



**COLLEGE COUNCIL MEETING MINUTES
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COLLEGE COUNCIL MEETING MINUTES
September 11, 2023

Present: Andrea Alexander, Ebonnie Berry, Vicki Brewster, Shara Crary, Tammeil Gilkerson, Tina Iniguez, Garry Johnson, Juan Manriquez, Steven Mentor, Sarai Minjares, Matais Pouncil, Howard Willis

Also Present: Penny Garibay (minutes), Robert Gutierrez, Antoinette Herrera, Liza Kramer, Robbie Kunkel

Absent: Naomi Abtew, Teneka Cornish

A. Meeting was called to order at 2:01 p.m.

B. Adoption of Agenda – M/S/P (Johnson/Brewster)

C. Approval of Minutes – May 22, 2023 – M/S/P (Iniguez/Manriquez)

D. Public Comments

- Garry Johnson stated there was a slide shown as part of Vice President Alexander's presentation at Professional Development Day that noted faculty received a 41% raise over ten years. He performed calculations and the numbers he arrived at were actually a little lower than that, with Classified receiving the same amount. He stated his calculations showed that managers received between 61% to over 121% over five years; half the time. He felt if salaries increases were going to be part of the PDD presentation, then all salary increases should have been noted. Garry received a number of emails asking about the information presented. He doesn't feel this coincides with building harmonious relationships on campus, which is something the President has been striving toward. There was also a slide that noted the approved four-year program review cycle. He knows that College Council had previously voted on it, but where it was left was there would be a committee struck, which would look at the process of implementing a four-year cycle. As this did not take place, there shouldn't have been a slide noting the four-year cycle. He would like the committee to meet and to review how the process will happen. The cycle is part of an agreement between Academic Senate and the Board of Trustees, so if the committee will not meet, he would like an agenda item brought before the Board of Trustees to review and provide Academic Senate reasons why the six-year cycle is not being followed.
- Tina Iniguez stated she was excited about the higher enrollment. She felt students' anxiety in the first two weeks about not getting their classes. A lot of students in the community sign-up last-minute. Outreach and First Stop has done an amazing job getting students enrolled. Many students have shared they want more in-person classes. Tina Iniguez is concerned for students that had 15 units and had their classes canceled right before the start of the semester. She stated that if they know what classes are going to be canceled, they would be willing to do outreach themselves to potentially save those classes and not have them canceled. She's hoping that within the special programs they can help out if they're able to know what classes may be canceled a couple weeks prior to the start of the semester. She's also hoping spring will be robust with offerings so students are not turned away.

E. Recognitions/Announcements

- Garry Johnson recognized Ebonnie Berry for getting out the work study information early so students could start working.
- Garry Johnson recognized Jennifer Kurushima for the terrific work with her first Professional Development Day as the Professional Development Coordinator.
- VP Willis recognized Raniyah Johnson, Bryanna Perez, and their team for the successes in the first weeks of the semester. He also thanked everyone that continues to support those connections.
- Dean Cray recognized Elaine Kafle and the Certified Nursing Assistant (CAN) Program.
- Tina Iniguez announced that September 20 is the Transfer Fair.
- Tina Iniguez shared a flyer for Early Alert.
- President Gilkerson recognized the great work by Brandon Yanari's outreach team. Classified professionals and faculty have been coming together to conduct outreach events during the summer.
- Garry Johnson announced that Dean Morgan will be speaking at the September 19 Academic Senate meeting about fraudulent enrollment; how to detect, etc. Everyone is welcome to attend. Ebonnie Berry stated they really need the faculty's assistance; it is a lot of manual work and Financial Aid are doing what they can. President Gilkerson suggested this be included with faculty orientation.
- Sarai Minjares announced that this is Vicki Brewster's first College Council meeting as the new Classified Senate President.

F. Information/Discussion

1. Adopted College Budget

A handout, FY2023/2024 Supplement Budget Allocation, provided by VP Alexander had been shared with the agenda. President Gilkerson spoke to the handout and the budget decisions that were made based on the College Budget Committee's recommendations and discussions that took place at College Council in May 2023.

