



COLLEGE COUNCIL MEETING MINTUES
Thursday, May 15, 2008
1:30 to 3:30 p.m. – Building 3, Room 142

Members Present: Mike Garcia, Romeo Garcia, Linda Hayes, Debbie Joy, Anniqua Rana, Katie Townsend-Merino, Ron Trugman, Terry Watson
 Ex-Officio: Thomas Mohr- President, Martin Partlan – Academic Senate President
 Members Absent: Linda Allen, Sue Eftekhari, Sarah Harmon, Jeremy Morales, Joan Murphy, Jonna Pounds,
 Guests: Robert Hood, Phyllis Lucas-Woods, Marilyn McBride, Ruth Miller, Vickie Nunes, Melissa Raby, Bart Scott, Maggie Souza

AGENDA ITEM	CONTENT	PRESENTER
1) APPROVAL OF MINUTES OF MAY 1, 2008	The minutes were approved as submitted by consensus.	Debbie Joy & Ron Trugman, College Council Co-Chairs
2) BUSINESS I. Presentation by MAAS Companies, Inc.	<p>Mike Brandy and Jeff Kellogg of the MAAS Companies, Inc. introduced themselves and gave an overview of their work on our Educational Master Plan since being contracted in March of this year that included:</p> <ul style="list-style-type: none"> • Working with Cañada Steering Committee as well as District representatives for technology, facilities, finance, and planning • Timelines for entire project – started in April 2008; outline of topics and probable College actions reviewed with College Council on May 15; final edits/changes over the summer; final review of EMP late August/early September 2008; submit to ACCJC by September 30, 2008 • Major components of the plan – external scan; internal scan; Instructional Division Planning processes; Student Services planning processes; linkage of staffing plan; linkage to technology plan; linkage to facility master plan; linkage to resource allocation plan, linkage to district strategic plan • Handouts given – table of content work plan with project status; sample of Educational Master Plan completed work at another college <p>Informed members that they will be assembling the document during the summer and that it will be available for faculty and staff to review at the beginning of the fall semester. This will still allow plenty of time for faculty/staff input and any revisions to the document.</p>	Mike Brandy & Jeff Kellogg, MAAS Companies, Inc.

II.	Honors Program	The members present agreed to recommend to the President in moving forward with the proposal for an Honors Program at Cañada College	Debbie Joy & Ron Trugman, College Council Co-Chairs
III.	A & R Assistant II Position	<p>A Classified Hiring Justification request was submitted for the Admissions and Records Assistant II Evening position. This is a permanent position working 53% twelve months of the year and paid from the general fund. This Admissions and Records position is needed to ensure that evening services, in-coming transcripts, and veteran services processes continue to operate smoothly and efficiently. It is a critical position for our College, has always been a fully funded position, and is currently vacant due to a transfer of a classified member.</p> <p>This hiring justification was presented to the Planning & Budget Committee at their meeting on May 7th and agreed by members to recommend to College Council to move forward in filling this position.</p> <p>All College Council members present agreed by consensus that the College should move forward in filling the Admissions and Records Assistant II Evening position.</p>	Ruth Miller, Assistant Registrar
IV.	Carillon System	Suggested to members that at our Commencement Ceremony this year the College play "Pomp & Circumstance" on the Carillon System. Members were receptive to this suggestion.	Thomas Mohr, President
V.	Budget Review	<p>Gave an updated report on the state of our budget for next year.</p> <p>\$9,152,538 Position Control \$3,665,215 Hourly Salaries 590,274 Nonsalaries</p> <p>Total Budget Requested is \$13,408,027 Total Allocation is 13,125.904 Shortage (282,123)</p> <p>It was also noted that supplies and books covered by Prop 20 are \$88,355 and are not included in the above figures.</p>	Terry Watson, Financial Analyst
VI.	Research Position	Presented a classification description for the Director of Planning, Research, and Student Success. This would be a new classified position requiring sufficient level of skill and formal knowledge in research and planning. This	Thomas Mohr, President

