



President's Shared Governance Council (PSGC)

Agenda - Special Meeting

Wednesday, August 27, 2014

3:30 p.m. / LRC Conference Room

- I. Review Regular Meeting Minutes from April 30, 2014
- II. Review Special Meeting Minutes from May 07, 2014
- III. Administrative Procedure Revision
AP 4250, 4255
- IV. Participatory Governance Handbook (M. Henderson)
- V. Time Capsule (M. Stokes)
- VI. Core Values Pendants (M. Stokes)
- VII. Technology Use Agreement (C. Dougherty)
- VIII. Review Survey Results – PSGC & Strategic Planning Process All College (D. DiThomas)
- IX. PAC Manager Job Description / Staffing Plan (G. Walters)
- X. Student Success Initiative (S. Eaton)
 - a. Manager
 - b. Tutorial Services
- XI. All-College Agenda (M. Stokes / All)
- XII. Other

Purpose Statement

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Description

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President's Shared Governance Council (PSGC)

Meeting Minutes – Regular Meeting
Wednesday, August 27, 2014
3:30 p.m. / LRC

Present: Nancy Olson, Barbara Rose, Jayne Sanchez, Claire Benson, Lewis Goldstein, Rich Johnston, Jerry Peters, Kim Young, Sophia Manzanares, Madelynn Mitchell, Clemente Rodarte, Debbie DiThomas, Clint Dougherty, Stephen Eaton, Maureen Stokes, George Walters, Michelle Henderson (Recorder)

Absent: Shawna Robbins

Call to Order

The meeting was called to order at 3:30 p.m. by Dr. DiThomas.

Meeting Minutes: April 30, 2014

It was noted that “pending board approval” should be added to the last sentence on the first page regarding the Athletic Director/Student Life position. Motion by Nancy Olson with a second by Jerry Peters to accept the April 30, 2014, minutes with the correction above. All were in favor.

Meeting Minutes: May 07, 2014

Motion by Barbara Rose with a second by Lewis Goldstein to accept the May 07, 2014, minutes as submitted. There was no discussion. All were in favor.

Administrative Procedure Revision: AP 4250 and 4255

Email from Heather Caldon dated 5/27/14 outlining basis for revisions was read to the committee. Barbara Rose moved with a second by Kim Young to accept the changes to AP 4250. All were in favor.

Lewis Goldstein moved with a second by Jerry Peters to accept the changes to AP 4255. All were in favor.

Participatory Governance Handbook

The final board approved Governance Handbook was distributed to committee members. Dr. DiThomas thanked everyone for their work throughout the revision process.

Time Capsule

Maureen Stokes stated suggestions for time capsule items are due by 9/10/14. The Council will form an ad-hoc committee, with one (1) member from each group, to decide on the final items from those suggested. Items will be placed in the time capsule at the ribbon cutting.

Core Values Pendants

Maureen Stokes stated the core values pendants have arrived. Please notify Maureen if you'd like one for your office. A suggestion was made to place one at the High School in the AVID classes.

Technology Use Agreement

Clint Dougherty reviewed the newly revised Technology Use Agreement form and stated one additional correction was needed in order to correct a typo. He stated the revised changes had been reviewed with BCFA and CSEA and would now be submitted to the Board for approval. Lewis Goldstein moved with a second by Nancy Olson to approve the revised Technology Use Agreement form. All were in favor. Dr.

DiThomas thanked everyone for their work and reminded all council members of the importance of their reporting back to their constituents regarding decisions made at this committee.

Staffing Plan

George Walters reviewed the recommended staffing plan and explained the positions, costs, and funding. The funding proposal will go to all-college as an information item and then to the Board on September 10, 2014.

Survey Results from PSGC

The committee reviewed results of the spring 2014 PSGC survey. Dr. DiThomas stated that committee member survey participation is critical to the overall evaluation of our strategic planning and communication process.

Survey Results from All-College

The committee reviewed the results of the spring 2014 All-College survey. The committee began to evaluate the current process and role All-College plays in the governance and planning process. Ideas such as encouraging wide participation, too many meetings vs. only holding meetings when necessary, changing the name, and identifying a purpose statement and description for inclusion in the Governance Handbook were mentioned. The following goals of the All-College were identified: Increase communication, provide an opportunity for people to actively participate, brainstorm, and allow for guest speakers. It was also noted that there must be an individual commitment to become involved in the college. Dr. DiThomas asked members of PSGC to continue thinking about this topic as it will be discussed again in the future in order to develop a plan.

All-College Agenda

The following items will be included on the next All-College Agenda: Job Description for PAC Manager, Staffing Plan for PAC and Time Capsule.

