



## **SPECIAL COLLEGE COUNCIL MEETING**

Monday, February 13, 2006

1:00 PM -- A -111

**MEMBERS PRESENT:** C. Anderson, R. Castillo, V. Cole, M. Drummond, B. Essex, T. Harris, C. Johnson, J. King, L. Ley, J. McDowell, J. Messinger, C. Roth, C. Ruffin, B. Smith, S. Tramel, B. Vaden (Guests: L. Barajas, R. Cardoza, J. Delrosario, T. Douglas, D. Esparza, B. Kimble, C. Mata, M. Oliva)

**MEMBERS ABSENT:** S. Diego, B. Elarton, M. Felix, L. Garcia, K. Skinner

### **I. CALL TO ORDER**

**1:01 p.m. – J. McDowell called the meeting to order.**

**M/S/P – Minutes from December 12, 2005, January 18<sup>th</sup>, 24<sup>th</sup>, and 31st were approved.**

No speakers for public session.

**PRESIDENT’S CABINET REPORT – T. Harris:** The College is struggling with parking, but is working on leasing additional parking on 17<sup>th</sup> Street with a shuttle service to run continuously which could be paid for with bond funds. Temporary parking is estimated to last approximately twenty months.

Marcela Oliva spoke towards forming a Facilities Committee, separate from Work Environment, to address bond projects. The item was referred to the Work Environment Committee. If formed, the Facilities Committee would alleviate the Work Environment Committee to focus on their main college responsibilities. No decision was made.

**PARKING/I-PASS:** – The I-PASS Program would cost the college \$175,000 for 5,000 passes for students to use on all MTA trains and buses, seven days/week at no cost. Ms. Diana Ho proposed going back and negotiating the price down to \$125,000. It was noted that bond money could be used to fund this program.

After a lengthy discussion College Council determined to establish a committee to look further into the I-PASS program. Committee members are: ASO, Marcus Anglin, Sonia Lopez, John McDowell, Marcela Oliva, and Carey Roth.

**80<sup>TH</sup> ANNIVERSARY:** T. Douglas thanked the committee co-chairs and provided the agenda for the 80<sup>th</sup> Anniversary event on March 23rd and March 25th. The proposed budget for the anniversary is \$21,300. DMJM will be asked to contribute for the dinner, a cost of \$7,000. Tickets will be available at \$50 and go towards the Foundation scholarships. D. Esparza suggested purchasing a new screen in the cafeteria.

**Council reached consensus to approve the budget of \$21,300 for the 80<sup>th</sup> anniversary event.**

**BUDGET COMMITTEE:** The committee has not met. V. Cole volunteered to contact C. Montour to convene a meeting.

There have been conflicts associated with scheduling meetings. M. Drummond offered to arrange a meeting with all committee chairs to solve the conflict of overlapping meetings and also to discuss the charge of the committees.

**INSTITUTIONAL EFFECTIVENESS:** M. Drummond handed out minutes from January 23, 2006. Institutional Effectiveness will follow the same quorum as College Council. Institutional Effectiveness will meet every 4<sup>th</sup> Monday of each month from 1:30 – 3:30 in A-114.

Institutional Effectiveness proposed a new organizational structure under the administrative oversight of an Associate Dean (replacing B. Troost and M. Hohman's positions) for Learning Skills, Basic Skills, and the Writing Center with Chairs responsible for functional areas. This new organizational structure would be cost effective, a \$30,000 cost salary savings. The two positions being replaced were non-teaching. B. Essex would like to take this issue to Academic Senate before it is accepted. Academic Senate will be voting on this issue on February 14, 2006.

Recommendation from College Council is to send this item to the president, pending the Senate meeting tomorrow. B. Essex and C. Johnson would like to look at the budgetary needs before moving forward.

**MARKETING:** There has been \$75,000 allocated for marketing. T. Douglas provided a summary of the committee's efforts. Funds remaining now are \$13,809.50.

The committee proposed the following budgetary items totaling \$233,096: television ads, direct mailers, MTA bus ads, theatres, newspapers (various), radio spots, high schools, and yellow pages. The budget figure is pending approval once the committee meets with the marketing representative.

**STRATEGIC ENROLLMENT MANAGEMENT:** R. Castillo reported a 95% student headcount. Welcome Week activities served 3,000+ students. A&R has been refurbished and retiled creating a pleasant environment for the students. R. Castillo met with Outreach and Recruitment, and is also working with Academic Affairs. Overall headcount is 97% with non-credit.

**CC APPLY:** R. Castillo - The program was not effective for Trade Tech, but has been very beneficial for Pierce. Ester Usaha is making every effort to get the program back. The recruitment plan for the spring is to work aggressively with the high schools. B. Essex requested student enrollment information be provided to all on a daily basis. We need to implement apply on-line.

**TECHNOLOGY COMMITTEE:** B. Gasper provided a draft copy of the minutes. The Committee is looking at language sites that use the word technology to consolidate and update them. The Committee came up with a dozen or so recommendations that will be presented to College Council with budget and by priority. Funding for technology will need to be addressed by each college due TTIP funds no longer available. The CHARGE of RESPONSIBILITY will be presented to College Council at next meeting.

**WORK ENVIRONMENT COMMITTEE:** The Committee will meet on February 20<sup>th</sup>.

**ACCREDITATION REPORT:** M. Drummond – the Accreditation Report is being printed. The Student Success Subcommittee will look at the report on February 22<sup>nd</sup> and then go before the Board for approval. Copies of the Accreditation Report are available in the Library, Vice Presidents Offices, the Senate Office, and the website.

**COLLEGE FOUNTAIN:** M. Oliva – the Committee is generating a flyer for distribution throughout the community. The replacement may not necessarily be a fountain, but will be a memorial. There were no timelines mentioned. The winning prize is \$500. M. Drummond will ask Bill Elarton to send the design to be ready by May.

**BLOCK GRANT:** Applications for Block Grant will be available on-line.

**2:59 p.m. – Meeting Adjourn.**