Meeting Notes

Attendees:
Ricky Shabazz           President
Minou Spradley         Acting Vice President, Instruction
Robbi Ewell            Chair, Institutional Technology Council
Trudy Gerald           Administrative Representative
Jan Jarrell            President, Academic Senate
Justin Akers           Past President, Academic Senate
Nadia Mandilawi        President, Chairs Council
Awana Payne            President, Classified Senate
Erin Flanagan          Acting Public Information Officer
Susan Murray           Dean, Institutional Effectiveness
Marciano Perez         Dean, Student Affairs
Sylvia Ramirez         Scholarship Coordinator
Oscar Moran            Secretary, Associated Students

Absent:
Susan Molina-Bibian    President, Associated Students
Roxann Solis           Acting Vice President, Administrative Services
Denise Whisenhunt      Vice President, Student Services

Agenda/Notes:
Requesting Action/Discussion Items (As Noted)

Approval of October 9th, 2018 Meeting Notes (Ricky Shabazz)
Ricky Shabazz requested a review and acceptance of the minutes and he requested that we start sending the Agenda to the San Diego City College DL, as the agenda is open to the campus. The agendas are currently being posted on the College Council website, approved minutes will also be posted going forward.

Ricky Shabazz requested a motion to approve the meeting notes from October 9th 2018. Jan Jarrell made a motion to approve. Robbi Ewell seconded the motion, motion carried.

Commencement Planning Presentation (Marciano Perez/ Denise Whisenhunt)
Marciano Perez provided a brief update; however, the item will carry over to the next agenda. In the interest of explaining the current situation, Mr. Perez said he walked CE with their facilities department and in house audio visual to evaluate the location. It appears that it would be far more involved and expensive than initially thought (including the need for generators, platforms for chairs, etc.). His team
is continuing to explore other venues along with CE and will be providing additional feedback as soon as available.

**Scholarship Information Update (Marciano Perez/Sylvia Ramirez)**

Marciano Perez and Sylvia Ramirez provided a power point update on scholarships. Ms. Ramirez’ presentation detailed the website application process, which includes all the variables necessary to determine scholarship eligibility. She noted that the scholarship office works with other faculty and other programs to give presentations on how to apply. The new Academic Works website has changed the number of applicants from 203 in 2016 to 783 in 2017 during the window for applications. This year, our year to date for applications is already higher at 460. It was also noted that you can contact their office in Student Affairs to donate to a particular scholarship or designate specifics amounts that will be distributed via Shirin Mohseni. Dr. Shabazz requested a one page document verifying the total dollar amount from last year that was awarded versus this year, and then to provide who the donors are for distribution. It was also noted that the Foundation is working with Student Affairs to create a strengthening in the area of trade and technical opportunities for scholarships and internships with industry partners. The addition of an Executive Director by the Foundation is planned and would also help to support this endeavor.

**Vision for New Success Goals (Ricky Shabazz)**

Ricky Shabazz shared that an email was received from the State Chancellors office, that all community colleges must align their strategic plan with the new success goals for the state. At this time we do not have a great deal of information regarding this requirement, but the item will be added to the next agenda as well and information will be provided as soon as it is available. Susan Murray stated that her understanding was that the college is to commit to develop their goals by December 2018, with the goals being developed in May 2019.

**Partnership Resource Team Visit October 29 (Susan Murray)**

Susan Murray noted that we have two site visits back to back; Monday October 29th is the PRT visit. This is the process that City requested from the State Chancellor’s office to have a peer review team come and provide different perspectives on how we might structure committees. Our model focuses on involvement, but we tend to add additional committees, and the visit will result in feedback relating to potential overlap and suggestions on best practices. Dr. Murray provided an overview of the agenda for Monday’s visits and noted that follow up would be provided accordingly.

**Foundation Scholarship Information (Roxann Solis)**

Roxann Solis not present.

**Classified Senate (Awana Payne)**

Awana Payne noted that the Career Pathways Institute had begun with the next session scheduled for Friday November 9th, it is open to all classified staff and the topic will be “Participatory Governance and Public Speaking.” Ms. Payne reminded the council that the annual Halloween event is scheduled for October 31st, and that the Classified Senate is continuing work on their Adopt a Family and scholarship for students.
**Associated Student Government (Susana Molina-Bibian)**

Oscar Moran, Associated Student Government Secretary, informed the Council that the ASG President, Vice President and Treasurer will be attending the Student Senate for California Community Colleges (SSCCC) meeting starting Friday October 26th for three days. The ASG also had Brown Act training recently. The ASG are focused on their Annual Halloween Fest in Gorton Quad and creating awareness on issues such as Breast Cancer.

**Administrative Representative (Trudy Gerald)**

Trudy Gerald noted that the administrators are preparing for the upcoming campus visits for PRT and Accreditation in addition to evaluations. Dr. Gerald indicated that the declining enrollments and changing schedules are their primary focus, and they are working to be collaborative and supportive during this difficult process for both faculty and students.

