



Barstow Community College District

Office of the Superintendent/President

2018-2019 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 & FINANCE COMMITTEE

Meeting Schedule: 4th Wednesday, 12:30-1:30pm

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.

Chair – VP Admin Services	Brenda Findley
Academic Senate	Beverly Ranney
ASG	Vandamee Medina (email: pennyboard1996@gmail.com)
BCFA	Ramon Vasconcellos
Budget Analyst	Terri Walker
CSEA	Michelle Berndt
Mid-Level Manager	Heather Minehart
VP Academic Affairs	Karen Kane
Advisory – Director of Research, Development & Planning	Lisa Holmes

CURRICULUM COMMITTEE

Meeting Schedule: 1st Friday, 10am-12pm, Sept-May

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.

Chair – Faculty Member	Kyri Freeman
Academic Senate President (or rep)	Rodolfo Duque
Academic Senate at Large (1)	Vincent Lovato
Academic Senate at Large (2)	Carole Blake
Academic Senate at Large (3)	Susan Nylander
Articulation Officer	Jamie Rodriguez
Counselor	Melissa Matteson
Div Rep (1)	Lilia Franco
Div Rep (2)	Joseph Williams
Div Rep (3)	Apineru Lealofi
Librarian	Kyri Freeman
Advisory – As Needed (Non-Voting)	VP of Academic Affairs – Karen Kane Dean of Instruction or other Inst Office Designee – Penny Shreve Dean of Workforce and Ec Dev or rep – Sandi Thomas Director of IT or representative – Felicia Martinez Student Success representative – Heather Minehart ASG – Jonathan Robles (email: jonathan.robles7754@my.barstow.edu) Curriculum & Scheduling Specialist – TBD Dean of Distance Ed & Learning Support Services – Tim Botengan

EEO AND DIVERSITY COMMITTEE

Meeting Schedule: 3rd Wednesday, 10:00-11:00 a.m.

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.

Chair – Assoc VP of HR	Lyle Engeldinger
Administration	Joann Garcia
ASG	Vaa Motufau (<i>email vaa.motufau2833@my.barstow.edu</i>)
BCFA	Eduardo Vasquez
CSEA	Mattie Mendibles
Human Resources	Rosalinda Palakiko

INSTITUTIONAL EFFECTIVENESS COMMITTEE

Meeting Schedule: 3rd Tuesday, 3:00-4:30 p.m.

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.

Co-Chairs / VP Academic Affairs and Director of Research, Dev & Planning	Karen Kane / Lisa Holmes
Academic Senate President	Nance Nunes-Gill
Academic Senate Representative	Emily Garrison
ASG	Domonique Ontiveros (<i>email: Ontiveros.domonique@yahoo.com</i>)
CSEA (1)	Michelle Bond
CSEA (2)	Tannessaa Tinley
CSEA (3)	John Macomber
Deans of Instruction	Penny Shreve
Mid-Management (1)	Kim Young
Mid-Management (2)	Christina Calderon
SLO Coordinator	Missy Cunningham or Jennafer Worland
<u>Advisory Members</u>	<u>Advisory Members</u>
VP Academic Affairs	Karen Kane
VP Administrative Services	Brenda Findley
VP Student Services	Karen Kane

PRESIDENT'S SHARED GOVERNANCE COUNCIL

Meeting Schedule: Last Wednesday, 3:30-5:00 p.m.

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.

Chair – Sup/Pres	Eva Bagg
Academic Senate President	Nance Nunes-Gill
BCFA President	Beverly Ranney
Faculty At-Large	Kyri Freeman
CSEA President	Michelle Bond
CSEA Vice President	Jessica Tainatongo
CSEA At-Large	Wendy Packer
Student Trustee	Fabian Villa
ASG President	Sui Motufau

Student At-Large	TBD
Manager Mid-Level (1)	Tim Botengan
Manager Mid-Level (2)	Christina Calderon
Manager Mid-Level (3)	Lisa Holmes
President's Cabinet (non-voting)	Karen Kane, Lyle Engeldinger, Brenda Findley
Dir, Research, Dev & Planning (non-voting)	Lisa Holmes

PROGRAM REVIEW COMMITTEE

Meeting Schedule: 3rd Tuesday, 12:30-1:30

Purpose Statement: The purpose of the Program Review Committee is to provide annual training and quality feedback to improve the effectiveness of every College program and service through the annual program review process. This includes providing a yearly report of trends found in the program review submissions to promote continuous, sustainable improvement to the planning process and budget development. The committee reviews the Program Review Forms, considers any necessary updates and annually evaluates the Program Review process. The Program Review Committee is a subcommittee of the Institutional Effectiveness Committee.

Co-Chairs / Recommended by the IEC Chairs	Christina Calderon / Beverly Ranney
Faculty (1) appointed by Academic Senate	Gustavo Bento
Faculty (2) appointed by Academic Senate	Elsa Greenlee
Faculty (3) from CTE and appointed by Academic Senate	Melissa Cunningham
Management (1)	Kim Young
Management (2)	Joann Garcia
Classified Staff (1)	Jessica Tainatongo
Classified Staff (2)	April Yanez
<u>Advisory Members</u>	<u>Advisory Members</u>
VP, Academic Affairs	Karen Kane
Director, Research, Development & Planning	Lisa Holmes

PROFESSIONAL DEVELOPMENT & RECOGNITION COMMITTEE

Meeting Schedule: 4th Monday, 10:00-11:00 a.m.

