



## College Council Meeting Minutes

January 22, 2019 | 2:00 -3:30 p.m. | 3134/N3213

**Committee Description**

College Council is a central committee that acts as an advisory group to the Superintendent/President for Board policies, administrative procedures and district goals, plans and priorities. It is a communication vehicle for recommendations and proposals that come through the participatory governance system and serves as a clearinghouse for college-wide information. College Council is responsible for approving new college-wide committees and revisions to existing college-wide committees, acknowledging and reviewing initiatives and end-of-the-year assessments from specified content committees, conducting and analyzing the faculty hiring prioritization process, providing new program development recommendations to Planning and Budget and the Academic Senate, providing new restrictive fund faculty recommendations to Planning and Budget and reviewing proposals and making recommendations for program revitalization, suspension, and/or discontinuance.

**Committee members:**

X	Jill Stearns, Superintendent/President, <i>Ex-Officio, non-voting</i>
X	Deb Wulff, Vice President for Academic Affairs, Co-Chair of College Council
X	Bret Clark, Division Chair, Co-Chair of College Council
X	Mark Sanchez, Vice President for Student Services and College Centers
X	Dan Troy, Vice President for Administrative Services, <i>Ex-Officio, non-voting</i>
X	Maria Escobedo, Dean for North County Campus and South County Center
X	Madeline Medeiros, Interim Dean of Humanities Academic Affairs
X	John Cascamo, Dean of WED Academic Affairs
X	Catherine Riedstra, Dean of Student Services
	Camri Wilson, ASCC President

X	Cherie Moore, Applied Behavioral Sciences Division Chair
X	Stacy Millich, Academic Senate President
	Hunter Perry, Cuesta College Classified United Employees Representative
	Susan Kline, Business Education Division Chair, Interim
	Anthony Gutierrez, Coordinator, Student Life and Leadership, service faculty
X	Debra Stakes, Physical Sciences, CCFT
	Jodi Meyer, North County Faculty Representative
X	Steve Leone, English Division Chair
X	Shannon Hill, Management Senate Representative
	Guest: Todd Frederick

**Committee Initiatives 2018-2019:**

ACCJC Standard(s)	Completed	In Progress / Ongoing	
		X	1. Monitor the progress of the 2020 Comprehensive Self- Evaluation Report
		X	2. College Council will collaborate with the Academic Senate to review and/or update the faculty prioritization process
		X	3. Monitor the progress of the Guided Pathways plan
		X	4. Improve communication to the college community regarding college council

AGENDA ITEMS	WHO	TIME	INTENT	ACCJC Standard and /or Institutional Goal/Objective	Notes
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<p><b>1. Call to Order</b></p> <ul style="list-style-type: none"> <li>a. TIME KEEPER: D. Troy</li> <li>b. COMPUTER: S. Hill</li> <li>c. DISCUSSION MEDIATOR: B. Clark</li> <li>d. Approve meeting agenda</li> <li>e. Approve minutes from <a href="#">November 27, 2018</a> meeting</li> </ul>	<p><b><u>Agenda</u></b>          Motion to approve: D. Troy          Second: D. Wulff.          Motion passed unanimously</p> <p><b><u>Minutes</u></b>          Motion to approve: M. Sanchez          Second: S. Hill          Motion passed unanimously</p>
<p><b>2. Student Services Reorganization</b></p> <p><b>Background:</b> The Vice-President of Student Services has re-organized the Admissions and Records, Counseling, Financial Aid, Assessment, Outreach and Student Success/Support Program to create an organizational structure focused on more effectively/efficiently serving students. These changes have been vetted through the college governance process and have been shared with staff and service faculty that will be impacted by these changes.</p> <p><a href="#">VPSS Org Chart (New)</a>  <a href="#">NCC and SCC Org Chart (New)</a>  <a href="#">Counseling Org Chart (New)</a>  <a href="#">Enrollment Services Org Chart (New)</a>  <a href="#">Student Health Services Org Chart (New)</a>  <a href="#">Student Success Org Chart (New)</a></p> <p><b>No proposal put forth. This is an information Item only.</b></p>	<ul style="list-style-type: none"> <li>• Dr. Sanchez presented the reorganization of Student Services</li> <li>• Started in October in order to meet needs of students in cluster. Guided Pathways, Focus Survey results, other factors impacting outreach, counseling, etc.</li> <li>• talked about areas where they could become more efficient. Looked at upcoming programs, grants that would need oversight</li> <li>• Enrollment Services area with biggest impact.             <ul style="list-style-type: none"> <li>○ <i>What will International Program director do until it's official?</i>—Will work on marketing, etc.</li> <li>○ Plan to have pieces in place to form the International Program.</li> <li>○ How many international students now? 33. But we should be in the 100s.</li> <li>○ <i>Add ESL to International Programs?</i> No, it's a different program that wouldn't support ESL, but will offer language courses to international students.</li> </ul> </li> <li>• <i>Did this go through the governance process?</i> It wasn't in front of College Council. No, but it went to Planning and Budget, CCCUE, Enrollment Management, etc. <i>Was it provided feedback in those venues?</i> No, because it's under Student Services.             <ul style="list-style-type: none"> <li>○ This didn't really follow college governance. Faculty representation on committees isn't the same as going through Academic Senate.</li> </ul> </li> <li>• <i>Does the division assistant have a broader role?</i> No, works directly with outreach and enrollment.</li> <li>• <i>Benefits to combining Outreach and Enrollment Services?</i> Been able to combine roles, which keeps information streamlined.</li> </ul>

