



MINUTES OF JOINT MEETING OF BUDGET COMMITTEE & COLLEGE PLANNING COUNCIL

Wednesday, March 7, 2012

2:00 to 4:00 P.M. – Building 22, Room 114

Budget Committee Members Present: David Clay, Debbie Joy, Maria Lara-Blanco, Vickie Nunes, Sarah Perkins, Robin Richards, Tristan Sheldon, Gregory Stoup, Lezlee Ware, Helia Ying

Ex-Officio: James Keller – Interim President, Robert Hood – Director of Marketing

Members Absent: Margaret Hanzimanolis

College Planning Council Members Present: Jennifer Castello, David Clay, Sarah Harmon, Rosalina Mira, Kevin Palmer, Sarah Perkins, Jonna Pounds, Robin Richards, Gregory Stoup, Tristan Sheldon

Ex-Officio: James Keller – Interim President

Members Absent: Joan Murphy

AGENDA ITEM	CONTENT	PRESENTER
1) APPROVAL OF MINUTES	The minutes of February 15, 2012 were approved as amended.	David Clay & Debbie Joy, Budget Co-Chairs Jennifer Castello & Joan Murphy, CPC Co-Chairs
2) BUSINESS I. Accreditation Update	<p>Vice President Perkins reported that a District Accreditation meeting was recently held where the need for IT coordination across our District was discussed. Vice Chancellor Nunez will be scheduling a meeting with the colleges to follow up on the IT coordination.</p> <p>In the course of the sub-committees work on our self study, it has become clear that the college will need to create a Shared Governance Planning Handbook. Vice President Perkins has reviewed several samples for this document and would like to meet with college leaders to discuss this further. The college leaders proposed are the college president, VPI, VPSS, Academic Senate President, Classified Senate President, Director of Planning, Research, and Student Success, and the College Planning Council Co-Chairs. Vice President Perkins at this time acknowledged Accreditation Co-Chairs Doug Hirzel and Gregory Stoup for all their work involved in our accreditation process.</p> <p>Accreditation Co-Chair Gregory Stoup reported that the Accreditation Oversight teams met last week. The teams are keeping to their timetable. Work is underway on the completion of the first draft of their reports which are due at the end of April. They are in the process of collecting their evidence and looking into what is still needed and how it will all connect to the standards. The Research Office will be conducting the following surveys which will add to our accreditation evidence:</p> <ul style="list-style-type: none"> • CCCSSE survey that will go out to students this term, • an employee/staff survey that will go out in the next month • survey to assess the college planning process that will go out in the next six weeks 	Sarah Perkins, Vice President of Instruction Doug Hirzel, Accreditation Co-Chair Gregory Stoup, Accreditation Co-Chair

