

**MINUTES OF THE WHCC COLLEGE COUNCIL (CC) (Friday, August 17, 2018)**

Generated by Lorna L Davis

**Members present**

President, Brenda Thames  
Executive Vice President, Francisco Banuelos  
Dean of Student Services, Javier Cazares  
Dean of CTE, Brian Boomer  
Associate Dean of Athletics, Eric Mendoza  
Farm of the Future Director, Terry Brase  
Health Careers Assistant Director, Sherry Barragan  
International Students Program Director, Daniel Tamayo  
Residential Living Director, Alex Villalobos  
Food Services Manager, Jay Darnell  
Financial Aid Director, Mali Flood  
Workforce Coordinator, Cecilio Mora  
CSEA Representative, Andrea Pulido  
Academic Senate Representative, Jeff Wanderer  
Campus Police Officer, Simon Saucedo  
Faculty Representative, Anita Bart (AOJ)  
Faculty Representative, Matt Magnuson (Librarian)  
Faculty Representative, Sarah Shepard (BUS)  
CTA Representative, Valerie Walker (Counselor)  
Student Representative, Jessica Romero (ASB Public Relations Officer)

**Others:**

Linda Lewin, Follett Bookstore Manager  
Kyle Crider, WHCCD Accreditation, Research, Institutional Effectiveness, and Planning Director (ARIEP)  
Lorna Davis, Administrative Assistant to the WHCC President

**1. Call to Order / Introductions - Brenda Thames****A. Call to Order**

Brenda Thames called the meeting to order.

**B. Introductions**

College Council members introduced themselves in a round robin fashion. Jessica Romero, the new student representative on College Council, then introduced herself noting that she is a member of ASB (Public Relations Officer), CAMP, and a Library employee.

**2. Action Items****A. Minutes: August 10, 2018**

A motion was made to approve the August 10, 2018 minutes by Sarah Shepard, seconded by Jeff Wanderer, motion approved

CC Portal link - <https://my.whccd.edu/committees/whcc-college-planning/default.aspx>

**3. Program Reviews****A. REVIEWS IN DECEMBER & MAY****Discussion:**

Some Program Reviews are out of order so for evidence purposes they will be shared at the next College Council meeting (i.e. BUS);

Administrator committee chair assignments were shared:  
 Program Review Committee / Chair EVP Banuelos  
 Budget Resources Committee / Chair EVP Banuelos  
 Student Success Committee / Chair Dean Cazares  
 Infrastructure and Safety Committee / Chair Director Bailey  
 Professional Development Committee / Chair Associate Dean Mendoza  
 Administrative Unit Outcomes Committee / Chair Associate Dean of NDC Felix-Mata  
 Outcomes Committee / Chair Dean Boomer  
 Student Learning Outcomes Committee / Chair Dean Boomer  
 Institutional Effectiveness and Accreditation Committee / Chair President Thames;  
 Program Review Committee meetings have been scheduled by Francisco Banuelos.

**Deliverables:**

Lorna Davis to prepare a document listing the governance committee chair information, along with the appropriate support staff;  
 Lorna will post the document to the College Council and President's Executive Cabinet portal pages;  
 Governance committee chairs/support staff will also add this document to their portal pages.

4. Board Policies and Administrative Procedures

**Discussion:**

College Council meetings will be held two times a month during the 2018-19 academic year as this should help with the review/approval of BPs/APs.

**Deliverables:**

Lorna Davis will post the BP and AP Review Schedule 2018 (DLC 8/15/18) to the College Council and President's Executive Cabinet portal pages;  
 The schedule will become a standing College Council agenda item (4.D).

A. Courtesy Review / Share with Constituents

None at this time - the BP and AP Review Session was on August 16 and this information was unable to be submitted to College Council by August 17.

B. First Review / Share with Constituents

None at this time - the BP and AP Review Session was on August 16 and this information was unable to be submitted to College Council by August 17.

