MINUTES OF THE WHCC COLLEGE COUNCIL (CC) (Friday, September 22, 2017)
Generated by Lorna L Davis

Members present:
Brenda Thames, President
Francisco Banuelos, Executive Vice President / IEAC Representative
Bertha Felix-Mata, NDC Director
Mark Gritton, Associate Dean of Student Services / Equity Program Director
Eric Mendoza, Associate Dean of Athletics
Robert Pimentel, Associate Dean of Educational Services
Terry Base, Interim FOF Director
Kathy Defede, Health Careers Director
Daniel Tamayo, International Students Program Director
Raquel Rodriguez, Title IV/TRiO Director
Alex Villalobos, Residential Living Director
Jay Darnell, Food Services Manager
Shaun Bailey, M & O and Auxiliary Services Director
Mali Flood, Financial Aid Director
Cecilio Mora, Workforce Coordinator
Zack Soto, CCPT Program Director
Andrea Pulido, CSEA Representative
Sherry Barragan, CTA Representative
Myra Castillo, Student Representative
Jeff Wanderer, Academic Senate Representative
Chris Montoya, Campus Police
Matt Magnuson, Librarian
Arkady Hanjiev, Math Instructor/Outcomes Committee Chair (proxy for Sarah Shepard)
Anita Bart, AOJ Faculty

Others:
Valerie Walker, Counselor
Mark Matteson, Counselor

1. Call to Order / Introductions - Brenda Thames
President Thames called the meeting to order with everyone introducing themselves in a round robin fashion. She welcomed the new attendees and thanked them for their willingness to participate.

2. Action Items
A. Minutes: May 10, 2017
A motion was made by Andrea Pulido to approve the minutes from May 10, 2017, seconded by Alex Villalobos, motion carried.

B. Minutes: April 19, 2017
A motion was made by Andrea Pulido to approve the minutes from April 19, 2017, seconded by Alex Villalobos, motion carried.

C. New Program Review Templates (Non-Instructional and Instructional)
Mark Matteson discussed the two templates that were attached to the agenda for review and discussion.

Instructional Template –
Discussion followed. President Thames shared that institutional benchmarks might be used. She also said FTS/Productivity needs to be caught. Robert Pimentel suggested adding headcount/efficiency. Location/modality was discussed however work with Kyle Crider on data will be needed and Kyle said this is being looked at. Resource Needs were discussed. Professional development was added and Brenda asked if this could be exported out. Mark Matteson said this is currently unclear.

Robert Pimentel noted that timeline was discussed at the recent Budget Resources Committee meeting (goes hand in hand with eLumen). Francisco Banuelos said the budget allocation process is completed annually and this should integrate the systems together. President Thames questioned whether this would be up and running this year as program reviews go thru the process (yes, per Francisco). Francisco said the goal is to get the budget cycle/process up and running as soon as possible. However, program reviews with budget requests may need to duplicate the work for now. eLumen will assist with this once everything is up and running. Brenda suggested that the Program Review committee determine a way to get the budget needs to the Budget Resources Committee. Robert Pimentel said the entire program review may be sent to the Budget Resources Committee for now. President Thames said two separate cyclical processes exist with Matt Magnuson noting that

the budget request is much more detailed. It was agreed that the Program Review Committee and the Budget Resources Committee will get together to discuss needs further.

Following discussion it was the consensus of the group to have a second read on the instructional template (changes will be brought back and shared). This item will remain on the agenda.

Non-Instructional Template -
Discussion occurred on this template. President Thames asked "will non-instructional programs receive standardized data as well?" Kyle Crider said "this is not a standardized set; however it will be looked at further." President Thames asked how equity data was defined. Robert Pimentel said more clarity may be needed (does it follow equity plan and goals). Kyle we do have some reports; however non instructional levels may need some improvements. Robert said disproportionate populations can be looked at. Recommendations included integrated planning concerns and Brenda shared we will need this. Robert Pimentel suggested adding how the program review integrate with SSP, BASE, etc. The Program Review Committee will look into expanding this.