- Although the College Council did not approve the information submitted at the May meetings, the College needed to move forward to adopt a budget for the fiscal year.
- All departments were provided a base budget for FY2023/2024; the amount was 50% of the FY2022/2023 budget.
- As many times money is left on the table at the end of the year or departments rush to spend down what's left in their budgets before the end of the year, the College needs to ensure money is allotted where it's needed.
- 75% of prior year budget was allocated to departments that were historically underfunded.
- The remaining amount was allocated based on the ranking provided by the College Budget Committee.
- Questions/Comments:
 - Garry Johnson inquired about the non-instructional departments that had been frequently over-budget as he didn't see them noted on the handout. VP Alexander stated she can add that information and share with College Council.
 - Tina Iniguez inquired about whether the library would be adjusted to increase their funding since they support a lot of instruction.
 - VP Alexander responded that the Library was funded. VP Alexander noted that the Deans and Managers had been asked for more detail for

- their budget requests, but if the information wasn't provided, the President needed to move forward with final decisions.
- VP Pouncil expressed sadness over the library receiving zero supplemental monies. He noted there were persons that were out, persons that did not understand the instructions. He stated meetings were requested and no response had been received. He would like to ask for some grace or reconsideration.
 - President Gilkerson stated that information was not received in time and decisions were made based on the available information, but that does not mean there cannot be discussions around the matter.
 - Garry Johnson noted the librarians let him know there was a software request, which is important to provide services.
- Tina Iniguez noted that Associated Student Government (ASG) saves EVC's student activities. She is thankful they have the funds to share with the college as there are so many student life and program activities. She suggested that perhaps outside sources be found to help fund the activities.
 - Sarai Minjares stated that last College Council the budget item was not approved as they needed more detail, but completely understands and supports that decisions must be made to move forward based on the information available. She recalled going through the same process the prior year with the classified prioritization process; they felt it wouldn't be right to penalize those that responded because of those that did not respond. With that said, she's in favor of providing a little grace given this process is still very new.
 - Steven Mentor noted there will always be issues when implementing a new process. He suggested reviewing the written process to ensure the steps are clear. If at the end of the process it will hurt students, it should be addressed accordingly.
 - Steven Mentor asked that items related to technology be broken out so that it's clear what did and did not get funded. He feels safety measures should be in place to address any mission-critical items.
 - VP Willis stated they are doing an analysis of the ASG budget so they can continue to be robust.
 - Garry Johnson noted that Academic Senate has been in a similar position. People ask why their department didn't receive a particular position, but the reasons were vetted by the faculty prioritization process and tough decisions were made as part of the process. It's difficult to hear about the concerns after the decisions were made.
 - President Gilkerson noted that each budget decision affects other areas, so if funding is added to one area, certain items that had been funded would fall off the list. She also noted that it's a new process and instead of funding all departments across the board, the decision was made to provide less funding as part of a base budget, but still provide 75% to the areas that historically have utilized their entire budget; areas that have historically had funding unspent were provided a 50% base budget.
 - VP Alexander noted there are a lot of positives with the new process. There are areas that now have the opportunity to receive needed funding.
 - Dean Herrera noted that historically her division's instructional supplies budget came from fund 17. Decreasing fund 10 allotment by 50% is difficult, but she's happy the college is moving forward with a resource allocation model. She noted the areas that received the supplemental funds were critical needs.

- Garry Johnson stated there are a lot of faculty that do not know what their budgets are as they weren't aware of the ongoing unspent funds; managers need to communicate the information out.
- President Gilkerson noted they also look at economy of scale. For example, if two departments requested a 3D printer, it was assessed whether the two departments would be able to share one 3D printer or even perhaps another department already has one that can be shared. She stated there may be areas that could provide the tools the library needs.
- President Gilkerson noted
 - No carryover meant no flexibility with the budget.
 - The process will continue to be refined.
 - They will include Administrative Services on the list.
 - They will charge the College Budget Committee to go back and make needed changes to the process.
- VP Alexander noted that feedback had been solicited at the College Budget Committee and they are actively working to address the committee recommendations.

G. Reports

1. President's Report – President Gilkerson

a) Report Back on May 22, 2023 College Council Recommendation to Approve: Updated Diversity Action Council Charge

The recommendation was accepted by the President as submitted.

b) Report Back on May 22, 2023 College Council Recommendation to Approve: Classified Prioritization Committee - Classified Ranking List

President Gilkerson made the decision to hire three positions, but deviated slightly from the recommendation by the Classified Prioritization Committee (CPC).