C. Final Review / Action / Share with Constituents

None at this time - the BP and AP Review Session was on August 16 and this information was unable to be submitted to College Council by August 17.

5. Discussion Items

A. Accreditation, Research, Institutional Effectiveness and Planning - Kyle Crider

**Discussion:**

The Completer Survey 2018 Summary (see attachment);  
 100% employee participation desired;  
 Full-time faculty data looked good;  
 One low area was program level data vs. program review (a stronger mechanism is needed for review);  
 Part-timers have the lowest rates of engagement and data exposure. One suggestion included introducing Part-time faculty to the Full-time faculty data piece (course level, then institution);  
 Institution wide measures see the most success however, there is a need to look at the institution level data with classified staff (i.e. President's Forum);  
 Differences from CCSSEE (classroom engagement / focus on services of the college);  
 Information is available to all on the dashboard;

The survey will be sent out again in the spring (yearly run for the immediate future / next 2-3 years) by Kyle Crider.

**Deliverables:**

Kyle Crider will forward the Completer Survey 2018 Summary of findings to IEAC for further discussion;  
President Thames asked to have this information added to the IEAC Annual Report;  
The ARIEP Director will bring the data to IEAC (i.e. detailed/deep findings with deep recommendations);  
Summarized data from IEAC will then be emailed to Lorna Davis for addition to the College Council agenda.

Anita Bart thanked Kyle on his efforts with this survey.

**B. Prior Learning Assessment (PLA) Update****Discussion:**

PLA is now branded QuickPath (website) and the website is up; however still under construction (edits are ongoing).

**Deliverables:**

Members were asked to email comments and additional feedback to Justin (i.e. FA concerns) as he will take the information back to the State Chancellor's Office Success Center Committee conversations;  
Everyone was reminded to share this information with constituents.

**Discussion:**

Students who register, enroll, and then drops may get get dinged as the catalog is vague on this, and it may affect FA units;

Operationally this still needs to be worked out (i.e. articulation, reenrollment/attempted units) per Justin;  
The portfolio assessment workflow is being worked on and there will be out of pocket costs for students who enroll.

**Deliverables:**

Fees and processes need to be looked at (i.e. credit by exam). Justin Garcia, Javier Cazares and Francisco Banuelos agreed to create an interim workflow piece.

**C. Outreach Update****Discussion:**

The Outreach calendar site is available in the portal (link attached); Viewing access for this calendar will be given campus-wide.

**Deliverables:**

Events should be forwarded to Pedro Garcia for inclusion on the calendar;  
College Council members asked to see an in reach/campus calendar as well and Javier Cazares agreed to look into this.

Outreach calendar link: [https://my.whccd.edu/depts/whcc\\_student\\_services/default.aspx](https://my.whccd.edu/depts/whcc_student_services/default.aspx)

**D. IEAC Update****Discussion:**

IEAC has met and the follow-up report was discussed;  
College's liaison said there was too much detail;  
Evidence is being codified.

**Deliverables:**

IEAC will review again and the follow-up report will be brought back for review at the second College Council meeting in September.

**Discussion:**

The Annual Report (metrics and data points);  
ISS data has been reviewed and will be included in the annual report.

**Deliverables:**

Annual Report to be presented/reviewed, as a first draft, to College Council at the second meeting in September.

**Discussion:**

Committee evaluations (due to glitches, subjected commentary will be used).

**Deliverables:**

Comments and recommendations for improvement will be collected by IEAC, then forwarded to committee chairs.

Portal link: <https://my.whccd.edu/committees/whcc-ieac/default.aspx>

## E. Agenda/Minute Templates - Andrea Pulido

**Discussion:**

The two attached templates should be used by chairs and their administrative support (some committee variations will occur) as continuity is needed across the campus (i.e. evidence collection);  
President Thames would like to see the three “take away” concept used (i.e. discussion, proposed ideas/three takeaways, consensus information if appropriate).

