

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

10/16/13

3:00

PCR/AV1 207/AC2 233

Minutes

Present Viviana Acevedo, Donna Berry, Sandra Caldwell, Brett Nelson, Jan Dekker, Nathan Saari, Nick Deftereos, Maria Ortiz, Stephanie Curry, Jim Mulligan, Sandra Fuentes, Jeff Ragan, Jay Leech

Absent Gabriela Campos,

Guests Mario Gonzales, Samaria Cardenas

Dr. Caldwell requested minor changes made to the agenda.

Old Business

**Approval of
Minutes**

A. October 2, 2013

Donna Berry requested minor edit to previous minutes. Pg.2 under budget calendar and flowchart, March should be capitalized. Dr. Caldwell moved to approve the October 2, 2013 minutes with the minor edit. Stephanie Curry seconded. Motion carried.

**Integrated
Planning**

Sandra Fuentes advised Integrated Planning had not met yet. They are scheduled to meet this Friday, October 18, 2013. Information should be provided at the College Council meeting. Dr. Caldwell thanked Sandra Fuentes for the update, noting Integrated Planning may go from old business to new business due to all of the work being done.

**Revised
Student Success
Committee
Operating
Agreement**

Mario Gonzales was present to discuss the revised Student Success COA. Stephanie Curry advised that the Academic Senate made several recommendations to the proposed committee agreement for Student Success. The words, "across the curriculum" were taken out of the Purpose. Academic Senate felt that Student Success was not just curriculum based. There were changes made to the counseling faculty under composition to show that they are appointed by the Academic Senate. Large changes to the composition were made to include two representatives from each division for more equitable access, so that no specific program had purview over Student Success on the larger scale. It was discussed to change voting from 2 members to 3 members so that one division could not block another; there would have to be a consensus with other groupings. The Strategic Plan section was left for Mario and Rebecca to update. It was approved knowing that it would be taken to Linda Cooley, who would make sure it was updated appropriately. Funding specific to campus was added. This was done specifically for the Madera Basic Skills Committee & sub-committee areas. Basic Skills' initiative now includes writing the basic skills reports. They would then recommend them to the larger committee. The larger committee would review the reports and discuss them in a larger context. In Subcommittee Membership, under basic skills, departmental was changed to

programs. There are specific programs that deal specifically with basic skills; Reading, Mathematics, Literature, Reading and Career Technical. An ESL representative was added as they are a large portion of the basic skills population. Madera Center recommended that their Dean, who is appointed by the College President, be the Chair. The language in the document was also cleaned up by Academic Senate.

Nate Saari advised he did not see Classified Senate representation in the composition. Dr. Caldwell advised that it may be accepted as is, or a motion can be made to make the addition. Nate advised he would handle this internally with standing members who are also classified employees.

Jeff Ragan motioned to approve the Student Success COA as submitted. Jay Leech seconded. Motion carried.

Mario Gonzales thanked Jeff Ragan, Stephanie Curry and those constituent groups who were involved in the document.

Sandra Fuentes was tasked to request a clean copy of the COA from Mario Gonzales and for it to be posted to BlackBoard.

**Sabbatical
Leave
Committee
Operating
Agreement**

Jan Dekker deferred to Jeff Ragan after advising that they were in agreement for the COA to have language that was closer to the contract.

Jeff Ragan noted changes to the COA. The Vice President of Instruction and Student Services, WI (standing member) to be deleted due to Willow becoming a college soon. In eliminating that position a long term COA would be created. Replace 5 Deans of Instruction to “All Deans.” It gives all Deans the opportunity to sit. A specific number of faculty was replaced with an “Equal number of faculty as administrators.” Quorum was changed from 50% of the committee members plus one, to: “with at least an equal number of faculty as administrators present.” Under Operating Procedures, A.b.iii., “Faculty Committee members may not have active or pending applications for sabbatical leaves at any time during their committee service.” There was a request from the floor of the Academic Senate to get more specific on how the sabbatical leaves were evaluated. A ranking document from the Office of Instruction was provided. A.c.i. added to read, “the committee considers applications based on the below criteria and ranks the applications based on point system.” Addition ii. “the committee then prepares recommendations.” A grammatical correction was made to B.b in the operating procedures to now read, “If there is an insufficient number...” Under voting membership, “All members are voting members. The Vice President of Student Services will serve as an ex-officio member when considering applications from the counseling/student services area” was added.

Dr. Caldwell motioned to approve the Sabbatical Leave COA. Seconded by Brett Nelson. Motion carried.

Dr. Caldwell mentioned that she appreciated the hard work in revising the COA to use exact contractual language. She also noted that this COA may be challenged.

Jeff Ragan asked Jan Dekker to provide a clean copy of the COA and for it to be posted to the Office of Instruction Blackboard site, as the most recent copy available is from 2008-09.

