



President's Shared Governance Council (PSGC)

Agenda - Regular Meeting

Wednesday, January 30, 2019

3:00 p.m. / Board Room

1. Call to Order
2. Meeting Minutes from November 28, 2018
3. Fort Irwin Workgroup – *Robbie Evans & Tim Botengan*
4. Basic Skills Committee – Approval of Purpose Statement, Description, Membership & Reporting Structure
5. Budget Request Form (draft) - *Brenda*
6. Importance of Committee's Work in Supporting Institutional Goals & Priorities (Discussion)
7. ACCJC Follow-Up Report due to ACCJC in October 2019
8. All College Agenda (February 05, 2019)
9. Other

Purpose Statement: The President's Shared Governance Council (PSGC) is a representative body designed to assist in governance of the District. Its authority is limited by the scope of collective bargaining, and by the responsibilities of the Superintendent/President.

Description: The PSGC through collaborative dialogue guides the goals, objectives and action plans of committees and departments through the Strategic Planning & Communication Process. The PSGC is charged with reviewing committee purpose, composition and responsibility in order to promote coordination. The PSGC is the voting body responsible for ensuring that policies and procedures are reviewed and revised as necessary. The PSGC is also responsible for suggesting topics and recruiting presenters for the All College meetings.

The Participatory Governance Handbook is available at the following locations:

- I-Drive: I:\Presidents Office\Participatory.Governance\Part.Gov.Handbook.2017_Final.pdf
- BoardDocs: <http://www.boarddocs.com/ca/bccd/Board.nsf/Public>



President's Shared Governance Council (PSGC)

Meeting Minutes-Regular Meeting

Wednesday, January 30, 2019

3:00 p.m. / Board Room

Present: Michelle Bond, Danielle Jeffers, Jessica Tainatongo, Kyri Freeman, Nancy Nunes-Gill, Beverly Ranney, Tim Botengan, Lisa Holmes, Fabian Villa, Eva Bagg, Brenda Findley, Karen Kane, Amanda Simpson, Robbie Evans, Elias Valencia, Michelle Henderson (recorder)

Absent: Wendy Packer, Christina Calderon, Sui Motufau, Lyle Engeldinger

Call to Order

The meeting was called to order at 3:01 p.m. by Eva Bagg

Minutes – November 28, 2018

Jessica Tainatongo moved with a second by Lisa Holmes to approve the minutes from November 28, 2018. All were in favor. The motion carried.

Ft Irwin Workgroup – Robbie Evans and Tim Botengan

A report with preliminary recommendations dated July 17, 2018 was distributed to the committee. Workgroup membership now includes Lisa Holmes, Heather Minehart, Lauren Smith, Bryce Prutsos, Emily Garrison & Lynna Heiden with future plans to include faculty. Membership structure is now more efficient and provides the ability to implement recommended changes. Workgroup is still preparing a final report and it should be available in the next couple of months.

There was discussion regarding meeting student's needs and the need to develop articulation agreements with other transfer institutions currently at Ft Irwin. The committee also discussed the need to be able to track where the Ft Irwin students are going after they leave BCC and to utilize the data that is currently available.

Other topics discussed include: 1) potential contract ed. opportunities with current employers on the base (Darrel Kemp may be a resource) 2) Robbie Evans should attend the monthly Military Affairs committee meetings 3) ESL may be an area of potential growth 4) Amanda Simpson, interim PIO should be included in the workgroup regarding marketing needs. 5) Building and maintaining connections with the military community is very important. 6) Ft Irwin has strict procedures for advertising and marketing on base. 7) The Ft Irwin Work plan needs to align with the Strategic Plan and Guided Pathways.

Basic Skills Committee – Elias Valencia

The Basic Skills Committee has been having discussions regarding how their purpose is evolving due, in part to, AB 705 as well as their need to incorporate employability skills and essential skills along with Adult Ed into their scope. The current proposed description, purpose statement, membership & reporting structure on today's agenda which was drafted last spring and approved by the Academic Senate in the Fall will not be voted on today. The Basic Skills committee will take it back under advisement at their next meeting and resubmit a revised draft through the approval process at a future date.