**Deliverables:**

Committee minutes should be reviewed by chairs and support staff to make sure that what needs to be captured is included in the minutes;  
Chairs are to review the template(s) and bring back suggestions to the next College Council meeting.

## 6. Informational Items

## A. WHCC Resource Allocation Handbook

**Discussion:**

The handbook will be used for guidance and it closes the loop on allocations made;  
The handbook is available on the Budget Resources Committee portal page.

**Deliverables:**

Members were directed to read the document and bring back any questions to the next College Council meeting;  
The Budget Resources Committee will evaluate last year’s process.

## B. Resource Accountability Report

**Discussion:**

The attached Resource Accountability Report is on the Budget Resources Committee portal page and the report closes the loop on original request(s) once funds have been dispersed.

## C. WHCC Follow-Up Report

**Discussion:**

The WHCC Follow-Up Report was submitted to the BOT for a first read on Tuesday, August 21, 2018.

**Deliverables:**

Commentary will be brought back to College Council by President Thames once final approval is received by the Board of Trustees.

## D. Enrollment

**Discussion:**

WHCC has met 72% of its targeted enrollment however the prison program, and dual enrollment offerings still need to be added;

Headcount is down (less bodies) and noted that outreach may need to be looked at more closely;

Productivity and efficiencies continued to be watched (i.e. 9 week courses/late start courses) by EVP Banuelos.

**Deliverables:**

Enrollment will be added as a standing item to the College Council agenda by Lorna Davis;

EVP Banuelos will provide the attachment/links to Lorna Davis to be added to the next College Council agenda.

## E. Initiatives

Strategic Enrollment Management (SEM) –

**Discussion:**

The SEM taskforce visit will be on August 24;

SEM Coaches will meet with SEM, IEAC and Instructional Services to plan out steps for the next year;

The first efforts of this group were introduced at the Professional Development Day activity in August.

**Deliverables:**

Valerie Walker agreed to give an introduction on “What the SEM team is looking at” during the next College Council meeting.

Institutional Effectiveness Partnership Initiative (IEPI) Partnership Resource Team (PRT) –

**Discussion:**

The first PRT visit will take place on October 9, 2018;

First steps will be sustainability and the team will help with practices and plans (they are recommendations only);

It is important that everyone be involved in the decision process.

**Deliverables:**

President Thames will provide the focus letter and requirement, which she and Jeff Wanderer have worked on, to Lorna Davis for attachment as an agenda item at the next College Council meeting.

Achieving the Dream (AtD) –

**Discussion:**

Provides the college with a framework to improve institutional effectiveness and build institutional capacity;

The cost is \$78,000 yearly for three years; however this year \$15,000 was paid by Innovation funds;

Coaches for WHCC are: Jean Hernandez and Trudy Bers;

It was discussed during PD Day;

The State’s new funding formula (this year 70% in seats/20% sup/10% SS allocation, next year

65%/20%/15%, then 60%/20%/20%) as the changes chase growth formula;

The district will be hiring five faculty (2 WHCC/2 WHCL with one addition up for grab). July 1, 2019 hiring date;

Part-time faculty office hours have been discussed, and the college is going to try; however sustainability will need to be looked at as well;

Additional funding for those underserved, points outcomes, and those at risk;

The Vice President of Institutional Effectiveness & Strategic Planning position (a new hire) will help the college become more effective;

The District Director of Health Careers salary (K. Defede) and the Associate Dean of Educational Services salary (R. Pimentel) will be used for this hire;

These are not three separate initiatives, but several strategies supporting one thing Guided Pathways.

**Deliverables:**

President Thames agreed to present this information at the first President's Forum and CSEA's PD Day; Council members are to review the Foundation for California Community Colleges "VISION for SUCCESS" by State Chancellor Oakley;

Kyle Crider agreed to bring more information on enhanced funding to the next College Council meeting that can be provided to constituents (i.e. 7 bullets: Equity, Quality, Student Success, Educational Pathways, Development of internal processes, Utilizing data, Building and Support);

A campus wide Guided Pathways summit may be held in October with "Save the Date" notifications being sent out by the EVP's Office.

