

COLLEGE COUNCIL MEETING SUMMARY

President's Conference Room

May 8, 2012; 9:00 – 11:00 a.m.

Present	Members (10)	Title
✓	Lori Adrian	Chair, President
✓	Cristina Arellano	President, Classified Senate
✓	Ann French	Recorder, Classified Senate
✓	Pedro Gutiérrez	Vice President, Academic Senate
✓	Mary Halvorson	Interim Vice President of Instruction
VACATION	Dan Jones	Executive Dean, Learning Information Technologies
✓	Margaret Lovig	President, Academic Senate
✓	Michelle Ma	Director, Marketing and Public Relations
✓	Christine Nguyen	Interim Vice President of Administrative Services
	vacant	Associated Student Government
✓	Lois Wilkerson	Interim Vice President, Student Services and Economic Development

Guests: Lynn Dahnke for Dan Jones

Recorder: Laurie Swancutt

Dr. Lori Adrian convened the meeting at 9:05 a.m.

- 1.0 President's Report:** (Lori Adrian) Dr. Adrian reported that at Chancellor's Cabinet, drafts of various Board policies were in the process of review including co-sponsored events, disposition of district property-usage of parcel land, sale or lease of property, mileage reimbursement, and transportation regulations.

Presidents' Council: Joycelyn Groot has resigned as Dean of Military Programs and Contract Education to become the Vice Chancellor at Brandman University. She will depart in mid-August. Lori requested authorization from Presidents' Council to advertise externally. The Board has passed a hiring/transfer freeze on positions that are not in process.

Other items discussed were the Budget Forum held on May 7th. The Chronicle of Higher Education survey has been completed. The Completion of Design Workshop on May 4th was very successful.

The Westminster Advisory Committee meeting was held on May 7th at the Le-Jao Center. The City of Westminster reported that they are laying off 72 employees. The Mayor's office has received letters from the community regarding our ESL program. Frances Nguyen, representative from the Chamber of Commerce and part-time faculty at Coastline, shared that in the Vietnamese culture, people feel that attending a college is prestigious as opposed to attending a community service class. She suggested that we attempt to tie the lower levels of ESL with entrepreneurship. Lori shared the Open Forum slides outlining the ESL program.

2.0 Old Business

- 2.1 **Graduation Reminder** (Lois Wilkerson) Lois Wilkerson reviewed the graduation procedures. Cristina shared that the Classified Senate and ASG will have a joint flower fundraiser. Graduation will take place on Saturday, May 12, 2012; 1:30 – 3:30 p.m. at the Don Wash Auditorium at Garden Grove High School.
- 2.2 **Shared Governance Philosophy** (Lori Adrian) Lori shared that that the subcommittee on governance meeting had to be postponed, but that the process of revising the document is proceeding. A follow-up meeting will be scheduled ASAP

3.0 New Business

- 3.1 **Spring and Fall All-College Dates and Details** (Lori Adrian) The Fall 2012 date is established for 9/7/12 and the Spring 2013 date is established for 2/1/13. For the Fall, the Westminster Rose Center will be the venue. For the Spring, the Costa Mesa Neighborhood Center or the Newport Beach Center will be investigated.
- 3.2 **All Retirement Party** (Lori Adrian) May 18, 2012; 9-10 a.m. in the President's Conference Room. Seven faculty are retiring: Debbie Brown, Glen Harwood, Jody Hollinden, Margaret Lovig, Pamela Sims, Marg Taylor and Ning Yeh.
- 3.3 **PIEAC Update** (Margaret Lovig) Margaret shared that PIEAC has made progress. The budget proposals were finalized and decisions were sent to the Budget Committee. Their recommendations will then go to the 5/22/12

College Council for final blessing. The Mission/Vision statements were approved on 5/2/12. Mary suggested that they be posted in all classrooms. Initiatives and key performance measures will be addressed.

- 3.4 **Accreditation Update** (Mary Halvorson) The self-study is progressing. Technical support for faculty is being supplied for so they can have their grade books weighted to show proficiency levels. The second draft content is being evaluated and proofed. On June 11, a draft will go to Dr. Andreea Serban at District.
- 3.5 **Enrollment Management** (Lori Adrian) Lori shared that the enrollment management framework has been twice shared with the Senate, and a presentation at PIEAC was given. We are following key guiding principles making sure that students can move through the pathway by offering GE courses in a proper sequence. Across the board cuts will not work because the goal is to lead students to completion. Our Mission has become more sharply focused. During Department Chair meetings, discussions were held and advice was sought as to what should be cut. The Deans were provided target FTES numbers and target dollar cuts. Mary related that the focus is transfer and degree attainment, so noncredit programs would need to be cut out. Most colleges have already cut out their noncredit classes. We will keep the credit ESL program, but they will need to compress it. There are other venues such as community services to offer classes.
- 3.6 **Budget Update** (Christine Nguyen) No new information is available until the Governor's May Revise.
- 3.7 **Hiring Update** (Christine Nguyen) The hiring process, including paper screening and interviewing is continuing and should be concluded very shortly.
- 3.8 **Hot Topics:** Lori shared that Martha Parham will be here two or three days a week to assist us while Michelle Ma is on maternity leave. Michelle shared that there will be a Hard Hat Tour for our Trustees on May 11th and a Media tour will be held on May 16th.

4.0 Constituency Updates

- 4.1 **Academic Senate Update** (Margaret Lovig) Margaret shared that Pedro Gutiérrez has been elected as the incoming Senate President. The Spring Installation Luncheon is on May 15th being held at the Coastline Art Gallery.
- 4.2 **ASG Update** (Lois Wilkerson) Lois announced that the students are meeting on Thursday to review their election process. They are working on a date for the ASG Installation Dinner.
- 4.3 **Classified Senate Update** (Cristina Arellano) Cristina announced that elections for the new executive board will be held shortly.

The meeting was adjourned at 10:50 a.m.

Next Meeting: May 22, 2012; 9-11 a.m.