Other

N/A

Adjourn

Meeting adjourned at 4:59 p.m.



President's Shared Governance Council (PSGC)

Agenda - Regular Meeting

Wednesday, October 01, 2014

3:30 p.m. / LRC Conference Room

- I. Review Regular Meeting Minutes from August 27, 2014
- II. Student Success Plan
- III. Career/Transfer-Student Success Specialist Job Description (C. Dougherty)
- IV. Conflict of Interest Code (AP 2712)
- V. Repurposing of the IPAC
- VI. Holiday Party
- VII. All-College Agenda
- VIII. Other

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President's Shared Governance Council (PSGC)

Meeting Minutes – Regular Meeting

Wednesday, October 01, 2014

3:30 p.m. / LRC

Present: Nancy Olson, Barbara Rose, Jayne Sanchez, Claire Benson, Lewis Goldstein, Rich Johnston, Jerry Peters, Shawna Robbins, Kim Young, Sophia Manzanaras, Madelynn Mitchell, Clemente Rodarte, Debbie DiThomas, Clint Dougherty, Stephen Eaton, George Walters, Michelle Henderson (Recorder)

Absent: N/A

Call to Order

The meeting was called to order at 3:30 p.m. by Dr. DiThomas.

Meeting Minutes: August 27, 2014

Motion by Rich Johnston with a second by Nancy Olson to accept the August 27, 2014. All were in favor.

Student Success and Support Programs Plan (SSSP)

Kim Young reviewed the SSSP plan section by section. The plan will be reviewed by the Academic Senate, All-College and then the Board, before being submitted to the Chancellor's office by October 17, 2014.

Job Descriptions

Clint Dougherty reviewed the changes to the Career/Transfer Specialist, Financial Aid Clerk, Financial Aid Technician, and the Financial Aid Officer job descriptions and stated that CSEA has agreed with the changes. The job descriptions will now be forwarded to the Board on October 15, 2014, for approval.

Conflict of Interest Code (AP 2712)

George Walters explained the requirement to review our conflict of interest code every two years. This year's revisions include identifying disclosure categories for designated employees and updating the list designated employees. The revised code will be forwarded to the Board as an information item on October 15, 2014, and then sent to the County for approval.

Repurposing of the Interim Performing Arts Center (IPAC)

Stephen Eaton stated the IPAC will be vacant as of January 01, 2015. He recapped previous discussions at All-College and the Affinity Diagram that meeting attendees participated in to begin the discussion of future use of the IPAC. Although the top suggestions were for a coffee lounge or a Tutorial/Ed Center it was noted that Student Success & Equity should be a priority. The Facilities Committee continued the discussion to include added information such as costs associated with options and possible funding sources. This topic will be presented at the next All College.

Holiday Party

Dr. DiThomas stated the Foundation will be sponsoring this year's President's Holiday Reception again this year. The event is scheduled for Friday, December 12, 2014, in the PAC. Employees will be invited to bring one (1) adult guest. Please share with constituents. More information will follow in the near future.

All-College Agenda

The following items will be placed on the October 07, 2014, All College Agenda: SSSP Presentation, RAMP-Up Grant, Holiday Party, Repurposing of the IPAC.

Other

N/A

Adjourn

Meeting adjourned at 4:30 p.m.



President's Shared Governance Council (PSGC)

Agenda - Regular Meeting

Wednesday, October 29, 2014

3:30 p.m. / LRC Conference Room

- I. Review Regular Meeting Minutes from October 01, 2014
- II. Title V Grant Wrap-Up – *Carl Yuan*
- III. Institutional Set Standards – *Carl Yuan*
- IV. All-College Agenda
- V. Other

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President's Shared Governance Council (PSGC)

Meeting Minutes-Regular Meeting

Wednesday, October 29, 2014

3:30 p.m. / LRC Conference Room

Present: Heather Caldon, Clint Dougherty, Nancy Olson, Jayne Sanchez, Shawna Robbins, Kim Young, Rich Johnston, Claire Benson, Clemente Rodarte, Lewis Goldstein, Dr. Debbie DiThomas, Melissa Meadows, Recorder

Absent: Barbara Rose, Sophia Manzanares, Madelynn Mitchell, Stephen Eaton, George Walters

Call to Order

The meeting was called to order at 3:30 p.m. by Dr. Debbie DiThomas.

Review Regular PSGS Meeting Notes of October 01, 2014

The Council reviewed the minutes from the October 01, 2014, meeting. A motion was made by Rich Johnston and seconded by Kim Young to approve the minutes. The motion passed unanimously.