	<ul style="list-style-type: none"> <li>• Training for the director role is different than what that person in that position has. Faculty have expressed concern with the person (FERPA, grading, etc.)             <ul style="list-style-type: none"> <li>○ Think of Admissions and Records separated.</li> </ul> </li> <li>• Counseling Org Chart. Not much changed. Moved the mental health counselor to the Health Services side.</li> <li>• Student Success has added a Dreamer Coordinator.</li> <li>• <i>With the restructuring did anyone go down in pay?</i> No.</li> <li>• NCC and SCC Org Chart             <ul style="list-style-type: none"> <li>○ Doesn't seem appropriate to have the NCC Coordinators on the chart. – This is from the old chart.</li> <li>○ Want to make sure there's a distinction because people thought the NCC coordinators worked under the NCC/SCC Dean. They answer to the Academic Affairs office.</li> </ul> </li> <li>• <i>Did Veteran's Services go under Student Services?</i> No, it stayed under Financial Aid.</li> <li>• <i>What was the purpose for the reorg? Savings?</i> There are savings, but we didn't realize savings until later. Purpose is to try and organize in a way that comprehensively serves students. Wanted to have services align with pillars in Guided Pathways.</li> </ul>
<p><b>3. Board Policy Review Chapter 2</b></p> <p><b>Background:</b> This chapter review falls within the regular cycle provided for in AP 2410. The District subscribes to the Community College League of California Policy and Procedure Service with legal consultation and vetting provided by Liebert Cassidy Whitmore, a California law corporation. Seventy-one districts subscribe to the Service.</p> <p>Summary of Proposal:</p> <p><b>2010</b> – Clean up existing language. Added last paragraph regarding eligibility to serve on governing board. (required)</p> <p><b>2012</b> – Retire; Addressed in BP 7130 and implemented in AP 7130.</p> <p><b>2200</b> – <b>Clean up existing language and delete elements addressed in other policy.</b></p>	<ul style="list-style-type: none"> <li>• After College Council proposed changes ASCC didn't have feedback. Academic Senate did. Going back to them this Friday for second read. Pending any major feedback from them, asking for support from College Council to keep them as is.</li> <li>• Some issues are outstanding since last meeting.             <ul style="list-style-type: none"> <li>○ 2350—as Board to up time for comments from 3 to 5 minutes</li> <li>○ Took League language out? Yes, most of it.</li> <li>○ <i>Can we be ensured the changes will requested will make it in there?</i> Yes.</li> </ul> </li> <li>• Without 2<sup>nd</sup> read from the Academic Senate, don't anticipate feedback.</li> </ul> <p>Motion to approve, provided College Council will approve feedback on second read, but any changes need to come back.            First: B. Clark            Second: S. Leone</p>

