

San José City College
 Advisory Council
 Location: SC-204
 9:00-11:00 a.m. Minutes
 October 21, 2016

Members Present:

MSC	FACULTY	CLASSIFIED	STUDENT
MSC – Keiko Kimura MSC – Edina Rutland	AS – Clem Lundie AS – Leslyn McCallum	CSEA – Deanna Herrera CSEA – Corinne Salazar	Andrew Phelps Adrian Keeley

- **Absent Members:** Duncan Graham, Joe Andrade, Lamel Harris, Moni Dickerson, Gerald Grudzen, Hasan Rahim, Joseph Heady
- **Minutes:** Dee Davis

Call to Order:

- Meeting called to order by Deanna Herrera at 9:08 am

• **Welcome and Introductions:**

- Welcome new student member, Adrian Keeley

• **Adoption of the Agenda:**

- Motion to approve Agenda by Keiko Kimura
 - i. Second by Corinne Salazar
 - ii. Agenda approved

• **Approval of September 16, 2016 Minutes/Suggestions:**

- Motion to approve October 7, 2016 minutes with corrections
 - i. Second by Edina Rutland
 - ii. Four abstentions
 - iii. Minutes approved

• **Public Comments (3 minutes):**

- Adrian Keeley – at Facilities & Safety meeting, discussed tearing down 300 buildings. Money approved a while ago – was suggested he provide his information during the committee reports
- Andrew Phelps – 50th anniversary of the Black Panther party events in Berkeley. The people who broke into the FBI office will be in attendance.
- Clem Lundie – Opposed to Measure X because he doesn't get the requested resources and spends a lot of money out of his own pocket. And historically, the funds are not used for what is being promoted in the Bond measures. Narratives of previous Bonds are the same. Urging friends to vote down Measure X as well.
- Adrian Keeley – Tiny House competition was an enormous success. SMUD was expecting about 1500 people, received around 15,000. Got into project late, but have ideas to work on for the next competition
- Andrew Phelps – Regarding Measure X, passionate about the CDC and developing child development process at city college, Ms. Martinez troubled by Measure X for same reason as Clem.

• **CAC Committee Comments (2 minutes):**

- None

- **Action Items:**
 - Approval of the Mission Statement Operational Procedure
 - i. Leslyn McCallum move to approve
 - ii. Corinne Salazar 2nd
 - iii. Two abstentions
 - iv. Motion approved
 - Approval of Comprehensive Committee Report schedule
 - i. Corinne Salazar move to approve
 - ii. Clem Lundie 2nd
 - iii. One abstention
 - iv. Motion approved
- **Information Items/Action**
 - Accreditation Team Visit update, commendations and recommendations – the handout was misplaced, and the commendations and recommendations were sent to the team via email after the meeting, and are listed below:

Commendations

 1. Well-developed Basic Skills and Student Equity data analysis
 2. Innovative way of enhancing business services by using e-signatures
 3. Cross disciplinary, ESL, BSI, Adult Ed contextualize curriculum
 4. Professional development for all – aligns with strategic goals and college mission
 5. Academic Senate and Administration – great communication and partnership, increased leadership and support with Academic Senate and new Classified Senate
 6. Notable commitment to serving all students, culture of inclusion

Recommendations

 1. All syllabi information must be consistent with approved SLOs – reflect what’s on record
 2. Develop a process/procedure for formal student complaints – track, document, house in one place and make accessible
 3. Finish developing MOU with CET
 4. Electronic online student services – tutoring, tech support, education plans, distance Ed
 5. Analyze disaggregated data and demonstrate how using to meet the college’s mission
 6. Develop and communicate methodology for setting institutional set standards, define acceptable levels, incorporate into plan and decision making
 - Standing Committee updates
 - **Academic Senate:** None
 - **Campus Technology Committee:** Met, no quorum
 - **Classified Senate:** Discussed conference funding for professional development. Using SSSP or student equity. Working on bylaws. Will meet next week.
 - **Diversity Committee:** None
 - **Facilities, Safety & Technology:** Need to create policy for people on campus walking dogs. There is no signage and worried about dogs being off-leash and someone getting hurt. Also, are children insured to be in the library? Discussing if we actually have insurance to have children in the library. Move to start the work on painting the theatre. Also working on 300 bldg. Money from 2009 for a new building to support construction, PE dept and offices. Space allocation -- feel committee should be able to determine who has what offices and what spaces and ensure everyone gets the room they need, and nobody’s left out. Milpitas campus will be opening soon. Need to catch