Title V Grant Wrap Up-Carl Yuan

Carl Yuan presented a PowerPoint to the Council on the outcome of the Title V Grant that was submitted by Barstow Community College. The cut-off score for funding grants this year was 101 with BCC receiving a score of 72 out of 104. The information in the Title V Grant can be applied to future projects including the Student Success Program and additional grant submissions.

Institutional Set Standards

Carl Yuan presented a PowerPoint to the Council on the Institutional Set Standards for Barstow Community College. There are five areas that standards need to be set for including student course completion, retention percentage, degree completion rate/count, transfer rate/count and certificate completion rate/count. Through calculating a 95% confidence interval for proportions the College will be able to look at the data and use the information as a tool of self-reflection. There are currently two areas of concern: the degree completion rate/count and the certificate completion rate/count. There was a short discussion on tactics being taken into consideration to correct the deficiencies in these two areas.

Program Review Update

Nancy Olson presented an update on the program review process. This year the committee received 34 Program Reviews with 2 pending and 13 Budget Allocation Proposals with 5 pending. The number of BAPS was lower this year due to the immediate needs being funded last cycle and the increase of department budgets to cover other needs. The Committee will continue with the process of reviewing the Program Reviews and BAPS.

Social and Remembrance Council

Dr. DiThomas expressed the need for the Council to have a discussion regarding the Social and Remembrance Council. It seems the current process of recognition is not running very well and the funds in the account are low. Shawna Robbins gave a brief description of what the Council recognizes and the current amounts funded for each recognition. After a discussion on the need of having a Social and Remembrance Council it was decided to have Shawna Robbins and Melissa Meadows meet with

current Social and Remembrance Council members. They are to create a survey to send out to the college to see if the Council should be disbanded and to brainstorm funding ideas if the Council should continue to exist. The Council will return to the next PSGC meeting with their recommendation.

All-College Meeting Discussion

The Council is being asked to determine if the All College Meeting should be taken out of the Strategic Planning process. Leaving the PSGC, the Shared Governance Committee, to vote on decision making recommendations. At this time the All College Meetings are an additional resource to distribute information. Over the past year many changes have been made to ensure there is a cycle of information sharing when it comes to committee meetings. Making the All College Meeting redundant. The Council discussed ideas for changing the focus of the All College Meeting allowing for a continual social interaction. Each constituent representation is being asked to have this discussion with their groups. They are to return with a decision on removing the All College Meeting out of the Strategic Planning process.

Development of All College Agenda for Nov. 4th

The Council established the All College Agenda.

Adjourn

Meeting adjourned at 4:49 p.m.



President's Shared Governance Council (PSGC)

Agenda - Regular Meeting

Wednesday, January 28, 2015

3:30 p.m. / LRC Conference Room

- I. Review Regular Meeting Minutes from December 03, 2014, 2014
- II. ASG Constitution Discussion
- III. Mid-Term Report Discussion
- IV. Shared Governance Process Discussion
- V. Strategic Planning Retreat
- VI. All-College Agenda for Feb 3, Mar 3, & Apr 7, 2015
- VII. Other

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President's Shared Governance Council (PSGC)

Meeting Minutes-Regular Meeting

Wednesday, January 28, 2015

3:30 p.m. / LRC Conference Room

Present: Nancy Olson, Barbara Rose, Jayne Sanchez, Claire Benson, Lewis Goldstein, Rich Johnston, Heather Caldon (recorder), Shawna Robbins, Kim Young, Sophia Manzanares, Clemente Rodarte, Debbie DiThomas, Clint Dougherty, Stephen Eaton, George Walters

Absent: Madelynn Mitchell

Call to Order

The meeting was called to order at 3:33 by Dr. DiThomas

Meeting Minutes – December 03, 2014

Lewis Goldstein motioned with a second by Rich Johnston to approve minutes from December 03, 2014. The vote was unanimous.

ASG Constitution

Stephen Eaton discussed the updates to the ASG constitution. Two major changes: Combination of Student Trustee and President's position and change to minimum qualifications of units enrolled from 12 to 9 and GPA to 2.25 for Senators and 2.75 for Executive Officers. Dr. DiThomas mentioned she thought that we may not be able to go above minimum standards in Education Code governing minimum qualifications. Heather stated she would review Education Code and follow up with Dr. DiThomas and Stephen. Once that determination is made, the Constitution will be sent to Shared Governance Council as informational only.

Mid-Term Report Update

Stephen Eaton discussed the Red Draft of the Mid-Term Report. He gave a general overview of the format of the report and discussed how he structured the responses to the self-identified issues and planning agendas. Dr. DiThomas and Stephen both discussed that our self-report contained entirely too many issues and planning agendas and that needed to be better structured in the future. Stephen will send the report to the Shared Governance Council for feedback tomorrow.