<p>(5) Bullets after “Assure Fiscal Health and Stability” address in BP 6100, Delegation of Authority; 6200 Budget Preparation; 6250 Budget Management; and 6400 Audits.</p> <p><b>2221 – Clean up language based on recommended League template.</b></p> <p><b>2300</b> – Addressed in BP 2200 Board Duties and Responsibilities and 2430 Delegation of Authority to the Supt/Pres.</p> <p>2305 – Clean up language. (AB 2449 changes the date that members of a county board of education, school district governing board, or community college district governing board take office. Assembly Bill (AB) 2449, which resolves clashing Education Code and Elections Code provisions, becomes effective on January 1, 2019. Changes regarding this issue are pending legal council review and will be incorporated at a later date.</p> <p><b>2340 – Clean up language per legal template recommendation.</b></p> <p><b>2346 – Retire; replaced by new BP 2345.</b></p> <p><b>2345 – New; Public Participation at Board Meetings.</b></p> <p>Academic Senate feedback included additional language in first paragraph; replace “CEO” with “Superintendent/President”.</p> <p><b>2350 – Clean up language based on legally advised elements.</b></p> <p>Academic Senate feedback/comments regarding (3) minute time limit. No changes to language</p> <p><b>2355 – New; Decorum</b></p> <p><b>2410</b> – Clean up language; provide authority to Superintendent/President to effect non-substantive changes, i.e., legal references and changes non-technical in nature.</p> <p><b>2430 – Update legal reference.</b></p> <p><b>2432 – New; CEO Succession.</b></p> <p>Academic Senate feedback/comment regarding order of succession. Will go to Board for final disposition.</p> <p><b>2716</b> – New; Political Activity.</p> <p><b>2717</b> – New; Personal Use of Public Resources.</p> <p>All other policies contained in this chapter have been reviewed and are current.</p> <p><a href="#">Board Policy Chapter 2 (Clean)</a>  <a href="#">Board Policy Chapter 2 (Track Changes)</a></p>	<p>Motion passed unanimously</p>
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<p>Proposal: Request College Council endorse the recommendations contained in Board Policy Chapter 2 and forward to the Superintendent/President for review/approval and submission to the board for approval.</p> <p>Recommendations and revisions were presented to ASCC and Academic Senate. There was no feedback from ASCC and feedback from Academic Senate is included in paragraph 6 above.</p>	
<p><b>4. RP Focus Group Recommendations</b></p> <p><b>Background:</b> The RP Group conducted campus-wide, student focus groups and provided key recommendations to the College. A taskforce was developed to review the report and identify top priorities to address student needs.</p> <p><a href="#">Focus Group Taskforce Recommendations</a></p> <p><b>Proposal:</b> College Council will review, recommend feedback and support on the top priorities of the taskforce, and forward to the president.</p>	<ul style="list-style-type: none"> <li>• Stacy and Deb worked to create a taskforce.</li> <li>• Taskforce provided recommendations, put the work into phases.</li> <li>• <i>How was the taskforce aligned with Guided Pathways?</i> Many had experience with previous Guided Pathways work.</li> <li>• <i>How is the work assigned?</i> This will go to the President’s office for the next step. It will inform the work of the groups and the individuals. Will either provide another perspective to what we already know, will help show where we have gaps. It’s not meant to assign work, meant to guide work in process.</li> <li>• <i>Will new Guided Pathways committee look at our Guided Pathways plan and see if they’re in the plan?</i> We will have this feedback that will enhance our Guided Pathways plan.</li> <li>• Driven by student voice. That should be a guide for those changes.</li> <li>• They’re recommendations, not marching orders.             <ul style="list-style-type: none"> <li>○ The group isn’t the decision makers.</li> <li>○ Become “marching orders” once sent to the president.—Belief is that she has the authority to use, not use, or modify the recommendations as she sees fit.</li> </ul> </li> <li>• <i>Wouldn’t College Council give feedback on which recommendations it approves?</i></li> <li>• Before endorsing to have Senate provide feedback. Want to be sure there aren’t any big issues that might be missed.             <ul style="list-style-type: none"> <li>○ Believed the recommendations would map to current programs, etc. but the mapping isn’t there. Possible some of the issues may have been resolved since the survey came out a year ago.</li> </ul> </li> </ul>

