College Council Meeting Minutes
May 11, 2015

MEMBERS PRESENT:  Alison Kuehner  Gari Browning
                     James Keogh       Jeff Roberts
                     Stephanie Foisy  Terry Exner
                     Sally Scofield   Bunny Klopping
                     Alex Lebedeff    Jesse MacEwan
                     Dave Schurtz     Lenore Landavazo
                     Leta Stagnaro    Kelly Wilmeth
                     Ron Travenick    Ron Little
                     Rae Halliwell    Chris Dela Rosa

MEMBERS ABSENT:    Sonam Babu       Mike Holtzclaw
                    Rowan Youssef    Shairon Zingsheim

OPEN MEETING:

1. Roll Call

Introduction of new ex-officio College Council member, Associate Vice President of IT, Chris Dela Rosa.

Approval of April 27th College Council Minutes

- Two comments were received following the posting of the draft April 27th College Council minutes:
  - Agenda item #5, Gender Neutral Bathroom: In response to the minutes stating the at the Newark campus family bathroom was locked - clarification that the family bathroom at the Newark campus is only locked when occupied.
  - Agenda item #6, Summer Projects: In response to the minutes stating “our understanding was that Building 7 tenants decided as a whole to move out during the summer” - constituent feedback that the occupants of Building 7 were not given any choice whether they wanted to move, it was decided for them.

April 27th College Council minutes approved unanimously.

2. Board Meeting Update

- The Board had two workshops in April – one on April 22nd on board efficacy, led by an attorney from Liebert Cassidy Whitmore. This workshop focused on meeting protocol and how meetings are conducted, particularly resolutions. Ground rules were discussed that help clarify how meetings are conducted.
- The second workshop, held on April 29th, was on the strategic plan. The Board reviewed the process and timeline – all of the participation of the college community in developing the plan. The goals and objectives were presented as the product of the college, not the board. The Board had input in the mission and the values. The board spent time on the Institutional Effectiveness goals that are mandated by the state. Several of them had to do with fiscal management and prudence,
and are generally considered good practice, but the state wanted them to be stated as goals. The Board will have a 1st reading of the strategic plan this week.

3. Strategic Planning Process: Values Statements

- Final drafts of the values statements were presented to College Council for endorsement.
- In response to the Board’s consideration of reincorporating several ideas into the value statements, the values group committee presented the following:
  - “Actively reach out” was added to inclusiveness: “We actively reach out to and support students and employees from various backgrounds, socio-economic groups, ages, and abilities to explore their interests in order to define and fulfill their goals. We strive for a diverse workforce that honors and upholds the contributions of all.”
  - “Risk-taking and entrepreneurship” was added to innovation: “We strive to be risk-takers in order to generate new ideas in college planning and the curriculum that inspire students, faculty, and staff to optimize student learning. We endeavor to meet the entrepreneurial and technological needs to the college community to serve and support students.” Our community might have many needs and we’d want to support them.
  - The rest of the value statements remain the same as the previous draft.
  - Comment: Not comfortable with “risk-taking”, it’s not necessarily a strength. Comment: Agree with this. Comment: Agree as well. Comment: “Risk-taking” is not hurting anything, but it’s just odd. Comment: It’s possible we could take it out. Comment: You could put it in a different place – “. . . to optimize student learning and encourage risk-taking.” Comment: What did it say before? Comment: Maybe there’s a better way to say it. Comment: Risk-taker is different than saying when you should take risks. Comment: It’s a stronger word, actively pushing or encouraging accomplishments or developments. Comment: Guess is that the Board was more focused on the staff and college taking risks as opposed to students taking risks. Developing curriculum on the cutting edge, instead of falling behind. If we move it, the focus is different. Comment: Agree that you don’t have to be a risk-taker in order to develop new ideas. It makes one feel like you have to be pushing the envelope, when it’s not always the case. Comment: In our current values we say “we practice innovation and actively encourage risk-taking and entrepreneurship.” We’re encouraging students. Does the Board want us to go back to what we had before? Question: Do we have a sense of what the Board wanted? Response: Probably all of the above.
  - Motion to amend or take values statements as is?

  **MOTION:** Moved/Wilmeth; Second/Exner: Passed with one abstention (Landavazo) to endorse the 2015-2020 strategic plan value statements.

- Question: Should the innovation value statement read “that inspire” or “to inspire”, or “that inspires”? Response: Goes back to “ideas” – “ideas that inspire”, it is okay as written.