Shared Governance Process Discussion

Dr. DiThomas discussed the shared governance process, specifically the need to ensure that representatives discuss at constituent meetings what occurs in shared governance meetings. She stated that this report-out has not been a part of Management Council meetings but will become a standing agenda item from this point forward. She also stated that Shared Governance Council is the hub of the shared governance process and that representatives should take information back to their constituent groups. It is each committee chair's responsibility to include agenda items at Shared Governance Council for discussion. There will be training for all committee chairs in the near future.

Strategic Planning Retreat

Dr. DiThomas notified the Council that our strategic plan and priorities expire this year. The plan needs to be rewritten and priorities updated. She also discussed the new state mandated metrics that will be finalized in March. Every college must submit their own goals for the new mandated metrics to the Chancellor's Office by May/June. To facilitate development a strategic planning retreat will be held on March 27 from noon to 5pm. Everyone is encourage to attend, but only those interested in collaboration and working hard should attend. If necessary all departments can be closed so that everyone can attend if they are interested. Classes will not be cancelled, but a Friday afternoon was selected as it will have limited impact.

All-College Agenda

It was discussed in Cabinet that it would be beneficial for the chairs of different shared governance committees to report out at the All College meeting. Linda Pugliese volunteered to lead some improv games. The agenda was developed for February to include: reports from some of the shared governance committees, Kim will give an explanation of the new AFS program, Stephen will give a brief overview of the mid-term report, and Linda will lead some improv games. At the next meeting the agenda will be developed for March and April. Dr. DiThomas encouraged everyone to participate and show off their talents. Stephen stated that the Library will do a Stump the Chumps in March. Dr. DiThomas stated that the Leadership Academy is planning to do a presentation. And Barbara Rose suggested that each meeting should include a safety briefing of some nature.

Other

Discussion of the expansion of the Athletic Director through a reorganization to make the position full time was discussed. Title IX has changed significantly in the past few years and we need to ensure compliance with expanded regulations. A position is needed to fulfill the duties, including discipline, complaints, mandated reporting, etc. Recruitment of the Vice President of Student Services was brought up. Clint stated that it would be opening this week with a start date of July 1. The VPSS will have the ability to complete a reorganization once hired.

Adjourn

Meeting adjourned at 4:31 p.m.



President's Shared Governance Council (PSGC)

Agenda - Regular Meeting

Wednesday, December 03, 2014

3:30 p.m. / Room B-18

- I. Review Regular Meeting Minutes from October 29, 2014
- II. Student Equity Report
- III. Social and Remembrance Council
- IV. All-College Meeting / Strategic Planning Process
- V. All-College Agenda for Jan 13, 2015
- VI. Other

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President's Shared Governance Council (PSGC)

Meeting Minutes-Regular Meeting

Wednesday, December 03, 2014

3:30 p.m. / Room B-18

Present: Barbara Rose, Jayne Sanchez, Claire Benson, Lewis Goldstein, Rich Johnston, Shawna Robbins, Kim Young, Debbie DiThomas, Clint Dougherty, Stephen Eaton, George Walters, Melissa Meadows, Samera Kabir, Carl Yuan, Michelle Henderson, Recorder

Absent: Nancy Olson, Heather Caldon, Sophia Manzanares, Madelynn Mitchell, Clemente Rodarte

Call to Order

The meeting was called to order at 3:32 p.m. by Dr. Debbie DiThomas.

Review Regular PSGS Meeting Notes of October 29, 2014

Dr. DiThomas asked the Council to review the meeting notes from October 29, 2014. There was a request to change the following sentence under "Social and Remembrance Council" from "They are to create a survey...." to "It was recommended to create a survey...." There was a motion by Lewis Goldstein and a second by Rich Johnston to approve the notes with the change noted above. The vote was Yes-6, No-0, with Barbara Rose abstaining. The motion passed.

Student Equity Report

Kim Young stated this was the final review of the Student Equity Report by the PSGC. The report had been emailed to committee members for their review prior to today's meeting. The report was reviewed at yesterday's All College meeting, it will be reviewed at Academic Senate tomorrow, and is planned to be submitted to the Board at the December 2014, Board meeting. The PSGC were in agreement to accept the report.