up on tree planting. School has a policy to plant two trees for every one removed. We're 200 trees behind. Work on improving security on the tech side of the campus. A lot of cosmetology and construction classes on Fridays, but not a lot else, so there's a lack of security, especially at night. Building referring to is on the MNL building, previously trying to put together on the Bond dropped by a previous VP.

- **Finance Committee:** Primary concern is the district level resource allocation model. There is a task force consisting of six faculty, six administrators and two classified with a goal to meet regularly to jointly work on the district level resource allocation model. Want to ensure the approach is a college-first approach. Also received word there's an additional \$150,000 available from unspent lottery funds for instructional supplies. Finance committee voted to review requests made from last year from categories 3, 4 and 5 we were not able to fund. Will go through those at the next meeting to determine if they are allowable, then allocate those funds to those departments. Finance committee is trying to become the warehouse for discretionary funding sources. Therefore, even if insufficient Fund 10 dollars are coming from the district, we have some intelligence or understanding of other available funds coming to the college. We're in the process of inviting budget officers who are responsible for those funds, such as Strong Workforce grant, Adult Education bond grant, Perkins, SSSP and Basic Skills to come and talk to the Finance Committee so we can understand what funds are allowable. Then, when people come to Finance with requests, we have a better way of recommending how they might go about getting those requests funded. And finally, working on an allocation timeline, so that should be coming out to the college really soon. It's work that has to be done in collaboration with the Program Review Committee and Strategic Planning.
- **President / Vice President's Updates:** None
- **Professional Development Committee:** None
- **Strategic Planning Committee:** None
- **Student Success Committee:** None

- **Discussion Items**

- Staff Hiring Prioritization: One of next procedures we'll work on as we did with the Mission Statement procedure and how that works operationally. This is not something we're currently doing.
 - A. Classified **and** management/supervisory/confidential. (Faculty goes through a different process for recommending faculty positions: Program Review, then Academic Senate who makes a recommendation to the President who decides which faculty members will be hired that next year – that process is different than hiring others on the campus). This procedure excludes faculty. 2.b. Need to spell out piece on Classified Senate as don't believe it's in their charge. Will present recommendations for Classified Staff. Unsure vision of how to incorporate all parties involved – inviting them to meetings, sitting down with them one-on-one at a different time.. "This is how we do the procedure, do you see anything wrong with it?" rather than asking for input to create/update procedure, which will take longer to complete.
 - Let's do overview to catch any high level areas of concern –bring back as a discussion item next time to get a clearer vision where to go with the procedures.
 - 1). Where is re-design org chart? – This is to review the eliminated positions due to budget issues over the last five years. What's the official name? Be consistent throughout the document.
- Milpitas student survey – have been sending out surveys to students and just sent another one last night. Asking what times students want to take what classes so they can set the schedule.
- Forms Court
 - Process on how to review forms? Should forms go to AS first?

Identify form, write a procedure for the form, who handles the form, where does it go, where does it end up, what does it do? Looking at form for efficiency. Do we need all the boxes, signatures, do we need additional items on the form? Difficult to do without the key people. For A&R, won't really know the full picture unless A&R are here. Need to understand what is state mandated on the forms. CAC is taking this on, but don't know what collaboration is needed with other departments. These aren't our forms. We can help write a procedure, but as far as looking at it as far as efficiency, again with state mandated information and if we're not the people filling out the forms and receiving the forms, we won't know if it's efficient or not. We want this work performed during these meetings, but without collaboration of form owners, the job will be difficult. In order to go forward, work on a process on how to review the forms:

