

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

College Council Meeting Minutes

February 23, 2009

ADOPTED

MEMBERS PRESENT:

Gari Browning	Tim Roberts
Ron Travenick	Bob Bradshaw
Jim Wright	Peggy Kauffman
Mike Calegari	Bill Parks
Leta Stagnaro	Stephanie Ramos
Joanne Schultz	Kurt Nordquist
Kim Stiles	Zuhal Bahaduri
Bill Duke	Kevin Feliciano
Gino Paula	Dave Schurtz

MEMBERS ABSENT:

Linda Evers	Mikelyn Stacey
Tina Dodson	

OPEN MEETING:

1. College Council Meeting Minutes

Approval of the February 9, 2009 College Council minutes:

MOTION: Moved/Schultz; Seconded/Ramos: Passed to approve the February 9 College Council minutes.

2. Accreditation Update

- January version of the follow-up report has been significantly revised. At our next meeting, College Council will be asked to endorse the report. It will go to the board on March 11, and is due to the accreditation commission by March 15. The Commission changed the due date from March 1st to March 15th. A visit will occur in April, hopefully with two people from the original team. Please read the report between now and March 9th.
- Mark Lieu's report (sent in e-mail) gave the impression that the accreditation commission was erring on the side of being conservative towards all of us.
 - At ACCCA, a presentation given by the College of Marin talked about the situation the accreditation commission is in. The Southern commission was put on warning by the national commission. ACCJC had a recommendation, they had not been following the two year rule – two years to correct a deficiency. Now, they are required to submit information about us to the U.S. Department of Education. It helped to understand the context of where ACCJC is – team recommending one thing, commission another.
- Overview of the Accreditation Report:
 - 1st section – statement on how the report was prepared. The draft has been updated, and documented as widely distributed. This is a dynamic document.
 - Next section – overview of the report. ACCJC rubric for institutional effectiveness. It says our best practices for program and planning review. Proficiency and sustainability. College

Council created a task force for planning processes. Dr. Browning will ask that this task force be a permanent team, which continually evaluates our processes.

- This is taking upfront the characteristics, and telling them how we meet those characteristics. How the President came on board, set agenda for change. College Council and the President created a task force to assess our planning.
- We're looking at budget a little differently when it comes to programs. Activity center, budget activity linked by program and department.
- We've expanded our view of linking program review to budget planning. It's useful to read that section. We will be using program review to try and help shape the college level goals and objectives. There's another level of resource allocation that takes place every day – college as a \$46 million budget (pretty closed), a lot is wrapped up in salaries, paying those who work for the school and make decisions for the school.
- When you go back and read the standards – they don't say link at the macro level only, they say linking one-time money to the process – the report wanted more global linkage than just one-time money.
- When program review is ongoing, checked every year, there is a powerful level of lineage. Please read and encourage your constituents to do the same. The link was sent to everyone last week. Also, a link was sent of the college PIOs. It's in an easy to read format.
- We had identified the PIOs to say what and why, deleted the "How". 80% did that, a couple said only "how", or different combinations of "why", "what" in their PIOs.
- College of Marin has an interesting feature, they have a scoring process for program reviews, point basis. They use it to determine adjunct load for a department, etc. We might want to take a look at it.

6. Annual Planning

- The President's webpage has a link to Program and Services review. There's a special section about the program review Curricunet implementation. You can see every department and what their PIO is. Because you had to submit only one, there was a bit of a prioritization process already. You can look at the database and sort by deans, department. You can search by equipment needs, technology needs, goals – all different kinds of ways to sort this information.
- This tool and "plan of plans", centralized planning process that the institution wants to do altogether, this is what the commission is looking for.
- A PIO is a three year plan, but we're only going to look at the first year – resources become time, and a lot of self-prioritization will occur. We really need a process to see how this will happen. Planning task force will assist with the annual planning cycle. Right now we don't have the ideal plan in mind yet.

