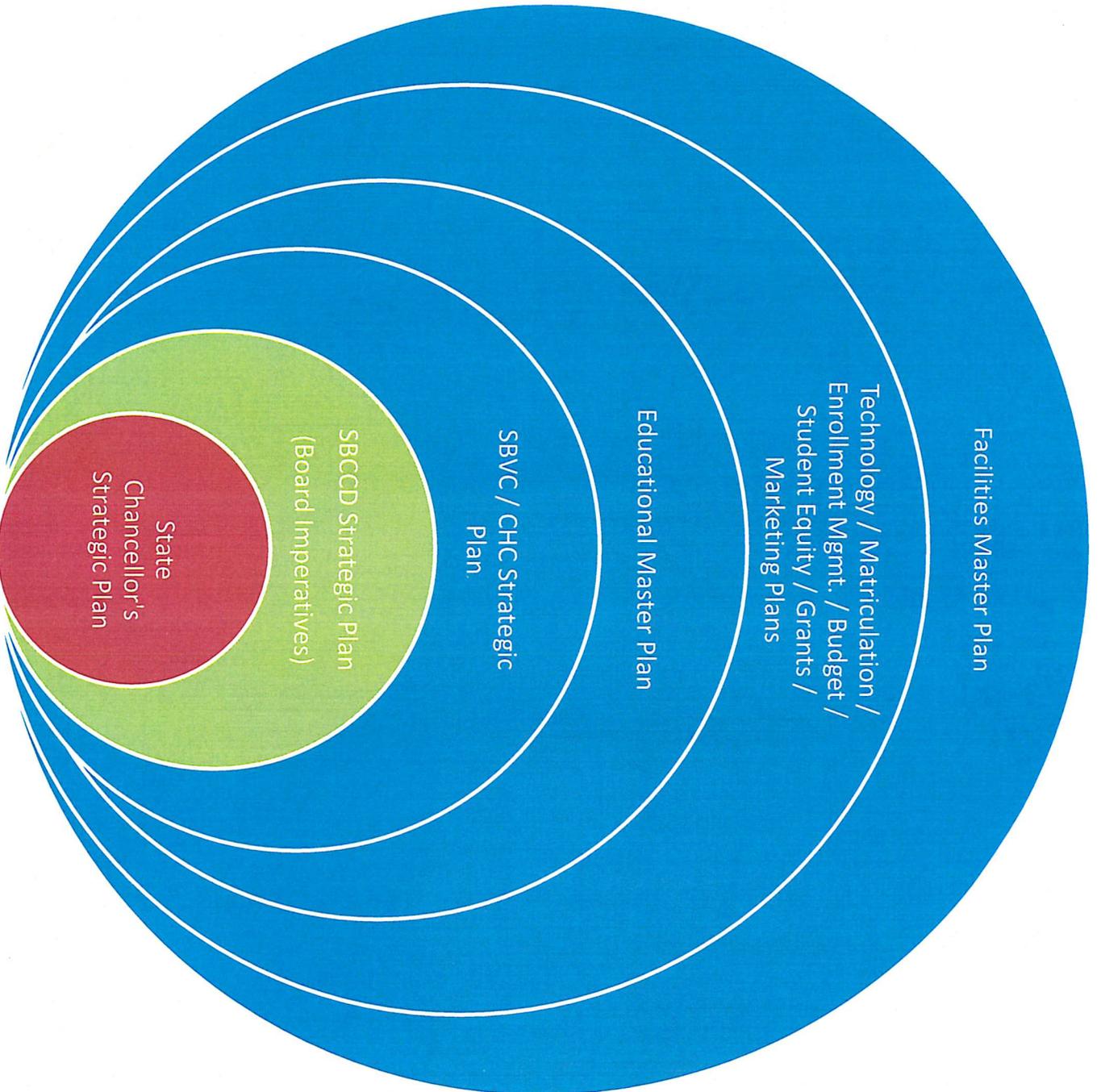
San Bernardino Valley College Committee
College Council
CTE/ATE Rep, Dean of Research & Planning
(Meet 2nd & 4th Wednesday Each Month)
CONSULTATION COMMITTEE

Planning Process
Dept. Interviews
Student & Community Outreach?
(IEEP Economist, County Supps, AB86 Meeting)

Planning Process
Dept. Interviews
Student & Community Outreach?
(Town Hall, Survey, Social Media)