**Budget
Committee
Operating
Agreement**

Donna Berry advised that the Budget Committee COA had its first read in Academic Senate on October 8th. It is going to Classified Senate for their October 22nd meeting. No feedback has been provided to her at this point.

Jeff Ragan advised Donna that the COA would be presented to Academic Senate as old business for its second read. He also mentioned that Stephanie C. did a good job presenting the COA. Jeff stated that he was not anticipating many questions and that Stephanie can answer if any arise on Tuesday.

**Budget
Calendar and
Flowchart**

Dr. Caldwell asked if the Budget Calendar and flowchart are in the same situation as the COA. Donna agreed.

New Business

**Facilities
Committee
Operating
Agreement**

Academic Senate wanted to bring the Facilities COA forward. Stephanie C. advised that she attended the last Facilities Committee meeting in September and realized that there was no instructional presence. This was a concern for the Academic Senate as classroom space has been an issue. There are currently no designations for instructional faculty members in the COA. Academic Senate reviewed the Participatory Governance handbook and noted section 1.83, which allows constituency groups to request a formal review of the COA. The Academic Senate discussed the issue at their last meeting and is formally requesting to revise the Facilities Committee COA to look at adding instructional faculty presence.

Jeff Ragan also asked Stephanie if he was correct in mentioning that, in addition to no instructional representation, neither one of the two Academic Senate reps were in the room. Stephanie C. agreed.

Donna B. stated that Stephanie C. had mentioned her concerns to her. Donna advised that this issue would be brought to the Facilities Committee at tomorrow's meeting. She also mentioned that changes were needed to be made, at minimum for the Strategic Plan.

Dr. Caldwell thanked those who were bringing this forward as it is a timely matter.

Information Items

**Vice President
Positions**

Instruction

Dr. Caldwell advised that the committee for the Vice President of Instruction, permanent search is up and running. The position is planned to be open tomorrow or the next day.

Donna Berry is a Vice President appointee, Kelly Fowler as Vice President appointee, Academic Senate President is appointed as the President appointee, Sarina Torres as a President appointee, Maria Ortiz as faculty. Donna Berry advised that Viviana Acevedo is the student representative on the committee. The committee was originally designed to consist of 18

members however it is unknown whether the last administrative position will be filled.

The search committee will be communicated publicly, most likely by Friday.

Jeff Ragan mentioned the Academic participants on the committee: Pam Gilmore as Division C, Maria Ortiz as Division B, David Borofka for Division A, Willie Alire for non-instruction, Harold Seymour and Maria Ensminger from MOFA; one instruction and one non-instruction.

Dr. Caldwell mentioned that George Railey is the Chancellor's appointee. Jim Chin is the appointed Dean. The position will be open for 45 days to go through Thanksgiving. If an adequate pool is not reached, it will be opened again.

Dr. Caldwell thanked all who, in very quick turnaround, agreed to assist in the creation of the committee. She mentioned that she was adamant that we have a diversity profile in gender, ethnicity, and the roles in which people play in faculty. She stated that she acknowledges that the college is really taking ownership of their roles and when asked to rise to the occasion, they do.

Madera Oakhurst

Dr. Caldwell shared that she gained approval for the Madera Oakhurst Vice President position during the Chancellor's workgroup today. It will be on the November Board agenda for the creation of a new position. If the Board approves it, the position will be filled on an interim basis. Dr. Caldwell recognized the efforts made by the Madera and Oakhurst centers and the taskforce who did all of the work to bring it forward. She also recognized the President's Cabinet and President's Advisory Cabinets' efforts.

Dr. Caldwell noted that the interim process happens very quickly. The interim search will open after and close before the Vice President Instruction position. She stated that the position will help give us more stability and flexibility in the leadership at the Madera Oakhurst operations.

Maria Ortiz asked if Dr. Caldwell's goal was to have the Interim in place by the December Board meeting. Dr. Caldwell responded that the hope was to have it placed in January. Maria then asked when it will be flown as a permanent position. Dr. Caldwell noted March as the time frame that would be most realistic.

Madera Oakhurst Organizational Structure

Dr. Caldwell spoke about the Madera Oakhurst organizational structure, noting that the VP of Instruction is one that is needed. There was recognition in President's Cabinet that having a Dean of students across Reedley College who is focused in Student Counseling and Student Success would be optimum. It would, however, be a big financial load. We need to look at the overall staffing plan and prioritize.

Dr. Caldwell said she had a chance to speak with the MOFA Executive Committee and will be bringing it up with President's Advisory and

President's Cabinet as continuing with the HR Staffing Plan.

