

**College Council Minutes**

April 11, 2:00 – 4: 00 p.m.

Boardroom

Attendees: Jim Salt, Margaret Hamilton, Brian Kelly, Jen Steele, Chris Rehn, Pat Griffin, Elizabeth Andrade, Kerry Levett, Jessica Alvarado, Wilgen Brown, Victoria Rodriguez, Craig Taylor, Grant Matthews

Minutes: Tami Hill

Topic	Speaker
Meeting called to order: 2:00 p.m.	
Agenda Review	Council
Prior Minutes Approval 3/14/18 - <i>Approved</i>	Council
Proposed Student Communication Policy changes – first reading	Technology Council reps
<p><b>SUBCOMMITTEES REPORTS COLLEGE COUNCIL</b></p> <p><u>Budget Development</u> - Will be given to the Board of Ed. – April 12, 2018. Consensus met. Met several shortcomings.</p> <p>Vice Chair: Growing and approaching things differently. Thank you to everyone who worked on this.</p> <ul style="list-style-type: none"> <li>✓ Can't cut anymore.</li> <li>✓ Look at running programs differently instead of cutting programs.</li> <li>✓ Board cutting down on travel.</li> </ul> <p>Volume of vacancies: 30% of salary base of the list. Subset of the largest piece of the budget.</p> <p>Can't imagine how we are to move on in our department when one employee took the early incentive. How are we going to work? If we don't fill the position, what's that going to look like?</p> <ul style="list-style-type: none"> <li>✓ Each dept. look at impact of vacancies will have on their department.</li> <li>✓ Faculty: PT backfill</li> <li>✓ ASA has budget to support departments</li> <li>✓ All vacancies will be looked = 70% will be put into jobs.</li> <li>✓ Lane can't continue to function as a college by filling FT faculty with backfill.</li> </ul> <p>When faculty vacancy happens there's a temp. 1 year contract to cover position.</p> <p>APS work being transferred this term.</p> <p>IT Restructuring – PTSOA process much quicker. Streamlining work / automating tedious work.</p> <p><b>Motion to approve recommendations:</b> Will change personnel cost adjustment? No discussion. <i>Passed</i></p> <p><u>Governance Sub Committee</u> Marge, Jessica, Jim, Jen, Kyle, Robin, Elizabeth, Kristine Howard (maybe)</p>	Council

Recommended: Eli, Lida, & Dawn, Claire Dannenbaum,

Too many meetings.

Can we accomplish and maintain the spirit of the governance so that people aren't spending so much of their day in meetings and have one group meeting? Get rid of the redundancies.

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**New Proposal includes:**

- No tuition increase
- HEPI Update Correction. Realign with the higher index
- Contracted Position Swirl:
- Faculty Vacancy Budgeting
- Major Maintenance: 1.5 M allotted to maintenance – totaling 2.5 M
- Personnel Cost Adjustments – Applying 10-year average.
- Academic Program Standards: Organize & Restructure offerings
- Where positions are being eliminated are voluntary.
- Health clinic increase of 30%

Default rates are going down.

**Student Enrolment** – *New growth of enrollment in FY19*

- Social Science up 4% - Sections added / on-line courses added
- On-line has gone up
- Arts up
- Business up – IT down
- International up – changed an admissions requirement so it's easier to get visas.

Pass rates in sequence courses—Are they improving?

**Other Revenue**

- Aviation will sell a plane every year.
- International year to year. \$1.4 M contribute each year.

Bring on a recruiter. Review in a year to see if it's beneficial.

**Other – Expenses**

Cabinets will work with departments directly to meet these.

\$5M total number of vacancies at the college.

Stagger hiring.

What were the key characteristics with this year's work that made it so much more productive???

**Governance**

Vice Chair's observation is that there's too many meetings,

- Too much overlapping in equity: the same people in different meetings.
- How can we fill gaps? Reduce redundancy? Preserve the spirit of governance?

Lots of feedback to the committee for possible changes for next year

- Planning – Unsure of planning committee at this time.

<ul style="list-style-type: none"> <li>• Policy – A Report by next meeting (Chair, Vice Chair and Classified Rep.)</li> </ul>	
<p><b>Event Planning</b>  4/25/18, 2:00 p.m. - 4:00 p.m., <b>Institutional Effectiveness</b> – Jen Steele</p> <p><u>Closing 2-year process for the learning plan.</u></p> <ul style="list-style-type: none"> <li>• Everything is in support of the Core Values.</li> <li>• Community – Students now – Future students</li> <li>• What issues and opportunities are we having as a college?</li> <li>• Content on line</li> <li>• As time goes on they'll ask for more feedback</li> </ul> <p>Sub-group wants us to provide data to help with building a "Profile" for the Learning Plan and they like what Moorpark College has done.  <a href="http://www.moorparkcollege.edu/sites/default/files/imported/assets/pdf/institutional_research/EdMasterPlanChapter_2.pdf">http://www.moorparkcollege.edu/sites/default/files/imported/assets/pdf/institutional_research/EdMasterPlanChapter_2.pdf</a></p> <p>Dates for review:</p> <ul style="list-style-type: none"> <li>• May 18<sup>th</sup> first draft</li> <li>• May 23<sup>rd</sup> meet</li> <li>• May 25<sup>th</sup></li> <li>• June 3<sup>rd</sup></li> </ul> <p>Learning Plan will be the key message with IEC data to support/contribute.</p> <p><i>One set of strategic plans that all follow.</i></p> <p>Tune into the Learning Plan – we need a more unified version of where we're going.</p> <p>Vice Chair – out at 3:50 p.m.</p> <p><u>2 main concerns:</u></p> <ol style="list-style-type: none"> <li>1. Doesn't involve governance (this comes from learning council) clearly this involves governance</li> <li>2. At the same time learning council is making these changes how can both be done?  Governance review at the same time the learning council is leading this work?</li> </ol> <ul style="list-style-type: none"> <li>• 4/26/18, 10:30-12:00, <b>Chair/Vice Chair Meeting:</b> Agenda: Work Plan Check-ins</li> <li>• 5/14/18, 2:00 p.m. - 4:00 p.m., <b>Budget Forum</b>, details TBD based on progress with budget process</li> </ul> <p>Reserve the Boardroom on May 14 for budget forum. Subcommittee will take it on and president's office will pay - <b>Approved</b></p> <p><b>5/16/18 – All Council Meeting</b></p> <p>Let's communicate to all council members requesting them to participate.  Look back on success on what the councils have had this past year. Learning council will have a product around that time. What's worked? What were the best practices? What do you want to</p>	<p>Council</p>

<p>see us maintain.</p> <p>All Council Meeting – May 14, 3-5 p.m.  Proposed: Can we make it 1.5 hours instead of 2? <i>Approved</i></p> <p>How do we recruit new members? - Chair and Vice Chair will discuss this further. If anybody has any ideas, please email to them.</p>	
College Council Work Plan for Spring Term 2018, 2018 – 2019	Council
Reports: <ul style="list-style-type: none"> <li>• ASLCC</li> <li>• ET (<i>Should this be “Cabinet” instead?</i>)</li> <li>• Faculty Council</li> <li>• LCCEA</li> <li>• LCCEF</li> <li>• MSC</li> </ul>	Council
Adjourned: 4:00 p.m.	

Possible or Future Agenda Items

Bristow Square Task Force Report – Follow up