Budget Request Form – Brenda Findley

A draft temporary BAP form was distributed. It was explained that this new form will only be used this year while the new program review process is being developed. The form will be presented at the management meeting on Thur January 31st. The group discussed the importance of conversations among deans/managers & staff as being key to developing the enhanced understanding of how to tie planning and resources to outcomes. There was discussion regarding minor edits to the form such as 1) remove the heading titled “What Outcome will the Resource...” and then leave the area as a “note” field. 2) add a check box to the approvals area for HR regarding Professional Development. 3) Change “Cost of Ownership” to “Projected Cost of Ownership.” Brenda will make the changes and the revised form will be available at tomorrow’s management meeting.

Importance of Committee’s Work in Supporting Institutional Goals & Priorities – Eva Bagg

There is a need for ongoing professional development for committee chairs in order to successfully lead the committees. Chairs need to make sure committees are focused on making progress toward institutional goals and priorities. Chairs should help committees to set goals for themselves in order to make timely and meaningful progress. Meetings should happen regularly, with a purpose and all meetings should be valuable toward meeting identified goals.

ACCJC Follow-Up Report due October 2019 – Eva Bagg

Reminder that the ACCJC follow-up report is due October 2019.

All College Agenda – February 05, 2019

The following items were recommended for the February 05, 2019 All College Agenda:

- Curriculum Update – Kyri
- Guided Pathways Update – Nance & Beverly
- Program Review Process/Resource Allocation Process- Christina & Beverly
- Caring Campus – Jessica Tainatongo
- Town Hall Meeting – Community Watch - Eva
- Giving Campaign – Michelle Bond
- Announcements / Upcoming Events – AST, Athletics, Ed

Adjourned

Meeting adjourned at 4:43 p.m.



President's Shared Governance Council (PSGC)

Agenda - Regular Meeting

Wednesday, February 27, 2019

3:00 p.m. / Board Room

1. Call to Order
2. Meeting Minutes from January 30, 2019
3. IEC Committee Purpose, Description & Membership
4. College Committee Assignments
5. College Committee Term Lengths
6. Committee Updates:
 - a. EEO
 - b. Health & Welfare
 - c. Professional Development
7. All College Agenda (March 05, 2019)
8. Other

Purpose Statement: The President's Shared Governance Council (PSGC) is a representative body designed to assist in governance of the District. Its authority is limited by the scope of collective bargaining, and by the responsibilities of the Superintendent/President.

Description: The PSGC through collaborative dialogue guides the goals, objectives and action plans of committees and departments through the Strategic Planning & Communication Process. The PSGC is charged with reviewing committee purpose, composition and responsibility in order to promote coordination. The PSGC is the voting body responsible for ensuring that policies and procedures are reviewed and revised as necessary. The PSGC is also responsible for suggesting topics and recruiting presenters for the All College meetings.

The Participatory Governance Handbook is available at the following locations:

- I-Drive: <I:\Presidents Office\Participatory Governance\Part.Gov.Handbook.2017 Final.pdf>
- BoardDocs: <http://www.boarddocs.com/ca/bccd/Board.nsf/Public>



President's Shared Governance Council (PSGC)

Meeting Minutes-Regular Meeting

Wednesday, February 27, 2019

3:00 p.m. / Board Room

Present: Nance Nunes-Gill, Beverly Ranney, Kyri Freeman, Eva Bagg, Sui Motufau, Michelle Bond, Tim Botengan, Christina Calderon, Wendy Packer, Lyle Engeldinger, Jessica Tainatongo, Fabian Villa, Karen Kane, Amanda Simpson, Michelle Henderson (recorder)

Absent: Lisa Holmes

Call to Order

The meeting was called to order at 3:04 p.m. by Eva Bagg

Minutes – January 30, 2019

All agreed to accept the minutes from the January 30, 2019 meeting with the following two corrections: Paragraph "Importance of Committee's Work in Supporting Institutional Goals & Priorities"

- 2nd sentence - change the word focus to focused
- 3rd sentence – change the word meaning to meaningful

IEC Committee Purpose, Description & Membership

Karen Kane stated the IEC committee is proposing changes to its purpose statement, description and membership in order to bring the committee functions into alignment with the Strategic Plan. After group discussion it was agreed that this item would be taken back to the IEC committee with the following recommendations: 1) add "Planning and Monitoring" to the purpose statement and include reference to an annual update 2) change the name of the Budget Advisory Committee to Business & Finance Committee 3) change advisory member from VP Student Services to VP Administrative Services. This item will be brought back to PSGC after IEC has reviewed the recommended changes.