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.

Chair – Assoc VP of HR	Lyle Engeldinger
Academic Senate	Richard Alvarez
Mid-Management	Christina Calderon
ASG	Korissa Aviles (<i>email kaviles@barstow.edu</i>)
CSEA	Samera Kabir
Dir, Pub Relations, Comm & Marketing	Vacant

SAFETY COMMITTEE

Meeting Schedule: 3rd Tuesday, 12:30-1:30 p.m.

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.

Chair – VP Admin Services & Dir of M&O	Brenda Findley / Rick Hernandez
ASG	Tiare Alefaio (<i>email tiarealefaio@gmail.com</i>)
CSEA (1)	Sharon Angle
CSEA (2)	Kenneth Young
Faculty reps – Appointed by the Academic Senate in Consultation with BCFA	
Faculty (1)	Jacob Batarseh
Faculty (2)	Taylor Puryear
Faculty (3)	Elsa Greenlee
Advisory – JPA Representative	Robert Romero

STUDENT SUCCESS & EQUITY COMMITTEE

Meeting Schedule: 2nd & 4th Monday, 10:00-11:00 a.m.

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.

Chair – Dean Student Success & Equity	Melissa Meadows
Academic Senate	Eric Blaine
ASG	Alofaaga Elisara (<i>email alofaaga.Elisara9040@my.barstow.edu</i>)
Basic Skills	Abe Aboud
BCFA	Roland O'Neal
Counselor	Lilia Franco / Eduardo Vasquez
CTE	Sandi Thomas
CSEA	Michelle Bond
Distance Education	Tim Botengan
Enrollment Services	Heather Robbins
Fort Irwin	Robbie Evans
Human Resources	Paulette Pereira
Information Technology	Bryce Prutsos
Instruction	Kim Young
Research, Planning & Dev	Lisa Holmes
Special Programs & Services	TBD

Transfer & Career Planning Center	Aleah Jameson-Goodvich
Student Life/Outreach	Joann Garcia
Program Review (Advisory)	Christina Calderon or Beverly Ranney

TECHNOLOGY COMMITTEE

Meeting Schedule: 2nd Tuesday, 11:00 a.m. – 12:00 p.m.

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.

Chair – Dir of Information Technology	Brenda Findley
Academic Administrator	Tim Botengan
Academic Senate	Andrew Rehfeld
ASG	Ariel Aluni <i>email aluni_ariel@yahoo.com</i>
CSEA	Bryce Prutsos
Information Technology	Mike Mayoros
Fort Irwin Site	TBD
State Street Site	James Lee

STANDING PARTICIPATORY GOVERNANCE COMMITTEES

CALENDAR COMMITTEE

Meeting Schedule: 2nd Wednesday, 12:30-1:30 p.m.

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.

Chair – VP Academic Affairs	Karen Kane
Academic Senate	Jacob Batarseh
ASG	Itxell Jimenez <i>email itxell.Jimenez8050@my.barstow.edu</i>
BCFA	Scott Bulkley
CSEA	Aleah Jameson-Goodvich
Mid-Management	Heather Minehart

HEALTH AND WELFARE BENEFITS COMMITTEE

Meeting Schedule: 3rd Tuesday, 10:00 – 11:00 a.m.

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.

Chair – Assoc VP of HR	Lyle Engeldinger
BCFA (1)	Scott Bulkley
BCFA (2)	Dawn Howey
CSEA (1)	Michelle Bond
CSEA (2)	Nancy Olson
Management (1)	Ed Will
Management (2)	Melissa Meadows
Representative from Human Resources	Rosalinda Palakiko
Advisory: Director of Fiscal Services	Pattie Granados
Advisory: Payroll Representative	TBD

NON-PARTICIPATORY GOVERNANCE COMMITTEES

COMMENCEMENT COMMITTEE

Meeting Schedule: Spring – As Needed

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.

Chair – VP of Student Services	Karen Kane
ASG	TBD
Academic Senate	Lewis Goldstein/Bret Sage/Sona Vartanian
<i>Representatives from the following Departments Responsible for Graduation</i>	
Academic Affairs	Barbara Rose
M&O	Rick Hernandez
Student Life	Joann Garcia
Admissions and Records	Heather Robbins
Dir PR, Communications & Marketing	Vacant
Information Technology	Glenn Barr

SCHOLARSHIP COMMITTEE

Meeting Schedule: As Needed

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.

Chair – VP Student Services	Karen Kane
Faculty (1)	Zhenying Jiang
Faculty (2)	Alan Norton
CSEA (1)	Wendy Packer
CSEA (2)	Ceri Satur
Manager (1)	TBD
Manager (2)	Jerry Peters
Foundation (1)	TBD
Foundation (2)	TBD
Foundation (alternate – if applicable)	TBD