



THURSDAY, NOVEMBER 16, 2017
3:00- 5:00 PM, GRIFFIN GATE

MEETING SUMMARY

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|---|-----------------------------------|---|---|--|---|
| PRESIDENT | Nabil Abu-Ghazaleh | | DIVISIONAL REPS (7) | Adelle Schmitt | |
| VICE PRESIDENT ACADEMIC AFFAIRS | Katrina VanderWoude | √ | | Evan Wirig | √ |
| VICE PRESIDENT STUDENT SERVICES | Marsha Gable | | | TBD | |
| VICE PRESIDENT ADMINISTRATIVE SERVICES | Lorenze Legaspi | √ | | Irene Palacios | |
| SR. DEAN OF COLLEGE PLANNING & INSTITUTIONAL EFFECTIVENESS | Mike Reese (Interim) | | | Liz Barrow | √ |
| DEAN OF CAREER & TECH ED/WORKFORCE DEVELOPMENT | Javiar Ayala | | | Jessica Owens | |
| DEAN, COUNSELING & ENROLLMENT SERVICES | Martha Clavelle | √ | | Nadra Farina-Hess | √ |
| DEAN OF ARTS, LANGUAGES AND COMMUNICATION | Bill McGreevy | √ | BASIC SKILLS REPRESENTATIVE | Shawn Hicks | √ |
| DEAN, ENGLISH, SOCIAL/BEHAVIORAL SCIENCES | Agustin Albarran | √ | SUPERVISORY REPRESENTATIVES (2) | Genie Montoya | |
| DEAN, MATH, NATURAL SCIENCES & EXERCISE SCIENCE/WELLNESS | (Interim) Cary Willard | √ | | Kurt Brauer | √ |
| DEAN, LEARNING & TECHNOLOGY RESOURCES | Fabienne Chau | √ | CLASSIFIED SENATE DESIGNEE | Monica Blando | √ |
| SR. DEAN OF ALLIED HEALTH & NURSING | (Interim) Domenica Oliveri | | CLASSIFIED SENATE REPRESENTATIVE | Brian Lam Cindy Emerson | √ |
| ASSOCIATE DEAN OF NURSING/DIRECTOR OF NURSING | Domenica (Dee) Oliveri | | CSEA REP | Will Pines | √ |
| DEAN, ADMISSIONS, RECORDS & ENROLLMENT SERVICES | Aaron Stark | | ASGC REPRESENTATIVE | TBD | |
| ASSOCIATE DEAN, ATHLETICS | Thomas Armstrong | √ | | | |
| ASSOCIATE DEAN OF STUDENT SUCCESS AND EQUITY | Lida Rafia | √ | | | |
| DIRECTOR FACILITIES & OPERATIONS | Loren Holmquist (Interim) | | | | |
| PRESIDENT, ACADEMIC SENATE | Tate Hurvitz (Co-Chair) | | | | |



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| AFT REPRESENTATIVES | Jim Mahler | | | | |
| | Sara Fergeson | | Guest | Denise Schulmyer | √ |
| CHAIRS & COORDINATORS REP | Judd Curran | √ | RECORDER: | Patty Sparks | √ |

Meeting commenced at 3:00 PM.

Introductions were made.

I. ENROLLMENT UPDATE –VANDERWOUDE

In the last five weeks the President and Vice President of Academic Affairs met with Chairs and Deans to go over class offerings. The goal, to utilize classroom space more efficiently (especially during prime-time), provide additional offerings where needed, and to cut those sections with multiple consecutive semesters of demonstrated low enrollment. It was reported that of the California Community College district, one-third are currently in a year of sustainability.

FTES

Currently, we are down 250 FTES or approximately 2%, however, we noticed that between enrollment and census, the college experienced a small increase. This among other theories is, students are continuing to add classes after enrollment and it may have to do with the strategic initiatives in place currently. It is too soon to know for certain that this is the case, but will continue to monitor enrollment trends and keep an eye on this.

2017/18 FTES goal remains at 13,001.

On-going efforts:

The college is working with high schools in its continuing efforts with dual enrollment, as well as:

- The college hired two retention specialists. The goal is to keep the students we have, and have them come back.
- The college is looking at tutoring to see if there is redundancy and the ability to consolidate.
- The college is looking at efficiencies – utilizing space to better serve students.

II. BUDGET UPDATE – LEGASPI



Budget Taskforce

As previously discussed, the Budget Task Force (BTF) was tasked to reduce the college's on-going budget by \$1.25 million. The BTF reviewed the 4000s, 5000s, and 6000s object code distributions over the last five-years, as well as, tutoring allocations. With the additional estimated FTES shortfall of 2%, the initial task of the BTF no longer applies as the estimated funding reduction was significantly increased to approximately \$2.5 million.

It was agreed to that the President and Vice President of Administrative Services will provide funding reduction recommendations for the BTF to review. All budget lines will be carefully scrutinized. The BTF further agreed to change its current charge among other items, to include:

- Learn and gain knowledge of all aspects of budget building
- Review budget reduction recommendations from President, VPAS
- Will have a role in reviewing Activity Proposals

The BTF discussed the need for a Budget Committee and will strongly encourage its implementation as we move forward on the shared governance re-org in the spring.

Staffing

Hiring faculty and staff will be scrutinized. Not all positions will be replaced because the funding is currently in the budget. The Faculty and Classified Staffing Committees will continue to do their work should funding become available from the state – or should there be a need to hire new full time faculty in order to meet our Faculty Obligation Number (FON) as a district.

Activity Proposals

Activity Proposals will not be funded this year.

