

**COLUMBIA COLLEGE COUNCIL
RECORD OF MEETING
July 11, 2013, Manzanita Conference Room**

Committee Members Present: Luisa Adams, Leslie Buckalew, Nancy Bull, Matthew Christman (ASCC representative), Elissa Creighton, Brian DeMoss, Doralyn Foletti, Aiko Gonzalez (ASCC representative), Ted Hamilton, John Leamy, Kim Morris (ASCC representative), Gary Whitfield, Gene Womble, Chris Vitelli

Committee Members Not Present: Craig Johnston, Melissa Raby,

Guest(s): Coni Chavez (recorder), Diana Sunday

Recommended for Vote

a. Approval of Minutes for the May 16, 2013 Meeting of the College Council

It was moved, seconded (John Leamy/Nancy Bull), and approved to accept the record of planning retreat for the May 16, 2013 meeting of the Columbia College Council, as submitted.

b. Institutional Effectiveness Report

The Columbia College Council held a planning retreat on May 16, 2013 wherein much discussion was held regarding the *Columbia College Institutional Effectiveness Report*. Following that meeting, Diana Sunday revised the draft document based on feedback and submitted a new draft for consideration of approval at this July meeting of the Columbia College Council. It was requested that economic development and events numbers be added to the document.

It was moved, seconded (Ted Hamilton/Doralyn Foletti), and approved to accept the *Columbia College Institutional Effectiveness Report*, previously emailed to members on May 9, 2013, provided that changes are made using economic development and events numbers submitted by Chris Vitelli.

c. Institutional Planning & Evaluation Cycle

The Columbia College Council held a planning retreat on May 16, 2013 wherein a narrative of the integrated planning process and cycle of evaluation were presented. Feedback was provided at that meeting and a revised draft of both documents were presented at this July meeting.

It was moved, seconded (Ted Hamilton/John Leamy and Nancy Bull), and approved to accept the *Columbia College Integrated Planning Process and Cycle of Evaluation* narrative and grid, dated May 20, 2013 and May 30, 2013, respectively.

Discussion Items

d. Accreditation Follow-up Report

The Columbia College Accreditation Follow-up Report DRAFT, revised 7/8/13, was distributed to Columbia College Council members prior to the meeting. Chris Vitelli reported that the document is the culmination of response committees' work since February 2013. District recommendations are being compiled jointly with MJC and drafts of those district recommendation responses will be

included over the next several days in the Columbia College document. The final draft will be forwarded to the College President's Office, then to College Council for review and consideration of approval at their August 2013 meeting. Meanwhile, a draft will also be available for the entire college to view. Lastly, once approved by the Columbia College Council, the document will be moved forward to the YCCD Board of Trustees for consideration at their September meeting. The follow-up report must be submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC) by mid-October.

College Council members provided feedback on the draft presented such as to revisit the numbering system and in 4.1 data that might be useful is to add the percentage of constituents serving on committees. Additional dialogue took place encouraging members to check evidence links and read the document with evidence in mind—can we prove our statements? It was also noted that members and constituencies should be well-informed and prepared to speak with visiting accreditation team members.

e. Other Item(s)

None

Information Items

f. Facilities Update

Vice President Whitfield reported that Tuolumne County and Columbia College are investigating the feasibility of a trail from the Oak Pavilion parking lot to Saw Mill Flat Road and into Sonora. Tuolumne County is spearheading the project and is looking at grants as a possible funding source. Further, the roads nearest the Oak Pavilion are being re-paved in mid-August. And, lastly, the information is being gathered regarding pay-as-you-charge electric car charging stations in parking lot(s).

- a. Swing Space Plan – Judy Lanchester, Asst. Director of Facilities Planning & Operations, presented a draft plan for swing space move locations and timeline from the Manzanita Building. She noted that the schedule was a draft, particularly regarding instructional and student services areas. The utmost priority is being placed on mitigating the impact to those areas that directly affect instruction and student services.

g. Budget Update

Vice President Whitfield reported the information contained in the handout below, which was also distributed at the meeting.

Columbia College

2012-13 and 2013-14 Budgets

	2012-13 Budget	2013-14 Budget	Differences
Academic Salaries	6,112,115	6,152,335	40,220
Classified and Other	2,407,572	2,587,320	179,748
Employee Benefits	2,935,210	2,978,649	43,439
Supplies and Material	150,742	106,608	(44,134)
Other Op Exp & Services	608,831	567,497	(41,334)
Capital Outlay	504,226	48,592	(455,634)
Other Outgo	463,915	1,011,249	547,334
	13,182,611	13,452,250	269,639

- Notes to 2013-14 Budget:**
- * One-time augmentation of \$650,000
 - * Used \$256,551 of \$650,000 to balance budget
 - * 2% Growth of \$195,510
 - * Step and Column Augmentation of \$75,858
 - * Other Outgo includes the following:
 - \$406,000 set aside for categorical and security
 - \$195,510 growth
 - \$393,449 one-time augmentation
 - \$16,290 department contingency
 - * Target FTE's 2142, last year was 2100

- a. On-time Funds – Vice President Whitfield reported the information contained in the handout below, which was also distributed at the meeting.