3. Budget Update

- Last weekend the legislature passed the budget. For community colleges, this takes into account the remainder of 2008-09, and 2009-10. Almost an 18-month budget.
- For 2008-09, some of the reductions were the elimination of COLA, \$4 million cut to mandate payments.
- Impact to cash – deferments of Jan-April to July, from one fiscal year into the next. Another \$200 million deferral from June until October. The state will defer apportionment payments to Community College districts. How does the district give itself revenues until apportionment payments? Solution might be some borrowing mechanism.
- For 2009-10, no COLA, 3% enrollment growth funded. Categorical flexibilities are not included, they are not part of the budget yet.
- No student fee increases discussed yet.
- There's talk of lowering funding for non-credit courses, this will be heard about later.
- Cal Grant funding has been maintained.

- There will be a statewide election in June – includes measures on revisions of Prop 98, early childhood development funds. If voters don't pass the proposed revisions, legislators have to go back and discuss this again.
- Community colleges have no property tax backfill, legislative action must take place. Alameda County was in the news about property values, 32% of our colleges revenues are reliant of property taxes. The state doesn't have money to fund property tax shortfalls, and doesn't have the money to fund backfill. This year we have a 1.2% deficit, we are in pretty good shape. For next year, we'll need to decide what % deficit we should build into the budget.
- There is a general apportionment shortfall of \$76 million. \$36 million shortfall in local revenues – property taxes and then student fees. \$40 million structural shortfall – districts restoring FTES and state can't fund all the students enrolled. \$160 million in unfunded FTES, ultimately resorting in deficit to the growth fund.
- Question: Do we have the facilities to accommodate these increases in student growth? Online classes, etc. minimize the impact of facilities. Some colleges are renting facilities to make classes happen. It seems in the past it's been a problem to find a classroom. Newark has helped with this.
- Question: Are they going to fund us? The state will tell you they are going to pay for 3% growth, but they have a credibility problem.
- Question: Doesn't this affect the facilities master plan?
 - We have to go forth with the master plan, in anticipation that the economy will turn around in the next few years.
 - You raise a good question though. There's short term planning, and then long term planning. We have to look at trends. We have an annual growth rate, and then what the state will fund you.
- Question: With the deferment in paying cash, whether we're looking at borrowing or dipping into reserves. What's our strategy?
 - Dipping into reserves is certainly one of the options, we can only do that one time, to offset an operating deficit. If we need the reserve to get us through an emergency situation, then we'll have to. We will look at the borrowing that we usually look at in April-May, and look at it in November-January to get through those spring deferrals.
 - If you're looking at the Trams, etc., you are essentially taking out a loan. The deferment is passing along expense to the district.
- Question: Do we trust the state, or are they just going to keep deferring? Are we just going to be caught in this loop? They are constitutionally obligated to do this. We may see some districts that don't have a rainy day reserve, that extra 5% reserve, fold before this is all over. Confident that we're in pretty good shape.
- This still requires the general election to stay in place. This could all change in June.
- Comment: Article about SJSU, they grossly exceed their enrollment, cutting all their numbers for fall 2009 after exceeding over the last few years.
- The numbers from last fiscal year are not in yet, deficit from last not in yet.

4. Strategic Planning

- Looking to College Council for ideas on how this might be structured. Last time it was more of brainstorming activity. We created or modified objectives for goals, broke into groups. Looking at giving proposed goals and ideas for the objectives to all. Let people select the objectives that they think are doable to relate to that goal. Do you have ideas on how to structure the event?
- Question: We'd be looking to get objectives for those goals? Yes, and limit to a specific number of objectives, to prioritize.
- Question: Which of these objectives would best achieve this goal? Do you think people would get excited and involved in the strategic planning process?
 - They are going to be validating the goals, and connecting the PIOs. All employees- what does this budget crisis mean to us, what can I do to help with this? Most employees thought that last week mark a time to move on with the budget.

