College Council Meeting Minutes
May 14, 2012

ADOPTED

MEMBERS PRESENT:  Gari Browning         Tim Roberts
                   Jim Wright            Kathleen Schoenecker
                   Eddie West            Genie Gertz
                   Ralph DeUnamuno       Tom Harchous
                   Peggy Kauffman        Leta Stagnaro
                   Dave Schurtz          Nandar Lin
                   Alison Kuehner        Bruce Griffin
                   Stephanie Ramos       Stephanie Pintello
                   Ron Travenick         Sally Scofield
                   Scott Thomason        Jeff O’Connell
                   Matt O’Donnell        Joanne Schultz
                   Ron Little            Rae Halliwell
                   Lenore Landavazo       Yvonka Headley
                   Nasuki Itoh            Amit Patel

MEMBERS ABSENT:    Nabeel Naqvi          Shairon Zingsheim
                   Alex Lebedeff         Mark Brosamer

OPEN MEETING:

1. Introduction of New College Council Members

   • New Council members will be replacing outgoing members as follows:
     o Administration
       ▪ Alex Lebedeff replaces Joanne Schultz
     o Faculty
       ▪ Jeff O’Connell replaces Tim Roberts
       ▪ Yvonka Headley replaces Matt O’Donnell
       ▪ Mark Brosamer replaces Stephanie Ramos
       ▪ (Still need replacement for Sally Scofield)
       ▪ Lenore Landavazo replaces Ralph DeUnamuno (adjunct)
     o CSEA
       ▪ Rae Halliwell replaces Stephanie Pintello
     o SEIU (no membership change)
     o Students
       ▪ Amit Patel replaces Nandar Lin
       ▪ Nasuki Itoh replaces Nabeel Naqvi
2. **Introduction of New VP, Administrative Services**

- Ron Little is new VP of Administrative Services and though he comes from a K-12 background, it’s been a very smooth transition.
  - Ron was most recently the Chief Financial Officer for San Diego Unified School District, second largest K-12 district in CA with budget of $1.7 billion. He oversaw five finance departments with a staff of 100+ including Budget Development, Budget Operations, Controller, Payroll, and Benefits. He also managed the District’s $2.1 billion in General Obligation Bond funds. Ron’s career includes serving as Associate Superintendent of Business Services for South SF Unified School District, where he was responsible for business services, grounds and maintenance, technology services, nutritional services, and warehousing and receiving.
  - Little started college in Bay Area at DeAnza and Foothill. Wants to give back to Community College system. Ohlone had been on radar; affinity to Native Americans. Happy to be here and looking forward to working with everyone.

3. **Board Meeting Update**

- Highlights from Board meeting on May 9th.
  - Recognized Kevin Feliciano, student trustee, for his years of service. Last meeting 5/9.
  - CSEA contract approved; first time CSEA has had an approved contract in four years.
  - Approval of District Facilities Master Plan (DFMP) which allows Ohlone to move forward with plans for Measure G implementation.
  - 3rd quarter financial report.
  - Ron Little’s first Board meeting.
  - Comment: Also approved hiring of three new tenure-track faculty positions.
  - Comment: Good for morale that we’re hiring.