**Columbia College
2012-13 One-Time Funding Allocation**

		Estimated Cost
Area	Description	
Admin Services	Security 4x4 Truck	30,000.00
Admin Services	IMC Hole Punch & Folding Machine	6,000.00
Admin Services	Business Office Computers (4)	8,000.00
Arts & Sciences	Biohazard Fire Blankets	1,500.00
Arts & Sciences	Biology Software License	10,000.00
Arts & Sciences	Field Study Equip for Remote Science Labs	3,500.00
Arts & Sciences	English-Upgrade Instructor Workstations	1,000.00
Arts & Sciences	Choral Riser	1,000.00
Arts & Sciences	Electric Pianos & Benches	10,000.00
Arts & Sciences	Replace Weight Equipment	10,000.00
Arts & Sciences	Upgrade Exercise Equipment	50,000.00
Arts & Sciences	AAC Printer	1,000.00
CTE	Smallware (Auto Tech)	3,000.00
CTE	books/videos training material (ENTRE)	2,000.00
CTE	Smallware (EMS)	1,200.00
CTE	Turnouts (10 sets) (Fire)	15,000.00
CTE	Smallware (HPMGT)	4,000.00
CTE	Videos (MGMT)	2,400.00
CTE	Smallware (WELD)	5,000.00
CTE	Steel (WELD)	4,000.00
CTE	Airtgas tanks (WELD)	1,000.00
CTE	Prof. Development (OFTEC)	1,500.00
CTE	Annual AAC recert. (HPMGT)	1,200.00
CTE	ACF Cert. Cutlery (HPMGT)	2,000.00
CTE	Repair Mixers (HPMGT)	4,500.00
CTE	ADA compliance work benches (CMPSC)	4,000.00
CTE	GPS (GIS)	6,300.00
CTE	Storage Sheds (Fire)	18,500.00
CTE	Surveying Equip (FORT)	4,000.00
CTE	CISCO Update Equip (CMPSC)	15,000.00
CTE	Electrical Vehicle Project (Auto)	10,000.00
Student Services	Summer Articulation Hours June	2,000.00
Student Services	Laptops for F/T Counselors (5)	5,000.00
Student Services	Laptops for Adjunct Counselors (5)	5,000.00
Student Services	Barcode Printer for Library	600.00
Student Services	Library Laptop (for inventory)	1,000.00
Student Services	Typewriter for Counseling	400.00
Student Services	Summer Counseling Hours-May & June	11,000.00

Area	Description	Estimated Cost
Technology	Ipad doc cables for MMLab (20)	650.00
Technology	New Epson networked Photo printers for Multimedia (2)	6,500.00
Technology	ITC 2 new Inkjet photo printers (2)	1,000.00
Technology	fir 1 new computers w/24" monitors (24)	52,000.00
Technology	fir 7 24" displays (24)	8,000.00
Technology	Fir 4 Computers No New Displays (28)	34,000.00
Technology	ITC Computers (14)	21,000.00
Technology	ITC 5 new laptops (5)	6,000.00
Technology	Fir 1 Laser Printerr	3,000.00
Technology	Fir 7 Laser Printer	3,000.00
Technology	Oak New Multifunction Printer	2,500.00
Technology	iPad for VPSL office	800.00
Technology	Library new Computers (80)	97,000.00
Technology	Library 27" iMac computers (2)	6,500.00
Technology	Library 5 additional iPads for student use (5)	4,000.00
Technology	Library Replace Student B/W laser printer	2,500.00
Technology	Technology dept mobile workstation	3,200.00
Technology	New Carvin Portable Sound System	700.00
Technology	TRC Computers (8)	12,000.00
Technology	Microsoft Surface pro tablets 128gb (3)	4,700.00
Technology	Network Upgrades for Lower Manzanita	6,500.00
Technology	Ipad3 64Gb (for managing classroom iPads)	1,000.00
Technology	Fiber run to the Observatory	16,000.00
Total		554,150.00

h. Enrollment Update

Chris Vitelli reported that a 2% growth target had been set providing an increased opportunity to serve students. With that, a number of promotional strategies were put in place to let students and potential students know about the college's expanded offerings. He noted that direct mail postcards had been sent, X-reg had been scheduled, press releases and other media announcements were being made.

i. Enrollment Update

Coni Chavez reported that the College's website will undergo a re-haul focusing on the needs of our student and potential student audience. First, the team working on the re-haul will look at framework and information organization, then move to populating the content.

j. Constituent Reports/Updates

- a. Academic Senate – John Leamy, Academic Senate President, reported individual faculty members had been serving on screening committees and other committees/initiatives such as student learning outcomes.

- b. Leadership Team Advisory Council – Brian DeMoss, LTAC President, reported the Leadership Team Handbook would be sent to their consistency for feedback and they would be meet and confer with the Chancellor on three sections.
- c. YFA – No report was provided.
- d. Student Senate – Student leaders reported members had been active in committee participation and had met with the MJC student leaders as well as the YCCD student Trustee.
- e. Classified Senate – Classified Senate representative, Doralyn Foletti reported the group had won a web design award given by the California Community Colleges Classified Senate.
- f. CSEA – Luisa Adams, CSEA representative, reported that contract negotiations were underway and four members were going to the annual CSEA conference. Additionally, Mr. Adams reported that Tracy Whitton was the labor representative.