Program Review

Planning is critical, valuable, and is ongoing. The IEPI Team will help with some of the structural issues tying resources to planning. It was discussed to hold questions and/or concerns for Mike Reese at the next P&RC meeting scheduled in December regarding timelines, processes and like questions.



III. FACILITIES UPDATE - LEGASPI

The Facilities Committee was tasked with developing a Facilities Project Request form and implementation processes. The form for the request was reviewed at this council and at the last Facilities Committee meeting, the rubric was discussed and finalized. Further, the Committee discussed the need for its members to “walk the campus” enabling them to better understand and visualize needs requested.

Construction

Construction is here and will be on-going. Changes to the campus will affect parking, relocation of staff, and wayfinding signage will be implemented. The Facilities Committee as well as the President’s office via the College and Community Relations office will keep faculty and staff informed.

President Abu-Ghazaleh reminded the Council that with construction questions may arise to funding. We must be clear that all construction costs are attributed to prop money and can only be used specifically for construction. No general fund money will be used for construction costs hence, reductions to budgets have no affiliation with construction.

Concerns

Evan Wirig reported that “construction trucks” are parking on the student lot and not in their designated area.

Action Taken: Lorenze will talk with Facilities regarding trucks not parking in their designated areas.

IV. ACTIVITY PROPOSALS – LEGASPI

As discussed above, Activity Proposals will not be funded this fiscal year, as well as, 2017/18.

V. IEPI PEER RESOURCES TEAM VISIT - RAFIA

Lida provided an update from the IEPI team visit on October 4, 2017. The IEPI Team met with various groups on campus, discussing what institutional activities are underway, and what ideas/concerns by those various groups.

From that visit, the IEPI team members provided their preliminary assessment and provided the following areas of focus, they are:



- Streamlining the college participatory governance structure and improving communication about decision-making with constituent members.
- Fully integrating planning and resource allocation processes.
- Better integrating learning outcomes assessments into integrated planning.

The IEPI Team will provide a full-report, including a “menu” of suggestions, prior to their visit in December.

Lorenze thanked those who attended meetings with the IEPI Team as they were candid and productive. He further requested that the Council place a hold for December 6, on their calendars for the return visit of the IEPI Team.

Action taken: Council to hold December 6, 2017, on their calendars for IEPI return visit.

VI. SSSP, STUDENT EQUITY, BSI INTEGRATED PLANNING - RAFIA

The Council was reminded that they reviewed the Integrated Planning Framework, Student Success Initiative, at the September meeting. She reminded the Council that the five (5), Broad, Integrated Planning Goals were presented for review, they are:

1. To increase the number of students by streamlining onboarding, deepening collaborations with high school districts, workforce agencies, and additional community partners, in order to reflect our service populations.
2. To clarify the pathway to degree/certificate completion campus-wide by formalizing and piloting program maps.
3. To reduce the time it takes student to successfully complete college-level coursework from Math, English, & ESL from campus-wide basic skills sequences.
4. To improve course success rates and decrease equity gaps in 12 high enrollment, gateway courses.
5. To improve identification of and support students at risk for academic or progress probation.

She stated that after further review, Goals 2 and 5 were revised, the reasons:

- Goal 2, is an intervention more than a defined goal.



This goal was initially written to help students avoid taking too many classes via piloting program maps. At the time, the college did not know that several funding sources could be utilized to meet this need.

- Goal 5, is an intervention more than a defined goal.

New Goal 2: To reduce the number of excess units completed and time to complete.

New Goal 5: Reduce the percentage of students on academic and/or progress probation and increase persistence semester to semester. This goal meets the *Engagement* and *Retention* initiatives.

The information provided today to this Council will also be heard at the next IEC meeting (November 17, 2017).

The Integrated Plan will be presented at December's Governing Board Meeting for ratification, then to the State, due date January 31, 2018. The Integrated Plan will be sent campus wide once ratified by the Governing Board.

VII. ACHIEVE THE DREAM (ATD) - RAFIA

Focus on Pathways

The College sent approximately 30 staff members (faculty, staff, and administrators) to Guided Pathway Workshops. The goal is to educate staff on the importance of this initiative, its development and eventual launch. Attendance at these workshops is also a requirement for applying for the state funds earmarked for Guided Pathways implementation.

A "Save the Date" email is forthcoming relating to the ATD Coaches Visit.

On Tuesday, December 5, 2017, from 2 – 4 p.m., in the lobby of the Health and Sciences Complex, ATD coaches, Dr. Byron McClenney and Dr. Ken Gonzalez will be here. This visit will focus on Guided Pathways, specific to:

- Create clear curricular pathways to employment and further education
- Help students choose and enter their pathway
- Help students stay on their path
- Ensure that learning is happening with intentional outcomes



During the month of March (2018), planning meetings will be scheduled. Those involved will be tasked with developing structural changes, processes, and implementation strategies. The goal is to have established Guided Pathways in place by June 30, 2019.

Action taken: Council is encouraged to attend the ATD Coaches visit on December 5.

VIII. OTHER

ISLOs – Schulmeyer

The ISLOs were approved last semester. The final draft was presented for the Council to review. Schulmeyer stated that the ISLOs were presented through the shared governance process and she received input and shared suggestions. The draft is attached.

Denise reported that as to number 5, Life & Career Skills, the assessment will entail multiple measures, including mapping and faculty and student surveys. The surveys will need to be redone to incorporate assessment measures. The mapping piece had been applied to Chemistry and was for the most part successful.

The Council thanked Schulmeyer for her hard work on this very important project. Schulmeyer stated that if anyone has questions or concerns, to please contact her directly.

Meeting adjourned 5:00 p.m.