

Memo

Date: 11/18/2011

To: Ann Morgan
Co-chair, Standard I.B: Improving Institutional Effectiveness

From: Jennifer Marden
CSEA President, Bakersfield College

Re: Evidence Related to maintaining an ongoing, collegial, self-reflective dialogue about the continuous improvement of student learning and institutional processes.

At Bakersfield College, in the absence of a Classified Senate, CSEA provides leadership for classified employees' participation in the decision making process. The CSEA President provides representation at the District Consultation Council, College Council, the Budget Committee, and the I Program Review Committee by virtue of the position. College Council, Program Review Committee and Budget Committee classified representatives are appointed by the CSEA President from the Administrative, Student Service and Instructional areas and representatives use list serves for these specific groups to report and seek input. Recent changes in committee structures to allow for Administrative, Student Services and Instructional area representatives and the CSEA President have created a more consistent flow of information to and from classified employees.

The Chapter President and other committee representatives report to and seek input from all classified employees through email and at monthly meetings. The CSEA President seeks input from classified employees on items such as the district strategic plan, district policies and procedures, college goals, budget criteria, program review processes and forms, decision making processes and other collegewide planning processes and shares information on local and state budget news and enrollment data.

The CSEA President also appoints classified employees to all other collegewide committees such as Assessment, Accreditation Steering, Equal Opportunity and Diversity Advisory Committee (EODAC), Facilities, Information Systems and Instructional Technology, Matriculation, Safety, Staff Development Coordinating Council (SDCC) and Student Conduct and Complaint Hearing. Additionally, Classified Co-chairs are appointed by the CSEA President for both EODAC and SDCC.

Ann Morgan

From: Candice Sifuentes
Sent: Wednesday, November 09, 2011 3:29 PM
To: Ann Morgan
Subject: FW: College Council Notes - Sept. 3rd mtg.
Attachments: College Council Charge 4.3.09.doc; Results from College Goals Survey Spring 2010.pdf; BC- FPU2010 8-30-10 .doc; Decision Making at Bakersfield College9.1.10ver2.pdf

Hi Ann,

As discussed. Note attachments.

Candice Sifuentes
Executive Secretary
Learning Resources
Bakersfield College
(661)395-4202
(661)395-4690 FAX

From: Candice Sifuentes
Sent: Thursday, September 16, 2010 10:27 AM
To: bc_ccclsadmin
Cc: Jennifer Marden; Vickie Turney
Subject: College Council Notes - Sept. 3rd mtg.

Hi everyone,

Below you will find my notes from the September 3rd College Council meeting. Documents discussed at this meeting are attached here for your review. Please call me if you have questions or concerns.

College Council Sept. 3, 2010

- 1. Welcome, Introductions, and Agenda Review** – Introductions were made. The College Council charge was reviewed. **Action: Members were to told to please notify Debbie Spohn who their alternate is.**
- 2. Review of Previous Minutes:** Postponed until next College Council meeting.
- 3. Accreditation:** An Accreditation Steering Committee has been put together to lead us through this. They're currently receiving training in preparation for Accreditation. The Accreditation Steering Committee met this week. They will be sending out an e-mail soon to all college constituents summarizing where we're at since our mid-term accreditation report and where we need to be. It was noted that Janet Fulks, Kate Pluta and Rachel Vickrey have served on a number of accreditation teams for other colleges. We will be using their experience as accreditation team members as we prepare for ours. The first quarterly report for accreditation is due to be given to the Board of Trustees at the October Board meeting.
- 4. DMTF:** The group began to review the Decision Making at Bakersfield College document. It was noted that a couple of committees needed to be added to the document. **Action: All college constituency please review the Decision Making at Bakersfield College document and let your representatives (Candice Sifuentes) know if you feel any additions/deletions/corrections need to be made. Please let me know no later than Thursday, September 16th end of day. Sorry for the late notice.**

- 5. Goals:** Primavera Arvizu headed up a subgroup of College Council to discern our College Goals for 2010-2011. They did this by sending out a survey to the college constituency at the end of the Spring 2010 semester. They found out that the end of the semester is not a good time to send out a survey. Response to it was poor. They felt that this academic year the survey should be sent out closer to the beginning of the Spring semester.

From the responses they did receive they felt that most of the goals set for 2009-2010 would be carried forward to 2010-2011 with perhaps a few additions to some of them. The subgroup was tasked to continue working on the 2010-2011 College Goals.