4. 2015-2020 Strategic Plan

- Clarification: this meeting will be a 1st reading of the plan, not endorsement.
- Review of PowerPoint presentation (see attachment):
  - This strategic plan is not a lot different in scope and content than our current strategic plan.
  - List of the contents of the strategic plan (slide 2)
  - Status of the vision, mission and values: The vision statement will be considered by the Board at their May 13th meeting. The mission statement has been revised and approved by the Board on April 8th. The values have been revised, endorsed by College Council and are ready for the Board’s review - 1st reading on Wednesday (5/13), approval on June 10th.
  - **Goal 1:** Through innovative programs and services, improve student learning and achievement.
Many of the Goal 1 objectives are institutional effectiveness goals, mandated by the Chancellor’s office. There are fiscal ones that are listed separately, but there are others that are strategic.

Some Goal 1 objective language comes from the Student Success Scorecard.

Some of the numbers do not go up by much, as we are already doing quite well in those areas.

There are three basic skills objectives – for math, English, and ESL. (slides 6 and 7). Each percentage increase is 5%.

Comment: ESL has a much bigger jump than English and Math. Comment: ESL faculty know, they’re trying to integrate reading and writing. Part of this is the way their curriculum is structured. It’s tough, you want to improve the rates. This gives us a goal to work for, and if we don’t, we’ll reassess why. In Math and English, we’re above the state average. Comment: We can reassess when we need to. Comment: It’s an important part of the process and it’s described – we reassess every year and make sure that the goals are meaningful and attainable. Comment: These in particular will go the Basic Skills Committee.

Objective 7 is on cross-disciplinary communication (slide 7). The task force identified a timeframe and an ability to observe what will happen. The structures don’t exist yet.

Objective 10 involves moving to a database platform for SLO assessment.

Objective 11 (slide 9) is about implementing the SSSP plan. All of the plans, except the Ed Master Plan (more foundational) were made into objectives.

Goal 2: Provide relevant sustainable Career and Technical Education (CTE) that is responsive to student needs, supports student academic success, and prepares students to meet industry needs.

Objective 12 grew out of a long list of objectives – it’s about monitoring programs bi-annually (slide 10).

Objective 13 is scorecard language (slide 10). 44.4% is low – we have a large program, and students are not seeking a degree or transfer-related outcome. We think we might be able to achieve the 5% increase.

Goal 3: Increase college and community understanding and awareness of, and sensitivity to, diverse cultures and perspectives.

Objective 14 (slide 11) – a good target of two activities per semester.

Objective 15 (slide 11) – moving from 51 to 55 diversity requirements.

Goal 4: Create an understanding of, and commitment to, equity across the college that ensures access and success for underrepresented and disproportionately impacted students.

Objective 17 (slide 12) – retention and persistence to the college average would be a big step forward. Comment: To have underrepresented and disproportionately impacted students retain and persist as everyone else would be equity.

Goal 5: Ensure the college provides access to courses and programs that meet the diverse educational needs of the community.

Objective 20 (slide 14) – responding to student and community needs.

Objective 21 (slide 14) – accreditation recommendation

Goal 6: Use human, fiscal, technological, and physical resources responsibly, effectively, efficiently, and sustainably to maximize student learning and achievement, using established planning processes.

Two objectives for each of the resources listed in the goal – human, fiscal, technological and physical.

Objective 22 (slide 15) – accreditation recommendation

Objective 24 (slide 16) – non-apportionment revenue. We don’t have a solid baseline for this, it will be developed more when we have more information.

Objective 25 (slide 16) – Institutional effectiveness goal, hitting FTES target each year.

Objectives 26, 27 (slides 16 & 17) – Technology

Objective 28 (slide 17) – Facilities
• Objective 29 (slide 17) – Sustainability
• Objective 30 (slide 18) – District Facilities Master Plan
• Objective 31 (slide 18) – Technology Plan
• Objective 32 (slide 18) – EEO Plan

○ Goal 7: Strengthen institutional effectiveness through the engagement of all members of the college community in innovation, participation, communication, improvement, and continual assessment.
  • Objective 33 (slide 19) – communication and collaboration
  • Objective 34 (slide 19) – innovation and entrepreneurship
  • Objective 35 (slide 19) – strengthen relationships within the community annually.