College Committee Assignments

The group discussed the timeline for setting committee assignments and agreed that assignments should be set in the spring (prior to May) for the following academic year.

College Committee Term Lengths

The group agreed to look at term lengths for at-large members of each committee. Opinions of committee chairs and constituent groups will be considered. A blank committee assignment form will be emailed to the constituent leaders. Discussion will continue at a future meeting.

Committee Updates

EEO – The EEO committee is assessing the entire EEO Plan and will use findings from data & discussions to consider the District's recruiting efforts and hiring procedures. Research will look back 10 years and findings will be reported to the District. Discussions will take place with other committees as appropriate.

Health & Welfare – A health & welfare subcommittee has been formed to study medical benefits & plans due to increasing rates. The group will begin their work soon and anticipate finishing by Fall 2019 at which time they will make a recommendation on their findings. Their goal is to improve the current benefits not to reduce them. The B-Well Fair is tied to efforts to reduce medical costs by providing programs and information regarding improving health.

Professional Development – Five groups (management, full-time faculty, staff, adjunct faculty, and student workers) have been identified to work with the committee in identifying/designing both personal & organizational professional development opportunities aligned with the Strategic Plan. Data regarding professional development needs will be collected via surveys, discussion and evaluations. This data will be used to identify training needs in order to develop appropriate opportunities. It was noted that the TLSC has workshops open to both students and staff.

All College Agenda – March 05, 2019

It was agreed to cancel the March 5th All College meeting as many people will be off campus attending the Guided Pathways Workshop.

Other

Amanda Simpson discussed the importance of working together to have consistent marketing materials across the campus. Flyers created in various departments and clubs need to be consistent with BCC standards before they are sent into the community. Everyone should keep this in mind as we move to the new website and begin celebrating the District's 60th anniversary (2019-2020).

Group discussion regarding setting parameters and maintaining standards with regards to the use of social media. Existing policies and procedures will need to be reviewed.

Official college letterhead should be consistent college wide.

Christina Calderon stated that due to popular demand three additional screenings of the film "Unlikely" will be made available in March (email to follow with dates/times). Also, Student Equity will be hosting an event on March 25th with Fong Tran rapper/poet. Invitation to follow.

Town Hall event Thursday, February 28th at the First Baptist Church on Barstow Rd. regarding neighborhood crime watch.

Everyone in the room shared one good thing with the group.

Adjourned

Meeting adjourned at 4:52 p.m.



President's Shared Governance Council (PSGC)

Agenda - Regular Meeting
Wednesday, March 27, 2019
3:00 p.m. / Board Room

1. Call to Order
2. Meeting Minutes from February 27, 2019
3. IEC Committee Purpose, Description & Membership
4. ACCJC Annual Report – Review & Discussion
5. Guided Pathways Workgroup/Taskforce
6. Strategic Planning Committees – Term Limits (cont. discussion)
7. All College Agenda (April 02, 2019)
8. Other

Purpose Statement: The President's Shared Governance Council (PSGC) is a representative body designed to assist in governance of the District. Its authority is limited by the scope of collective bargaining, and by the responsibilities of the Superintendent/President.

Description: The PSGC through collaborative dialogue guides the goals, objectives and action plans of committees and departments through the Strategic Planning & Communication Process. The PSGC is charged with reviewing committee purpose, composition and responsibility in order to promote coordination. The PSGC is the voting body responsible for ensuring that policies and procedures are reviewed and revised as necessary. The PSGC is also responsible for suggesting topics and recruiting presenters for the All College meetings.