Social and Remembrance Committee

Shawna Robbins stated the S&R sub-committee (Shawna, Claire, & Melissa) met with the S&R committee members (Samera, Carl & Susan) to discuss recommendations for the direction of the Social and Remembrance Committee as well as hear feedback from constituent representatives. They reported that some duplication of efforts is taking place in that CSEA has a hospitality chair that recognizes significant events in member's lives in addition to the recognition by the S&R committee and that CSEA had not reached an official consensus. Also, that faculty were surveyed via email and they were agreeable to faculty recognizing faculty and management felt that management could recognize management. Following extensive discussion, solicitation of feedback from constituency groups, and research of other District practices the subcommittee presented the following two recommendations: 1) Dissolve the S&R committee and continue to recognize bereavement and retirement with both being handled through the President's Office and with public recognition of retirement from the Board, or 2) Staff continue with hospitality recognition either within their own groups or as a joint effort and bereavement and retirement handled through the President's Office with public recognition of retirement from the Board.

The PSGC discussed the matter further and decided to go with option #2. Staff and faculty may work together or independently as constituent groups to develop a process of recognition for all other events and be responsible for raising and maintaining funds. Fundraising efforts on campus will need prior

approval. The PSGC constituent representatives stated the following 1) CSEA hopes the recognition continues and is willing to help with fundraising, 2) Faculty participation will be discussed at the next faculty meeting, and 3) Managers will be polled at the next management council meeting regarding their participation in the joint recognition committee.

Dr. DiThomas thanked the committee for their work and confirmed the PIO would continue to do email announcement notifications but would not be responsible for fundraising, and that recognition of bereavement and retirement would be handled in the President's Office with the public recognition of retirement coming from the Board.

All College Meeting / Strategic Planning and Communication Process

Dr. DiThomas asked the Council to consider the role of the All College meetings in the governance process, should the meetings continue, and how often? The Council discussed the fact that the All College meetings were recently added as part of the governance process (on the flow chart) however the group was never, in the past, considered a participatory governance group. All agreed that the meetings were a good venue for communication and would like to them continue. They have grown in attendance and have been useful in team building and communication. The Council agreed that the All College meetings should continue on a monthly basis. Dr. DiThomas stated that the Council is responsible for the content of the agenda. The Council agreed to bring agenda topic ideas to the next Council meeting and to make a meeting calendar.

All College Agenda for Jan 13, 2015

1) Midterm report – 15-20 min; 2) Lewis & Claire will talk to faculty to get an idea for a faculty driven interactive activity – 15-20 min and 3) Stump the Chumps (possibly presented by the Library) – 15-20 min).

The following ideas for future All College meeting were mentioned: 1) Curriculum development process 2) M&O, and 3) Budget.

At the next PSGC meeting the All College agendas for February, March, and April will be discussed.

Adjourn

Meeting adjourned at 4:26 p.m.



President's Shared Governance Council (PSGC)

Agenda - Regular Meeting

Wednesday, February 25, 2015

3:30 p.m. / LRC Conference Room

- I. Review Regular Meeting Minutes from January 28, 2015
- II. Institution Set Standards – *C. Yuan*
- III. Bookstore (Information Item)
- IV. Facilities Master Plan Update
- V. Job Description (Information Item)
- VI. BP/AP Revisions
 - a. BP/AP 2410 Policy and Administrative Procedure
 - b. BP/AP 3820 Gifts
 - c. AP 7400 Travel
- VII. All-College Agenda for Mar 03, 2015
- VIII. Other

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Meeting Minutes-Regular Meeting

Wednesday, February 25, 2015

3:30 p.m. / LRC Conference Room

Present: Nancy Olson, Jayne Sanchez, Claire Benson, Lewis Goldstein, Rich Johnston, Heather Caldon, Shawna Robbins, Kim Young, Chris Clarke, Debbie DiThomas, Clint Dougherty, George Walters, Michelle Henderson (recorder)

Absent: Barbara Rose, Sophia Manzanares, Madelynn Mitchell, Clemente Rodarte, Stephen Eaton

Call to Order

The meeting was called to order at 3:31 p.m. by Dr. DiThomas

Meeting Minutes – January 28, 2015

Kim Young moved with a second by Rich Johnston to approve the minutes from January 28, 2015, removing two sentences from the Mid-Term Report Update paragraph. The vote was unanimous.

Institution Set Standards

Carl Yuan presented on the current Institution Set Standards, discussed the changes in results, and outlined action that has taken place. The methodology has remained the same allowing for comparison year after year. Significant campus-wide dialogue has taken place as a result of the previous report. There was group discussion regarding the potential affect that the AA-T degree may have on transfer rates. The group also discussed the potential impact of future planned curriculum on completion rates.

Bookstore

Dr. DiThomas stated bookstores typically operate at a financial loss and it is often difficult for small schools to offer the same services as large schools. As a result of this, the District is in the beginning stages of exploring options to possibly outsource the operations of the Bookstore.