- We do have to come up with a strategic plan at the end of that day, good idea though.
 - Having that conversation in light of the college goals would be a good conversation.
- Question: How are the goals set out on the PIOs? Are a lot linked to one particular goal? The PIOs are linked to the current goals, they are in place until 2011. Also, how will the PIOs help shape our future strategic plan. This meeting is about shaping our future strategic plan.
- This discussion does make a difference in the school going forward. Identifying objectives will help us reach these goals. That's why people should attend.
- There's a goal on resources, discussion on what people can do/budget can go there.
- This is a great opportunity to get grassroots ideas, opportunity to get a second round of that. PIOs are fire starters for that.
- A lot of academic ones will be around Goal 2. There will be clustering around the goals, but on the proposed goals.
- This is a big agenda for that amount of time.
- Maybe we should just ask for objectives, this is too ambitious.
- Maybe dialogue on the goals themselves. It's a lot of information for people to digest. Some people need to really examine it before they can provide input.
- Sometimes you cluster with people that you know, and that doesn't give a cross-section on the people responding to the goals.
- There was a lot of negativity after last time, look at the goals – talk about what's working well, how we are achieving this right now. Preface this with – what does it mean by working well?
- Keep, Stop, Start approach. There's a structure.
- You have to have something in which objectives are going to come from. It has to be connected to something.
- When we did this in 2004, we didn't have a strategic plan. We did an assessment a few years ago. Dual purpose – educate people about what exists, if we have some objectives that are being proposed, it's a good opportunity to get their opinions on them.
 - The current objectives or proposed? The proposed ones.
- Classified staff will have to given work time to review the documents.
- It's a shame we couldn't prearrange things, to make the process less overwhelming.
- Ask people to identify a goal they're interested in. That would require an RSVP.
- You could mix it up with a certain number of seats at each table for students, administration, faculty, staff, etc. Also a new goal table.
 - That's a way to make sure we have a good mix.
 - It we only sent the goals out, we could make this more manageable.
- The proposed goals are part of a strategic plan that will be approved in June.
- Question: How can we get feedback on goals and objectives if the goals aren't decided yet?
 - You might want to structure some kind of survey input. You can rate the goals, important, not important, etc. You could have people rate what was important in the objectives.
 - Will we publish this as well?
- We should give people something to respond to. Invitation has the proposed goals.
- Refashion and then send back out. You won't be able to get 300 people to agree on anything. You need people to be responsible, step up to be facilitator at each table.
 - We'll need a scribe at each table, someone to take notes.
- Question: How do we get input from the overall group, and not just the self-selecting? Survey Monkey.
- If you have more comments or feedback, please e-mail.
- Maybe college council members could volunteer to facilitate a table.
 - Would like to prep beforehand, know my goal beforehand.
- The campus doesn't understand the hierarchy of mission, vision, objectives, goals, etc. Explaining the rules of the game will take time.
 - Sort the feedback that you get, instead of spending time educating.
 - There's an awareness that we have goals, what do you think of these goals?
 - Can compare this to a lecture, thought was great, but nothing really stuck.

- Dialogue has to be a real part of this.
- Get people to realize where this coming from, WASC accreditation, strategic plan for the campus.
- Convey the importance of this, collective feedback into a survey for the whole community.
- How do we capture this material? Could have a recorder use a flip chart.

5. Mission and Vision Task Force Report

- Document distributed (will be e-mailed to College Council following the meeting). One sentence mission statement – comments from the task force on the mission statement.
- Think that the mission right now, actually does cover everything from the description of what a mission statement should be. Also our suggestion is that we don't have to stop there. We could add some more things to this mission that are more unique to Ohlone College. Unless we are off base and those things are to be put in vision instead of mission.
- Our vision statement is really short. Should we add some things to that?
- Values to then tweak goals. This needs more attention. Can you look over this document?

6. Board Update

- We can catch up next time. The board is going to approve the accreditation report at the March 11th board meeting. If you have written comments you should reply before March 9th for potential revisions to the draft. Please reply to Dr. Browning by March 6th.

Postponed to a future College Council Meeting:

7. Facilities Master Planning Update

8. HR Update

ADJOURNED: 5:00 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:

March 9
April 6, 20
May 4, 18
June 10 (Summer Wed.)*
July 15 (Summer Wed.)*
August 12 (Summer Wed.)*