

OHLONE COMMUNITY COLLEGE DISTRICT
Room 1407 / Fremont Campus
and
Video Conference Room (Room 1219) / Newark Campus

College Council Meeting Minutes

February 9, 2009

ADOPTED

MEMBERS PRESENT:

Gari Browning	Tim Roberts
Ron Travenick	Bob Bradshaw
Jim Wright	Peggy Kauffman
Tina Dodson	Bill Parks
Leta Stagnaro	Stephanie Ramos
Mikelyn Stacey	Kurt Nordquist
Joanne Schultz	Jackie McCulley (ASOC)

MEMBERS ABSENT:

Linda Evers	Bill Duke
Dave Schurtz	Mike Calegari
Kim Stiles	

OPEN MEETING:

1. College Council Meeting Minutes

Approval of the December 8, 2008 College Council minutes:

MOTION: Moved/Schultz; Seconded/Stacey: Passed to approve the December 8 College Council minutes.

2. Enrollment Management Update

- Ohlone is funded by the state's general fund, with allocation based on FTES
- If we exceed our growth cap, we are not reimbursed for growth. Currently the growth is 1.20% over 2007-2008.
- Growth is up 13% for the semester.
- For the 2009-2010 school year, the governor's proposed budget has a 3% system wide growth target, given in our growth this year and other factors that we don't control – unemployment, fee increases, etc.
- Question: Is that increase of 13% different from the 1.20%?
- In the past we've considered summer a cushion, placed in either fiscal year. Ohlone has had a Fall, Spring, Summer school year in years past, rather than a fiscal year. It's probably more prudent to count in a fiscal year, with Summer 2009 going into the 2009-2010 year, this time around. This should bring us to our target growth.
 - It's really good that we're up 10.2 and 13.75%, we began with 67 FTES during the summer. We're going to be in the position of putting almost all summer enrollment forward.
 - Yes, we'll be planning our schedule to hit the 3% next year. It's just proposed though, so that's where we're going to aim.
- We're going to be cutting back summer by 18%, some of this by cutting back K-9 enrollment. We'll be cutting way back on K-9 enrollment for summer.

- Question: What we're doing is allowed by the state? Absolutely, it's the more fiscally conservative way to do this. We're just trying to make it easier to control growth and hit that target every year. We're still probably going to have to borrow from it.
- Question: What happens if we're drastically over cap? We're going to try not to. We would have a significant amount of enrollment that we would not be paid for. We're going to plan a schedule that would put it at 3% - if we're over in Fall, we might need to have cut backs in Spring 2010, and Summer 2010. Just like this year, we're planning a status quo schedule. More students are in classes this year. We cancelled 16 less sections this Spring than last year, more classes are over capacity. Our faculty have been consistently open to letting students into their classes. At some point we're going to hit "max".
- If we just rolled over this Fall, our existing schedule could accommodate 4% then? The classes that are traditionally full will remain so. By cutting back summer, hopefully we'll have Fall and Spring schedules that are the same. It's always hard to predict.
- If every seat was filled past official capacity, to seating capacity, what would that buy us?
- The new enrollment management system, is that electronic? It's new in the sense that it will pull data from Colleague to do enrollment planning, and will centralize data. Previously this has been done on spreadsheets, with a lot of manual manipulation. Now we can use set formulas, carry over data from the previous semester, which is much easier. The toll itself will be more accurate and easier for the deans. It's called XERMGT, that's the Datatel acronym for it. We may be able to transition this system from a planning tool to a monitoring tool. It can show which classes fill first. You can make comparisons with potential scenarios, add sections or programs and see the effects.

3. Accreditation Update

- Letter from the Accreditation Commission was received. Regarding our October letter and Report/Visit, the Commission said the following:
<http://www.ohlone.edu/org/accredselfstudy/docs/20090203letterfromaccreditingcommission.pdf>
- The remaining recommendations that need to be addressed are I-IV, about program review, planning, and evaluation of employees. Our warning status will continue until June.
- A number of points made in the 2008 report – planning cycle, using dates to assess our goals and objectives, linking planning and budget, broad based involvement, program data, program review, improving non-instructional program review, identifying evaluation of our processes, having one plan.
 - Right now we are driven by the chancellor's office more than one plan. We'll be pulling some of these plans in with our goals and objectives. The planning part is extraordinarily important.
- A report from the 2009 commission meeting (distributed) shows a list of all colleges and their status after their accreditation visits/reports.
 - Diablo Valley College was placed on "show cause".
 - "Warning" is less and less unusual.

4. Annual Planning

- The deadline has passed on submitting the PIOs, and 84 out of 88 responses were received. Five are still outstanding and will come in over the next couple of days.
- Jon Degallier's program is amazing, and can sort in many different ways. The database can be sorted by dean, activity center, authority code.
- The PIOs will serve as a driver to our goals.
- We're looking at the outcome assessment. To make sure that we're also looking at program reviews and planning agendas, to the extent that we could, they have been sorted to see if there were common themes that we should be including in our goals and objectives. The action plans referred to, and the resources needed to support the action plans – we're hoping they will guide how we use our time and resources, our day-to-day actions.
- Hope to use the PIOs, the objectives themselves to give direction to the college. If we prioritize them, we have satisfied that global look, resource allocation list will be set up automatically.