George Walters stated that there are many types of services that could be made available through the Bookstore but we cannot afford them whereas an outside company may have the resources. An ad-hoc committee will be formed to develop an RFP in order to seek proposals. Recommendations for the RFP from constituent groups and various campus departments will be included in the RFP.

Facilities Master Plan Update

Rick Hernandez reviewed the Facilities Master Plan Update. The Update will be presented at the March 03, 2015, All College meeting and then presented to the Board as an information item at the March 18, 2015, Board meeting.

Job Description

Clint Dougherty reviewed the draft job description for the Institution Planning and Research Specialist and stated it will be presented to the Board for approval at the March 18, 2015, Board meeting.

BP/AP Revisions

- BP/AP 2410 was reviewed. The following additional revisions are needed. Change President's title to Superintendent/President. Add "Years of Review" to review list. Add language to state that reviewed BP/AP's also need to go the PSGC (not just revised). Mention that the footer needs to include adopted, reviewed, and revised dates. BP/AP 2410 will be brought back next month for a 2nd reading.
- BP/AP 3820 was reviewed. The following additional revisions are needed. Fix the protected category language on BP 3820 and ok to forward to the Board. Remove last sentence under Responsibility from AP 3820 and bring back next month for a 2nd reading.
- AP 7400 was reviewed. The following additional revisions are needed. Capitalize "District." Clarify further the reimbursement for alternate travel and bring back next month for a 2nd reading.

All-College Agenda for March 03, 2015

The following topic items will be on the March 03, 2015, All College Agenda:

- Stump the Chumps by the Library
- Institution Set Standards
- Facilities Master Plan Update
- Bookstore
- IEC Presentation
- Committee Introductions

Other

Welcome and Introduction of Chris Clarke, Director of Public Relations, Communications & Marketing.

Adjourn

Meeting adjourned at 5:04 p.m.



President's Shared Governance Council (PSGC)

Agenda - Regular Meeting

Wednesday, March 25, 2015

3:30 p.m. / LRC Conference Room

- I. Review Regular Meeting Minutes from February 25, 2015
- II. BP/AP Revisions – 1st Reading
 - a. BP 2725 Board Compensation
 - b. BP/AP 7130 Compensation
- III. BP/AP Revisions – 2nd Reading
 - a. BP/AP 2410 Policy and Administrative Procedure
 - b. AP 3820 Gifts
 - c. AP 7400 Travel
- IV. Staffing Plan
- V. CTE Re-Organization
- VI. ASG Constitution & Bylaws – Information Item
- VII. All-College Agenda for April 07, 2015
- VIII. Other

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Present: Wendy Packer, Barbara Rose, Jayne Sanchez, Lewis Goldstein, Rich Johnston, Heather Caldon, Shawna Robbins, Kim Young, Chris Clarke, Debbie DiThomas, Clint Dougherty, Stephen Eaton, George Walters, Michelle Henderson (recorder)

Absent: Nancy Olson, Claire Benson, Sophia Manzanares, Madelynn Mitchell, Clemente Rodarte

Call to Order

The meeting was called to order at 3:31 p.m. by Dr. DiThomas.

Meeting Minutes – February 25, 2015

Heather Caldon moved with a second by Lewis Goldstein to approve the minutes from February 25, 2015. All were in favor. One abstention by Barbara Rose.

BP/AP Revisions – 1st Reading

BP 2725: Clint Dougherty discussed the revisions which were taken from CCLC & Title 5. All agreed with the changes and approved of BP 2725 being forwarded to the Board without a 2nd reading by PSGC.

BP 7130: Clint Dougherty discussed the revisions which were taken from CCLC. All agreed with the changes. This item will be brought back next month with AP 7130. Both the BP & AP will proceed together to the Board.

AP 7130: Clint Dougherty discussed the revisions indicating that the AP was now sectioned by staff type. It was recommended to add "subject to approval by the Board" to all areas. Add "for work" to the second sentence of the Stipend paragraph. This item will be brought back to PSGC for a 2nd reading.

BP/AP Revisions – 2nd Reading

BP/AP 2410: Suggestions from the last PSGC meeting were added. All agreed with the changes and approved BP/AP 2410 moving forward to the Board at the April 15, 2015, Board meeting.

AP 3820: Suggestions from the last PSGC meeting were added. All agreed with the changes and approved AP 3820 moving forward to the Board at the April 15, 2015, Board meeting.