Planning Process
Dept. Interviews
Student & Community Outreach?
(Town Hall, Survey, Social Media)

MASTER PLANNING RELATIONSHIPS



PROGRAM REVIEW NEEDS 2014-2015 FUNDING WORKSHEET

| | BUDGET | Amount | Dept. | Funded/ Fund Balance | Funded/ Other Funding | Comments |
|----|---|---------------------|---------------------|---------------------------------|----------------------------------|-----------------|
| 1 | WST-establish budget | \$10,000.00 | | | | On Going |
| 2 | Anthro-establish budget | \$600.00 | | | | On Going |
| 3 | Dance-establish budget | \$2,000.00 | | | | On Going |
| 4 | Welding-1-budget increase | \$11,860.00 | | | | On Going |
| 5 | Culinary-budget increase | \$20,000.00 | | | | Completed |
| 6 | Biology-lab supplies | \$28,000.00 | | | | On Going |
| 7 | Polit-model UN club | \$3,438.00 | | | | On Going |
| 8 | Soc-establish budget | \$300.00 | | | | On Going |
| 9 | Child Dev-establish budget | \$600.00 | | | | On Going |
| 10 | Chemistry-lab supplies | \$15,000.00 | | | | On Going |
| 11 | Writing Ctr-budget increase | \$8,000.00 | | | | On Going |
| 12 | Auto collision-supplies | \$14,000.00 | | | | On Going |
| 13 | Counseling-adjunct | \$104,000.00 | | | | On Going |
| 14 | Auto tech-replace Perkins prof expt | \$45,000.00 | | | | On Going |
| 15 | Theatre-productions | \$10,000.00 | | | | On Going |
| 16 | Library-student workers | \$5,000.00 | | | | On Going |
| 17 | Welding-2 budget increase (lottery decr) | \$29,212.00 | | | | On Going |
| 18 | Biology-field research | \$2,060.00 | | | | On Going |
| 19 | Geogr/Geol-field trips | \$3,000.00 | | | | On Going |
| 20 | RTVF-media acad interns | \$16,000.00 | | | | On Going |
| 21 | Welding-3 budget increase (supplies) | \$8,400.00 | | | | On Going |
| 22 | Geology-tutors | \$2,500.00 | | | | On Going |
| 23 | Library-LearnExpr | \$5,000.00 | | | | On Going |
| 24 | Geography-tutors | \$4,000.00 | | | | On Going |
| 25 | Biology-microscope maintenance | \$6,300.00 | | | | On Going |
| 26 | Chemistry-maintenance | \$10,000.00 | | | | On Going |
| 27 | Nursing-maintenance | \$3,000.00 | | | | On Going |
| 28 | Geology-supplies | \$1,000.00 | | | | On Going |
| 29 | Biology-specimens/supplies | \$1,200.00 | | | | On Going |
| 30 | Library-binding | \$2,000.00 | | | | On Going |
| 31 | Biology-journal subscription | \$1,625.00 | | | | On Going |
| 32 | Sci Div-equipment maintenance | \$20,000.00 | | | | On Going |
| 33 | Pharm Tech-establish budget | \$1,225.00 | | | | On Going |
| | BUDGET TOTAL | \$394,320.00 | FUNDED TOTAL | \$ - | \$ - | |

