



# Barstow Community College District

## Office of the Superintendent/President

### 2017-2018 Committee Assignments

*Please refer to the Participatory Governance Handbook for detailed information regarding the governance process, constituent roles/responsibilities, guidelines for participation, and the individual committees.*

**Every committee will designate a recorder for the purpose of providing a record of the meeting. The recorder of every committee will distribute copies of notes to the members of the committee and to the Office of Institutional Research who will post the meeting records for public view.**

**Committee members will keep their constituents informed by providing feedback.**

## STRATEGIC PLANNING & COMMUNICATION PROCESS COMMITTEES

### **Business and Finance Committee**

**Purpose Statement:** The purpose of the Business & Finance Committee is to review and make recommendations on the budget process, budget forecasting, facilities planning and scheduled maintenance.

**Description:** The committee is responsible for reviewing and making recommendations on the annual budget process, the annual budget, multi-year budget forecast, Facility Master Plan, and the scheduled maintenance plan. The committee makes recommendations to the President’s Shared Governance Council (PSGC) and/or Superintendent/President’s Cabinet relative to the resources available to fund the institutional plan priorities. Prepares an annual calendar that identifies key dates for items in the college’s annual planning cycle. In addition the committee reviews and makes recommendations related to matters such as the actuarial study for post-retirement benefits, cash flow, and other such items as appropriate.

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| <b>Chair – VP Admin Services</b>                                   | Brenda Findley     |
| <b>Academic Senate</b>   | Ramon Vasconcellos |
| <b>ASG</b>   | Margie Smith       |
| <b>BCFA</b>  | Lewis Goldstein    |
| <b>Budget Analyst</b>  | <i>Vacant</i>      |
| <b>CSEA</b>  | Michelle Berndt    |
| <b>Mid-Level Manager</b>   | Heather Minehart   |
| <b>VP Academic Affairs</b>   | David Morse        |
| <b>Advisory – Director of Research, Development &amp; Planning</b> | Lisa Holmes        |

## Curriculum Committee

**Purpose Statement:** The purpose of the Curriculum Committee is to evaluate curricular material such as new, revised, and updated courses and programs for accuracy and for compliance with both internal and external policies and procedures. Material is submitted to the Curriculum Committee by faculty members and, upon approval, is passed forward within the system as appropriate.

**Description:** The Curriculum Committee is a standing committee at Barstow Community College and acts as a subcommittee of the Academic Senate. The primary responsibility of the Curriculum Committee is the review and recommendation of curriculum to be approved by the Board of Trustees.

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| <b>Chair – Faculty Member</b>                | TBD   |
| <b>Academic Senate President (or rep)</b>    | Sona Vartanian  |
| <b>Academic Senate at Large (1)</b>          | Amy Ross  |
| <b>Academic Senate at Large (2)</b>          | Nancy Nunes-Gill  |
| <b>Academic Senate at Large (3)</b>          | Rodolfo Duque   |
| <b>Articulation Officer</b>                  | Jamie Rodriguez   |
| <b>Counselor</b>                             | Gene Low  |
| <b>Div Rep (1)</b>                           | Ibrahim Aboud   |
| <b>Div Rep (2)</b>                           | Carole Blake  |
| <b>Div Rep (3)</b>                           | Jacob Batarseh  |
| <b>Librarian</b>                             | Kyri Freeman  |
| <b>Advisory – As Needed<br/>(Non-Voting)</b> | <b>VP of Academic Affairs – David Morse</b><br><b>Dean of Instruction or other Inst Office Designee – Penny Shreve</b><br><b>Dean of Workforce and Ec Dev or rep – Sandi Thomas</b><br><b>Director of IT or representative – TBD (interim – Brenda Findley)</b><br><b>Student Success representative – TBD</b><br><b>ASG – Aylin Moreno</b><br><b>Curriculum &amp; Scheduling Specialist – Liz Locke</b><br><b>Dean of Distance Ed &amp; Learning Support Services – Tim Botengan</b> |

## EEO and Diversity Committee

**Purpose Statement:** The EEO and Diversity Committee develops, reviews, and updates the District's EEO and Diversity Plan to ensure the District implements measures which ensure equal employment opportunities and a diverse workforce.

**Description:** The EEO and Diversity Committee, with the assistance of the institutional researcher, reviews and interprets applicant, community, student, and employee demographics. The committee uses this data to analyze and identify underrepresented groups, and make recommendations regarding strategies in building diversity. The committee also offers assistance and recommendations to recruitment and screening processes which ensures equal opportunity and diversity. The EEO and Diversity Committee is also responsible for providing assistance with the development of the EEO and Diversity Plan and to evaluate the effectiveness of the plan.

