College Council Meeting Minutes
April 28, 2014

ADOPTED (as amended)

MEMBERS PRESENT: Alison Kuehner Gari Browning
Rae Halliwell Paul Belasky
Kelly Wilmeth Lenore Landavazo
Kathleen Schoenecker Leta Stagnaro
Dave Schurtz Ron Little
Alex Lebedeff Shairon Zingsheim
Jeff O'Connell Mike Holtclaw
Ron Travenick

MEMBERS ABSENT: Yvonka Headley James Keogh
Bunny Klopping Sally Scofield
Sonam Babu Mat Weber

OPEN MEETING:

1. Approval of April 7, 2014 College Council Minutes
   - Passed without objection to approve the April 7, 2014 College Council minutes.

2. Board Meeting Update
   - The Board of Trustees approved moving forward with Carmel Realty; proposal is mixed-use with
     314 apartment units on Mission Blvd. and some retail.
     - Next step is for them to go through 11 different City of Fremont applications. Opportunities
       for input as the process moves forward.
     - Board retained design rights over property/project. A lot of restrictions (preserving olive
       trees, traffic, parking, height). Heard a lot of input from community regarding traffic and
       impacts to local schools.
     - Presentations addressed traffic (Mike Bowman described college impact); enrollment at
       Fremont campus doesn't come back to "peak" for more than five years. Told developers that
       tenants will be informed that their children will not be able to attend Mission SJ schools.
     - More hurdles for builders.
   - In process for filling vacancy on Board due to Trustee Kevin Bristow resignation. Five applicants will
     be interviewed by Board from 6:00 - 7:00 at May 14th meeting.
     - Question: Was this a different construction company selected? There were always two, but
       one had been working more closely the past few months. Selected Carmel Realty.

3. College council By-laws update:
   - Sub-committee came to Council a couple months ago and now bringing back the one section that
     had some questions from CSEA regarding sub-committees (Section 7).
   - Tried to incorporate new language into by-laws; attempted to define committee that reports to
     College Council as distinct from smaller group that has a particular task to address.
• Representation for standing committees but not necessarily for smaller, task-oriented groups.
• Review of proposed language reviewed, as follows:

Article 7. Committees

• a) In as much as the College Council represents the only District-wide deliberative body, including but not limited to negotiation units, and includes representation from all the campus constituencies, it also acts as the Strategic and Operational Planning Committee and Budget Committee for Ohlone College.

• The Ohlone College Council may establish one or more Council subcommittees, consisting of one or more Council members, with such duties and responsibilities as the Council deems appropriate.
  - Any standing committee with decision-making authority reporting to College Council will have representation from CSEA, SEIU, faculty, administration, and students (whenever possible), appointed by the constituency/representative groups.
  - Any temporary committee without decision-making authority (task forces, ad hoc committees, work groups, etc.) will consist of volunteers from College Council and subject experts, as deemed necessary. Temporary committees will report back to College Council for discussion, constituent group feedback/looping, and a final decision will then be made by College Council members during a regularly scheduled meeting.
  - These committees’ results are regularly reported to College Council for consideration and recommendation to the President/Superintendent.

• President comment regarding decision-making authority. Refer to decision-making guide / administrative procedure. Not sure that standing committees have decision-making authority.
• Maybe "decision" was a poor choice of words.
• Review list of CC committees and defined scope and charge.
• Do we want to formalize in the by-laws how a standing committee becomes a CC committee? Is it because that committee is working on a goal of the college -- or something that impacts various constituent groups (not just one)? Fulfilling a goal, using a plan that's working on college goals/objectives (Tech Plan, budget, etc.).
• Language intended to ensure that standing committees have constituent representation.
• Standing committees reporting to CC -- review of website list.
  - Delete RAT
  - Delete PIO
  - Delete PAC

• Question: Where are “rules” written? Decision making handbook and administrative procedure. AP2510
• Committees and annual reporting to College Council -- calendar discussion / suggestions:
  - Switch Student Development to October
  - Change Sustainability to report in March
  - Build in Facilities to report twice a year
• Recommendation that committee Co-chairs present updates/reports to CC.
• Suggestion to set guidelines for reporting (are committees providing a mission update; report on how they are meeting objectives linked to goals)
• Review of Council calendar of meetings for fall/winter
  o Move retreat to Monday (August 18) and move September 22 to 24th

• **MOTION:** Moved/ Landavazo; Second/Wilmeth: Passed to accept the CC meeting calendar for fall/winter, as proposed.