PROGRAM REVIEW NEEDS 2014-2015 FUNDING WORKSHEET

| | EQUIPMENT | Amount | Dept. | Funded/ Fund Balance | Funded/ Other Funding | Comments |
|----|--------------------------------|---------------|--------------|---------------------------------|----------------------------------|-----------------|
| -1 | Auto tech-steam rack hoist | \$8,000.00 | | | | Completed |
| 2 | Bio-microscopes | \$390,000.00 | | | | |
| 3 | Anthro-skeletal models | \$5,125.00 | | | | |
| 4 | Culinary-fryer, ovens, steamer | \$100,000.00 | | | | |
| 5 | lib-barcode scanners | \$1,500.00 | | | | |
| 6 | Auto collision-tools | \$26,400.00 | | | | |
| 7 | Chem-FTIR | \$54,000.00 | | | | |
| 8 | Music-pianos | \$7,000.00 | | | | |
| 9 | Electronics-test equipment | \$55,000.00 | | | | |
| 10 | WST-lab equipment | \$3,000.00 | | | | |
| 11 | Geol-utility cart | \$750.00 | | | | |
| 12 | HVAC-AC refrig trainers | \$79,500.00 | | | | |
| 13 | Diesel-alignment machine | \$50,000.00 | | | | |
| 14 | GeoGIS-relief maps | \$1,500.00 | | | | |
| 15 | Diesel-drum machine | \$25,000.00 | | | | |
| 16 | Physics-multimeters | \$900.00 | | | | |
| 17 | Theatre-sharktooth scrim | \$1,228.00 | | | | |
| 18 | Diesel-flywheel grinder | \$37,000.00 | | | | |
| 19 | Theatre-muslin drop | \$635.00 | | | | |
| 20 | Kin-steppers | \$27,000.00 | | | | |
| 21 | Diesel-engine | \$86,000.00 | | | | |
| 22 | Auto tech-alignment hoist | \$25,000.00 | | | | |
| 23 | Physics-force tables | \$1,760.00 | | | | |
| 24 | Auto tech-scantool update | \$3,000.00 | | | | |
| 25 | Kin-recumbent bikes | \$27,000.00 | | | | |
| 26 | Auto collision-aluminum mig | \$12,000.00 | | | | |
| 27 | WST-valve models | \$13,000.00 | | | | |
| 28 | Kin-rowing machine | \$3,200.00 | | | | |
| 29 | Chem-pipettes | \$10,000.00 | | | | |
| 30 | PharmTech-digital thermometers | \$500.00 | | | | |
| 31 | Kin-revolv stepper | \$27,000.00 | | | | |
| 32 | Physics-balances | \$2,125.00 | | | | |
| 33 | Kin-benches | \$18,000.00 | | | | |
| 34 | Bio-kidney model | \$1,750.00 | | | | |
| 35 | PharmTech-hotplates | \$4,200.00 | | | | |
| 36 | PharmTech-capsule equip | \$10,500.00 | | | | |
| 37 | Kin-mats | \$6,000.00 | | | | |
| 38 | Bio-ear bones | \$150.00 | | | | |

PROGRAM REVIEW NEEDS 2014-2015 FUNDING WORKSHEET

| | | | | | | |
|------------------------|-------------------------------|-----------------------|---------------------|-------------|-------------|--|
| 39 | Physics-oscilloscopes | \$16,350.00 | | | | |
| 40 | PharmTech-conical grad cyl | \$1,875.00 | | | | |
| 41 | Kin-Jacobs ladder | \$27,000.00 | | | | |
| 42 | Anthro-stone tool kit | \$320.00 | | | | |
| 43 | Anthro-calipers | \$225.00 | | | | |
| 44 | Anthro-flash cards | \$385.00 | | | | |
| 45 | Anthro-DNA models | \$225.00 | | | | |
| 46 | Soc-world map | \$250.00 | | | | |
| 47 | PharmTech-digital balances | \$4,500.00 | | | | |
| 48 | Bio-balances | \$675.00 | | | | |
| 49 | Physics-Vernier lab equipment | \$82,515.00 | | | | |
| 50 | Bio-pelvis model | \$550.00 | | | | |
| 51 | Bio-EKG | \$7,000.00 | | | | |
| 52 | Bio-spirometer | \$10,000.00 | | | | |
| EQUIPMENT TOTAL | | \$1,276,593.00 | FUNDED TOTAL | \$ - | \$ - | |

| | TECHNOLOGY | Amount | Dept. | Funded/ Fund Balance | Funded/ Other Funding | Comments |
|-------------------------|------------------------------|---------------------|---------------------|---------------------------------|----------------------------------|-----------------|
| 1 | Color Printers | \$3,000.00 | Chemistry | | | not requested |
| 2 | Print Release Station | \$5,500.00 | Library Lab | | | from Profits |
| 3 | 10 Additional Laptops | \$13,500.00 | Criminal Justice | | | 13.5 / 5yr |
| 4 | Database Software | \$6,000.00 | Grants | | | funded by dept |
| 5 | 9 Additional Computers | \$13,500.00 | Nursing | | | 13.5 / 5yr |
| 6 | Put 20 computers in Rotation | \$30,000.00 | DSPS | | | 30/5yr |
| 7 | 15 iPads | \$7,500.00 | GIS | | | not requested |
| 8 | Desktop & Backup Drive | \$3,000.00 | PharmTech | | | not requested |
| 9 | 2 Mac, 4 iPads, 4 Laptops | \$11,500.00 | DSPS | | | not requested |
| 10 | 3 Laptops and Stands | \$4,500.00 | Child Dev | | | not requested |
| 11 | Scate Ignate Software | \$500.00 | Sociology | | | not requested |
| 12 | 15 Laptops | \$30,000.00 | Geology/Ocean | | | 1.5 yr |
| 13 | Clickers | \$4,000.00 | Sociology | | | not requested |
| 14 | 15 Laptops and Cart | \$25,000.00 | Sociology | | | 22.5 / 5yr |
| 15 | 40 Seat Computer Lab | \$160,500.00 | Psychology | | | 25k yr |
| TECHNOLOGY TOTAL | | \$318,000.00 | FUNDED TOTAL | \$ - | \$ - | |

