



Minutes

Committee Name: College Council

Date: October 4, 2018

Time: 2:00 pm – 4:00 pm

Location: EW 207

Present: President Board, Ben Beshwate, Corey Marvin, Heather Ostash, Katie Bachman, Paul Kuttig, Frank Timpone, Cheryl Fitzsimmons, Lisa Couch, John Daly, Tyson Huffman, Subber Dhillon, Sawyer Chrisman, Mike Campbell, Lisa Stephens, Joe Slovacek, Peter Fulks, Mike Barrett, Jon Heaton

Absent: Todd Dearmore, Deanna Campbell

1. Call to Order

2:02pm

2. Reading of the Purpose of the Meeting

The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.

3. Approval of Minutes and Action Items

Minutes approved.

1. President Board will discuss ideas for appropriate observances of Cesar Chavez Day and Native American Day with Administrative Cabinet so that the observances can be institutionalized. A report back to College Council will be provided. Completion Date: October 2018. On agenda, 5.3.

4. Approval of Agenda

Agenda approved.

5. Discussion Items

5.1 Incarcerated Students Education Program Charge & Composition

The composition and charge for the Incarcerated Students Education Program was developed last week during the committee meeting. A handout was provided with the draft Charge and Composition. Changes to the Charge were discussed and revisions made. It was the consensus of the group to approve the Charge and Composition with the changes discussed, see attached document. The revised Composition and Charge will be discussed



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at the next committee meeting. The committee will also need to develop the Evaluation and Assessment portion. The final version will be inserted in to the Participatory Governance Model Handbook, appendix E.

Cerro Coso was invited by the State Chancellor's Office to present at the Conference on Colleges. The group of individuals attending the conference will present the direction the college is taking with incarcerated student education.

Action Item: Approved changes to the Incarcerated Students Education Program Composition and Charge will be shared with the committee for the final approval. Completion Date: October 18, 2018.

5.2 Participatory Governance Model Handbook

A review of the Participatory Governance Model Handbook was provided by President Board.

5.3 Annual College-wide Recognition of Celebrations

President Board discussed with President's Cabinet the request from the Calendar Committee to observe Cesar Chavez Day and Native American Day in one form or another. It was felt during that discussion that it was bigger than just recognizing those two days. It was recommended that the Calendar Committee work together with the Director of Outreach, and the Student Advisor to come up with a calendar of annual celebrations. This will provide a perspective and a focus of what days need to be recognized and to identify who could help champion certain days. President Board requested that Ben Beshwate take the request back to Academic Senate.

The State Chancellor's Office has requested that all colleges recognize Undocumented Student's Week October 15-19, 2018. Updates from Cerro Coso to the State Chancellor's Office on what is happening on campus that week is being provided. An update to the college's DACA website will also take place.

Action Item: Ben Beshwate recommended that the Calendar Committee work together with the Director of Outreach, and the Student Advisor to come up with a calendar of annual celebrations. Completion Date: November 2018.



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6. Reporting Committees

6.1 Facilities – John Daly

The Facilities Committee met with the Accreditation team this week.

6.2 Safety & Security – Todd Dearmore

The Safety & Security Committee will meet next Tuesday.

6.3 Technology Resource Team (TRT) – Mike Campbell

A member from the accreditation team came to the Technology Resource Team meeting to observe the meeting. The team member was happy with how well the meeting was run and was impressed with the involvement from people at different sites.

There has been a concern with pop-ups for the online students during class time. The concern will be taken to Ped Tech for further discussion and a possible solution. The move back in to the main building with the data center will take place on October 12, 2018, sometime after 12:00pm. There will be no access to computers during that time for at least three hours. Electronic signage was discussed for the move back into the main building and more information will be coming out soon.

6.4 Student Success Support Programs (SSSP) – Heather Ostash

Student Success Support Programs had a meeting this week with a visit from the accreditation team. During the meeting the cross functional inquiry process was discussed and the Leading From The Middle guide for the cross function teams was shared. EAB will be hosting a webinar on serving part time students with guided pathways as a focus. Conversations are taking place on how to roll out guided pathways. The math department has agreed to be the guinea pig for the initial roll out of guided pathways. At the last Faculty Chairs meeting it was suggested that each area start looking at their pathways now so that they are prepared when the rollout happens for all areas.

6.5 Incarcerated Students Education Program – Peter Fulks

See 5.1.



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7. Associated Committees

7.1 Budget Development – Lisa Couch

The Budget Development committee met with an accreditation team member on Tuesday. The next Budget Development meeting is on October 11, 2018.