- 6. Construction:** The attached Facilities and Planning Update was distributed to the group. It was noted that the attached report comes from the District facilities group. The first solar panel went up in the NE parking lot this week. It was estimated that we spend roughly \$800,000 to \$1,000,000 on electric annually. We were reminded that the solar field will save us roughly 1/3 that amount. We are no longer seeking to use the Language Arts basement as "swing space." They'll be using modular steel buildings that will be located on the "old tennis courts." It was noted that on the report "Supportive Services Modernization" should be "Student Services Modernization." The Thermal Energy System will be fixed with or without the assistance of "Trane". Any lost rebates are the responsibility of the vendor. It was noted that the attached report is not prioritized.
- 7. Budget:** The state budget has not been passed. There is talk that it may not be passed until the November election or perhaps until the next governor is sworn in (likely not to happen). We are encouraged to advocate our political leaders to "pass a budget soon". Some of the state budget proposals that have been on the table propose to eliminate Calworks and state funded childcare. We were told that we have enough money in reserves to cover payroll to November. If need be we would then borrow from KCCD investments that have been made in order to cover payroll. Bottom line was that even if the budget is delayed all employees will continue to be paid. At this furloughs are not a consideration.

The 2011-2012 budget will be worse than we're experiencing now. It is anticipated that things won't get better until the 2015-2016 budget. This year we did budget planning using a zero based budget method for all expenses except for labor. For the 2012-2013 budget year we will be using the zero based budget method for all expenses (including labor).

Employees are encouraged to find ways to save money. Send large duplicating jobs to Graphics. It's cheaper for the college than using the hub copiers/printers. Do not use personal fans, heaters, and refrigerators. Be sure to shut down your computer when you leave for the day.

- 8. Enrollment Management:** We have 17 more sections than last semester. We will be offering 4-6 general education classes out in Arvin during the Fall and Spring semesters. Summer School this academic year will be small again. ITV courses have been eliminated in order to save money.
- 9. Rumor Control:** Tuition will not be raised at this time. Two new deans will be hired soon. Rumor Control will be a regular agenda item for College Council.
- 10. Things we need to know...** Don't forget about the BC BBQ on the 16th and there's a football game this weekend. If you use the online BC catalogs, please use the pdf version on the website not the webpage version (it's not up to date). The phone directory will now only be available online in a pdf format. If you find errors please notify the switchboard.

The next scheduled College Council meeting is Friday, September 17th at 8:30 a.m.

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Ann Morgan

From: Candice Sifuentes
Sent: Wednesday, November 09, 2011 3:18 PM
To: Ann Morgan
Subject: FW: College Council Notes - April 15th, 2011
Attachments: Accreditation Attachment 2 041511.docx; Facilities Planning Update 040611 .doc; KCCD 2011-2012 Tntve Budget Alloc Worst Case 041511.pdf; Accreditation Attachment 1 041511.docx

Hi Ann,

As discussed. Please note the attachments.

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From: Candice Sifuentes
Sent: Thursday, April 21, 2011 11:04 AM
To: bc_ccclsadmin
Subject: College Council Notes - April 15th, 2011

College Council Notes April 15, 2011

- 1. Agenda Review:** No additions to the agenda.
- 2. Review Previous Minutes:** Minutes from 04/01/11 meeting were approved.
- 3. Health & Physical Education Program Review:** Postponed.
- 4. CCSSE/CCFSSE:** The CCSSE has been administered. Results will be available in July. Faculty members were encouraged to complete the CCFSE (the counterpart to the CCSSE).
- 5. Accreditation:** The Accreditation Steering Committee (ASC) continues to work on linking planning with budget. In their efforts to do so they are proposing that Unit Plans now become Annual Program Reviews with a few additional changes/questions. The Institutional Effectiveness Committee (IEC) would then be renamed the Program Review Committee (PRC). Attached you will find two handouts distributed at College Council regarding the proposed changes. **Please provide feedback on these no later than the morning of Tuesday, April 26th.**

6. **Luminis:** Luminis will go live the week of May 16th. There will be training for the “**Course Studio**” portion of Luminis on two dates the week of May 16th and two dates during Flex Week (August). The training session will be taught by instructors from Sungard. The training session is expected to last no longer than 1.5 hours. The same training session will be offered at various times throughout the day. The “**Course Studio**” portion of Luminis is intended to take the place of faculty websites that currently exist. Training on other portions of Luminis will be offered at a later time.