## F. ACCJC Fall 2018 Follow-Up Visit Roster

**Discussion:**

The visit will take place on November 8;

The chair will remain the same (Dr. Keith Snow-Flamer), along with Dr. Lijuan Zhai and Dr. Tina Vasconcellor;

President Thames asked if there were any conflicts of interests and none were noted.

## G. Committee Updates

None at this time

## H. Board of Trustee Meeting(s)

**Discussion:**

BOT agendas from June 26, 2018 and July 24, 2018 along with BOT minutes from May 22, 2018 and June 26, 2018 were attached for review.

**Deliverables:**

Committee members questions should be emailed and/or discussed with President Thames.

Board agendas and minutes may be accessed by visiting the WHCCD website at:

[http://www.westhillscollge.com/district/about/board\\_trustees/agendas\\_minutes/index.asp](http://www.westhillscollge.com/district/about/board_trustees/agendas_minutes/index.asp)

## I. WHCC Upcoming Events

**Discussion:**

Review the attached list of upcoming events;

Be sure to share the information with your constituents.

## 7. Other Items

## A. Updates

## Workforce

## Cecilio Mora:

His department continues to work with the Psych Tech Program  
ESL transitioning to non-credit (WHCC, Huron, NDC)  
Entry level offerings (i.e. computers)

## Psych Tech Pinning

## President Thames:

The Psych Tech Pinning Ceremony was great (speeches were great / standing room only). However she would like to see other WHCC outreach material made available as well at this activity in the future (parents, etc. are on campus).

## Farm

## Terry Brase:

HVAC will be offered this fall; truck driving has been pushed back to spring; Welding has a good group. It was also shared that Equine non-credit classes may be offered at the Prison (grants will be sought and prison insurance will be used).

#### International Student Program

Daniel Tamayo:

The ISP Fall 2018 Welcome Back Dinner is being held tonight at the New Hong Kong Restaurant (5pm) and all are welcome to attend

#### Library

Matt Magnuson:

Brenda Soto, Library Technician I, will be returning; the tutor specialist position for WHCC is closing today and at NDC next week.

#### Faculty

Anita Bart:

No state CTE announcement has been made yet; however Anita will be the liaison. The taskforce is working on condensed calendar; however she will believe it when she sees it.

#### Student Services

Javier Cazares:

Success Teams are being worked on (identifying roles and processes). He will update College Council once complete.

#### Cafeteria

Jay Darnell:

Reminded everyone to get activities and meeting dates, etc. for potential meal needs to him in advance along with a calendar outlook invite. The student population is picking up; however numbers are down from the previous fall.

#### Athletics

Eric Mendoza:

New Basketball Coach Adedokun Olanrewaju (Coach O) has been hired. He will be around campus more often so be sure to welcome him if you get the chance.

#### Academic Senate

Jeff Wanderer:

Nothing further to report at this time.

#### Faculty

Sarah Shepard:

Nothing further to report at this time.

#### Educational Services

Francisco Banuelos:

Prison program enrollments are increasing WHCC's FTES.

#### CTE

Brian Boomer:

The 2019-20 schedule is being worked on.

#### Follett Bookstore

Linda Lewin:

Things are going smooth (new editions vs old editions, President's Scholar vouchers). Linda also said digital resources are similar to e-books and at times more affordable for students.

#### Health Careers

Sherry Barragan:

The new Psych Tech cohort starts next week; the hiring of a new secretary will be helpful; new uniforms, through the bookstore, can now be purchased online.

#### **Deliverables:**

Committee members wanting to add an agenda item for the meetings are to email said items to Lorna Davis.

8. Next Meeting: September 7, 2018

9. Adjournment