**Committee Name: College Council**

**Date: March 4, 2021**

**Time: 2:00 pm – 4:00 pm**

**Location: Zoom**

**Present: President Hancock, Ben Beshwate, Frank Timpone, Mike Campbell, Deanna Campbell, Heather Ostash, Ali Mohamed, Lisa Couch, Peter Fulks, Joe Slovacek, Corey Marvin, Mike Barrett, Cody Pauxtis, Kevin King, John McHenry, Melissa Bowen, Jan Moline, Paul Kuttig, Peter Fulks, Michael Bonner, Lisa Stephens

Absent:

Guest: Natalie Dorrell, Matt Crow, Kristie Nichols, Kelly Potten**

## Call to Order – 2:03pm

## Reading of the Purpose of the MeetingThe 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.

## Approval of Minutes and Action Items

## Minutes approved with no changes. 1. A call out for Faculty representatives on the Climate Survey Task Force will be completed by Ben Beshwate. Completion Date: March 4, 2021. Completed.

## Approval of AgendaAgenda approved.

## Reporting Committees

## A review of the Reporting Committees PowerPoint slides was presented.

* 1. Facilities – Cody Pauxtis
	2. Safety & Security – Kevin King
	3. Technology Resource Team (TRT) – Mike Campbell
	4. Student Success Support Programs (SSSP) –Heather Ostash
	5. Incarcerated Students Education Program – Peter Fulks

## Discussion Items

* 1. Resource Request Analysis – Marketing – Natalie Dorrell
	<http://planning.cerrocoso.edu/2021-2022.html>
	A review of the Marketing Resource Request Analysis was provided.
	2. Resource Request Analysis – Information Technology – Mike Campbell
	<http://planning.cerrocoso.edu/2021-2022.html>
	A review of the Information Technology Resource Request Analysis was provided.
	3. Resource Request Analysis – Professional Development – Corey Marvin
	<http://planning.cerrocoso.edu/2021-2022.html>
	A review of the Professional Development Resource Request Analysis was provided.
	4. Resource Request Analysis – Maintenance & Operations – Cody Pauxtis
	<http://planning.cerrocoso.edu/2021-2022.html>
	A review of the Maintenance & Operations Resource Request Analysis was provided.
	5. Late Add Process – President Hancock (attachment)
	There was discussion around having a more in-depth look at the process to include mapping out process for late adds, as well as identifying a mechanism for tracking late add requests.  President Hancock suggested that we consider the impact of COVID-19 on enrollment and the timeliness of any proposed changes related to registration during these uncertain times.  Three is also the move to Banner 9 scheduled for next Spring, which might be worth considering when looking at timelines.  President Hancock indicated he would draft up these considerations and share with the group. President Hancock proposed that the recommendation be assigned to an Enrollment Management Task Force. The late add process was discussed during the last Academic Senate meeting and they felt that the questions on process could be answered by Admissions & Records. There was a request for students to weigh in on the process.

Action Item: President Hancock will draft considerations for the late add process and share with the group. Completion Date: March 2021.

* 1. Strategic Plan Task Force – President Hancock
	A date for the first meeting of the Strategic Plan Task Force has been set for March 18, 2021. Direct contact will be made with the committee members to make sure they are available for the first meeting to set expectations. The goal is to complete the document this semester and submit to the Board of Trustees in May 2021. The Strategic Plan will span from July 1 2021- June 30, 2024. A thank you for help in establishing the group was provided by President Hancock.
	2. Climate Survey Task Force – President Hancock

A Doodle Poll was sent out today to the participants of the Climate Survey Task Force to help identify a date for the first meeting. The charge of this task force will be to foster a dialogue around the results from the 2019 Cerro Coso Community College Employee Climate Survey, identify specific areas for improvement, and develop a set of recommendations that will inform efforts to improve our campus climate moving forward

## Associate Committees A review of the Associate Committee PowerPoint slides was presented.

* 1. Budget Development – Lisa Couch – *Title V, Sec. 53200:C.10*

7.1.a District Wide Budget Development Committee *Title V, Sec. 53200:C.10*

* 1. Institutional Effectiveness Committee (IEC) – Corey Marvin *Title V, Sec. 53200:C.10*
	2. Professional Development – Corey Marvin *Title V, Sec. 53200:C.8*
	3. Accreditation – Corey Marvin *Title V, Sec. 53200:C.7*