AP 7400: Suggestions from the last PSGC meeting were added. Further recommendations include changing "cost" to "reimbursement" under the section on Airfare. Add the sentence "All travel has to be pre-approved by VP or President" under the Travel Authorization area. Regarding Daily Travel, the following sentence will be added "not required for mileage only." All agreed with the changes and approved AP 7400 moving forward to the Board at the April 15, 2015, Board meeting.

Staffing Plan

Clint Dougherty discussed the Staffing Plan which had been distributed electronically ahead of time. He stated the EEO and Diversity Committee had reviewed the plan and reminded everyone that this is an accreditation requirement. It was noted that 'President' should be changed to 'Superintendent/President' throughout the document. Clint will send the document to All College for comments/input. Additional comments and constituent input should be forwarded to Clint. The EEO and Diversity Committee will meet again prior to the April PSGC meeting. This item will be brought back to PSGC for a 2nd reading in April. The Staffing Plan is scheduled to go to the Board in May.

CTE Re-Organization

Stephen Eaton reviewed the changes and discussed the rational, funding and next steps.

ASG Constitution & Bylaws

Stephen Eaton discussed the Constitution and stated it had been approved by ASG and that the Bylaws would be voted on by ASG the following week. Both items are planned to go to the Board at the April 15, 2015, Board meeting.

All-College Agenda for April 07, 2015

The following items will be on the next All-College agenda:

- Stump the Chump – Business Office
- Emergency Management
- Strategic Planning Retreat – Report Out
- Committee Introduction/Report
- Possible Faculty Member Activity

Other

N/A

Adjourn

Meeting adjourned at 4:39 p.m.



President's Shared Governance Council (PSGC)

Agenda - Regular Meeting

Wednesday, April 29, 2015

3:30 p.m. / LRC Conference Room

- I. Review Regular Meeting Minutes from March 25, 2015
- II. BP/AP Revisions – 1st Reading
 - a. AP 4231 – Grade Changes
 - b. AP 4240 – Academic Renewal
- III. BP/AP Revisions – 2nd Reading
 - a. BP 7130 Compensation
 - b. AP 7130 Compensation
- IV. Institutional Effectiveness Indicators – *K. Young*
- V. Staffing Plan – *C. Dougherty*
- VI. All-College Agenda for May 12, 2015
- VII. Other

Purpose Statement

The 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 President.

Description

The PSGC is the voting body charged with promoting coordination among committees (their charge, composition, and responsibilities); for ensuring that policies and procedures are considered and reviewed. The PSGC through collaborative dialogue guides the goals, objectives and action plans of committees and departments through the Strategic Planning Process.

The Participatory Governance Handbook is available at the following locations:

- I-Drive: <I:\Presidents Office\Participatory Governance\Participatory Governance Handbook.2014.07.16.BOT.Approved.pdf>
- BoardDocs: <http://www.boarddocs.com/ca/bccd/Board.nsf/Public>



President's Shared Governance Council (PSGC)

Meeting Minutes-Regular Meeting

Wednesday, April 29, 2015

3:30 p.m. / LRC Conference Room

Present: Nancy Olson, Jayne Sanchez, Claire Benson, Lewis Goldstein, Rich Johnston, Heather Caldon, Kim Young, Madelynn Mitchell, Chris Clarke, Clint Dougherty, Stephen Eaton, Michelle Henderson (recorder)

Absent: Barbara Rose, Shawna Robbins, Sophia Manzanares, Clemente Rodarte, George Walters, Debbie DiThomas

Call to Order

The meeting was called to order at 3:32 p.m. by Stephen Eaton.

Meeting Minutes – March 25, 2015

Heather Caldon moved with a second by Kim Young to approve the minutes from March 25, 2015. All were in favor.

BP/AP Revisions – 1st Reading

AP 4231: Heather Caldon reviewed the changes. All changes are legally required per CCLC. These revisions reflect our current practice. Nancy Olson moved with a second by Lewis Goldstein to accept the changes with no 2nd reading required. All were in favor.

AP 4240: Heather Caldon explained our current AP was outdated and in need of significant revisions. AP's from several other Community Colleges were reviewed during this revision process. Nancy Olson moved with a second by Claire Benson to accept as a 1st reading. All were in favor.

BP/AP Revisions – 2nd Reading

BP 7130: Clint Dougherty reviewed the legally required changes and noted that the suggested changes from the 1st reading had been incorporated. Lewis Goldstein moved with a second by Heather Caldon to approve the revisions and forward BP 7130 to the Board. All were in favor.

AP 7130: Clint Dougherty reviewed the legally required changes and noted that the suggested changes from the 1st reading had been incorporated. Lewis Goldstein moved with a second by Heather Caldon to approve the revisions and forward BP 7130 to the Board. All were in favor.

