

**Reedley College/Madera and Oakhurst Centers
College Council**

09/18/13

3:00

PCR/AV1 207/AC2 233

Minutes

Present	Donna Berry, Sandra Caldwell, Miguel Flores (for Gabriela Campos), Stephanie Curry, John Fitzer, Sandra Fuentes, Mary Helen Garcia, Stephen Leech, Lisa McAndrews, Jim Mulligan, Brett Nelson, Maria Ortiz, Jeff Ragan, Nate Saari
Absent	Viviana Acevedo, Nick Deftereos
Guests	Jan Dekker (administrative alternate), Mario Gonzales
	Old Business
Approval of Minutes	A. September 4, 2013 Jim Mulligan moved to approve the minutes as submitted. Jeff Ragan seconded. Motion carried.
Accreditation Response	Dr. Caldwell reported that the Accreditation Response Report has been presented to the SCCC Board of Trustees for a first read. She thanked Dr. White and Anna Martinez for their hard work. She thanked Academic Senate for their work as well.
Integrated Planning	Dr. Caldwell reported that the Integrated Planning Manual is in the revision process and there is significant work to be done. This item will come back at a later date.
Revised Student Success Committee Operating Agreement	Mario Gonzales reported that the revised Student Success Committee Operating Agreement was submitted to Academic Senate for a first read on September 10 th . The writing group looks forward to their feedback.
Sabbatical Leave Committee Operating Agreement	Jan Dekker reported that he has submitted the Sabbatical Leave Committee Operating Agreement to the Academic Senate. It was suggested that all former members be informed that the committee has been disbanded. Dr. Caldwell clarified that it was her decision to suspend the committee and that she would send notification to the former members. It was then asked whether or not those committee members would have input into the new committee operating agreement. Mr. Dekker clarified that he forwarded the updated COA to the former committee members. Everyone will have opportunities for input through their various constituent groups. It was reported that feedback will come back to Academic Senate at their September 24 th meeting. It was clarified that the Human Resources department gives us the percentage of funded sabbaticals each site will receive. The Board of Trustees decides how many total will be funded during budget planning in the spring.

New Business

There was no New Business.

Information Items

Integrated Planning Ad Hoc Writing Task Force

Dr. Caldwell reported that while everyone recognizes that there is significant work to be done on the Integrated Planning Manual, that there is not a designated group working on it. She has requested that a task force with representatives from the Budget Committee, Strategic Planning Committee, Program Review Committee, and College Council be charged with the revision. Donna Berry (Budget), Linda Carvalho Cooley (Strategic Planning), Eileen Apperson-Williams (Program Review), and Sandra Fuentes (College Council/Student Services) have all agreed to be on the task force. Their draft will be forwarded to all constituents. There were no objections to this task force from College Council members present.

COA Strategic Plan Update Ad Hoc Committee

All committee operating agreements will need to be updated with the current strategic planning directions. The Strategic Planning Committee will update the objectives on each of the committee operating agreements and present them as a block to College Council. If there are no substantive changes, the updated committee operating agreements will not need to go through the entire approval process. In order for College Council to do their due diligence, Dr. Caldwell proposed a subcommittee to review the updated committee operating agreements. The group will recommend College Council approve them if no substantive changes are included. Stephanie Curry, Jay Leech, and Brett Nelson volunteered to serve on the subcommittee.

Strategic Plan Implementation 2013-2014

Dr. Caldwell commended all those who worked on the Strategic Plan. It is a four year plan and the college needs to determine how to implement. There are 25 objections within 6 directions/goals. The President's Advisory Cabinet is responsible for facilitating the plan. The President's Advisory Cabinet along with Linda Carvalho Cooley and Michelle Johnson reviewed the plan and looked at organizational behavior. It was reported that if a college takes on two to three strategic priorities at a time, they achieve two to three. If they set four to seven, they achieve one to two. If they set eight or more, they don't achieve any. We can work on all of our objectives at the same time but we can only focus on a few. During the review of the plan, the group voted on their top six objectives and determined that three were drivers and three were outcomes. The three drivers were identified as improving courses/programs through multiple measure analysis, ensuring that instruction and services are equitable and consistent across all locations, and development of a Human Resources Staffing Plan that aligns with the district. The three outcomes that were identified were increased student engagement to increase retention and completion, evaluation of course sequencing for timelier completion, and alignment of curriculum.

CRE Update

The Counselors of Real Estate is a group that works with organizations to help them leverage the real estate that they already have for profit. They toured all locations with the exception of Oakhurst on September 16th. On September 17th, they met with internal and external stakeholders in Reedley and Madera. On the 18th, they toured Oakhurst and met with stakeholders.

We will receive a report of their findings in 60 to 75 days. In Madera, the limited food services and property were discussed. Plans are underway for a housing development at Avenue 12 and Highway 41. In Reedley, parking and housing came up and the riverfront was discussed. In Oakhurst, the possibility of co-locating with the library was discussed.

**Reserve
Spending Plan**

Donna Berry presented on the Reserve Spending Plan. In the past, carryover from the colleges was sent to the district office. The policies have changed and the colleges now keep their carryover as reserves. The colleges will be asked to identify a plan for spending. Because of budget cuts, lots of expenses have been deferred. These expenses were categorized and dollar amounts given to each category. Madera/Oakhurst has a reserve separate from Reedley. A draft of the detailed plan has been presented to the Board of Trustees and is currently being vetted through the different constituent groups. College Council will be forwarded the document. The reserve cannot be used for recurring expenses (i.e. pay raises). The Reedley Middle College High School project line item was questioned. It was clarified that pathways are created for the high school students and that the benefits to the college are similar as those with concurrently enrolled students. The dollar amounts are just place holders.

**Budget
Development
Planning
Calendar**

The Budget Development Planning Calendar and Resource Allocation Process was approved by College Council in April. It has been reformatted so that it is easier to read. There was change made that the Budget Committee did not consider substantive. In the flowchart, the names of like Madera/Oakhurst committees and representatives were included. President's Cabinet was added to the October 4th task. College Center Council will also need to be added. A footer with a legend and approval history will also be added.

Adjournment

Jay Leech moved to adjourn the meeting at 4:27 p.m.. Jeff Ragan seconded. Motion carried.