Resource needs were discussed including auxiliary services. President Thames said a different template may be needed for auxiliary services. Kyle Crider agreed. Discussion followed. A different form, with assessment of which departments belong where, was noted by Mark Matteson (i.e. CTE). Arkady Hanjiev shared that AUO and SSO is different and it was noted that this is a project moving forward.

President Thames said based on our recommendation we need to do it right. Effort needs to be put into this as this is a key part of institutional planning and must be done correctly.

Mark said 1 D lists all recommendations/goals from the last program review (more rigorous now). EVP Banuelos thanked Mark Matteson for all of his help with the development of these items. Integrated plan/benchmarks may be implemented and guide this process. President Thames said to let the committee know as well that their work is appreciated.

D. Professional Development Committee
President Thames asked what the charge of this committee should be. Ideas shared included:
Properly vet any opportunities that exist;
Personnel trainings;
Develop priorities or focus areas for professional development;
Organize current available area at the college offering training (i.e. nest);
Facilitate "brown bag" sessions following trainings;
Local / online portal page with more information / centralized place with the information;
Staff skills are resource skills and need to be made available;
Align our goals, support our college mission, KPI's and what the district office wants;
Identify key areas at the time vs. departmental needs (plan for the whole college;
Funding Opportunities;
Accountability needed in a one paragraph format (i.e. report back survey -beta test information needs to be shared - this should be mandatory!);
Cataloging, warehousing, documenting, etc. will be needed.

President Thames noted:
Vetting opportunities for training that currently exist;
Organize current activities, including in house resources;
Facilitate how information is received and shared;
Marketing opportunities / portal link;
Aligning with goals and mission of college and district office;
College activities;
Solicit needs.

Membership was discussed for this committee and recommendations included:
1-2 classified
1 non-instructional
2 instructional
1 classified manager
1 administrator
1 adjunct
1 CTE instructional

It was also shared that one representative from each learning area and one from each non instructional area (i.e. BASE as an example) might be considered. Following further discussion is was the consensus of the group that a smaller committee is better (five members - one from each category). Communication will be key with both faculty and classified staff.

Lorna Davis was asked to invite the new chair and the new administrative support person (Gina Tollison) to the next meeting. President Thames will bring the membership list back to the next meeting for approval.

3. Program Reviews
A. NONE AT THIS TIME

4. Board Policies and Administrative Procedures (Courtesy Review / Share with Constituents)
A. NONE AT THIS TIME

5. Board Policies and Administrative Procedures (First Reading / Share with Constituents)
A. NONE AT THIS TIME

6. Board Policies and Administrative Procedures (Final Review / Action / Share with Constituents)
A. NONE AT THIS TIME

7. Discussion Items
A. Accreditation Update
This item will remain as a standing item on College Council agendas.

It was also recommended that a short paragraph from each college committee chair will be collected and added to the agenda for informational purposes only at each month.

B. CC Meeting Schedule/Membership 2017-18- Brenda Thames
Following discussion it was the consensus of the group that each member will solicit their own proxy during any absence. Members were also asked to let Lorna Davis know the name of their proxy when this occurs prior to the meeting if possible.

It was also the consensus of the group to have the December meeting be informational only.

D. Administrative Structure
President Thames said a reorganization of the college administration is in the works and is based on student needs/student success. This is operational in nature and will be shared at the next meeting.

E. Governance Manual 2014/Integrated Planning Cycle - Brenda Thames
President Thames said the charge of this body needs to be revised. Following discussion it was the consensus of the group to review as a subcommittee. Subcommittee volunteers will be Jeff Wanderer, Andrea Pulido, Sherry Barragan, Sarah Shepard and Brenda Thames. Half of the manual will be reviewed in October, the second half will be reviewed in November, with sanction by College Council in December.