**Academic Senate (Jan Jarrell)**

Jan Jarrell noted that Soon-Ah Fadness presented at Academic Senate about the training she is implementing for AFT contract faculty. Ms. Jarrell noted that there will be 10 members in the pilot program. Ms. Fadness’ program will provide new faculty with mock evaluations, tenure process mentoring and syllabi support; in the spring the new faculty will start visiting different meetings.

Mr. Jim Mahler attended Academic Senate to address questions regarding the budget and new funding formula. Mr. Mahler held an open discussion to help address all the aspects, including how negotiations and honoring equity would be affected. Ms. Jarrell noted that the outcome of discussion will likely result in a white paper produced by the Academic Senate.

Ms. Jarrell noted that at the Area D meeting, the resolution regarding the new Assist system was passed and will go to the Plenaries the following week. The resolution for the vote of no confidence for the state chancellor did not pass. The determination was made to create a bill of particulars that will outline the shared governance goals as a first step, before proceeding to the vote of no confidence. She also felt it would be important to determine whether the students were considering a vote of no confidence.

**Master Planning, Assessment & Resource Oversight Council (MPAROC) (Susan Murray)**

Susan Murray noted that Guided Pathways met a couple of weeks ago, and started to learn about the new student equity and achievement model that encompass basic skills, SSSP, and equity. They were provided with a timeline and they will be providing an update for enrollment management. Dr. Shabazz asked that Dr. Murray provide a presentation on Guided Pathways at the next College Council, and a presentation on the new consolidation of SSSP, BSI, and Equity.

**Instructional Cabinet (Nadia Mandilawi/Minou Spradley)**

Nadia Mandilawi noted that the Chairs would be meeting twice this month, focusing on faculty hires and questions for the President’s upcoming visit to the Monday meeting on October 29th. The Chairs are focused on schedule cuts, program review, and difficulties related to ERP and purchasing of equipment. Dr. Shabazz asked Ms. Mandilawi to prepare a report regarding the issues that the Chairs are facing to provide to Business Services to support resolution. Dr. Shabazz asked that Robbi Ewell provide an explanation of the computer ordering process in a future meeting. Ms. Mandilawi noted that the Chairs would like support with travel and purchase requests, outside of training, in alignment with other campus’ resources.
Student Services Council (Denise Whisenhunt)
Denise Whisenhunt not present.

Institutional Technology Council (Robbi Ewell)
Robbi Ewell stated that the next meeting for the ITC is scheduled for tomorrow, October 24th, 2018. They have submitted for the library services platform letter of intent, Don Bertram has put in for an early submission for the LSP. The District is part of the first round of the state sponsored program, which aligns us with the other state colleges.

Report from Administrative Services (Roxann Solis)
Roxann Solis not present.

Report from Institutional Effectiveness/ALO (Susan Murray)
Susan Murray noted that our Accreditation visit is scheduled for November 7th and her office is supporting the various departments in meeting their deadlines. The agenda is being finalized and the Chair for the visit feels he can complete his work in a half day. Dr. Murray noted that broad participation is appreciated and that her department has not been asked to provide additional information at this time. Dr. Shabazz commended Dr. Murray’s team, and ask that her team send out the edits and overview document, with a flowchart to create consistency for review at the next College Council. Dr. Murray noted that there is a one page summary for our Accreditation and flow chart, on the Accreditation webpage.

PIO (Erin Flanagan)
Erin Flanagan noted that her team had moved into the next phase of delivering what had been discussed in the previous meeting. In the next 24 hours, they intend to have the forum schedule distributed. She noted they will be working on the intersession and spring enrollment ads over the coming weeks. They will also be locking down the schedule for the constituency road shows. Ms. Flanagan noted they are on schedule to soft launch the website at the end of November, and then have website content migration complete, and finalize the filming schedule to get Dream Big 2.0 completed by December. The PIO office is also in process on the student YouTube channel with Bob Sly’s office in RTVF.

Report from the President (Ricky Shabazz)
Ricky Shabazz extended an invitation for his Tuesday November 6th Taco Night at his home to the Council. Dr. Shabazz noted that Genevieve Esguerra had been hired as our Associate Dean of Outreach and that she was previously the Outreach Coordinator for Mesa College. He also noted that City had offered positions to three non-instructional faculty members, including a new librarian. Based on review of retirements with Minou Spradley, there will be four additional retirements. Dr. Shabazz will be in attendance to review the faculty hiring list with the Chairs and discuss the need for a flow chart. Dr. Shabazz noted that we had a failed search for the Outreach Coordinator. The draft agenda for the Vice President of Instruction Candidates has been created and interviews will be conducted with a shared forum on October 31st.

An updated ADT move schedule was provided for everyone, as well as the Request for Space form and process for review. Roxann Aubrey will bring these items forward for the next College Council for discussion.

4:05 pm adjourned