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| <b>Chair – Assoc VP of HR</b> | Lyle Engeldinger (interim) |
| <b>Administration</b>         | Joann Garcia               |
| <b>ASG</b>                    | Thomas Smith               |
| <b>BCFA</b>                   | Eduardo Vasquez            |
| <b>CSEA</b>                   | Barbara Rose               |
| <b>Human Resources</b>        | Rosalinda Palakiko         |

## **Institutional Effectiveness Committee**

**Purpose Statement:** Through integrated planning, the Institutional Effectiveness Committee (IEC) leads program review and accreditation processes to ensure that decision-making is data driven and connected to the mission and strategic priorities of the institution.

**Description:** The Institutional Effectiveness Committee (IEC) takes a leadership role in moving data into action to achieve sustainable continuous quality improvement. The committee reviews program assessment results in light of college-wide strategic goals to recommend a set of institutional priorities for inclusion into integrated planning and resource allocation. The goal of the committee is to help the college maximize fiscal, physical, human, and technological resources to improve student learning and achievement. Through the work of the Program Review Sub-Committee, Budget Allocation Proposals are analyzed and programs are evaluated for trends and best practices. As a part of these integral duties, the IEC will lead and organize campus-wide participation in all ACCJC accreditation requirements.

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| <b>Chair – TBD</b>                    | TBD                            |
| <b>Academic Senate President</b>      | Sona Vartanian                 |
| <b>Academic Senate Representative</b> | Christie Firtha                |
| <b>ASG</b>                            | Alisa Parks                    |
| <b>CSEA (1)</b>                       | Robbie Evans                   |
| <b>CSEA (2)</b>                       | Tannessa Tinley                |
| <b>CSEA (3)</b>                       | John Macomber                  |
| <b>Deans of Instruction</b>           | Penny Shreve                   |
| <b>Mid-Management (1)</b>             | Kim Young                      |
| <b>Mid-Management (2)</b>             | Lisa Holmes                    |
| <b>SLO Coordinator</b>                | TBD                            |
| <b><i>Advisory Members</i></b>        | <b><i>Advisory Members</i></b> |
| <b>VP Academic Affairs</b>            | David Morse                    |
| <b>VP Administrative Services</b>     | Brenda Findley                 |
| <b>VP Student Services</b>            | Khushnur Dadabhoy              |

## **President’s Shared Governance Council**

**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.

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| <b>Chair – Sup/Pres</b>          | Eva Bagg           |
| <b>Academic Senate President</b> | Sona Vartanian     |
| <b>BCFA President</b>            | Lewis Goldstein    |
| <b>Faculty At-Large</b>          | Jacob Batarseh     |
| <b>CSEA President</b>            | Robbie Evans       |
| <b>CSEA Vice President</b>       | Barbara Rose       |
| <b>CSEA At-Large</b>             | Wendy Packer       |
| <b>Student Trustee</b>           | Vaa Motufau        |
| <b>ASG President</b>             | Sui Motufau        |
| <b>Student At-Large</b>          | Aylin Moreno       |
| <b>Manager Mid-Level (1)</b>     | Christina Calderon |
| <b>Manager Mid-Level (2)</b>     | Chris Clarke       |

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| <b>Manager Mid-Level (3)</b>                      | Lisa Holmes  |
| <b>President’s Cabinet (non-voting)</b>           | Khushnur Dadabhoy, David Morse, Brenda Findley, Lyle Engeldinger, Eva Bagg |
| <b>Dir, Research, Plan &amp; Dev (non-voting)</b> | Lisa Holmes  |

### **Professional Development and Recognition Committee**

**Purpose Statement:** The committee identifies and plans professional development opportunities for faculty and staff which supports the institution’s continuous improvement and goals.

**Description:** The Professional Development and Recognition Committee identifies opportunities and areas in need for professional development in drafting the District’s Professional Development Plan. The committee also evaluates professional development training for effectiveness and updates the Professional Development Plan accordingly. The committee works closely with HR in documenting all professional development completed.