- The CPC ranked sixteen positions; the top four positions for the CPC ranking:
 1. Custodian
 2. Program Specialist, First Stop Center
 3. Outreach Specialist
 4. Athletic Trainer
- President Gilkerson's decision is to hire:
 1. Custodian
 - This is the same as #1 on the CPC ranking.
 2. Outreach/Recruitment Specialist
 - This position was #3 on the CPC ranking and was selected over the CPC #2 position due to economy of funding following assessment.
 3. Athletic Trainer
 - The EVC athletic program is growing and is not in compliance by not having a trainer. The EVC teams had to hold games away versus home games due to their not having a trainer available for home games. It is difficult to be sending students away; away games place an additional burden on the budget.

c) Other Updates

- District is beginning the hiring process for a permanent Chancellor.

- Two new Vice Chancellors were introduced at Professional Development Day.
- Evergreen Valley College will be hosting the October 24 Board of Trustees' meeting in Gullo II.
- New language arts building will be opening soon; November 21 is being held for the opening celebration.
- Going out again for the position of Director of Marketing and Public Relations.
- Goal-setting will be on the agenda for the next meeting.
- Students are definitely looking for more in-person courses.
 - Steven Mentor noted that it would be nice to advertise to the students that EVC is now an OEI campus, for those interested in that modality.
- EVC is hosting the AB 540 statewide regional training September 21.
- EVC will be hosting the statewide Real College Basic Needs Summit in December.

H. Meeting adjourned at 3:04 p.m.



COLLEGE COUNCIL MEETING MINUTES
September 25, 2023

Present: Naomi Abteu, Andrea Alexander, Ebonnie Berry, Vicki Brewster, Shara Crary, Tammieil Gilkerson, Tina Iniguez, Garry Johnson, Juan Manriquez, Steven Mentor, Sarai Minjares, Bryana Perez (on behalf of Teneka Cornish), Matais Pouncil, Howard Willis, Daisy Yadav

Also Present: Penny Garibay (minutes), Brandon Yanari

Absent: Teneka Cornish (Bryana Perez served as proxy)

A. Meeting was called to order at 2:00 p.m.

B. Adoption of Agenda – M/S/P (Johnson/Brewster)

C. Approval of Minutes – May 22, 2023 – M/S/P (Iniguez/Manriquez)

D. Public Comments

- Steven Mentor suggested it would be a good idea to communicate to students the reasons for implementing Multi-factor Authentication (MFA).
- Steven Mentor stated that ChatGPT and AI are sneaking up and he feels it's going to be a big deal, so the college should be thinking about how to educate faculty and students, especially about where it is appropriate and not appropriate.
- President Gilkerson introduced the student College Council members in attendance: Naomi Abteu, a first-year nursing major, and Daisy Yadav, a first-year biology major and aspiring pre-med.

E. Recognitions/Announcements

- Vicki Brewster announced that Classified Senate is selling candy bars to raise funds for the Classified Professional Retreat in December.
- Garry Johnson recognized the efforts across the campus for Transfer Day and especially Luís Murguía Rodríguez and José de Jesús Sánchez who were central to organizing the event. It was wonderful to see so many classified, faculty, and managers participating.
- Tina Iniguez recognized the celestial art exhibit and recommended everyone stop by the visual and performing arts to see it. There are a lot of events around the anniversary of the observatory.
- Tina Iniguez noted they received news that Handshake was added to the single sign-on, which is an internship employment tool for students. She's very excited about it as it will assist students in starting their experience within their chosen major. There will be an event on October 5 for students that will elevate Handshake.

F. Information/Discussion

1. Student Affairs – Outreach Presentation

Director Yanari shared a presentation regarding Outreach.

2. **Administrative Services Updates**

VP Alexander shared updated handouts related to the budget.

VP Alexander provided information that responded to the prior College Council inquiries. It was clarified that the slide shared at PDD pertained to all salaries and was to reflect that although discretionary monies have not increased over the period of time, salaries have increased, which ultimately decreases the discretionary funds available.

Garry Johnson recommended that information related to salaries not be included in PDD in future when the employee groups are conducting negotiations as the message may not be received as intended.

President Gilkerson shared that although the District Office is provided automatic budget for items such as utilities, that even those items should be discussed district-wide. She noted that there are limited dollars and there is no budgetary process allowed by the District whereby the college can go back and request funds for items based on need.

Ebonnie Berry noted that it's difficult to discuss budget as there is no perfect time, but kudos for the process that EVC has developed.

Sarai Minjares stated that she's been part of the Budget Committee for a few years and has never felt that any one group had been singled out.