The Integrated Planning Cycle was reviewed next:
Members agreed that the Integrated Planning and Governance Manual would be reviewed by the subcommittee each Fall;
Members agreed that the Integrated Planning Cycle should be reviewed in September (first meeting in Fall);
The ACCJC Annual Report will be presented as informational in March;
The Budget Allocation List will be developed with the first review in February and second review in March;
Budget Allocation approval will take place in April by CC;
Program Review list will be submitted in December and May (attach PRs) and formal approval will not be needed;
Board Policies and Administrative Procedures will be reviewed monthly;
Benchmarking data will be reviewed on an annual basis in October;
The Strategic Plan will be reviewed bi-annually (every two years) – in November of odd years (i.e. 2017, 2019);
Review of Mission, vision, goals, to take place annually in the Spring/April;
Committee evaluations will take place in late Spring (feedback needed from Sarah Shepard);
ISLO Data will be reviewed in September annually;

Discussion took place on convening an annual college summit (possibly 1/2 day during the August Professional Development date). Following further discussion this idea was placed on hold and the subcommittee will wrestle with this (district benchmarks, scorecards, IEPI, etc. review);

Reports review (Equity, Student Success, DSPS) to take place in OCT by College Council. It was noted that all constituent groups need to send out prior to approving in Oct and the BOT will need to approve in November;

Facilities Plan will be reviewed in Spring/February annually;

Educational Master Plan to be reviewed in November/even years (opposite of the Strategic Plan);

The Strategic Plan and Educational Master Plan revision line items need to be removed from the list;

President Thames said we need to add a Staffing Plan (a plan that accesses the human talent at the college) and determine where we want to place the funds for the year.

The Budget Resources Committee will send out an information email regarding the resource allocation request September. BRC will review the form in October/approve in November. CC will approve list in December. College Council data and criteria to align with request prioritization. Discussion followed.

F. WHCCD Calendar for Development of Budget
This information was attached to the agenda; however it was not discussed at this time.

G. eLumen Update
Arkady Hanjiev said there will be training during October.

H. CVHEC Area Coordinator Meetings/Space
President Thames noted that CVHEC has assigned a Middle Region Coordinator, Virginia Madrid-Salazar, to serve the following: CSU Fresno, Fresno Pacific University, California Health Sciences University, National University, State Center Community College District with its three colleges, Fresno City College, Reedley Community College and Clovis Community College in addition to West Hills Community College District, which includes West Hills College, Lemoore and West Hills College, Coalinga.

President Thames said she does not want separate meetings held. If contacted please refer her to the governance body agenda person or the President's Office.

I. Communiy Relations Board (CRB) Meetings
Cecilio Mora agreed to attend these meetings (re: federal prisons).

J. Community College Completion Grant (9/18/17)
Brenda Thames said this is a key addition in financial aid to help students carry a full load and it can assist "in state" students with dorm costs. It was structured around student success needs. All committees should be sharing this information.

K. New Website Preview
This item is to be carried forward.

L. Accreditation, Research, Institutional Effectiveness and Planning
Kyle Crider asked everyone in attendance to please look at the attached research and development draft that lays out the schedule and share with your constituents (this will link to other data reports). He said if something is missing let him know right away as he is anticipating it to be finalized by the end of October. He also said he is available to talk to learning areas, BASE, other committees just reach out to him. Individualized feedback needs to be sent back to Kyle and he will share a revised draft for review in November.

SSOs vs SAOs at WHCC (differences between the campuses per Arkady).

M. Board of Trustee Meeting
President Thames shared that Salvador Raygoza (Firebaugh Chief of Police) was chosen as the new Trustee for Area 2. He will be officially sworn in at the Board meeting on September 26, 2017.

8. Upcoming Events (Share with Constituents)
A. WHCC Upcoming Events
Everyone was reminded to take a look at the attached list of upcoming events and be sure to share the information with constituents by President Thames.

9. Other Items
A. Andrea Pulido shared that BoardDocs has sent out "What's New with BoardDocs" training information and said everyone should participate in the training (as of September 23 a new look will be coming; however functions will be similar).

10. Next Meeting: October 20, 2017

11. Adjournment