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| <b>Chair – Assoc VP of HR</b>                             | Lyle Engeldinger (interim)          |
| <b>Academic Senate</b>                                    | Alec Bawden                         |
| <b>Mid-Management</b>                                     | Christina Calderon                  |
| <b>ASG</b>  | Ozell Wilson (Back-up - Henry Yang) |
| <b>CSEA</b>   | Samera Kabir                        |
| <b>Dir, Pub Relations, Communications &amp; Marketing</b> | Chris Clarke                        |

### **Safety Committee**

**Purpose Statement:** The Safety Committee provides recommendations to provide a high level of safety for the District through the shared governance process.

**Description:** The committee identifies potential safety and health hazards and provides recommendations to the appropriate administrator in addressing those hazards. This committee is also tasked with reviewing and revising, as necessary, the Injury and Illness Prevention Plan, the Emergency Action Plan, and coordinating training/exercises in evaluating the plan.

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| <b>Chair – VP Admin Services &amp; Dir of M&amp;O</b>                                   | Brenda Findley & Rick Hernandez |
| <b>ASG</b>  | Godwin Alozie                   |
| <b>CSEA (1)</b>   | Barbara Rose                    |
| <b>CSEA (2)</b>   | Terri Walker                    |
| <b><i>Faculty reps – Appointed by the Academic Senate in Consultation with BCFA</i></b> |                                 |
| <b>Faculty (1)</b>  | Bret Sage                       |
| <b>Faculty (2)</b>  | Taylor Puryear                  |
| <b>Faculty (3)</b>  | Elsa Greenlee                   |
| <b>Advisory – JPA Representative</b>  | TBD                             |

## **Student Success and Equity Committee**

**Purpose Statement:** The purpose of the committee is to ensure student access and success in an environment that fosters equity and diversity in compliance with appropriate regulations.

**Description:** This committee is responsible for the Student Success Plan and the Student Equity Plan and represents the institution's commitment to provide a hospitable and student-centered environment; increase student access and success by providing necessary support services; foster awareness and respect for diversity.

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| <b>Chair – Dean Student Success &amp; Equity</b> | Tonia Teresh           |
| <b>Academic Senate</b>                           | Melissa Cunningham     |
| <b>ASG</b>                                       | Toney Lyon             |
| <b>Basic Skills</b>                              | Abe Aboud / Kim Young  |
| <b>BCFA</b>                                      | Jill Murphy            |
| <b>Counselor</b>                                 | TBD                    |
| <b>CTE</b>                                       | Sandi Thomas           |
| <b>CSEA</b>                                      | Michelle Bond          |
| <b>Distance Education</b>                        | Tim Botengan           |
| <b>Enrollment Services</b>                       | Heather Robbins        |
| <b>Fort Irwin</b>                                | Jerry Peters           |
| <b>Human Resources</b>                           | Paulette Pereira       |
| <b>Information Technology</b>                    | Felicia Martinez       |
| <b>Instruction</b>                               | Kim Young              |
| <b>Research, Planning &amp; Dev</b>              | Lisa Holmes            |
| <b>Special Programs &amp; Services</b>           | Mary Grijalva          |
| <b>Transfer &amp; Career Planning Center</b>     | Aleah Jameson-Goodvich |
| <b>Student Life/Outreach</b>                     | Joann Garcia           |
| <b>Program Review (Advisory)</b>                 | Beverly Ranney         |

## **Technology Committee**

**Purpose Statement:** The mission of the Technology Committee is to make recommendations for the strategic direction and implementation of information technology within the Barstow Community College District.

**Description:** The Barstow Community College Technology committee takes a proactive role in promoting the integration of information technology needs and services of the Barstow Community College District. Its purpose is to identify, prioritize and advocate for information technology needs and services. Throughout the preparation and annual review of the Strategic Technology Plan, it makes recommendations for the strategic direction, implementation and sustainability of technology resources used throughout the college to support student learning programs and services and improve institutional effectiveness consistent with the college's mission.

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| <b>Chair – Dir of Information Technology</b> | Morgan Bohnsack                             |
| <b>Academic Administrator</b>                | Tim Botengan                                |
| <b>Academic Senate</b>                       | Beverly Ranney                              |
| <b>ASG</b>                                   | Taiyu (Kevin) Feng (Back-up – Fatima Abbas) |
| <b>CSEA</b>                                  | Heather Robbins                             |
| <b>Information Technology</b>                | Felecia Martinez                            |
| <b>Fort Irwin Site</b>                       | Ceri Satur                                  |
| <b>State Street Site</b>                     | James Lee                                   |

## STANDING PARTICIPATORY GOVERNANCE COMMITTEES

### Calendar

**Purpose Statement:** The purpose of the calendar committee is to develop a recommended academic calendar for each school year.