Students on waitlists for the summer session will not be rolled into the Moodle course management system (located within Luminis). The Vice Presidents and Academic Senates of the three colleges are in the process of determining the policy for this.

7. **Construction:** The following items were highlighted at the meeting...

- ✓ Work on the planetarium ADA accessible parking is expected to begin the week after Commencement.
- ✓ Work on the GET Bus Terminal is expected to begin at the end of May or beginning of June. **Remember this will affect parking on Panorama!**
- ✓ Work on the NE parking lot and ADA upgrades will begin early June. Note that this involves coating and striping the parking lot. **This too will affect staff and student parking!**
- ✓ EMCOR is in the process of bringing nine buildings online with the new HVAC system.
- ✓ The Language Arts elevator is expected to be in operation the week we return from Spring Break.
- ✓ See attached Facilities Planning Update for information on other projects coming up.

8. **Budget:** Attached (sorry for the poor quality) you will find a KCCD “Worse Case Scenario” 2011-2012 Tentative Budget Allocation for unrestricted funds that was shared with us by the President.

9. **Enrollment Management:** We were informed that all the Deans and Department Chairs have plans in place should the 2011-2012 budget allocation from the state be bad.

Sue Vaughn reported that after two days of registration we have 1215 students enrolled for the summer semester. This is up 17% from this same time last year. She also reported that after two days of registration we have 1843 students enrolled for the fall semester. This is up 27 % from this same time last year.

10. **Student Success:** Discussion on student success revolved around the student success stories (Week Zero, STEM, etc) shared at the Board meeting held on April 14th. The President is hoping to have a “brown bag lunch” discussion prior to the end of the semester. The topic for the discussion will be student success. A

member shared that the college needs to look at work done on Foundations of Excellence for ideas for student success.

- 11. New Items:** A campus policy regarding advertising will be coming. The group to create this policy will be lead by the Director of Marketing and Public Relations, Amber Chiang. **If you're interested in working with this group to develop this policy please contact President Greg Chamberlain.**

The President is looking to incorporate reports from the various committee co-chairs into the College Council meeting structure

Outsourcing of the bookstore was awarded to Barnes & Noble. They will be selling mostly textbooks. It was noted they will also be carrying BC branded merchandise. The transition will take place at the end of May. All permanent classified positions in the bookstore have been found permanent positions in various locations across the campus. Be looking for an email from LaMont Schiers regarding this topic.

12. Rumor Control:

- ✓ There will be no adjunct faculty next year. False. There will be fewer adjunct faculty teaching due to the reduced sections of classes we are offering.
- ✓ No new faculty will be hired. False. 7 faculty replacement positions will be hired plus one additional faculty position. We are getting the additional faculty position due to the fact we were informed that faculty positions that are temporary or contingent upon funding should not be included in our Faculty Obligation Number (FON).

13. Things we need to know:

- ✓ There will be an Assessment Reception on Wednesday, April 27th from 4-6 pm. There will be music, hors d'oeuvres, wine tasting, an Assessment Showcase and prizes.
- ✓ There will be a Staff Development Reception on Thursday, April 28th from 1-3 pm in Levinson 40 and on the Delano campus from 4:30-6:30 pm on the same day. A light snack will be served. Come visit with colleagues and the Staff Development Coordinating Council.

The next College Council meeting will be held Friday, May 6th.

As always if you have questions or concerns about any of the above please don't hesitate to contact me. 😊

Candice Sifuentes
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Ann Morgan

From: Candice Sifuentes
Sent: Wednesday, November 09, 2011 3:27 PM
To: Ann Morgan
Subject: FW: College Council Notes - May 20, 2011
Attachments: College Council Notes 052011.docx; Goals focus group feedback.pdf

Hi Ann,

As discussed. Please see email below and attachments.

Candice Sifuentes
Executive Secretary
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From: Candice Sifuentes
Sent: Tuesday, May 24, 2011 11:30 AM
To: bc_ccclsadmin
Subject: College Council Notes - May 20, 2011

Good morning everyone,

Attached are my notes from our College Council meeting this past Friday. If you have any questions please don't hesitate to call me. If you have any questions for College Council please do not hesitate to send them my way too! ☺

Sincerely,

Candice Sifuentes
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