- Look at the approaches given on the recommendations and assign to work already being done.
- The survey did identify some areas to take on the recommendations.
- If we are updating the plan, look at what are we are doing in the plan, and how what we are doing aligns with the recommendations.
- When RP group did the survey, agree that some of the activities and recommendations have already been done.
- Nice to close the loop. Can identify what we've done. Monitor the areas that needed attention and see later if they successfully met the goals set for them.
- Initial goal was to define responsible administrators to do the work. Agree that a lot of the work will be done by the Guided Pathways committee but will also see a lot of work done by a VP.
- Consider revising the proposal so it's part of the shared governance process.
  - Have done this before. IEC looked at data points and created actionable items. Reported back to IEC on the steps being taken.
  - Should be redirected where to go. should go to Guided Pathways team to align with plan then it could go to Senate. Can't tell a group how to change recommendations, but can send information, suggestions.
- *Not going to President first, but to the Guided Pathways team for review and consideration? Yes.*
  - Does it live there, or what's next?
  - Some things are very specific and not for the Guided Pathways Team.
  - Guided Pathways plan had to go through the process, but this doesn't have to.
  - *Who's responsible for affecting the change?* Will go through discussion with the implementation team. They develop a plan. Then delegate the work to appropriate people/areas. This is a piece of a larger step-by-step process. Will be annually reviewing the Guided Pathways plan.
  - Some things here that wouldn't be part of Guided Pathways Plan. Let them tell us which parts would be in the plan. At some point we would assign the others to the appropriate areas. Anytime areas of improvement are noted, it's worth the time.

	<ul style="list-style-type: none"> <li>○ Has to be assigned to a person with authority who can make things happen. Some have specific areas already assigned to them.</li> <li>○ Have data on some of the proposals</li> <li>● Going to Guided Pathways Team who will identify aspects that apply to them and will provide feedback.             <ul style="list-style-type: none"> <li>○ The plan will come here. The recommendations really don't have to.</li> </ul> </li> <li>● Modifications brought forward were supposed to go before Academic Senate. It's a living document.</li> </ul> <p>Motion to send document to Guided Pathways Team to identify what belongs in the Guided Pathways plan and forward rest of recommendations to the appropriate groups.            In favor: 13            Opposed: B. Clark            Motion Passed</p>
<p><b>5. College Council Mid-Year Report</b></p> <p><b>Background:</b> The committee chairs are responsible for completing reports following dialogue with the committee. Assessment of the committee's progress toward initiatives is a critical part of the annual cycle of assessment where outcomes lead to change and improvement.</p> <p><a href="#">Committee Mid-Year Report for 2018-2019</a></p> <p><b>Proposal:</b> College Council will describe the committee's fall 2018 accomplishments and identify additional initiatives for spring 2019 if applicable. It will indicate for each initiative whether it has been completed or is in progress.</p>	<ul style="list-style-type: none"> <li>● Initiative #1 in progress</li> <li>● Initiative #2 in progress             <ul style="list-style-type: none"> <li>○ Academic Senate has created the group to look at the survey. Survey responses are in VPAA's office. They will be forwarded next week after survey closes.</li> </ul> </li> <li>● Initiative #3 in progress</li> <li>● Initiative #4 in progress             <ul style="list-style-type: none"> <li>○ Been discussed in the past sending an invitation campus wide to invite community member to meetings.</li> <li>○ Co-Chairs could send large, actional items college-wide to promote transparency</li> <li>○ Send meeting invites college-wide with link to the agenda.</li> <li>○ Send calendar of meeting times college wide.</li> </ul> </li> </ul>
<p><b>The next meeting will be February 12, 2019 in room 3134/NC 3213.</b></p>	
<p>Standing Reports</p> <ul style="list-style-type: none"> <li>● Planning and Budget Committee</li> <li>● Academic Senate Council</li> <li>● Content Committees:</li> </ul>	

<p>Accreditation Steering Committee Outreach Committee Web and Technology Committee Equity Action Committee Online Education Committee Institutional Effectiveness Student Support and Success</p>	
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