

If there are any questions or concerns regarding the minutes, please contact your constituent representative for additional information or clarification.

**COLLEGE COUNCIL  
MINUTES  
January 24, 2017**

**The following members were present:**

Scotty Thomason – Superintendent/President  
Melissa Green – Administration Representative  
Dr. Todd Scott – Administration Representative  
Maria Fernandez – Faculty Representative  
Chris Vancil – Faculty Representative  
Dawnie Slabaugh – ASM Representative  
Chris Wehman – ASM Representative  
Josh Collins – Classified Representative  
Debbie Dutcher – Classified Representative  
Calvin Wagner – ASB Representative

**Absent:**

(One position is currently vacant – ASB representative)

**Also Present:**

Kent Gross - Controller  
Sheila Grimes – Recording Secretary

The meeting was called to order at 2:02 p.m.

**Consent Agenda**

**Item 1. Approval of Minutes**

The minutes of January 10 were reviewed. It was suggested that under Item 7 - Other, that “Fire Program” be changed to “Fire Fighter I Academy.”

It was moved and seconded (Dutcher/Collins) to accept the minutes of the January 10, 2017, meeting with the change noted above. The motion carried with the following vote: 8 ayes, 0 noes, 2 absent. (Dr. Todd Scott and Maria Fernandez were not present for the vote.)

**Regular Agenda**

**Item 2. Budget Assumptions**

Scotty reported that the Budget Assumptions have been reviewed and revised by the Budget Advisory Committee prior to coming to College Council. Once College Council has reviewed this document, it will be presented to the Board of Trustees at their February meeting for their approval. In Nancy Funk’s absence, Kent Gross reviewed the proposed Budget Assumptions. Kent shared that in Section 1 – General are the Board’s guidelines for the budget as described in their annual goals along with the Administration’s desires for the budget. In Section 2 – Estimated Revenues, Kent mentioned that the Governor is proposing a 1.34 percent in growth funding and a 1.48 percent COLA. Kent mentioned that originally it was reported on Planning Day that we would have the total of 2,819 FTES. Since then, we discovered that the last scheduled section of the San Francisco Police Academy for this academic year begins in June and the census date falls after June 30. Consequently, we are unable to count the 125 FTES generated by this class for 2016-2017 thus reducing our total FTES for 2016-2017 to 2,694. The 125 FTES will be counted in FY 2017-2018.

**Item 2. Budget Assumptions (Cont'd)**

Kent noted that the out-of-state tuition rate increased substantially for 2017-2018. However, based on State calculations, we are as low as we can be. He explained that this rate is driven by having a larger State budget. A question was asked about where in the budget was the revenue from the indirect costs for grants go. Kent reported that this revenue is placed in the general fund. This new rate was approved at the January Board meeting. In Section 3 – Budget Expenditures, Kent mentioned that the STRS and PERS rates are scheduled to increase dramatically through FY 2020-2021. Currently for FY 2016-2017, we are at 12.58 percent for STRS and 13.8 percent for PERS. By FY 2020-2021, we will be at nearly 19 percent for STRS and 25 percent for PERS.

Since, the College does not know going forward if we will continue to lose FTES, Chris Vancil would like included in our Budget Assumptions a traditional hiring freeze. Also, if we do decide to hire, we need to ask the questions, “Does this position generate revenue?” Scotty assured Chris that we will continue to monitor our expenditures, our revenue, as well as what is happening at the State level.

In closing, Kent reported that for Section 4 – 2016-2017 Year-End, that he believes that will be unspent dollars from this year which will be rolled forward to 2017-2018.

There were no revisions and or additions from College Council. Therefore, this document will be moved forward to the Board of Trustees.

**Item 3. Student Services 2017-2018 Resource Requests**

Melissa reported that Student Services Council met, reviewed the requests, and prioritized the list. She noted that the top section represents requests which will need to be funded by the general fund and the shaded section below identifies those requests in which categorical funding can be applied. Melissa reviewed the following top three requests:

1. Student Services Support Specialist 2 position - This is currently an open position which was vacated by Julie Williams who moved to Financial Aid. The position is currently being filled by a short-term employee. This position is currently in the budget.
2. Personal Counselor (15 hours/week) - This position is for personal counseling for students and workshops/trainings for students and staff. Previously, this position was funded by the student health fee. Since this fee is no longer being charged to high school students, the revenue has decreased. This fee is now primarily funding the nurse for the Student Health Clinic who comes on campus once a week. The cost to fund this position would be \$17,500 which would be divided equally between the District and funds for Student Equity.
3. E-Transcripts software – This software would allow us to electronically send student’s transcripts to other colleges thus making the process more secure and efficient.

One of the requests in the shaded area is Comevo. Valerie mentioned that Comevo is a software program to help improve online orientation as well as to provide models that impact student success. The thinking behind this program is for the College to have an online student handbook, an online student orientation, and to build modules on various topics. Maria Fernandez shared information on a free program entitled, “Quest,” which is geared toward student success in online courses and can be easily uploaded to Canvas. Maria stated that she will research this free software program further in the hopes of implementing both Comevo and Quest.

In response to questions regarding the Student Ambassador request, Melissa explained that for FY 2016-2017, the general fund provided \$10,000 to fund our four Student Ambassadors. For FY 2017-2018, the intent is to expand this program and fund six Student Ambassadors which would

**Item 3. Student Services 2017-2018 Resource Requests (Cont'd)**

increase this amount by \$7,000 for a total of \$17,000. The Student Ambassadors would not only give tours but would also provide follow up to new students in addition to attending outreach events.