**Strategic Plan
Implementation
Update**

Dr. Caldwell discussed the newsletter created by Lucy Ruiz and Leah Unruh. It may be distributed on a quarterly basis to help communicate and get everybody on the same page for the top areas of the Strategic Plan. Edits were noted on pg. 2 of the document. Leah was thanked for her efforts. The members agreed that the, "MOR in motion" was a clever idea that shows unity across Reedley College.

Mario Gonzales, Linda Cooley, and Eileen Apperson were spoken to about the ongoing responsibility within the committee. President's Cabinet knows to get on board with an HR Staffing Plan. A taskforce will need to get working on the GELOs within the next few weeks. Jeff Ragan was asked specifically about the membership in the taskforce; there may be another Academic Senate person included. Linda Cooley will take forward to the Strategic Planning Committee the question on how follow-up will occur.

**Reed Ave
Widening**

There were disagreements in the value of the property in exchange for Reedley College's losses. Tomorrow an internal meeting between Donna Berry, Christine Miktarian, Brian Speece and Dr. Caldwell will take place to go over what will be bargained. The next meeting with the City of Reedley will be next week. Items of discussion will involve impacts on parking. The city is proposing roundabouts. The proposal could potentially impact a lease agreement we have with Moonlight Packing. This has not been moved forward with the Chancellor and has not moved forward to the Board.

**Reedley Middle
College High
School Facility
Update**

Dr. Caldwell met with Juan Garza of KCUSD who advised they have tentatively committed to the site, north of where the Horticulture area is. This will be going to Facilities Committee for site location to be shared. KCUSD likes that it would allow separation of the young students and still allowing close enough adjacency. A ten year "needs assessment" for RMCHS, has been requested so that it may be sustained. At this time we are looking at an eventual 600-800 capacity. They were also asked to include site plans of that size, along with pavements going to the location. Science labs and a satellite cafeteria would need to be included in the site plans as well. Dardan Architects was specifically asked to be utilized to coincide with our Facilities Master Plan. Potential construction to begin 2016, occupancy fall of 2017. Dr. Caldwell suggested items for KCUSD to take into consideration such as funding to construct, maintenance/custodial needs and operating utilities.

**Budget
Committee's
Principles,
Guidelines and
Priorities**

Donna advised that the document was updated to match the budget process. It details the prioritization criteria and the essential elements that the Budget Committee looks for. Under resource allocation, the budget development planning calendar flowchart was added. The Budget Committee wants to make sure that during the process exact same guidelines are used for everyone and for everyone to have the same rigor of review.

Maria Ortiz asked for clarification under the budget guidelines what 3% signified. Donna responded, 3% of the operating budget.

Resource

Donna went over items updated since the model was last presented. Voting

**Allocation
Model - Draft**

was changed from majority vote to qualified consensus. Because the state funds the centers through the college, Madera and Oakhurst were rolled into Reedley College. Likewise CTC was rolled under Fresno City. FTES calculations would be prior year actual FTES up to the FTES target. If somebody exceeded their target in a prior year, we would allow up to what the target was. Allocation adjustment for full-time faculty funded through XXO was also voted on. The adjustment is the difference in cost between full-time and part-time faculty.

Dr. Caldwell advised this was sent to constituent groups, so there will be one more draft for Donna.

Another item voted on was a Basic Allocation transition. In the model, FCC would have been hit with 1.5 Million dollar reduction. A four year transition was imposed. In the first year, half of FCC's loss, Reedley, Madera, Oakhurst and Willow would share half the loss. Reedley/Willow would split the 50% hit. They identified what should go into fixed, regulatory and district operations. Those items are outlined in the narrative portion. The approved through Chancellor's Cabinet and regulatory/fixed cost categories. In regards to the timeline to go to constituency groups, it was approved by Chancellor's Cabinet workgroups to come to College Council today, planned to go to Communications Council on the 29th and out to all constituency groups. It will go back to Communications Council on Nov 26th, December 2nd to Chancellor's Cabinet , and first read to Board of Trustees for December Board meeting as an information item.

Donna Berry offered her and the assistance from the active members, Melanie Highfill, Richardson Fleuridor, and Jim Gilmore help in explaining to the various constituency groups.

Stephanie C. voiced her concern over the void of the actual dollar effect for each year. The document does not show the progression of how much will be lost over the next 4-5 years. Donna will be taking this back to the committee. She also noted that when Willow becomes a college, Reedley will then be funded as a small, equating to a 500k loss. There will need to be some Strategic Planning.

**Campus Police
Presence/
Campus Safety**

Donna did a recap via email to the Chief after meeting with him detailing what was discussed regarding the police concerns that were brought up in College Council. The email will be sent to the members.

Dr. Caldwell thanked the College Council for the work everyone is doing and requests that everyone share their information. That as serving on committees that you report on committee work into divisions and departments to help understand how we are truly an integrated college.

Adjournment

Dr. Caldwell motioned to adjourn the meeting. Jay Leech seconded. Motion carried.