• Comment: Under Goal 4, Equity – bringing retention and persistence of underrepresented and disproportionately impacted students up to the other students – that’s a big jump for some of them. Comment: Retention and persistence is high for Hispanic students. Course success rates are particularly low for some students. Comment: This is slightly different then course success. We have five years to accomplish this. What would be a better goal? When we made some English department curriculum changes, success rates went up by 50%. If you do take certain steps, the results can be highly successful. Comment: Lots of research going on in these areas right now. Comment: There are college standards, however there are also Faculty Senate approved standards – there was a separate standard for underrepresented students. Faculty Senate said that they college average was too big a jump. If we accept this one, we probably have to adjust the Faculty Senate standards. Comment: This would be a good question and one we should bring back to campus. Comment: This could be set as a goal.

• Comment: About the implementation of a staffing plan (Objective 22) – we’ve been working towards something for the last five or six years, but it’s been hard to do. Because of limited full-time faculty, physics classes are filling in the first two weeks of registration – Physics 140. Veterans going into engineering are not able to find the classes they need. “Work to implement” is vague, the objective should be “implement a staffing plan.” Comment: This wording came from the accreditation recommendation. We don’t want to be too different. Comment: It seems like “work to” leaves too much room. The only way to gain traction is to set goals and build a plan. We’re not setting a goal here. By “this date”, have this many full-time faculty. Question: Doesn’t the staffing plan have specific goals for target numbers of full-time faculty? Response: Yes, we have data, but not a plan to get there. It’s complicated. Constantly saying that we need to put a specific number in the budget, we only have so much money, something has to give. Until we grow, it’s not for lack of want by anybody on this campus. The limitations that we have with the budget right now are creating part of the challenge. Comment: We have to have action plans – how we’re going to achieve these goals. How we create the staffing plan will be the next step, over the summer. In the fall, you’ll see the action plans. Question: What is the cost difference between a full-time faculty member teaching 15 units and adjuncts teaching this?

• Question: In objectives #28 and #29, established metrics and standards. Are those already defined? Response: The tech committee is evaluating this – in order to improve or increase, we have to know where we are now. Response: The are metrics out there within facilities – square footage, etc. Question: Should it say “pre-established metrics” instead, if you don’t have to create the metrics? Response: For objective #28, we could say pre-established? Response: Part of #28 involves creating some standards.

• Continuation of PowerPoint presentation – Mandated Institutional Effectiveness Goals.
  • Objectives 36 (slide 20) – ratio of salary and benefits as a percentage of unrestricted general fund expenditures.
  • Objective 37 (slide 21) – FTES, we already do this.
  • Objective 38 (slide 22) – deficit spending.
  • Objective 39 (slide 23) – reserves.
  • Objective 40 (slide 24) – cash balance
  • Objective 41 (slide 25) – audit findings
  • Objective 42 (slide 26) – accreditation
  • Objective 43 (slide 26) – compliance with regulations.
• Last section of strategic plan – recommendations for improvement. These include input from the college-wide planning summit and input from the President’s community advisory committee.

• **Question:** What is Faculty Senate’s plan for endorsement. **Response:** They will have an electronic vote for endorsement, concluding by May 22nd (graduation).

3. **Program Improvement Objectives (PIOs) and Institutional Improvement Objectives (IIOs) Resource Allocation Update for 2015-16**

- 16 PIOs and 4 IIOs presented to College Council (see attachment)
- Institutional Improvement Objectives (IIOs):
  - Increase good will towards and awareness of Ohlone in the local community.
    - Shaping our brand, updating our website.
    - $100,000 to $125,000 of one-time money needed to achieve this IIO.
  - Continue to implement the Document Scanning and Imaging Tool – phase 1 of 3 completed.
    - Phase 2 – Measure G, Phase 3 – finance and H/R.
    - Some of the funds will come from Measure G, some from fund 10.
  - Safety awareness and preparedness, including the Safety Master Plan
    - Safety master plan taken to Facilities Committee.
    - There are some costs, not sure yet – Fund 41.
  - Update XEMGT enrollment planning tool to synchronize with 320 report – ongoing.
    - $15,000 from Fund 10
- IIOs would use $190,000 of one-time money from fund 10.
- Some of the Program Improvement Objectives (PIOs) using resource allocation:
  - Chicano studies, increase enrollment through existing resources such as Puente and Student Success Act efforts (Grant funding)
  - Engineering – STEM focused outreach (Equity Funding)
  - ESL, outreach to prospective students (Grant, Equity, Basic Skills funding)
  - Puente program – stipend for faculty participant (Basic Skills funding)
  - ESL – curriculum redesign (Basic Skills)
  - Community Education – offering more of a STEM program for high school students, looking for office space (Fund 13)
- The PIOs and IIOs will be refined as we go through the year – these are assumptions. The list will be sent to College Council today. Comment: The full listing of PIOs is on the program and services review website.
- Budget committee already endorsed the PIOs and IIOs, seeking College Council endorsement.