7.2 Institutional Effectiveness Committee (IEC) – Corey Marvin

The Institutional Effectiveness Committee met recently and spent most of its time working on compiling the college report card. Every year the committee evaluates its work, and every other year a planning survey is done. This year the survey was sent out to random individuals, adjunct faculty included, with a new set of benchmarks identified. It was noted from the results that the adjunct faculty did not understand the planning process. This will start a longer conversation on how to reach out to the adjunct faculty and help them better understand the process. A comprehensive data set will be accomplished this year along with creating a matrix of which committees should be looking at which reports, what is the rationale for the report, and what to do with the information.

7.3 Professional Development – Corey Marvin

The Professional Development Committee has not met recently. Planning has begun for the Adjunct Professional Development Day in November.

7.4 Accreditation – Corey Marvin

Accreditation has been completed!

8. Constituency Reports

8.1 Academic Senate – Ben Beshwate

The Academic Senate as a whole has not met since the last College Council meeting. The Academic Senate Executive team met and discussed the student activities that will be happening in October. There has been no movement yet on the "No Confidence" vote for State Chancellor Eloy Oakley. Due to the low attendance at the Academic Senate meetings there has been discussion about moving to a representative senate. Talks are



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ongoing and more information will be shared at a later date.

8.2 Classified Senate – Paul Kuttig

Classified Senate has not met since the last College Council meeting. There were a few representatives that met with the accreditation team this week.

8.3 Student Government – Subber Dhillon

Student Government had a General Session meeting this week. The Meet the Candidate forum was discussed and it was felt that a 15 minute questions and answer session at the end of the event would be beneficial. The senators will be participating at the Relay for Life. Work is ongoing for the haunted house event.

8.4 Consultation Council – President Board/Ben Beshwate

Consultation Council has not met since the last College Council meeting.

8.5 Community College Association (CCA) – Joe Slovacek

The Community College Association will be meeting on Monday. The mileage issues are still ongoing with prison assignment now being discussed. Employee benefits and a retirement workshop have been requested as a workshop at the next flex day.

8.6 California School Employee Association (CSEA) – Mike Barrett

The entire E-board from the California Scholl Employee Association met with the accreditation team this week. The next meeting will be at the end of the month. Negotiations will be next month.



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9. President's Report

President Board thanked everyone for their hard work on accreditation. The accommodation that was received was due to everyone's work. Kudos were given by the team to our facilities planning and how inclusive the college is in the process.

10. Review of Action Items

1. Approved changes to the Incarcerated Students Education Program Composition and Charge will be shared with the committee for the final approval. Completion Date: October 18, 2018.

2. Ben Beshwate recommended that the Calendar Committee work together with the Director of Outreach, and the Student Advisor to come up with a calendar of annual celebrations. Completion Date: November 2018.

11. Future Agenda Items

- 11.1 Safety & Security Report to the Board of Trustees on November 1, 2018
- 11.2 Smoke & Tobacco Free Campus (attachment will be made available)
- 11.3 Child Development Program Review – Jessica Krall

12. Future Meeting Dates

September 6, 2018	February 7, 2019
September 20, 2018	February 21, 2019
October 4, 2018	March 7, 2019
October 18, 2018	March 28, 2019
November 1, 2018	April 4, 2019
November 29, 2018	April 25, 2019
January 17, 2019	May 7, 2019 (If needed)

13. Adjournment

3:34pm

Meeting Chair: President Board / Ben Beshwate
Recorder: Jennifer Curtis



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Incarcerated Students Education Program Charge & Composition Draft
Recommended changes during the College Council meeting on October 4, 2018.

Charge

To inform and guide the scaling out of a model incarcerated student education program. The committee will do this by overseeing applications of board policy, administrative procedures, and college practices and processes for incarcerated students and prison education. It will research and recommend develop best practices for integrated services and processes to ensure that equitable delivery of services go to this unique population. It will assist College Council in reviewing new or modified policy and procedure for incarcerated student instruction, student services, and learning support services.

Composition

*One administrator and one faculty member will be chosen as co-chairs

- Vice President, Instruction (administrator)
- Director of East Kern/Kern River Valley (administrator)
- Manager of Dual Enrollment and Prison Education (administrator)
- Administrator from Student Services
- Faculty from Letters and Sciences with experience teaching in the prison
- Faculty from Career Technical Educational with experience teaching in the prison
- Faculty with no experience teaching in the prison
- Faculty counselor
- Faculty Librarian
- Classified staff members, one representing admissions and records and one representing ACCESS
- Student (x2)