Institutional Effectiveness Indicators

Kim Young discussed the Chancellor's Office requirement for all college districts to establish targets for the recommended Institutional Effectiveness Framework of Indicators (completion rate, remedial rate, completion of degrees and certificates) and the methodology used to set the targets. Heather Caldon moved with a second by Nancy Olson to accept the targets and forward them to the Board for approval. All were in favor.

Staffing Plan – 2nd Reading

Clint Dougherty stated the Staffing Plan has been distributed college-wide for input and is now being presented as a second reading to the Council. Jayne Sanchez moved with a second by Lewis Goldstein to accept the Staffing Plan as a second reading and forward to the Board for approval. All were in favor.

All-College Agenda for May 12, 2015

The following items will be on the next All-College agenda:

- Leadership Academy Presentation
- Amy Ross – Activity
- Staffing Plan update
- ASG introduction of new leadership

Other

Heather Caldon stated that the Scholarship Committee would like permission to change their membership structure. The new structure would include two administrators, two faculty, two classified, two members of the Foundation and the elimination of the community representative. Current membership is all faculty with one community representative and the new structure will allow for a wider body of screening. Changes are planned to go into effect with the 2015-2016 academic year. Heather Caldon moved with a second by Kim Young to approve the membership changes. All were in favor.

Adjourn

Meeting adjourned at 4:20 p.m.



President's Shared Governance Council (PSGC)

Agenda - Regular Meeting

Wednesday, May 13, 2015

10:30 a.m. / LRC Conference Room

- I. BP/AP Revisions/New – 1st Reading
 - a. BP 4225 Course Repetition
 - b. AP 4225 Course Repetition
 - c. AP 4226 Multiple and Overlapping Enrollments
 - d. AP 4227 Repeatable Courses
 - e. AP 4228 Course Repetition – Significant Lapse of Time - *NEW*
 - f. AP 4229 Course Repetition – Variable Units – *NEW*
 - g. BP 5500 – Standards of Conduct
 - h. AP 5520 – Student Discipline
 - i. AP 5530 – Student Rights and Grievances

- II. BP/AP Revisions – 2nd Reading
 - a. AP 4240 Academic Renewal

- III. Business Office Reorganization

- IV. Other

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President's Shared Governance Council (PSGC)

Meeting Minutes-Special Meeting
Wednesday, May 13, 2015
10:30 a.m. / LRC Conference Room

Present: Nancy Olson, Barbara Rose, Jayne Sanchez, Lewis Goldstein, Heather Caldon, Kim Young, Chris Clarke, Debbie DiThomas, Clint Dougherty, George Walters, Stephen Eaton, Rich Johnston, Madelynn Mitchell, Michelle Henderson (recorder)

Absent: Claire Benson, Shawna Robbins, Sophia Manzanares, Clemente Rodarte

Call to Order

The meeting was called to order at 10:30 a.m. by Debbie DiThomas.

BP/AP Revisions – 1st Reading

BP/AP 4225, AP 4226, AP 4227, AP 4228, and AP 4229 - Kim Young moved with a second by Nancy Olson to combine items 1. A-F (BP/AP 4225, AP 4226, AP 4227, AP 4228, and AP 4229) for approval and forward to the Board. All changes are legally required and based on CCLC templates. All were in favor.

BP 5500 – Stephen Eaton discussed the changes. It was recommended to add “Logos” to #22 and to verify the name of the Computer Use Contract (#29). Barbara Rose moved with a second by Heather Caldon to accept the revisions and forward to the Board. All were in favor.

AP 5520 – Stephen Eaton discussed the changes. It was recommended to add “or appropriate Administrator” to the Removal from Class area. Also, VP’s title should read “Vice President of (not for) Student Services.” Lewis Goldstein moved with a second by Rich Johnston to approve AP 5520 with corrections and forward to the Board. All were in favor with one abstention (M. Mitchell).

AP 5530 – Stephen Eaton reviewed the changes. Barbara Rose moved with a second by Lewis Goldstein to approve and forward to the Board. All were in favor.

BP/AP Revisions – 2nd Reading

AP 4240: No changes or revisions have been made since the first reading. Nancy Olson moved with a second by Lewis Goldstein to accept as a second reading and move forward to the Board. All were in favor.

Business Office Reorganization

George Walters discussed the proposed Business Office reorganization which has been in the planning stages for the past nine months. The Business Office has been involved in the discussions and a draft is scheduled to go to the Board in June for consideration.

Other

N/A

Adjourn

Meeting adjourned at 11:35 a.m.