**Deans’ Council Notes**

**November 8, 2018**

**9:30 am**

**In Attendance:** Dale van Dam (VP Instruction, RC), Todd Davis, (Dean of Instruction, Div. A), Marie Harris (Dean of Instruction, Div. B), Shelly Conner (Dean of Instruction, MCCC/OCCC), Shannon Solis (Dean of Student Services, RC), David Clark (Dean of Instruction, Div. C, RC), Darin Soukup (Director of Oakhurst CCC), Claudia Habib (VP Madera & Oakhurst CCC)

**Guests:** Diana Tapia-Wright

**Review Meeting Notes 11.1.18**

* Send Sarina any corrections

**Gear Up Grant-Diana Tapia Wright (handout)**

* 7th to 12th grade
* Competitive Priority 1-CTE
* Competitive Priority 2-STEM
* Provides tutoring, outreach, field trips, counselor, parent support
* Funding has to be matched
* Supports dual enrollment
* What are incremental obligations?
  + Personnel-dedicated coordinator could be faculty or classified, used classified in the past
* Madera
  + What happens with Madera do we start a shared project when they become college ½ way through
    - Concerned about match
    - Funding begins October 2019
  + This one could not work across two school districts, unless we kept combined for full 6 years
  + Could write 2 separate grants
* Grant possibly due May 2019
* Would need meeting and match from K-12 partners
* Shannon concerned we are taking on one more thing to manage and asking HS to take on one more thing as well
* Marie thinks this will help give support for personnel to help

**AEBG Budgets**

* Calendar year 2018
  + Amount for common catalogue $2500
  + Payment for space, all could come from this year
  + Balance after paying full space rental and 2500 for catalogue would be $2485. Dale will see if this could be used for additional counselor hours
* Calendar year 2019
  + No changes from MCCC on their portion
  + CTE release time replaces ESL release time
  + If Nancy not using release was supposed to go back to David Nippoldt
  + MCCC thought they had a flat $51,000 to use as they wanted
  + After $57,000 for VROP courses remaining $51,000 was for discussion for best use, been waiting for proposals from MCCC
  + This budget was set up by Dr. Caldwell as need based budget, not divided by FTES, or any other means
  + Could Nippoldt productively use release time and is he expecting it to return if Nancy not using?
    - Yes he can and yes he was
  + Get estimate for cost of 3 LHE for David, Dale will bring back next week with revised budget includes this

**Online Onboarding Materials**

* HR requesting items to place online for online onboarding when faculty are hired
  + For example, requested the Faculty Handbook
  + Orientation PowerPoint
  + Need to know sheet from Marie
  + Brief handout on canvas from Amanda
  + Campus maps
  + Email and Colleague request forms
  + List of important phone numbers
  + Example of DSPS accommodations form
  + Process for keys-site specific
  + Key request form
* Could be campus specific?
* Bring back next meeting-think about any other items

**Evaluation Forms**

* Tenure/tenure track full packet goes to President’s Office
  + Original stays in President’s office
  + Copy to HR
* Adjunct stays in Deans’ office
  + Copy of coversheet scanned by aides to HR
* Dual enrollment evals
  + Adjunct we hire-handled as any other adjunct, by department designee, not compensated
  + HS Instructor should have liaison
  + HS dual enrollment are not part of CBA
  + Status needs to be clarified
  + Form attached is assessment of class, no instructor, for HS teachers that are not employed by district
  + Two questions Dale will verify
    - What is status of HS instructor that meets our minimum quals
    - Has anyone set aside money for liaisons for dual enrollment in budget

**Evaluations Backlog**

* At Manager’s meeting given lists of faculty to edit
  + MCCC and RC doing separately per each location
* Revised your lists and send to Sarina to compile

**RC Only**

**Check-In**

**Events & Deadlines**

**Next Meeting: November 15, 2018**