VP Willis expressed appreciation of the clear detail provided in the handouts.

Steven Mentor inquired about the portion related to safety and facilities when the individual has indicated there is a safety and hazardous concern. VP Alexander responded that although a number of individuals may use that language, it is reviewed and most are determined to not be a hazardous situation. President Gilkerson suggested that the information shared out for future include the outcome so that individuals will know it's been addressed.

There was discussion about the importance of communicating the outcomes at the various committee meetings and constituent meetings to ensure everyone is kept informed.

Vicki Brewster noted that in the past there were periodic campus forums to communicate out various work going on around the campus.

3. **Review of College Council Purpose and 2023/2024 Goal-Setting**

President Gilkerson reviewed the College Council purpose. She noted that based on mapping of goals, College Council will see where they're at and look at areas where they wish to spend their time. She believes College Council followed the purpose the prior year and stayed in their lane in terms of the work that was completed. She asked if there were any questions; there were none.

President Gilkerson asked that everyone review the purpose and be prepared to discuss at the next meeting. She suggested College Council consider the Student Equity Plan and the LGBTQ+ strategic plan for the District and how the college is implementing and evaluating these items.

G. Reports

1. President's Report – President Gilkerson

- A handout was provided regarding the supplemental budget allocation. She noted that at the last meeting there weren't dollars connected to the library's allocation request as substantial information had not been received to make an informed decision. Following the last College Council meeting, multiple discussions took place and data was received in order to evaluate the needs of the library. Areas were addressed where economy of scale could be realized. As a result, the library will receive \$30,000 for this academic year.
- The District has announced they will be drafting a technology plan, with a timeline for a draft plan to be made available in February. It will be important to ensure the college is represented.
- Tomorrow evening the Board of Trustees' study session will include a discussion around whether to go out for an additional General Obligation Bond for facilities and infrastructure.
- A reminder of the upcoming accreditation site visit. Announcements have been sent out via email regarding the meet and greet and open forum. Specific calendar invitations have also been sent.
- EVC had the opportunity today to host United States Representative Jimmy Panetta for a Clean Energy Roundtable. President Gilkerson participated in the small group conversation about the Inflation Reduction Act and clean energy. Provisions were passed by the federal government last year and have been slow to roll-out for implementation, but ultimately it means over \$369 billion being invested in the economy. This includes chip manufacturing, such as micro grids and clean and renewable energy. The group was very complimentary of the campus.

H. Meeting adjourned at 3:17 p.m.



COLLEGE COUNCIL MEETING MINUTES
October 9, 2023

Present: Naomi Abteu, Andrea Alexander, Ebonnie Berry, Vicki Brewster, Teneka Cornish, Shara Crary, Tina Iniguez, Garry Johnson, Juan Manriquez, Steven Mentor, Matais Pouncil (Acting Chair), Howard Willis, Daisy Yadav

Also Present: Penny Garibay (minutes), Lisa Hays, Tina Nguyen

Absent: Tammeil Gilkerson, Sarai Minjares

A. Meeting was called to order at 2:03 p.m.

B. Adoption of Agenda – M/S/P (Johnson/Crary)

C. Approval of Minutes – September 25, 2023 – M/S/P (Mentor/Brewster)

D. Public Comments

- Steven Mentor reminded everyone of the events occurring in the Middle East. He stated that his heart goes out to those with family or friends affected and asked for everyone to be sensitive as there are individuals that have loved-ones residing in those areas.

E. Recognitions/Announcements

- Tina Iniguez recognized the Math & Science Department. They have been involved with a lot of new clubs, which have been active on campus and Instagram, including the Computer Science Club, Robotics, Club, and Astronomy Club.

F. Information/Discussion

1. Fall 2023 Course Cancellation Update

VP Pouncil shared a presentation, reviewing details of the cancelled courses.

- Summer had a number of sections/courses, utilizing a lot of faculty. The college knocked it out of the park with regard to FTES. This means the college prioritized the budget in the early portion of the fiscal year. As there is a limited budget, the college needs to determine how to successfully arrange an intersession and spring schedule within the budgetary considerations of the Adopted Budget. Additionally, the college hired seven full-time faculty (not including the Distance Education faculty that was funded for just two years). Hiring the full-time faculty helps so the college does not rely as much on adjunct.
- Tina Iniguez asked when decisions are made for fall 2023. VP Pouncil stated that it's done according to the contract; the Deans align with the schedule and contract language.
- Tina Iniguez stated there were so many students coming to register the week prior to start of the semester. She feels that if student services could be made aware early of the

courses that may be canceled, they could make a bigger push to reach out to the students they may already know of who are committed to registering for the courses.