<p>VII. Hiring Update</p>	<p>position would be responsible for planning, developing, directing, evaluating, conducting institutional research. It would also oversee and implement planning and research activities to positively impact student outcomes, oversee and coordinate implementation of the College Strategic Plan and provide leadership in other major planning efforts. The Administrative Analyst position would be moved to the District Office. Our District would pay the salary difference between the Administrative Analyst position and the new Director of Planning, Research, and Student Success. Discussion among members took place. Members agreed by consensus to recommend in moving forward with this position.</p> <p>Reported that:</p> <ul style="list-style-type: none"> • Health Science Instructor – full time – candidates are being interviewed this week • Women’s Soccer Coach/PE Instructor – full time – final interviews occurred this week • Counselor – full time and Counselor – one year temporary – final interviews occurred this morning • Librarian – full time – interviewing candidates with final interviews scheduled for next week • EOPS/CARE & CARE Coordinator – full time – closed on May 20th • Instructional Aide II – Fashion Design – final interviews this week • Laboratory Technician for Chemistry/Physics/Engineering – job posted by District • Financial Aid Assistant – position offered to Margarita Baez – will go before Board for approval • 50% Instructional Aide II – Learning Center – job posted by District 	<p>Debbie Joy, College Council Co-Chair</p>
<p>VIII. Basic Skills Conference</p>	<p>Reported that there will be a Basic Skills Regional Training for all the 109 Community Colleges. Cañada will be hosting the June 9 and 10 conference with 26 college attending. Faculty, staff, and administrators will be trained on institutional, counseling and pedagogical methods and will learn strategies and techniques that can apply to classrooms and other student interactions immediately.</p>	<p>Anniqa Rana</p>

	<p>A Basic Skills Handbook will also be available on-line as a regularly updated document and as a hard copy that will be provided at the BSI Regional Trainings.</p> <p>There will also be a Summer Institute for Adjuncts August 10 to 13. This training will concentrate on teaching pedagogy. It is open to teams of one full-time and four part-time faculty members from each college attending.</p>	
3) PLANNING & BUDGET UPDATE	At its last meeting, discussed SLO budgeting and steps toward implementing faculty hiring process.	Martin Partlan, Planning & Budget Co-Chairs
4) SENATE UPDATES ASCC Academic Senate Classified Senate	<p>No Report</p> <p>Discussed Basic Skills Steering Committee and at appointing some faculty to the Steering Committee.</p> <p>No report as have not had a meeting recently.</p>	Martin Partlan, Academic Senate President
5) DIVISION UPDATE Business Humanities Science & Technology Student Services	<p>Men's baseball and golf made the playoffs. Volleyball has been placed on a one year hiatus as we have not been able to find a coach. Kurt Devlin has been hired as Full time PE Instructor/Head Coach for Women's Soccer. Reudi Graf will be coaching Men's Soccer. The rosary for Anthony Giuardo is this evening at 7:30 p.m. at St. Pius Catholic Church in Redwood City.</p> <p>Recognition Ceremony was held on May 12th. English Institute Recognition Ceremony on May 20th at 6:00 p.m.</p> <p>Retirement Reception honoring Jack Preston will be held on May 19th.</p> <p>Evening Health Center will be having a Blood Drive on May 20th from 4:40 to 8:30 p.m. ASCC Interfaith Dialogue scheduled for May 20th. Regina Blok has returned to work in DSPS and is working 5 hours a day. Nursing & Health Majors at CSU East Bay took place today at 1 p.m. in the MESA Center.</p>	<p>Mike Garcia</p> <p>Anniqua Rana</p> <p>Martin Partlan</p> <p>Romeo Garcia</p>
6) MATTERS OF PUBLIC INTEREST	Campus End of the Year party on Friday, May 16 from 3 to 6 p.m.	
7) ADJOURNMENT	The meeting was adjourned at 3:25 p.m.	