4. **Facilities Committee Update**

- Facilities Committee met on May 8th. Updates include:
  - Fremont campus solar array should be up and running by fall semester
  - By summer, solar project at Newark will begin. Canport installation with panels on top of cars. Anticipate finish by end of spring, next year.
  - During summer, start seeing requests for proposals for an architect. Will begin getting more specific. Measure G funds to implement plans.
- Frontage property? Passage of DFMP allows those plans to move forward. Not part of Measure G, but draft of RFP is ready and will probably make a move forward.
- Facilities master plan details how college will evolve over next 15 years or so. District master plan, follow as a sort of blueprint. Board is "on board" with concept of developing frontage property again.
- Question: Architects; we are going to have a request for proposals; paper screening to narrow submittals. interviews by committee; visit sites for architects; negotiate contract. Hoping for Board approval of contract in September.
- Question: Will there be one master architect or will it go project by project? One master architect, but there will be some specialty architects (parking, for example). Ohlone will hire the specialty architects. Master architect will provide design standards to maintain look and aesthetics.
- Question: When do the user groups step in? User groups make sure each individual project has right input. Need to plan swing space, decide overall plan and then user groups will be activated. Several user groups likely to be working next semester.
- Need to determine building locations first, then what goes in those buildings. Move from conceptual to committee work.
- Question: Will we have a temporary space for classrooms? Finalizing programming right now; part of swing space design. Some things we already know: we value social spaces, places for people to
come together. More specific now with regard to programming; sequencing refined. We may use science modulars, or not. We may build science center first where there is no building at all for example, which would make a difference.

5. **Ohlone Budget Update.**

- Review of 3rd Quarter financials presentation.
- Discussion regarding Governor’s “May Revise.”
- A lot of questions. How can state deficit be $88B more and yet education is going to get 16% more in governor's budget? What sounds too good to be true probably is. Need to sift through details; attend conferences, ACBO, to hear what the budget revise really means. Best case scenario we get a little bit more, if tax initiative passes we get a lot more.
- Too early to be excited, but the state news could have been a lot worse. Governor did not come out announcing cuts from the gate. Will learn more in the next couple weeks. Budget forum in the next few weeks.
- Question: So basically, we have a $1.2M shortfall? Yes. Revenue to expenditures. Budget managers have been hacking away at it. Lower than $1.9M. Not into rainy day reserve and still have 5% required reserve. Not YET in danger. We are using our savings to pay our bills. Savings are one-time and bills do not stop.
- Fees are going up in the fall for students. Where does that money go? Funding formula. When fees go up, state portion goes down. We don't get any more, don't get to add classes unless the State tells us we can.
- Students who come here from out of state or out of country pay full ($264/unit). Even though fees have gone up, certainly not covering full cost of education.
- BOG waivers, anticipate how much money will come in. Property tax, sales tax, and enrollment. Estimate what each is going to bring in. BOG waivers came in higher than expected, for example, so less enrollment fee benefit, causing a gap. Because tuition is now more expensive, more people eligible for waivers.
- Students should understand that we are part of larger public school system. Each branch is subsidized by the state and CC is at the bottom. $4,500 per FTES for CC, CSU $11K, UC $14K. If CC were reimbursed at the same rate as K-12, we wouldn't be talking about these scenarios -- we would be able to meet demand. CC not supported by the state in the way they should be by the system. We have most difficult job, serving anyone who comes. CSU and UC can be selective and K-12 students are all full-time students. We serve very diverse student population at lowest funding rate. Students need to understand if they're going to be active -- ask for equity.
- Question: May Revise information will take some time to digest... when should we start paying attention? Too much to digest right now. Response: If you're a political follower, pay close attention to those in Sacramento. Testing the waters to see what will stick. K-12 and CCs cannot take any more cuts; a political message now saying "go out and vote." If tax measure doesn't pass in November, what will that mean to human services? Watch reaction in next day or two, but if we get State budget on time we'll be fortunate. Will heat up by mid-June. Advocates hard at work, pushing towards finish line.
- College Council is budget oversight committee. Important to report back to constituents.

6. **Enrollment Planning for 2012-13**

- Review of Jim Wright’s “enrollment scenarios” document.
- Revenue tied to enrollment. Last budget passed with strings attached. Triggers added to drama of budget, subject to interpretations.
- In the past, Ohlone opted to go with the worst-case scenario. Fall & Spring are our principal terms; summer is considered a "special term". Didn't turn out to be the worst-case scenario; able to add a few sections each semester.
Now we have to decide what to do with 2012-13. Times have changed. Classes 50% full for fall already.

Never want to cut classes after they have started -- which can happen if you don't plan enrollment or if State doesn't tell you how many students you can serve until too late. Had to plan for summer before we even knew what our funded enrollment would be for this fiscal year.