- Steven Mentor noted that he felt it's hard to hear "student centered" every time he attends College Council, yet there were 144 canceled sections; a higher number than SJCC. He feels it's a bad thing to cancel courses without clarity. He stated he would like to see a further break-out of courses canceled due to low-enrollment. He also would like to know how many students were affected by the course cancellations. He feels this makes it difficult to attract adjunct to work at EVC as the message is that their classes could be canceled at the last-minute.
- VP Pouncil noted this is an opportunity for administrators to have conversations with colleagues as there are budgetary considerations. The college distributed dollars different than has been done in the past. Everything is new and EVC is doing things differently than SJCC, so it's not a direct comparison.
- Garry Johnson noted that he doesn't feel course cancellations affects the college's ability to recruit faculty as there is generally a large pool of individuals interested in open positions. However, he is interested in receiving more data on how it affects the students. As enrollment has gone up, it would be good to have more data about the reason courses were canceled. He noted the information provided is a snapshot, but he would like to see a comparison of relevant historical data.
- Vicki Brewster inquired about whether there is a way that special programs could provide data about students impacted by not getting the courses they need.

2. **Review of College Council Purpose and 2023/2024 Goal-Setting**

VP Pouncil reviewed the College Council Purpose and potential goals were briefly discussed.

- Vicki Brewster recommended the College Council revisit the Shared Governance Handbook.
- Steven Mentor recommended College Council prioritize the communication between the College Council members and their constituent groups, as well as with committee chairs.

G. Meeting adjourned at 3:17 p.m.



COLLEGE COUNCIL MEETING MINUTES
October 23, 2023

Present: Naomi Abteu, Ebonnie Berry, Vicki Brewster, Teneka Cornish, Tammeil Gilkerson, Tina Iniguez, Garry Johnson, Juan Manriquez, Steven Mentor, Matais Pouncil, Howard Willis, Daisy Yadav

Also Present: Janice Assadi, Celso Batalha, Henry Estrada, Penny Garibay (minutes), Jennifer Kurushima, Eric Narveson, Mike Osorio

Absent: Andrea Alexander, Shara Crary, Arshmeet Kaur, Sarai Minjares

A. Meeting was called to order at 2:00 p.m.

B. Adoption of Agenda – M/S/P (Johnson/Brewster)

C. Approval of Minutes – October 9, 2023 – M/S/P (Brewster/Johnson)

D. Public Comments

- Celso Batalha, Math, Science & Engineering faculty, shared that they are circulating a petition to build a science museum featuring a planetarium, STEM labs and classrooms, and holistic exhibits integrating the arts, anthropology, and sciences with outreach to K-12 students and their families. They will need money to build the facility and are asking that a portion of the vacant land be used for the museum. The main purpose would be to establish a bridge between EVC and K-12.
- Henry Estrada, Math, Science & Engineering faculty, noted that he was in attendance to support Celso's recommendation for a museum. He was the one that drafted the original resolution for the museum. He noted that members will be attending the Board meeting in the near future; possibly November 14.

E. Recognitions/Announcements

- Vicki Brewster thanked everyone for supporting the Classified Senate candy drive.
- Tina Iniguez recognized faculty and student services for their participation in early alert. It is a group effort.
- Garry Johnson noted there had been a farewell party for Karen Fray at the last Academic Senate meeting where they recognized Karen's 39 years of service.
- VP Willis invited everyone to participate October 25 in the I Stand with Immigrants Day of Action. He encouraged everyone to stand in solidarity and show their support.
- VP Willis announced the evening of November 1 EVC is hosting the SJECCD HBCU (Historically Black Colleges and Universities) Caravan. There will be 25-plus colleges there to provide on-site admission to prestigious institutions.
- President Gilkerson noted that EVC is wrapping up Latinx Heritage Month. There has been an incredible week of programming. She thanked Student Life and the Associated Students for putting on such great events for the campus community.

- President Gilkerson recognized OASISS as the prior week was Undocumented Student Action week. The week of events provided opportunities for students to know their rights, as well as an OASISS Open House and a movie screening of Yellow Rose.