PROGRAM REVIEW NEEDS 2014-2015 FUNDING WORKSHEET

| | FACILITIES & SAFETY | Amount | Dept. | Funded/ Fund Balance | Funded/ Other Funding | Comments |
|----|--|-----------------------|---------------------|---------------------------------|----------------------------------|-----------------|
| 1 | Ventilation/Sound in HLS 213, 218, 222, & 230 | | Science | | | Funded |
| 2 | Lighting and AC/Heating in HLS 134, 135, 230 & 235 | | Science | | | Funded |
| 3 | Fix Noisy Fan/Ventilation in HLS 213 | | Science | | | Funded |
| 4 | Install Baseball Safety Netting Between Baseball and Soccer Field | \$60,000.00 | PE | | | Funded |
| 5 | Install Sound Proofing between Welding Lab and Machine Tech | \$10,000.00 | Applied Technology | | | |
| 6 | Drop Ceiling for HVAC Lab | \$20,000.00 | Applied Technology | | | |
| 7 | Higher Level of Security for the Health Science Department Office Area | \$30,000.00 | Science | | | |
| 8 | Area for Storage and to Cut Steel for Welding Lab | \$250,000.00 | Applied Technology | | | |
| 9 | Room Darkening Shades for Art 107 & 114 | \$300.00 | Arts and Humanities | | | |
| 10 | Additional Space for Student Success Center | | Science | | | |
| 11 | Additional Space for Nursing Labs | \$256,000.00 | Science | | | |
| 12 | Replace Noisy AC in Machine Tech Classroom | \$8,000.00 | Applied Technology | | | |
| 13 | Drop Ceiling for Diesel Classrooms and Lighting | \$20,000.00 | Applied Technology | | | |
| 14 | Water Supply Technology Office Space | \$5,000.00 | Applied Technology | | | |
| 15 | Move Projector Screens in HLS 2nd Floor Rooms | | Science | | | |
| 16 | Replace Football Field Artificial Turf | \$400,000 - \$600,000 | PE | | | |
| 17 | Replace Track Surface | \$300,000 - \$400,000 | PE | | | |
| 18 | Dedicated Classroom/Lab for Pharmacy Technology | \$122,000.00 | Science | | | |
| 19 | Renovation Office Space for Pharmacy Technology Faculty | \$1,000.00 | Science | | | |
| 20 | Additional Lighting in Art 129 & 131 | \$2,213.00 | Arts and Humanities | | | |
| 21 | New Dance Studio or Modification of Existing Classroom | \$19,500.00 | Arts and Humanities | | | |
| 22 | Replace Keyed Switch with a Normal Off/On Switch in PS Building | \$300.00 | Science | | | |
| 23 | Additional valve stations in T101 | \$20,000.00 | Applied Technology | | | |
| 24 | Fenced and Shelter Area for Welding Lab | \$35,000.00 | Applied Technology | | | |
| 25 | Dedicated Lab Space for Water Supply Technology | | Applied Technology | | | |
| 26 | HLS 218 Needs Biosafety Cabinets not Fume Hoods | | Science | | | |
| 27 | Move Alarm for 2nd Floor of HLS Building from Nursing Office | | Science | | | |
| 28 | Door Between HLS 130 & 131 | \$10,000.00 | Science | | | |
| 29 | Benches on Second Floor for HLS for Students | | Science | | | |
| 30 | Dropped Ceilings in HLS 218 & 217 | \$35,000.00 | Science | | | |
| 31 | BIO Gardens Maintenance | | Science | | | |
| 32 | Directory for Faculty and Staff in HLS | | Science | | | |
| 33 | Conference Room for Humanities Division | | Arts and Humanities | | | |
| 34 | Repair the Soccer Field | \$400,000.00 | PE | | | |
| 35 | Repair the Baseball Field | \$300,000.00 | PE | | | |
| 36 | Install Awning for CTS Carts | \$45,000.00 | CTS | | | |
| 37 | Install Drop Ceiling in Machine Tech Classroom | \$20,000.00 | Applied Technology | | | |
| | FACILITIES AND SAFETY TOTAL | \$1,669,313.00 | FUNDED TOTAL | \$ - | \$ - | |