**MOTION:** Moved/Keogh; Second/Halliwell to endorse PIO and IIO lists.

• **Comment:** Can’t read what’s displayed on the screen and don’t know what I’m endorsing. Don’t know how we can endorse something that we can’t read. We need to have time to review things. If we know that things are coming and then everything is pushed up to the end, there’s not a chance to have time to provide feedback, good or bad. There should be a deadline for things to be on the agenda.

**Comment:** Agree about the strategic plan. There are some other plans that come from subcommittees, we rely on them to go into detail and discuss it. We’ve had some discussion about how those decisions flow up to us. We rely on the committees to check details for us. **Comment:** Not that we should be involved in those decisions – if it’s supposed to be informational, then it should be.

• **Comment:** Informational and then action taken at the next meeting. Faculty Senate charges committees with tasks. Curriculum committees and faculty senate structures are different at other districts. **Comment:** Perhaps moving forward, having one of the co-chairs come and speak to the item subsequent to the budget committee endorsement. **Comment:** The budget is in the planning handbook. **Comment:** At the next budget committee meeting in June, they will endorse the tentative budget. **Comment:** It might be helpful – the committees usually post their agenda and documents, minutes. If you wanted to see what the budget committee looked at, you would be seeing the
information. **Comment:** If we get the agenda on Friday afternoon, there’s no way to look over the documents beforehand. **Comment:** We’ll have to think about this issue of endorsement. When we have plans, we have a 1st reading and then an endorsement. Committees are seemingly a different issue.

- Not clear – asking for endorsement or not?

(motion made earlier)

**MOTION:** Moved/Keogh; Second/Halliwell: Passed with abstentions (Exner, Klopping, Kuehner, Landavazo, MacEwan, Scofield) to endorse PIO and IIO lists.

6. 2014-15th 3rd Quarter Financial Update

- Review of PowerPoint presentation by Farhad Sabit, Director of Business Services.
- Highlights from presentation:
  - Budget allows for 2.3% growth.
  - Prior year apportionment adjustment of $112,810.
  - Normally we assess vacancies in the 3rd quarter. Estimated vacancy savings of $275,000.
  - Operating costs projected to go up slightly by $69,650.
  - Net activity change of $318,160.
  - Fund 10 – unrestricted (slides 4 & 5):
    - Comparison of budgeted Q2 (2nd quarter) to Q3 (3rd quarter) – expenditures are down, decrease in deficit spending.
    - Q3 fund balance of $6.9 million, compared with $6.6 million in Q2.
    - 5% contingency is also going down.
    - $800,000 from bookstore – will come back to this.
  - Funds 10 – 18 (slide 6):
    - Yellow highlighted column is Q3 budget, the column to the right of this is the Q2 budget.
    - Comparing Q3 to Q2, revenues are slightly up, expenditures are slightly down, fund balance is up from 17% to 17.5%.
  - All other funds (slide 7) – not too much to report.
- **Question:** How come Q3 is compared to the Q2 budget instead of the Q2 actuals? The Q3 is predicated on actuals to date. The Q2 budget becomes the Q3 budget, based off of the actuals.

**Comment:** Four or five years ago, we started with one budget and trued everything up in the 4th quarter. **Comment:** This is so there are no surprises at the end. **Comment:** At the 4th quarter, there will be a comparison.