4. **Diversity Data Discussion**

• AVP of Human Resources, Shairon Zingsheim, provided review of 2012-13 staff/administration
  o Total number of applicants.
  o How many were qualified? And out of that qualified bucket, how did we get to our hires?
• Review of documents distributed with breakdown/statistics comparing applicants and those eventually hired.
  o Hired 12 whites for 20 positions (60%) in 2012 and 12 whites for 24 positions in 2013 (50%).
  o Two more identified minorities hired this year than those we lost. Moving the needle a little bit -- but just a little. Balance of diversity 1.6% which is slightly improved.
• Want to put to rest the CC discussion of staff diversity at this time.
• Getting the word out there regarding recruitment and getting the right applicant pools; change is slow and we're working towards becoming more diverse but not expecting that to happen fast.
• So much more to diversity (not just ethnic). Our college staff very diverse in a number of ways.
  o Surveys support that students feel our staff is diverse; we score well. We have looked at data, shown we're making improvements. Reached the point where we've been informed and revisit annually.
  o To a certain extent, maybe we acknowledge that we're a very diverse staff but, overall.
  o 60% of our staff are white -- and almost 80% of our students are not.
• Have to finish our EEO model/plan which calls for annual analysis of data. Each year when we analyze pools, bring data to Council.
• Will be working on Student Equity Plan that will gather a lot of data from different points of view that will be vetted through CC. We will review, but maybe we can let go of topic for now.
• Still have Student Success side of this discussion, with group that's working on success for under-represented groups. They'll be reporting back.
  o President asked about equity plan. Accreditation recommendation that we're serving all students in all venues. Student Success Plan (SSP), and strategic plan coming up. What she's thinking is that there is a grand puzzle out there and the employment piece of only one element of that puzzle.
  o Is there a category of under-represented faculty, for example, and is there a consequence for our student population? Maybe this is part of the ongoing monitoring. We need to look at everything at once.
  o As a part of the bigger picture, part of the strategic plan. H/R has vision for how they'll keep focused on this data. Maybe not productive to keep it coming back to CC. H/R will continue to work on it and report back.
• Comment: advertising as widely as possible recommended, externally.
• Of the hires we made this past year, 6 did not state ethnicity. Percentages normalized; important to look at numbers of candidates who were qualified. Mike Bowman to come talk to H/R team regarding data collection.
  o 61% of classified staff are minorities
  o 39% of classified staff are white
  o Faculty/administration almost exactly opposite
• Does that speak to educational attainment -- or is it more about tenure, or being happy to work here and employees stay?
5. Mailroom / Fremont Campus & Swing Space

- Mailroom break-ins in past months; items stolen.
- Alex Lebedeff working to come up with solution. Review of PowerPoint presentation.
  - Relocating 525 individual mailboxes
  - 87 staff, the rest faculty
  - Question: Can we use fob instead for swing space? No, there won't be smart hardware for portables.
  - Question: Scantron machine location? Yes, it will also go inside mailroom in swing space.
  - Question: If people are taking things out of mailboxes, how will having over 500 people with keys work to keep the mailroom secure? So many people coming and going, for example.
    - Response: If you lose a key, someone who finds it will likely not know what it goes to.
  - Currently we can’t control who has mailroom access; many hours when the window is closed and no one is there.
    - Question: Will this same presentation be shown at faculty senate? Because used college-wide, it’s a CC presentation. Jeff will present to Faculty Senate for feedback and consideration of endorsement.
  - Since we're setting up to be different in fall, wondering what the cost is to implement. A few hundred dollars.
  - Deans will have list of faculty and distribute keys. Faculty have a general-use key and many faculty already have access (via “NGE” key) that opens classrooms at Newark. A survey of faculty being conducted currently.
    - Comment: A little concerned about making life more complicated during construction. Can be a pain to even get your key -- campus police, seems like another complication. Hoping that the same key for general classrooms can be used for mailroom. Reviewing process.
  - Comment: Would be nice to track who's going in and out. Reply: That’s expensive.

6. Summer Construction Schedule & Impacts

- Gilbane Construction / Heidi Birch PowerPoint presentation.
- Portables beginning to be delivered Monday (May 5) through mid-June.
- Phase 1 presented; summer only.
- Utility infrastructure: relocation to prepare for future construction. Utilities project begins Memorial Day (electrical, water, gas, and sewer) and continues during summer months.
- Will post presentation and post updates on Twitter/blogs.

7. PIOs/IIOs Resource Allocation Update

- Ron Little review of distributed PIO/IIO document.
- Budget committee has approved; made recommendations regarding some PIO/IIO funding.
- Some recommendations related to Student Success Act funding.
- Need recommendation from CC to take to Board (this meeting or next). Still looking at funding for next year; waiting to hear from State of California. Won’t know until May-revise.
- Question: What does the “category” column refer to? Those are the PIOs, and the category numbers refer to:
  - Category 1 / institution
  - Category 2 / division
  - Category 3 / department
- Bring back to May 12th Council meeting. Ron Little to provide document for posting.

8. Heard it through the grapevine.
Concern regarding smoking fines. Kelly Wilmeth read e-mail received inquiring if smoking fines revenue would go towards lung cancer research.

ADJOURNED: 4:32 p.m.

**Future College Council Meetings**  
**(2014 / Spring & Summer):**

May 12  
June 9  
July 14

**Fall 2014 Meeting Schedule:**

Monday, August 18 / Council Fall Retreat  
9:00 a.m. – 4:00 p.m. / **Room 1406**

Regular meetings 3:00 – 4:30 in Room 7101 as follows:

Monday, September 8  
**Wednesday, September 24**  
*(Due to golf tournament on 9/22)*

Remaining Mondays  
October 6, 20  
November 3, 17  
December 8