What's happening right now is that our fall schedule is about the same as last year; monitoring enrollment. The only way we can really add a class for fall is to cancel something else. Spring 2013 already set in "pending" form in status quo schedule. If ballot measure passes and there are no other strings attached, we should be able to have fairly good spring semester.

If ballot measure doesn't pass and if workload reduction is high, we would probably need to cut 50-60 sections from spring schedule and not have summer school. Students register two weeks after the ballot measure. This is what we "hope to offer" in spring. Hope to pull sections out of WebAdvisor before students have begun registering.

November ballot measure not passing will result in "further dismantling" of CC system (per Chancellor Scott). Many districts will not be able to survive further cuts. It won't just be Ohlone cutting classes, but districts shrinking or closing. Think Ohlone will survive and hope economy turns around to mean more revenue without raising taxes. Maybe even some restoration to get back to '07-'08 levels. Planning as well as we can, reviewing regularly. Trying to replace some of the lower enrollment classes with higher enrollment courses. Want to remain a comprehensive college, but that's under attack. Planning subject to political whims.

Questions: Election happens and then two weeks later we begin registration... gut reaction to hold back on putting classes on schedule and set it up so we don't have to take out printed classes. Better off holding back? Have not built schedule yet. Actual implementation not in concrete yet. We do have pretty good idea of high priority classes; study of waitlist activity, input from counselors, faculty, deans. Three tiers of classes "bread-and-butter"; transfer, GE, etc. Still need to meet our cap -- don't want to be under cap since you don't want to lose funding you could have gotten. Spring schedule (printed) doesn't need to be finalized until end of September. By then, will know what legislature has done. What's the political "wind" as to if the ballot measure will pass or not.

Need to get best adjunct faculty possible.

Question; If we cut these classes, it will really impact adjunct instructors. already working on Spring, but probably need to know what will be offered so adjunct will know if their class is likely to be cut.

Once we determine actual impact of ballot measure passing or not, decide which sections need to be eliminated. Spring courses in "pending" status. Will identify sections we need to cut FTES and note specific ones to provide list to deans, if ballot measure does not pass.

If courses not in printed schedule, risk of adding (say) 60 sections that students don't know about.

Usually get surge of enrollment now, slows in summer, and picks up again in August. Part of this is dropping low enrolled classes so we can add higher demand courses. Some low enrolled classes are still important to people, however.

What percentage of “full” are you looking at, or what date do you look at to determine if a class will run or not? Deciding whether or not a class should run or not has multiple factors. Try to cancel class before it gets to 20 students. Some classes have a limit to number of students they can have (health science, for example). Other classes have 100+ students. Try to balance class sizes. Hard question. If you have multiple sections of one course, easier to cancel one of those. If you have a class that's part of a series, hard to cancel more advanced class. Try to make decisions early. No magic number, but on average, need 33 students for a 3-unit class.

How long do we plan to continue to have a printed schedule? Don't know. A few colleges that don't do it, but it is the one publication that goes out to the community twice a year that promotes what Ohlone does. Could students do without it -- probably. WebAdvisor doesn't have nearly the amount of information that the schedule does. We print a lot less than we used to. Guess that 5-10 years from now we might not have printed schedules or radically different.
• Approval of College Council minutes: April 23, 2012

**MOTION:** Moved/DeUnamuno; Second/Pintello: Passed to approve the April 23, 2012 meeting minutes (with abstentions from Schultz, Lin, O’Donnell, and all new Council members).

8. **Suggestions for Future Topics:**
   • Formal election of new Council co-chair
   • Mini-grants status

ADJOURNED: 4:25 p.m.

• **Future Meetings**
  (3:00 – 4:30 p.m. in Room 7101 on the following dates, unless otherwise noted):

  *Summer/Fall Semester Meetings*

  June 11, July 16, August 6
  **Wednesday, August 22 (Retreat)**

  September 10, 24
  October 8, 22
  November 5, 26
  December 10