Discussion on Committed Reserve Funds: Bookstore Inventory Buyback

- After the bookstore was outsourced to Follett, the Board set aside $800,000 in contingency funds for buying back the inventory of the bookstore - in case Follett did not work out.
- The bookstore is doing well, a few updates have been made but no action has been taken. The Budget Committee made a recommendation to College Council to release the $800,000 as part of the final budget that will be approved in September.
- **Comment:** Another point of reference – it would be $1.3 to $1.4 million to purchase the bookstore back now.
- At this point the budget committee is taking action to recommend that we release the funds before the final budget, what to do with the funds will be determined later.
- This will be up for consideration after the summer. The $800,000 will fall into the undesignated line item. It will not go to the Board as part of the tentative budget, but the final budget. This will allow time to discuss/consult before making a recommendation.
- **Comment:** We didn’t want to do this in the summer, as we wanted to make faculty aware. This is the first time that the faculty on College Council have heard this. If you’re asking them to endorse this, it’s a sensitive topic. **Response:** In fall, September would hopefully be when we endorse it.
• College Council does endorse budgets – the 3rd quarter financial report should be endorsed.

**MOTION:** Moved/Keogh; Second/Lebedeff: Passed unanimously to endorse the 3rd quarter financial report.

7. Measure G Update

• Robert Dias attended the meeting to speak on this topic.
• South Parking structure is moving towards completion.
• The academic core project is ramping up.
• Building 7, student services functions – plans underway to relocate occupants to mitigate disruptions during the summer.
  o The move is scheduled to occur on May 29th, a one day effort. Primarily going to impact student services.
  o Financial aid, international services, the Vice President of Student Services, interpreting services, A & R – offices will be moving to Hyman Hall.
  o DSPS, Student Health Center, Counseling – offices will move to Newark.
  o Some offices in Academic Affairs will also be part of this move.
  o The Vice President of Student Services and I.T. have been working on this project for the last month. Professional movers have been hired for the physical moves and the computer and telephone disconnect and reconnects.
  o The ELI will be the only instructional program on this campus during the summer. Students will be in FP-13, FP-14 and FP-15.
• South Parking Structure update:
  o Lot P will be closed starting May 14th.
  o Key D has been restriped to provide parking for short term access to Building 7.
  o Question: Will building 6 be accessible? Response: Yes, Key D parking can be used for getting files, etc.
• Phone Update:
  o A separate shut down schedule will be developing. We will have to shut down the phones temporarily. Over the weekend, and possibly up to two days into the week after the Memorial Day weekend.
  o Question: Aren’t grades due on May 27th? When would Admissions and Records be moving? Two days after Memorial Day, the phones will be down? Response: The move will be on a Friday. They will still be in Building 7 on Wednesday, but there may be no phones.

8. Emergency Notification System

• Chief John Worley attended the meeting to speak on this topic.
• Previously Ohlone had an emergency notification system, AlertU. The company is no longer in business. Looked at other options.
• ReGroup has the ability to communicate to the masses on multiple platforms – alert beacons, blue light boxes, computers, PA systems, social media, VOIP. The system can also provide ability to override classroom projectors. A good option for our deaf community. System of the year award.
• A number of institutions use ReGroup. Napa Valley College uses this system, they were able to notify 7,000 recipients within 20 minutes after their recent magnitude 6.0 earthquake.
• At last week’s DDAS meeting, issues came up and a potential change was recommended. Permits requests can be made by the deans, directly to campus police.
• ReGroup system does Cleary notifications as well.
• Looking into implementing this system. Integration could be completed within a few weeks of signing the contract. Aiming for implementation in fall 2015.
• Costs associated with the system – approx. $9,000/yr. A three year option gives us a 10% reduction in price.
24/7 support is available.

**Question:** Is this a part of the PIO or IIO list? **Response:** No.

This will be a topic again in the fall.

9. **Process for discussing arming of officers**
   - Item postponed to a future College Council meeting.

10. **Proposed College Council Meeting Schedule: Summer/Fall**
    - 2015 summer and fall College Council meeting schedule approved unanimously.
    - Will send out Outlook invites to College Council members.

11. **Heard it through the Grapevine/Suggestions for Future Topics**
    - Future topic: Agendize the bookstore buyback fund conversation.

ADJOURNED: 4:45 p.m.

**Summer and fall meetings (2015)**
*Fremont Campus / Room 7101, Mondays @ 3:00 – 4:30 p.m. (unless noted)*

- June 8th, 3:00 – 4:30 pm
- July 13th, 3:00 – 4:30 pm
- August 24th (fall retreat), 9:30 am – 1:00 pm
- September 14th, 3:00 – 4:30 pm
- September 28th, 3:00 – 4:30 pm
- October 12th, 3:00 – 4:30 pm
- October 26th, 3:00 – 4:30 pm
- November 9th, 3:00 – 4:30 pm
- December 7th, 3:00 – 4:30 pm