

College Council Minutes
MAY 7, 2010



Present: Greg Chamberlain, Primavera Arvizu, Sue Vaughn, Anna Agenjo, Pam Boyles, Brent Damron, Janet Thomas, Cindi Swoboda, Antonio Alfaro, John Gerhold, Tom Greenwood, Nick Strobel, Kathy Rosellini, Kristi Newsom, Shawn Newsom, Nan Gomez-Heitzeberg, Debbie Spohn (recorder)

Guests: Monty Snyder, Patrick Ferree, Dave Barnett, Judy Ahl, Jeannie Parent, Jim McGee

1.	<p>Welcome - Agenda Review The agenda has been adjusted to reflect that three departments will be presenting their program review results.</p>
2.	<p>Review Minutes April 16, 2010** Action items were reviewed and one correction was noted.</p>
3.	<p>Program Review <i>Financial Aid - Joan Wegner, director, shared the mission of the department as one that provides resources to students, removes barriers to success, and supports student excellence, and allows students to remain in class. The department was commended for assuring compliance with state, federal, and institutional regulations. BC ranks in the top 8% statewide for number of students receiving Pell grants, and in the top 5% for the number of students receiving BOG fee waivers. Financial Aid accommodates 47.5% more applications over the past 3 years with fewer staff. The 10.4% default rate on student loans is well below the 20% statewide average.</i></p> <p><i>The number of Stafford loan applications has increased dramatically, and are all processed by one staff member. Each student that applies receives correspondence from the Financial Aid Office. The Financial Aid office recently began to correspond with the majority of the applicants through e-mail, which has greatly reduced the amount of paper & postage required.</i></p> <p><i>The Financial Aid Department identified their first priority was to fill the vacant technologist position. The technologists are responsible for the awards that go to students. With additional staff time, more loan counseling could be provided.</i></p> <p><i>English as a Second Language (ENSL) - Jeannie Parent, faculty chair, presented the program appraisal for ENSL. This is a relatively new department, established two years ago. They have experienced 100% growth in those two years, with retention at over 90%. The success rate fluctuates between 60-70%. The department's mission is to provide quality education in a supportive environment. They have established relationships within the business community. The department has been able to establish a multi-media language lab, which is used by all classes on a regular basis. ESL Summits with the local high schools and adult schools have been held. The curriculum has</i></p>

focused on global and community awareness in areas such as immigration.

The department is working with Nursing to establishing a learning community, and another with Child Development. They are working to establish ESL 1A which would be equivalent to English 1A.

The health issue of diabetes is of major concern in the immigrant population. Awareness of this issue has been incorporated into the curriculum.

An additional instructor was identified as their first budget priority. They also need a additional designated classroom space, and a projector for the language lab. The department has grown from 2 instructors to 5, with 6 part-time instructors. They would also like to reinstate the placement essay, as many students are not being correctly identified.

***Information Services:** Jim McGee conveyed that the department was commended for accomplishing so much with so little. Technology is a significant part of the environment in which we operate. The IT department provides leadership in technology solutions and maintains the infrastructure. This includes 275 faculty and program websites, and about .5 million files. There are 13,000 visitors per day, with 38,000 visits on the first day of open registration. More and more visitors are logging in using i-phones and other web-based applications.*

Monty Snyder is the network manager. There are 1250 active faculty and staff accounts, with 55 wireless access points. Monty also coordinates with any construction projects to determine their needs. Patrick Ferree is a network technician. Patrick reported that Delano has 250 lab and staff input spots in Delano. The entire Delano campus is supported by one staff member making one trip per week.

IT currently has half the recommended staff to provide support to a campus of this size. Judy Ahl is the Information Services technical coordinator and works with the budget, coordinating purchasing and assisting the college by maximizing purchasing power.

Technology is evolving faster than anyone ever imagined. Classrooms are going to have to change to keep pace. IT has instituted automated computer lab maintenance; this is done weekly rather than waiting until semester breaks. Windows XP is now 9 years old; upgrades to Windows 7 will be installed as time permits. Microsoft Office 2010 is being tested.