- i. Identify what forms to work on. If A&R driven, provide it to A&R and have them highlight state mandated information, give recommendations on what could possibly be added/deleted/changed, and have them write a simple "how to" list.
 - ii. Forms comes to the CAC for review, make our recommendations and vet it to Academic Senate and go back to A&R to show what CAC has come up with and what are AS thoughts. Do the forms need to go to Classified Senate before we make any changes to the forms?
 - iii. Provide a date to reply by this time, so we can proceed in a timely manner.
 1. There may be an easier way of doing this. Have people go back to departments for input.
 2. Final keepers need to come back with what needs to be retained, then we can work on.
 - iv. Hold off on doing anything with these forms, review the minutes step-by-step procedure so when we come back next time, we can approve and start the work.
 - v. Need to get an inventory of all the forms we plan to review so we can lump them by department/area and start work from there.
- Politics/Campus climate – comments from candidates may be disruptive to campus business. We need to be thinking about possible issues that may arise on campus. Received a survey regarding campus climate, sexual assault survey. We need to continue the discussion.

- **Comprehensive Reports**

- None

- **Other (2 minutes):**

- ASG Reports: Worried Facilities committee might try and take away office space. Will discuss at the next Facilities and Student Government meeting. Need to address security. Will talk to head of Cosmetology Club as they has classes on Friday and Saturdays and there is almost no one on campus

- **Announcements (2 minutes)**

- Tuesday, Oct. 25, is the Milpitas Ribbon Cutting ceremony at 4:00pm across the street from Milpitas High School.
- Mental Health Science Association (student club since 2003) – both advisors suddenly retired. Andrew and Blake met with Roland. Andrew will meet with AS and Counseling, working on the problem of how to engage mental health on campus.

Meeting Adjournment:

- Meeting adjournment at 10:10 am

SJCC Operational Procedure – 1201 Mission
Approved 10/21/16

In accordance with SJECCD Board Policy 1200 and Accreditation Standard I.A.1, by the College Advisory Council's (CAC) third meeting in the fall semester of odd numbered years, the CAC will take the actions listed below.

- a. As a Discussion item on the agenda the CAC will review and assess the Mission Statement to ensure that it is measurable and describes the College's:
 - a. *broad educational purposes,*
 - b. *intended student population,*
 - c. *types of degrees and other credentials offered,*
 - d. *commitment to student learning and student achievement,*
2. If it is determined that the Mission Statement continues to meet the criteria listed above, the Mission Statement will be vetted through the Academic Senate, the Classified Senate and Associated Student Government. The CAC will be prepared to vote to accept the Mission statement or propose changes at the subsequent meeting.
3. At the following meeting the Mission Statement acceptance will be placed on the agenda as an Action Item.
4. If there are no proposed changes the CAC will vote to accept the Mission Statement.
5. If there are proposed changes, the CAC will discuss the proposed changes, and draft a new/revised Mission Statement, or decide to keep the Mission Statement as is and vote to accept and recommend approval by the College President.
6. If a new Mission Statement is drafted, it will be vetted to the Academic Senate, Classified Senate and the Associated Student Government by members of the CAC, and acceptance of the new Mission Statement will be on the next agenda as an Action Item.
7. Steps 5 and 6 will be repeated until language has been approved by the CAC.
8. Once the Mission Statement is accepted by the CAC, Co-chairs will send the Mission Statement to the College President with a recommendation to approve the Mission Statement.
9. Once the College President has approved the Mission Statement he/she will send his/her decision to the Board of Trustees (BOT) as an informational item on the next BOT meeting agenda.

**College Advisory Council Comprehensive
Participatory Standing Committee Reports
Fall 2016 Schedule**

November 4, 2016	November 18, 2016	December 2, 2016
Campus Technology 10 minutes	Diversity Advisory 10 minutes	Academic Senate 10 minutes
Strategic Planning 10 minutes	Student Success 10 minutes	Classified Senate 10 minutes
Professional Dvlpmnt 10 minutes	Facilities, Safety & Tech 10 minutes	Finance 10 minutes

Items to include in Comprehensive Reports

Annual Review of Committee Charge	
Annual Goals/Updates/ Timelines/Action Plans	
Recommendations to CPC	
Discussion Items	
Challenges/Successes/ Accomplishments	
Membership	

- ❖ *Documents for presentation to CPC Committee such as PowerPoint, Word Documents, or PDF Files must be submitted to the Office of Academic Affairs 48 hours prior to the meeting date.*