## Constituency Reports

* 1. Academic Senate – Ben Beshwate
	The Climate Survey Task Force representatives have been identified. The Business Office Technology Program Review will be presented at the next meeting in March and then move on to College Council. The hiring committee for the IWV English Professor is moving forward.
	2. Classified Senate – Paul Kuttig
	The Strategic Plan Task Force and the Climate Survey Task Force was discussed during the last meeting. There was also discussion on how to get alerts out to the students in a timely manner. There are concerns with communication in and between departments so there was a suggestion to include that item during the Climate Survey Task Force discussions. There is some concern that information is not being disseminated from committee meetings. Ben Beshwate recommended reviewing the standing rules of the Academic Senate, specifically 6.8, to help Classified Senate develop their own standing rules for communication.
	3. Student Government – Ali Mohamed
	The next event being planned is a drive-in style game night. This event will take place in late April. Clubs will be invited to participate in a virtual capacity.
	4. Consultation Council – President Sean Hancock/Ben Beshwate
	No meeting until later in March.
	5. Community College Association (CCA) – Joe Slovacek
	Retirement questions for the current incentive being proposed should be directed to Human Resources or the company disseminating the information due to the offer being outside of the contract.
	6. California School Employee Association (CSEA) – Mike Barrett
	An unfair labor practice was filed a few months back and the first hearing will take place on March 23. The MOUs for summer hours, increased hours for the HR Assistants at Cerro Coso and Porterville, and the creation of an IT position at the District Office is moving along in the process. There will be an informational meeting with Classified once the MOUs are received from HR, and then a ratification vote will take place. Still fighting for step increases due to the minimum wage increases causing inequity for the lower wage earners who have been employed at the college for some time.

## President’s Report

9.1 COVID-19
During the recent Economic Outlook Conference held virtually from Ridgecrest there was an update from a representative with the Ridgecrest
Regional Hospital letting everyone know that they have not been able to keep up with the supply of the COVID vaccine. President Hancock will be reaching out to the hospital representatives in hopes of building a

## partnership to offer the vaccinations to all the employees who wish to get one. There was a suggestion to reach out to Walgreens and Rite Aid to inquire about what they may offer for vaccination clinics. It was shared that vaccinations have been obtained outside of Ridgecrest if you are willing to drive. An expanded look in our area will be done to see what might be available. It was shared that Porterville College was able to offer vaccinations to all their employees though an agreement with the Tulare Health Department. More information will be shared once it is known. 9.2 Staffing ReportThe normal procedure for a vacated position would be to move forward to fill the vacancy. It was agreed that a report out at College Council would be helpful whenever a position will be opened for re-hire. A hiring update will be added to all future College Council agendas as an informational item. There are currently three positions within the Child Development Center that will be moving forward for re-hire. There are two Associate Teacher positions, and one Food Coordinator position. It was shared that these positions are funded with restricted funds, and do not use general funds. There is a current waiting list of children that cannot be accommodated until we hire the Associate Teacher positions to maximize the teacher to children ratio. It was noted that the pay scale for the Associate Teacher positions is at minimum wage so it may be hard to hire these positions.

## Miscellaneous Itemsn/a

## Review of Action Items11.1. Action Item: President Hancock will draft considerations for the late add process and share with the group. Completion Date: March 2021.

## Future Agenda Items

12.1 Call to Action Presentation – Heather Ostash & Julie Cornett
12.2 Program Review Presentations – March - April 2021
12.3 Climate Survey Update – Ongoing

12.4 E-Sports Update – Future Item

12.5 Banner 9 Baseline Software & Late Add Process – Future Item

## Future Meeting Dates~~September 3, 2020~~ ~~February 4, 2021~~~~September 17, 2020~~ ~~February 18, 2021~~~~October 1, 2020~~ ~~March 4, 2021~~~~October 15, 2020~~ March 18, 2021~~October 29, 2020~~ April 8, 2021 ~~November 5, 2020~~ April 22, 2021~~December 3, 2020~~ May 6, 2021 (If needed)~~January 21, 2021~~

## Adjournment – 3:30 pm

Meeting Chair: President Sean Hancock / Ben Beshwate

Recorder: Jennifer Curtis