PROGRAM REVIEW NEEDS 2014-2015 FUNDING WORKSHEET

| | | | | |
|----------------------|----------------|---------------------|------|------|
| TOTAL OF ALL REVIEWS | \$3,658,226.00 | TOTAL FUNDED AMOUNT | \$ - | \$ - |
|----------------------|----------------|---------------------|------|------|

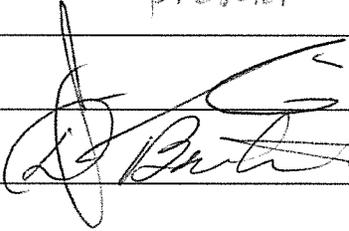
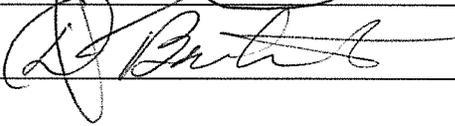
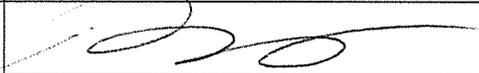
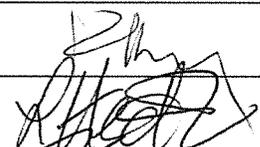
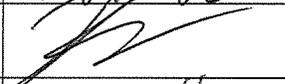
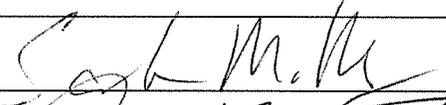
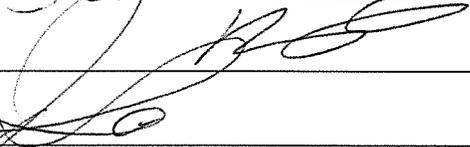
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|--------------------|--------|
| GRAND TOTAL FUNDED | \$0.00 |
|--------------------|--------|

COLLEGE COUNCIL MEETING – SIGN IN

DATE: October 28, 2015

TIME: 1:00PM – 3:30PM

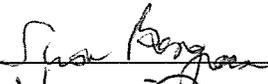
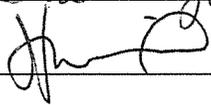
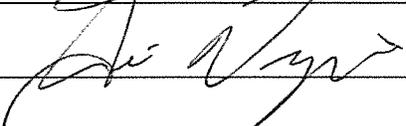
LOCATION: President's Conference Room ADSS-207

| NAME | DEPARTMENT | SIGNATURE |
|----------------------|---|---|
| Dr. Gloria Fisher | President (Chair) | Present |
| Jeremiah Gilbert | Academic Senate President (Co-Chair & Academic Senate) |  |
| Dave Bastedo | Faculty, Science (Technology) |  |
| Aaron Beavor | Classified Senate President (Classified Senate) | |
| Lorrie Burnham | Faculty, Biology (Co-Chair Facilities & Safety) | |
| Marco Cota | Dean, Counseling (Matriculation) (Enrollment Management & Student Equity) |  |
| Paula Ferri-Milligan | Faculty, Reading (Program Review) |  |
| Rania Hamdy | Professional Development Coordinator (Professional Development) |  |
| 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 | VP, Instruction (Instruction/Accreditation/Curriculum) | |
| Sarah Miller | Designee for CSEA President (CSEA) |  |
| Rick Shabazz | VP Student Services (Student Services) |  |
| James Smith | Dean, Research, Planning & IE (Research & Planning) |  |
| Scott Stark | VP Admin. Services (Administrative Services) |  |
| Linda Subero | ASG President (Associated Student Government) | Javier Vizcarro |
| Kay Weiss | Dean, Arts & Humanities (Program Review) | |

(19 members)