**Description:** The committee's charge is to select start and end dates, dates for final exams, and faculty in-service for each semester. Holidays are determined by coordinating the Chancellor's Office listing of required holidays, academic concerns, and bargaining unit contracts. The committee's goal is to complete the academic calendar in time for the Superintendent/President to make a recommendation on the calendar at the December Board of Trustees meeting.

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| <b>Chair – VP Academic Affairs</b> | David Morse            |
| <b>Academic Senate</b>             | Jacob Batarseh         |
| <b>ASG</b>                         | Ariel Aluni            |
| <b>BCFA</b>                        | Scott Bulkley          |
| <b>CSEA</b>                        | Aleah Jameson-Goodvich |
| <b>Mid-Management</b>              | Heather Minehart       |

### Health and Welfare Benefits

**Purpose Statement:** To explore and assess health and welfare options and costs for BCC employees and make recommendations to the constituents.

**Description:** The committee reviews existing health and welfare providers and their benefit packages and makes recommendations on available coverage's to their respective organizations. Any proposed change in health and welfare benefits will be negotiated with recognized bargaining units. The committee serves as the liaison between BCC staff and the providers. The committee seeks input from BCC staff regarding concerns about existing coverage's and ideas on coverage changes. In addition, in conjunction with the HR Office, the committee arranges vendor presentations to staff explaining health and welfare benefits and options.

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| <b>Chair – Assoc VP of HR</b>                | Lyle Engeldinger (interim) |
| <b>BCFA (1)</b>                              | Lewis Goldstein            |
| <b>BCFA (2)</b>                              | Peggy Greeno               |
| <b>CSEA (1)</b>                              | Jessica Tainatongo         |
| <b>CSEA (2)</b>                              | Michelle Bond              |
| <b>Management (1)</b>                        | Melissa Meadows            |
| <b>Management (2)</b>                        | Shawna Robbins             |
| <b>Representative from Human Resources</b>   | Rosalinda Palakiko         |
| <b>Advisory: Director of Fiscal Services</b> | Shawna Robbins             |
| <b>Advisory: Payroll Representative</b>      | Pattie Granados            |

## NON-PARTICIPATORY GOVERNANCE COMMITTEES

### Commencement Committee

Its singular task is to plan and organize the annual commencement ceremony. All aspects of commencement are scrutinized by this committee, including the post- ceremony reception. This committee is very task-oriented and is a working committee. It meets as many as eight times with most of its meetings taking place in the spring semester.

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| <b>Chair – VP of Student Services</b>   | Khushnur Dadabhoy |
| <b>ASG</b>  | Sui Motufau       |
| <b>Academic Senate</b>  | Dawn Howey        |
| <b><i>Representatives from the following Departments Responsible for Graduation</i></b> |                   |
| <b>Academic Affairs</b>   | Barbara Rose      |
| <b>M&amp;O</b>  | Rick Hernandez    |
| <b>Student Life</b>   | Joann Garcia      |
| <b>Admissions and Records</b>   | Heather Robbins   |
| <b>Dir PR, Communications &amp; Marketing</b>   | Chris Clarke      |
| <b>Information Technology</b>   | Glenn Barr        |

### Scholarship

Each year a booklet of scholarships is published, and qualified students may apply for the scholarships. Students complete the standard application and check scholarships in which they are interested. Based on the criteria and the student’s application materials, the committee reviews applications and determines award recipients.

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| <b>Chair – VP Student Services</b>            | Khushnur Dadabhoy   |
| <b>Faculty (1)</b>                            | Eduardo Vasquez   |
| <b>Faculty (2)</b>                            | Emily Spencer   |
| <b>CSEA (1)</b>                               | Ceri Satur  |
| <b>CSEA (2)</b>                               | Jessica Tainatongo  |
| <b>Manager (1)</b>                            | Chris Clarke  |
| <b>Manager (2)</b>                            | Jerry Peters  |
| <b>Foundation (1)</b>                         | Melanie Burnau – <a href="mailto:melanieburnau@gmail.com">melanieburnau@gmail.com</a>     |
| <b>Foundation (2)</b>                         | Marilyn Dyer Kruse – <a href="mailto:teamkruse2@yahoo.com">teamkruse2@yahoo.com</a>       |
| <b>Foundation (alternate – if applicable)</b> | Charles Mattix – <a href="mailto:charlesmattix@verizon.net">charlesmattix@verizon.net</a> |