

explain our plight? **Answer:** There is a statewide Funding Formula committee that is looking for what the issues are. They sent out a survey to community college CEOs. I responded. They asked about the cost of living. Another question in the survey was about first-generation students. We went out to legislators before the formula was approved. We have met them as recently as January. But we have to take into account that fifty districts are positively impacted.

Question: Were the local legislative representatives aware of what was going on when you met with them? **Answer:** I would say yes. But I thought it wouldn't pass in June, but it did. It was a six-year process the last time funding for community colleges was overhauled.

Question: When is the soft opening of the Academic Core Buildings? **Answer:** May 31st. We hope to open during the summer with classes beginning in the core in fall 2019. **Comment:** An idea that was brought up was potentially having a soft opening tour for high school students in the area. **Comment:** That is a great idea. We will look into it.

4. Accreditation

- Mike Bowman, Executive Dean of Research and Planning & ALO, and College Council members provided an update on Accreditation.
 - College Council members reported the activity of their standard's team.
 - Standard I.A.
 - The team has not met yet. The first meeting is scheduled for February 20.
 - Standard I.B.
 - The team has met. At their meeting, they reviewed the timeline and milestones. They plan to meet twice monthly through May. The team has begun drafting their outline.
 - Standard I.C.
 - The team has met twice. They have identified what each of the substandards was really asking for, and they have made a list of potential sources of evidence. At the second meeting, they went through each substandard and discussed talking points for each one.
 - Standard II.A.
 - The team has met twice. They have gathered evidence for their substandards and are evaluating what evidence is the most appropriate.
 - Standard II.B.
 - The team has met. They reviewed each of the substandards, and they assigned a task for each member. They meet again on February 26 to review evidence.
 - Standard II.C.
 - The team has met twice. They have reviewed the timeline, and they are working on a draft.
 - Standard III.A.
 - The team has met twice. They have reviewed evidence. The team is meeting a lot via Zoom and email due to conflicting calendars. There is another meeting scheduled for early-March.
 - Standard III.B.
 - The team has not met yet. They are trying to find a common meeting time. The team co-lead is looking at the standards so the first meeting will be productive. They hope to meet next week.
 - Standard III.C.
 - The team has met three times. They have completed the evidence-finding portion. The team scheduled a combination of Zoom and face-to-face meetings. They are expected to finish the first draft in March so the Technology Committee can see it. It will go before the Technology Committee for final review in April.
 - Standard III.D.
 - The team has met twice. They broke the 16 substandards into teams to complete. The team goal is to review the first draft at the next meeting.
 - Standard IV.A.

- The team has met. The project and deadlines were reviewed. All meetings have been scheduled through April. The team has set aside Thursday afternoons as work time. They have also broken the substandards into team.
 - Standard IV.B.
 - The team has met. The substandards and timeline were reviewed. Two additional meetings have been scheduled to occur over the next several weeks.
 - Standard IV.C.
 - The team has not met. The first meeting is scheduled for February 19. At that meeting, the team will discuss the standard, timeline and workflow.
 - Distance Education
 - No update was provided.
 - QFE
 - No update was provided.
- The discussion of the timeline began. It is very important to gather the evidence first and then write. If you find the college is not doing well on a particular substandard, then you have to write that. Teams can budget their time as they see fit, as long as they adhere to the timeline.

Question: Would you please describe exactly what each team is to write? **Answer:** A description is the first thing you should draft. The evaluation follows the description. In the evaluation, the team should describe the evidence and what the standard requires. If the evidence does not support the standard, the team should come up with a plan to correct it. Once the team comes up with a plan, the standard is met. Again, if you find something that doesn't align with the standard, draft a plan as to how we can align with the standard. The planning process aligns the college with the standard. **Question:** If something is identified as not aligning, should that be brought to College Council? **Answer:** Yes. As the steering committee, College Council should know. **Question:** Is there a style guide? **Answer:** Yes. There is a template and style guide in dropbox.

5. Administrative Procedures

- Gari Browning, President/Superintendent and College Council Co-Chair, presented an overview of Administrative Procedures.
 - The Board of Trustees approves policies for the college. Policies are not detailed. There are certain citations and legal requirements that have to be addressed in the Board Policy (BP). The college also has Administrative Procedures (AP). Those fall under the purview of the President/Superintendent. An AP describes how a BP is to be implemented. If the AP touches an individual or body, there has to be consultation so the President can receive meaningful input. An accreditation standard states the Board must review the BPs on a regular basis. The President ensures there is a regular cycle so this standard is met. We subscribe to a policy and procedure service from the Community College League of California (CCLC). A regular cause of updates to BPs is legal changes. BPs and APs are tied together since the AP implements the BP. All BPs and APs are chaptered. This assigns them to a certain area. Chapter 4, for example, is titled 'Chapter 4 Academic Affairs'. So continuing with that example, the Vice President of Academic Affairs/Deputy Superintendent would be responsible for review and updates to APs in Chapter 4. That person has the responsibility of consulting with each body that the AP touches. Once that process is complete, the AP goes to the President for final review. The President ensures the AP and corresponding BP align. The question to be asked and answered is "Does the AP implement the BP?". The templates provided by the CCLC are reviewed for legal implications; however, if an additional legal review is needed, the President is responsible for that. If the AP has a lot of changes after it is presented to the President, the Vice President must route it through the appropriate review channels again. The President is also responsible for ensuring the AP sounds like an AP. If the AP is long, perhaps a handbook is warranted. Citations are also reviewed. Once the process is complete, the Assistant to the President/Board of Trustees publishes the AP.

- **Question:** Are all BPs reviewed each year? **Answer:** No. We look at a cycle of completion. We ensure that regular review is being done. **Comment:** Once a BP is updated, the Vice Presidents are given that update so they know to review their APs.

6. 2nd Quarter Financial Review

- Farhad Sabit, Executive Director of Business Services, presented a brief overview of the 2nd Quarter Financial Review.
 - Please see Q2 FY2018-2019 for a detailed information about the 2nd Quarter activity. Budgeted FTES was 8,240. Actual FTES was 7,954 for negative difference of 286 FTES. Revenue decreased by \$214,746 in the second quarter. Expenditures increased by \$238,772. The total change in net activity was a negative \$453,772. The Fund 10 balance was \$10.6 million, after reflecting the negative change in net activity.
 - There were no questions or comments.

7. 2019 – 2020 Budget Update

- Farhad Sabit, Executive Director of Business Services, presented an update on the 2019-2020 Governor's Budget proposal.
 - Please see 2019-2020 Governor's Budget Proposal for detailed information. The presentation was reviewed slide-by-slide with the members.
 - **Question:** Although we are in a hold harmless phase, is Ohlone impacted by the revision? **Answer:** It does impact the college. **Comment:** Budget Forums will be held on March 11 and March 12. Please stay tuned for more information.

8. Looping

- No comments.

9. Heard it Through the Grapevine/Suggestions for Future Topics

- No comments.

ADJOURNED: 4:34 p.m.

Spring/Summer 2019 Meetings:

Fremont Campus / Room 7101, Mondays at 3:00 – 4:30 p.m. (unless noted)

- ~~January 23 (workshop – Fremont 19-107)~~
- ~~February 11~~
- February 25
- March 11
- April 8
- April 22
- May 13
- June 10