10/22/15/dd

MEETING GUEST(S) – SIGN IN (Below)

| NAME | DEPARTMENT | SIGNATURE |
|------------------------|-----------------------------------|---|
| Susan Bangasser | Dean, Science (CTE) |  |
| Albert Maniaol | Dean, Applied Technology (CTE) |  |
| Consultation Committee | | |
| KAROL PASILLAS | ADMIN SVCS | Karol Pasillas |
| Shaun A. Blyskal | ALMA Strategies |  |
| JAVIER VIZCARRA | ASG |  |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE 10/28/15

| Member NAME (PLEASE PRINT) | MOTION: | MOTION: | MOTION: | MOTION: |
|-------------------------------|---------|---------|---------|---------|
| <u>Dr. Fisher</u> | | | | |
| First | | | | |
| Second | | | | |
| AYES | X | X | X | |
| NOES | | | | |
| Abstentions | | | | |
| Absent | | | | |
| Motion Carried or Failed | | | | |

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND TURN INTO STAFF AT END OF MEETING OR LEAVE ON TABLE & STAFF WILL PICK UP

Absent For 1st Motion & 2nd Motion

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE 10/28/15

| Member NAME (PLEASE PRINT) | MOTION: | MOTION: | MOTION: | MOTION: |
|-------------------------------|--------------------|--------------|---------|---------|
| <u>J. GILBERT</u> | BUDGET ASSUMPTIONS | EST. BUDGETS | | |
| First | SARAH | JEREMYH | | |
| Second | PICK | SARAH | | |
| AYES | ✓ | ✓ | | |
| NOES | | | | |
| Abstentions | | | | |
| Absent | | | | |
| Motion Carried or Failed | C | C | | |

LATE ARRIVAL TIME: 1:10 PM

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND TURN INTO STAFF AT END OF MEETING OR LEAVE ON TABLE & STAFF WILL PICK UP

*Mhv 2 - EMP to go first
MVE*

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE _____

| Member NAME (PLEASE PRINT) | MOTION: | MOTION: | MOTION: | MOTION: |
|-------------------------------|-------------------------------------|-------------------------------------|---|---------|
| <i>D. Bastedo</i> | <i>OCT 14 win</i> | <i>Approve Purchase Ribonic</i> | <i>EXTRACT ESTABLISH BUDGETS.</i> | |
| First | | | | |
| Second | | | | |
| AYES | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| NOES | | | | |
| Abstentions | | | | |
| Absent | | | | |
| Motion Carried or Failed | | | | |

LATE ARRIVAL TIME:

DEPARTURE TIME, IF PRIOR TO END OF MEETING:

PLEASE COMPLETE AND TURN INTO STAFF AT END OF MEETING OR LEAVE ON TABLE & STAFF WILL PICK UP

480 #2 Motion per TL

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE 10-28-15

| Member NAME (PLEASE PRINT) | MOTION: | MOTION: | MOTION: | MOTION: |
|----------------------------------|--------------|----------------|---------------|---------|
| <u>Marie Co</u> <u>Loftis</u> | <u>Amber</u> | <u>Bridget</u> | <u>Rachel</u> | |
| First | | | | |
| Second | ✓ | ✓ | ✓ | |
| <u>AYES</u> | | | | |
| NOES | | | | |
| Abstentions | | | | |
| Absent | | | | |
| Motion Carried or Failed | | | | |

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND TURN INTO STAFF AT END OF MEETING OR LEAVE ON TABLE & STAFF WILL PICK UP

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE 10-28-15

| Member NAME (PLEASE PRINT) | MOTION: | MOTION: | MOTION: | MOTION: |
|-------------------------------------|----------------|-----------------------------|----------------|----------------|
| <i>Paula</i> <i>Farr-Miligan</i> | <i>Minutes</i> | <i>EMIP</i> <i>First</i> | <i>Process</i> | <i>Bud Day</i> |
| First | | | | |
| Second | | | | |
| AYES | X | X | | |
| NOES | | | | X |
| Abstentions | | | | |
| Absent | | | | |
| Motion Carried or Failed | | | | |

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND TURN INTO STAFF AT END OF MEETING OR LEAVE ON TABLE & STAFF WILL PICK UP

1st Not here on 1st motion

VOTING RECORD - COLLEGE COUNCIL MEETING - DATE 10-28-15

| Member NAME (PLEASE PRINT) | MOTION: | MOTION: | MOTION: | MOTION: |
|-------------------------------|--|------------------------------------|---------|---------|
| Letricia | <u>2nd</u> Needs Assessment assumption | <u>3rd</u> fund. establish funding | | |
| First | same | | | |
| Second | Rollie | | | |
| <u>AYES</u> | Letricia | | | |
| NOES | | | | |
| Abstentions | Abstention | | | |
| Absent | | | | |
| Motion Carried or Failed | Carried | | | |