Also questioned was the Data Analyst position. Melissa clarified that this is a new position that would ensure data driven decisions were made for SSSP and Equity and train Financial Aid staff. She is looking for a person who has a more in-depth knowledge of how Banner operates. Chris Wehman referred to this person as a “funky tech.” The funky tech would understand the software almost as much as a programmer but could also assist the customer to better utilize Banner. Scotty mentioned that the Instructional area also has a similar request on their list. Therefore, as these lists move forward, we will be refining these positions to determine our exact needs.

**Item 4. Recommend Review of Chapter 3 Board Policies**

Board Policies 3050, 3100, 3200, and 3250 were reviewed. On Board Policy 3250, third paragraph, first bullet it was recommended to change “Educational Master Plan” to “Institutional Master Plan.”

A motion was made and seconded (Fernandez/Collins) to recommend acceptance of revisions to Board Policies 3050, 3100, 3200, and 3250 including the change noted above. The motion carried with the following vote: 10 ayes, 0 noes, 0 absent.

**Item 5. Recommend Revisions to Board Policy**

Revisions to Board Policy 3225 were reviewed.

A motion was made and seconded (Collins/Vancil) to recommend acceptance of revisions to Board Policy 3225. The motion carried with the following vote: 10 ayes, 0 noes, 0 absent.

**Item 6. Recommend Review of Chapter 3 Administrative Procedures**

Revisions to Administrative Procedure 3200 were reviewed.

A motion was made and seconded (Collins/Slabaugh) to recommend acceptance of revision to Administrative Procedure 3200. The motion carried with the following vote: 10 ayes, 0 noes, 0 absent.

**Item 7. Recommend Revisions to Administrative Procedures**

Revisions to Administrative Procedures 3050, 3100, 3225, and 3250 were reviewed.

A motion was made and seconded (Collins/Dutcher) to recommend acceptance of revisions to Administrative Procedures 3050, 3100, 3225, and 3250. The motion carried with the following vote: 10 ayes, 0 noes, 0 absent.

**Item 8. Other**

Individual reports were as follows:

**Scotty Thomason**

- For the spring, the Lodges are as full if not fuller that we were in the fall as we had approximately 26 students move into the Lodges and around 20 students move out.
- As of this morning, we are up about 20 FTES in our base enrollment above last year at this time.

**Item 8. Other** (Cont'd)

- Now that we are half way through FY 2016-2017, the budget managers and administrators have been requested to review their budgets and evaluate where they are as well as where they estimate they will be relative to their budgeted expenditures for the year. If there are some savings, we will use these funds to pay for items that were not in the budget originally or perhaps for items on the Instructional and/or Student Services requests lists.
- The presidential search is moving along, but the first meeting of the presidential search committee was canceled due to the snow storm resulting in a campus closure.
- New furniture has been purchased for the Board Room. The tables are still in transit. The Maintenance Department has already relocated some of the old furniture to the Staff Lounge. Once the new tables arrive, the remaining furniture will be relocated.

**Dawnie Slabaugh**

- Class start times for a late start day have been clarified with Dr. Scott.
- Due to our recent campus closure, messages were sent out on Everbridge, local radio stations were contacted, the COS home page was updated, and messages were posted on our COS Facebook.

**Chris Wehman**

- When the College closed last Friday due to a snow storm, Chris realized that he was unable to come to the campus to activate the campus closure phone message because he was snowed in and his internet wasn't working. Since then, Chris has developed a solution to solve this issue.
- Information Technology is making a lot of progress in the computer lab.

**Chris Vancil**

- Chris requested an update on the status of the instructional equipment budget for the current year. Dr. Scott will reconcile the Instructional list with the master list from Lori Luddon and provide an update at the next College Council meeting.
- Chris shared that he recently discovered that there wasn't an Academic Senate budget for this year.

**Maria Fernandez**

- Maria reported that Distance Learning continues to provide instructional support through training, online course evaluation, and online course design.

**Calvin Wagner**

- Calvin stated that the Associated Student Board (ASB) is focusing on encouraging students to sign up for Everbridge.
- ASB will be holding its first meeting this Friday, at 10 a.m. to develop a plan on what they would like to accomplish this semester.
- Calvin will be attending the Effective Trustee Workshop which begins this Friday. He will also be staying in Sacramento to attend the Legislative Conference that starts this Sunday.

**Melissa Green**

- Melissa reported that the day the campus closed early due to a snow storm, the Lodges were made available for the students who were stranded on campus. Cindy Martel, Food Services Supervisor/Cook, made arrangements to stay in Weed to ensure that the Lodge students continued to receive meals. Red Cross blankets were located and distributed in the Student Center and in the Lodges to be available to any individuals that found themselves stranded.

**Item 8. Other (Cont'd)**

- This past weekend, more snow resulted in a power outage on campus. JonJon notified Eric Rulofson who drove to the campus and started the generator. Cindy Martel made sure that the Lodge students were fed throughout the weekend.

**Debbie Dutcher**

- Debbie asked if we could register the participants in the National Outdoor Leadership School (NOLS) group that rents our facilities a few times a year so that the College could collect apportionment. Dr. Scott replied that since this group is mainly made up of individuals from out-of-state the College is unable to receive apportionment.
- Debbie also mentioned the possibility of some of the CTE grants funding items that are on the Instruction Resource Request list for 2016-2017 such as microscopes as these instruments could be used in the agricultural courses as well as the science classes. Scotty suggested that she work with Dennis Roberts and Dr. Taylor.

**Valerie Roberts**

- Valerie reported that recently a total of \$66,000 in EOPS grants were given to EOPS students for the fall semester. Also book vouchers amounting to between \$70,000 and \$80,000 were given to EOPS students.

**Item 9. Adjournment**

There being no further business, the meeting was adjourned at 3:25 p.m.