Top priorities were identified as a sustainable replacement cycle supported by the budget, recognition of the total cost of ownership of technology, adequate staffing, a moratorium on new labs until adequate staffing is in place, and adequate training. These items will allow IT to support the best possible

	<p><i>learning environment for our students.</i></p> <p><i>What percentage of classrooms now have access to computers? The answer is 100% have at least two network drops. The department is currently in the process of developing a disaster recovery plan.</i></p> <p><i>The 'go live' date for Luminis? Dave answered that several deadlines have come and gone without success, but they are hoping for implementation in the fall. Is open source software getting any attention, to replace the more expensive Microsoft products? Jim stated Microsoft is the district standard, but open source software should be addressed. Patrick stated it is now available in most labs. John asked about the hardware limitations when the upgrade to Windows 7 is installed, as many are using hardware that is 10+ years old. Patrick added that if the hardware won't support it, it will be available as new equipment is purchased. Patrick is currently providing leadership to a district-wide study, looking at Windows 7.</i></p>
<p>4.</p>	<p>Decision-Making Task Force</p> <p>DMTF is getting closer to completion of the documentation. A survey was recently circulated regarding the general attitude of the campus toward the decision-making process now being utilized at BC. The survey indicated that there is a lot of work to be done to ensure that the entire campus understanding the decision-making process. There were three open-ended questions at the end of the survey; those results have not yet been circulated. The responses will be reviewed prior to completion of the document to determine if the final document needs adjusting to answer questions not now considered. Michael pointed out that the document being created is meant to be read on line so that points of explanation can be accessed.</p> <p>Another survey will be circulated next year to determine if any progress has been made.</p>
<p>5.</p>	<p>Department/Dean Alignment</p> <p>Information was shared on the realignment of the departments under the instructional deans. One of the focuses was trying to balance the number of faculty under each dean, to balance the number of faculty evaluations required. Each dean will have an executive secretary/administrative assistant and a department assistant. Another focus of the realignment was to look at equity of the current level of support being provided to each department. The current goal is to maintain this proposed alignment for three years, effective July 1, 2010. The vacant position is currently being filled by Interim Dean Lynne Hall, who has been working part-time. This position will be filled.</p> <p>A campus focus for next year will be basic skills; this will remain with Dean Ross. The administration is also looking at traffic patterns around the deans' offices and determining where to locate them for maximum effectiveness.</p>

	<p>Non-instructional areas such as counseling will report directly to Assoc. V.P. Manuel Osorio. FACE moves to Dean Eydgahi's area; however, Child Care remains under the district-level position supervision.</p> <p>☞ Action item: Nan will forward the list electronically, so that it can be circulated. Pam asked that narrative be attached to answer some of the questions raised. Nan will add narrative following FCDC, to answer any additional concerns they may have.</p> <p>Greg added that departments will need to meet together to determine who will handle each of the components that must be covered. The changes are to take place by July 1. The goal is to hire the additional dean close to this time frame.</p>
<p>6.</p>	<p>College Goals Primavera shared a draft of the survey regarding college goals. It was suggested that the language from the goals be used to form the questions in the survey rather than the strategic initiative language, for uniformity.</p> <p>It was suggested that the Goals Subcommittee membership be expanded, as there are currently only 3 members - Primavera, Antonio, and Pam. John Gerhold, Sue Vaughn, Anna Agenjo, and Michael McNellis will join the committee.</p> <p>☞ Action item: Primavera will distribute the survey using Class Climate once the suggested revisions are incorporated.</p>
<p>7.</p>	<p>Budget The governor's May revision is expected out May 14. Greg shared the document requested at the last meeting regarding the District Office's proposed expenditure reduction for 2010-11. Tom Burke has offered to come to the college and discuss budgeting in general if the council is interested.</p>
<p>8.</p>	<p>Term Expiration on College Council members Jennifer Johnson will continue as CTE representative; Pam Boyles will continue as representative for the Faculty chairs. Laura Borneman will join the Council as the Arts and Humanities representative, placing Michael McNellis. Primavera Arvizu and Bonnie Suderman will return as representative for the administration. Cindi Swoboda will continue to represent CSEA instructional staff.</p>
<p>9.</p>	<p>Amgen Bike Race An e-mail was circulated to the campus regarding what to expect on May 20 as far as access to the campus, parking, etc. There will be a Lifestyles Fair in the northeast parking lot in connection with the race. Panorama will be closed to through traffic; this would be a good day to encourage staff to take a vacation</p>

	<p>day. However, minimum staffing must be maintained as the campus will be open to the public for business.</p>
<p>11.</p>	<p>Things we need to know... There has been a proposal to move the Student Health Center to the office next to the SGA office. There is also a proposal to move DSPS and EOPS to the Student Services area.</p> <p>In the Facilities Planning Subcommittee meeting, there was discussion about the charge of the subcommittee. It was suggested that this group should be discussing these kinds of moves, rather than just the large construction issues. A recommendation for a change to the committee charge will be forthcoming.</p>
	<p>Next Scheduled Meeting 2010-11 Calendar Draft* The summer dates proposed were on Wednesdays; these will be shifted to Friday mornings to allow those teaching summer school to attend. Watch for a request through Outlook.</p>