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND TURN INTO STAFF AT END OF MEETING OR LEAVE ON TABLE & STAFF WILL PICK UP

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE 10/28/15

| Member NAME (PLEASE PRINT) | MOTION: | MOTION: | MOTION: | MOTION: |
|-------------------------------|---------|------------------------|------------|--------------------------------|
| <u>Rick</u> | Minutes | Move Earlier | Assumption | Terminical Establish Budget |
| <u>Andi</u> | 10/14 | Scott Scott | Sarah | Terminical |
| First | Scott | | Richard | Sarah |
| Second | Jones | | | |
| AYES | X | X | X | X |
| NOES | | | | |
| Abstentions | | | | |
| Absent | | | | |
| Motion Carried or Failed | | | | |

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND TURN INTO STAFF AT END OF MEETING OR LEAVE ON TABLE & STAFF WILL PICK UP

Absent first 2 votes

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE 10/28

| Member NAME (PLEASE PRINT) <u>D. Kunkin</u> | MOTION: | MOTION: | MOTION: | MOTION: |
|---|---------|---------|---------|---------|
| First | | | | |
| Second | | | | |
| AYES | X | | | |
| NOES | | | | |
| Abstentions | | X | | |
| Absent | | | | |
| Motion Carried or Failed | | | | |

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND TURN INTO STAFF AT END OF MEETING OR LEAVE ON TABLE & STAFF WILL PICK UP

Apparently Necessary?

VOTING RECORD - COLLEGE COUNCIL MEETING - DATE October 28 2015

| Member NAME (PLEASE PRINT) | MOTION: | MOTION: | MOTION: | MOTION: |
|-------------------------------|----------------------|--|----------------|---|
| | Oct 14 M. minutes | Motion Fisher Reprimed M. minutes | Motion: Agreed | Motion: Establish budget for programs within budget |
| First | Don't know | Don't know | Sarah Miller | Terepovich |
| Second | Don't know | Rann Hwang | Rick Hinkel | Sarah Miller |
| AYES | | | | |
| NOES | | | | |
| Abstentions | | | | Paola Ket Jones |
| Absent | | | | Diane |
| Motion Carried or Failed | Carried | Carried | | Carried |

LATE ARRIVAL TIME: Don't know

DEPARTURE TIME, IF PRIOR TO END OF MEETING: 3:34

*Voted in favor
of establishing
Budget for all
programs that
require staff*

PLEASE COMPLETE AND TURN INTO STAFF AT END OF MEETING OR LEAVE ON TABLE & STAFF WILL PICK UP

[Handwritten signature]

VOTING RECORD -- COLLEGE COUNCIL MEETING -- DATE 10/28/15

| Member NAME (PLEASE PRINT) | MOTION: | MOTION: | MOTION: | MOTION: |
|-------------------------------|------------------|---------------------------------|-----------------------|----------------------------|
| <u>James Smith</u> | <u>Call NOES</u> | <u>Move EMP to earlier time</u> | <u>Budget Process</u> | <u>Establishment of OD</u> |
| First | | | | |
| Second | <u>-15-</u> | | | |
| AYES | | * | * | |
| NOES | | | | |
| Abstentions | | | | * |
| Absent | | | | |
| Motion Carried or Failed | | | | |

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND TURN INTO STAFF AT END OF MEETING OR LEAVE ON TABLE & STAFF WILL PICK UP

VOTING RECORD – COLLEGE COUNCIL MEETING – DATE OCTOBER 28, 2015

| Member NAME (PLEASE PRINT) | MOTION: # 1 Minutes | MOTION: # 2 Award | MOTION: # 3 Assessment | MOTION: # 4 Establish FUNDING | MOTION: |
|-------------------------------|------------------------|----------------------|---------------------------|--|---------|
| <u>SCOTT STARK</u> | | | | | |
| First | X | X | | | |
| Second | | | | | |
| AYES | | | X | X | |
| NOES | | | | | |
| Abstentions | | | | | |
| Absent | | | | | |
| Motion Carried or Failed | C | C | C | C | |

LATE ARRIVAL TIME: _____

DEPARTURE TIME, IF PRIOR TO END OF MEETING: _____

PLEASE COMPLETE AND TURN INTO STAFF AT END OF MEETING OR LEAVE ON TABLE & STAFF WILL PICK UP