The Participatory Governance Handbook is available at the following locations:

- I-Drive: <I:\Presidents Office\Participatory Governance\Part.Gov.Handbook.2017 Final.pdf>
- BoardDocs: <http://www.boarddocs.com/ca/bccd/Board.nsf/Public>



President's Shared Governance Council (PSGC)

Meeting Minutes-Regular Meeting

Wednesday, March 27, 2019

3:00 p.m. / Board Room

Present: Nance Nunes-Gill, Beverly Ranney, Kyri Freeman, Michelle Bond, Danielle Jeffers, Jessica Tainatongo, Tim Botengan, Christina Calderon, Lisa Holmes, Sui Motufau, Eva Bagg, Karen Kane, Amanda Simpson, Terri Walker, Michelle Henderson (recorder)

Absent: Fabian Villa, Wendy Packer, Lyle Engeldinger, Brenda Findley

Call to Order

The meeting was called to order at 3:03 p.m. by Eva Bagg

Minutes – February 27, 2019

Motion by Jessica Tainatongo with a second by Christina Calderon to approve the February 27, 2019, meeting minutes. All agreed. Motion carried.

IEC Committee Purpose, Description & Membership

Karen Kane stated the IEC committee reviewed last month's recommended changes from PSGC and agreed to the changes. It was noted that #5 on page 1 should be changed from "Budget" to "Business." All were in favor to accept the changes with the additional correction. The motion carried.

ACCJC Annual Report

Lisa Holmes stated the ACCJC Annual Report is due to the Chancellor's Office every April. BCC set goals (Institutional Set Standards) approximately 1 ½ years ago and this report shows actual outcomes by year as compared to those goals. The group discussed the overall results and specifically spoke about the transfer rate, pass rate for Cosmetology and job placement rate for Accounting which fell below our institutional set standards. It was noted that corrective measures and further discussions are currently taking place. All agreed the report can be submitted to the Chancellor's Office

The Annual Fiscal Report is still pending.

Guided Pathways Workgroup/Taskforce

Beverly Ranney has been selected as the faculty rep co-chair for the Guided Pathways workgroup/taskforce and Melissa Meadows has been selected as the administrative rep co-chair. The PSGC recommended the following workgroup membership: faculty & counselors (x4); Research (x1); IEC (x1); Caring Campus (x1 CSEA); Students (x4 consisting of x2 ASG and x2 at-large); CSEA (x1 at-large); management (x2 at large); job placement (x1 CSEA); transfer (x1 CSEA). The membership may also be supplemented as needed. The Workgroup's purpose will be to complete a Scale of Adoption (draft is due by April 30th and the final is due in Sept 2019), participate in the Inland Empire Workshops and conduct a student panel. There will be future discussions regarding whether or not this workgroup needs to be a formalized committee for the long term.

Strategic Planning Committees – Term Limits (cont. discussion)

CSEA reported their constituent group is in favor of staggered 2-year terms, management is in favor of 3-year staggered terms, ASG reported that they will have difficulty committing to long-term committee assignments and faculty are working on their results. Tentatively they have agreed to 2-year terms but it could prove difficult with changing teaching schedules each semester. Further discussion will continue.

All College Agenda – April 02, 2019

- Ice Breaker – Eduardo Vasquez & Melissa Matteson
- TLSC Update – Tim Botengan
- IT update – Bryce Prutsos
- Budget Deadlines – Terri Walker or Brenda Findley
- ASG – Sui Motufau
- Upcoming Events
- Guided Pathways Update – Beverly Ranney & Melissa Meadows
- Caring Campus – Jessica Tainatongo
- Veterans Connection Event – Michelle Bond
- New Employees – Eva Bagg

Other

The Ft Irwin workgroup met this morning and are nearing the end of their charge. They hope to have a recommendation for the April PSGC meeting. Nance Nunes-Gill inquired about the possibility of combining some committees to increase efficiency and possibly reduce the number of committees.

The B-Well fair is scheduled for Friday, April 5, 2019. Vendor participation has exceeded expectations this year. Managers should encourage staff to attend. Cosmetology will be open from 9am-1pm for services. Some medical testing will be available on Thursday for staff that can't attend on Friday.

Tim Botengan shared an email from a student thanking the TLSC for their help.

Adjourned

Meeting adjourned at 4:34 p.m.