F. Information/Discussion

1. Accreditation

President Gilkerson extended her gratitude to College Council for their leadership. It was an outstanding outcome for EVC. The accreditation team will be submitting their report to the commission in January, and the results will be provided in February.

There are things EVC will need to continue to work on, such as institutional effectiveness and the work being done across committees. One thing they did call out is documenting the decision-making. They felt what was happening from College Council was good, but other participatory governance meetings need to have a report back function and an annual evaluation of the committee needs to be part of the process; consistently connecting the work back to what the college is doing on behalf of the students and continuing to improve the institution.

2. Faculty Prioritization Committee Recommendation

Co-Chairs Matais Pouncil and Garry Johnson presented the list of faculty prioritization recommendation as approved by their committee.

- The committee was thanked for their work.
- Process began September 15 – the committee convened to discuss the rubric and the process. Presentations are no longer part of the process.
- Twelve people on the committee; seven faculty and five administrators (three Deans and two Vice Presidents).
- Each committee member was sent the allocation request and program reviews.
- Committee met October 18 to share scores, impressions, and provide feedback.
- The list has been ranked based on scores of the committee.
- As a result of discussions/feedback provided at College Council last year, the Faculty Prioritization Committee had more thorough discussions regarding the scores and ranking.
- 23 reports were reviewed and 23 positions were reviewed and ranked by the committee; is a lengthy process.

President Gilkerson requested the list include a specific focus since what's shown in some cases is just the department.

It was recommended that the prioritization rubric mirror what people are able to input on the program review so the two align and the need noted in the program review will be clear as to what is being requested for the committee to prioritize.

3. 2023/2024 Goals Discussion

President Gilkerson reviewed the goals the College Council discussed at the last meeting. Goal #1 and #2 were clear in that they could be measured, but it was unclear what was meant by #3 and how it could be measured to indicate the goal had been met.

Steven Mentor suggested that the agendas for the year be reviewed to determine how many agenda items came from college shared governance committees and what the most

important task the committee had completed since bringing the item to College Council. He suggested College Council request the college shared governance committees be more vocal.

President Gilkerson suggested that the shared governance committee chair reports include a component that includes specific requests from College Council to increase the depth of the presentation. An evaluation of that would be whether the presentations happened and did College Council learn something about the committee's work.

Eric Narveson noted that as a shared governance committee chair he likes the idea of being directed as to what College Council would like to receive versus the usual dog-and-pony show.

VP Willis suggested that the criteria include information that aligns with the mission, vision and values of the college.

President Gilkerson noted that if this is set as a goal, College Council would have the opportunity to determine what kind of presentations will be expected; the shared governance committees could look at issues, how they're looking at the data, and what challenges they're experiencing. If this will be an expectation for the December presentations, College Council will need to set the criteria at the next meeting to provide the shared governance committee chair time to prepare.

4. Committee Chair Reports Schedule

December 11, 2023 and April 22, 2023 are scheduled for the shared governance committee chair reports to College Council.

G. Reports

1. President's Report

a) Updates

- District Council needs a representative from the EVC College Council. The individual needs to be someone that doesn't already serve on District Council. It was determined that Dean Crary would serve in that capacity while she is filling in during Dean Calderon's absence.
- There will be a presentation at the next College Council regarding e-Sports. Several years ago, a presentation was provided regarding adding badminton and e-sports at EVC. Badminton was added and has been very successful.
- Grand opening of the Language Arts building will take place Tuesday, November 21. Look for the invitation that will be coming out soon.

H. Meeting adjourned at 3:02 p.m.



COLLEGE COUNCIL MEETING MINUTES
November 13, 2023

Present: Naomi Abtew, Andrea Alexander, Ebonnie Berry, Vicki Brewster, Teneka Cornish, Shara Crary, Steven Mentor, Sarai Minjares, Matais Pouncil, Howard Willis, Daisy Yadav

Also Present: Darcy D’Ernst, Angel Fuentes, Penny Garibay (minutes), Adam Lopez (consultant), Felicia Perez

Absent: Tammeil Gilkerson, Tina Iniguez, Garry Johnson, Arshmeet Kaur, Juan Manriquez

A. Meeting was called to order at 2:05 p.m.

B. Adoption of Agenda – M/S/P (Crary/Brewster)

C. Approval of Minutes – October 23, 2023 – M/S/P (Crary/Cornish)

D. Public Comments

None.