- Question: Still not clear – how and why would we prioritize PIOs? The ones at the top have college-wide impact, lower down on the list will be more focused, not campus-wide. It makes a statement about what we want to do as an institution. If there is extra money moving around, that we have a path to go there.
- Question – Still curious, what about the lower part of the list? They have less of a global impact, that's all. Resource allocation can take on a whole different dimension – using it as a toll to guide your day-to-day activity. We get tied up in the “extra money” aspect.
- A quick glance at some of the program reviews, most of them didn't refer to data or a budget. What is it that we're missing? The accreditation commission is not seeing it at the micro level.
- Some PIOs are requiring assistance from other departments. Maybe one department program objective is not the same as another's, and we're at odds with each other, there's got to be a meshing with each other. There's a coming together and conflict that would become a dialogue on how to get things done, everything will be exposed. You will get an idea of the campus wide dialogue of what's going on in the institution.
- If we get to a point where program review is more continuous, if it's more accessible, then it'll become more of an implementation tool and not just a planning tool. Maybe the criteria should be how many programs share the same objective.
- The important thing is the dialogue – we don't have the opportunity to find out other's priorities and objectives.
- We have multiple program reviews within our department. It made us think of one goal that could cover all of us, and it made for better communication. You're looking at a micro and macro scale.
- The program review process will result in PIOs. You won't be limited to one, one for each of your programs.

5. Strategic Planning

- Proposed Goals packet distributed.
- Key to text in proposed goals - blue text is continued over from the previous plan. Different in font – language from accreditation.
- Goals have been revised according to some of College Council's suggestions.
- There isn't a home for the arts, and there wasn't a goal in our previous plan about the arts and performance either. We need something about performing arts and aesthetics in general. We might want to add a value about aesthetics.
- During a review of the goals, there were whole departments or programs that didn't have a goal to try to achieve.
- This set of proposed goals is an attempt to cover every part of the institution.
- Other planning process updates:
 - Mike Bowman will be presenting at the board meeting on Wednesday, talking about the environmental scan. The scan has been posted to the Ohlone website.
 - We're going to community organizations – chambers, business organizations, local school districts, community improvement groups, etc. to give presentations and a survey to ask for their input. As a follow-up, there will be 4-5 breakfast meetings for dialogue and feedback, to see what these groups think. It's important to hear their ideas, and for them to know that they're important.
- The campus planning summit will be on March 12th, in the afternoon. An announcement will be sent out soon.
 - Please point out the importance of this summit meeting to your constituents.
 - This is an opportunity for everyone to have input in this process. Also, it's an indication of the college community's commitment to meet the accreditation standards.
 - The role of college council in this is to get your constituents to participate, to read the materials that are provided beforehand.
 - Question – Are we going to invite students? Yes, absolutely.

- Each goal relates to at least one value. There are ideas for objectives under each goal. You have those grown out of the environmental scan, or a planning agenda. Then you have a list of the planning agendas in the smaller font, and a list in blue, they are carryovers from the previous plan. None of this have been formed into “objective like” language. The self study had 41 recommendations, our recommendations to ourselves. You’ll see some overlap, but we’ll want to pull things that we see as most urgent and pull those into goals for the next five years. On page 4 for instance, some are in italics – accreditation team recommendations. One page 6, you had asked to create another goal. Feel free to add to that one and shape the language of it. Two goal “5”s by accident. Goal 5 “#2”, not what is listed as goal 6. In goal 7, we were brainstorming about visioning and putting them into this goal. It has three parts, and it needs some work.
- Another part of the College Council retreat – the Mission Statement (distributed). We identified some parameters for what our mission statement should include, and a little bit about direction.
 - A task force will work on our Mission Statement – Tim Roberts, Bill Parks, Mikelyn Stacey.
- Question – about the planning summit, will all the students be invited, or just selected students? We will channel this through ASOC, for signups, but have it open to all students. Maybe 30 students, same as last time?

6. Board Update

- January 14 Board meeting:
 - Reviewing board policies on a 4 year cycle. Just started this process, with 1st readings on policies related to the boards own operations. A task force might be created to work on the policies. Part of the value is to discuss some policies that are unique to Ohlone, and not the Community College League of California’s (CCLC) recommended templates. There is also a lot of procedure language in the policy, that needs to be removed and put into procedure.
- January 28th Board Workshop:
 - Team building workshop with Strengths-Quest facilitator. The board addressed how they can work better as a team by using and relying on each other’s strengths.
- Upcoming February 11 Board meeting
 - Proclamation for Black History Month. Trustee Cox will be reading the proclamation.
 - Two presentations related to the environmental scan – one with Mike Bowman, and one with Bruce Griffin on IT’s vision. Also a presentation from Gale Carli on the Health Sciences and Environmental Studies division.
 - Accreditation and budget updates.
- Future Board meeting topics for Council input
 - ASOC is fixing their constitution. It will go to College Council, but to the board too?

7. Suggestions for future topics: (None)

None

ADJOURNED: 4:45 p.m.

FUTURE MEETINGS / 2009: Spring-Summer Schedule
(3:00 - 4:30 / 1407, except as noted):

- Spring/Summer Schedule: 2009
Mondays, except as noted*
Room 1407 (3:00 – 4:30 p.m.) as follows:

February 23
March 9
April 6, 20

May 4, 18
June 10 (Summer Wed.)*
July 15 (Summer Wed.)*
August 12 (Summer Wed.)*