<p>II. SLO/Assessment for Accreditation Discussion</p>	<p>There is still a lot of work that needs to be done primarily under the SLO mandates.</p> <p>Reported that the college needs to be on the Proficiency Level of the ACCJC Rubric Standard. Professor Rhodes read what was listed in this standard but after the meeting realized that what was read was not the most updated information. As it was proposed that the rubric standard be in the minutes, the following is the correct verbage: “The institution assures that students and prospective students receive clear and accurate information about educational courses and programs and transfer policies. The institution describes its degrees and certificates in terms of their purpose, content, course requirements, and expected student learning outcomes. In every class section students receive a course syllabus that specifies learning outcomes consistent with those in the institutions officially approved course outline.”</p> <p>An update was given on where we are with our SLOs, program plans and other corresponding work. It was noted that SLO work is planned on the March 9th Flex Day.</p>	<p>Carol Rhodes, CIETL Co-Chair</p>
<p>III. Technology Committee Update</p>	<p>The Technology Committee is a sub-committee of the College Planning Council and is composed of representatives that include classified staff, division faculty, student, Public Information Officer, Researcher, Instructional Designer, campus and district IT, Dean from Instruction and Student Services, VPI and VPSS. The Technology Committee meets two times a year and follows up with a written report to the CPC. that includes the following:</p> <ul style="list-style-type: none"> • Assess and report upon the progress of the College Technology Committee <ul style="list-style-type: none"> - referred to the seven Technology Strategic Goals set by the Technology Committee in partnership with our District. • Development of new components of the Technology Plan deemed to be accord with the changing technology needs for instruction, student services, and business operations in keeping with the College’s strategic planning <ul style="list-style-type: none"> - Planning for technology needs at our College that is informed by the vision, mission, and strategic directions of the College as found in the Educational Master Plan. - Survey to delineate our technology needs district wide and campus wide. - Develop and review budgetary requirements for the ongoing implementation of Technology Plan along with looking for other sources of funding - Develop a plan and budget to replace technology equipment. <p>It was noted that with the failure of the last bond passage, grants have allowed the purchase of new computers for our campus, especially in labs where most needed. The Technology Request Form for faculty and staff was also reviewed.</p>	<p>Linda Hayes, Dean of Business, Workforce & Athletics</p>
<p>IV. Presentation of Hiring Prioritization List from IPC/SSPC/APC</p>	<p>IPC, SSPC and APC met yesterday to vote on the position prioritization list. Eight IPC and five SSPC members were not at this meeting and therefore did not vote. It was confirmed that the hiring prioritization process was followed at this meeting. A discussion took place during the meeting regarding what could be done differently in the future and agreed that more dialog</p>	<p>Sarah Perkins, Vice President of Instruction Robin Richards, Vice President of Student Services</p>

	<p>needed to take place.</p> <p>Representatives from IPC, SSPC and Academic Senate gave a brief recap on the discussions that took place at their constituency group meetings regarding the positions brought forward. Interim President Keller gave his thoughts on the process. It was suggested that a narrative or minutes reflecting each constituency group’s rationale accompany the lists presented to the college president.</p> <p>In order to stay true to our process, it was proposed that an email be sent to those absent from the joint IPC/SSPC/APC meeting to ask them to vote for six positions by absentee ballot. Three lists will be presented to the college president. They will be:</p> <ul style="list-style-type: none"> • Academic Senate list • Joint IPC/SSPC meeting list • IPC/SSPC absentee votes <p>Proposed that the CPC have the IPC, SSPC, and APC use their notes to write a document with the process used by the college. This document will be included in our Shared Governance Handbook.</p> <p>A motion was made and seconded that the College Planning Council endorse the process that was followed to prioritize the positions. All College Planning Council members agreed.</p>	
V. Grade Grievance Process Update	Reported that in a discussion with our Vice Chancellor of Human Resources was informed that there is a grievance process in place for faculty with Human Resources.	Sarah Perkins, Vice President of Instruction
VI. Education Master Plan Update	No news to report. SSPC will be working on this during Flex Day activities.	Robin Richards, Vice President of Student Services
3) DIVISION/ COMMITTEE UPDATES	<ul style="list-style-type: none"> • Announced that Dean Linda Hayes is the recipient of the PTK Outstanding Administrator of the Year Award from the PTK organization. Dean Hayes will be attending the PTK convention in Tennessee where she will receive her award. • International Women’s Day will be celebrated tomorrow. A panel presentation/ discussion entitled “Women in the Global Economy, Theme – Women Struggling for Economic Justice at the margins of the global economy led by faculty members Alison Field will take place at 11 a.m. in the Main Theater. 	Division/Committee Reps
4) NEXT STEPS	IPC, CPC, and APC need to work together to development a process for their hiring prioritization.	Budget Co-Chairs CPC Co-Chairs
5) MATTERS OF PUBLIC INTEREST	Our College is currently working on two HSI grants through the Department of Education – one supporting Student Services and the other a collaborative grant with five partners for the University Center	Budget Co-Chairs CPC Co-Chairs
6) ADJOURN- MENT	The meeting was adjourned at 3:37 p.m.	Budget Co-Chairs CPC Co-Chairs