E. Recognitions/Announcements

- VP Alexander shared a reminder that the grand opening of the Language Arts building is Tuesday, November 21 at 1:00 p.m.

F. Information/Discussion

1. E-Sports Initiative Presentation

Dean Fuentes introduced Adam Lopez, consultant, who proceeded to provide a presentation regarding esports.

- Information has been provided before, but they are sharing a more thorough, actionable plan to show more detail, what they would like to do, and the support needed.
- It was recognized that the work was started by Dean Calderon.
- Esports is short for electronic sports; in electronic sports video gaming must be present.
- There are varying degrees of entertainment and competition.
- Competition is incredibly high, but there’s still not a big emphasis on broadcasting.
- There is a huge interest in video gaming that educators should be harnessing.
 - Unite the gaming communities on EVC’s campus.
- Esports is a great video game partnership between schools and students.
- Students are excited to explore careers and build their portfolios, while hosting the community uniting tournaments.
- Bringing the gamer students together provides them a sense of belonging.
- Scholastic esports has been financial quantified and found to be lucrative.
 - Participants attended school for 7.34 more days on average than non-participants.
 - Students that
- CCCAA – Launch Esports to sponsor esports tournament for all California Community College students in November.

- In-person tournaments are more effective for inspiring students than industry events, online events, and other similar events.
 - A space inside the Gymnasium building would suite well for this purpose.
 - Initial cost to prepare the space would be approximately \$220k, with approximately \$80k every four years to update the technology.
 - Initial funding could be attainable through Strong Workforce and grants.
 - The space could be rented when not in use to provide additional funding for upkeep.
 - An additional opportunity for dual-enrollment.
2. **Annual Update Resource Request (AURR) – Update to CurriQunet and Training**
- VP Alexander noted that a training was held earlier in the day for individuals who will be submitting. Fahmida Fakhruddin assisted in providing the training. There were more than 30 people in attendance.
 - The training was recorded; the recording will be uploaded to the web page.
 - VP Alexander will plan to attend committee meetings to provide a review of the process.
 - Annual update requests are due December 15, 2023 at 4:00 p.m. Anyone that would like a portion of any discretionary funds available must submit the request. This includes requests for funding additional faculty positions.
 - They took the feedback received from College Budget Committee with regard to ways to improve. One request was to provide more information.
 - They are in discussions with the District, but at this time, there will be no carryover or increase in the budget for next year.
 - VP Alexander will work to find monies for discretionary funds.
 - They hope to know more after the first of the year, but it's important that the requests be submitted in the event funds are available or potential funding could be found from other sources.
3. **Campus Construction Updates**
- VP Alexander shared timing of the construction projects.
- Language Arts building opening November 21.
 - First phase nursing building will open in May or June 2024.
 - As the building doesn't have office space, offices will be relocated to swing space in Acacia while construction commences on Phase Two, remodeling Sequoia.
 - Sequoia remodel is expected to be completed at the end of 2024. Individuals using swing space in Acacia will move back into Sequoia once it is completed.
 - Student Services and Administration Building is expected to be open in the fall. They plan to do the move in the summer and have everyone in the building the first week of August.
 - General Education building will be opening fall 2024. This is another big move as there is a lot of equipment.
4. **2023/2024 Goals**
- Dean Fuentes noted 'shared' should be changed to 'participatory'.
 - Discussion took place about a possible sub-committee to discuss outlining the criteria for participatory governance committee chair reports. It was determined to not provide specific criteria, such as a rubric, to better honor the committee chairs' originality and ability to be creative based on the individual committees.

Motion to move to Action. **M/S/P (Crary/Mentor)**

Motion to approve goals. **M/S/P (Crary/Brewster)**

G. Action

- 1. Faculty Prioritization Committee Recommendation - M/S/P (Minjares/Cornish)**

H. Meeting adjourned at 3:30 p.m.



COLLEGE COUNCIL MEETING MINUTES
December 11, 2023

Present: Andrea Alexander, Ebonnie Berry, Vicki Brewster, Teneka Cornish, Shara Crary, Tina Iniguez, Garry Johnson, Juan Manriquez, Steven Mentor, Matais Pouncil (acting Chair), Howard Willis

Also Present: Fahmida Fakhruddin, Penny Garibay (minutes), Victor Garza, Lisa Hays, Raniyah Johnson, Jennifer Kurushima, Eric Narveson

Absent: Naomi Abteu, Tammeil Gilkerson, Arshmeet Kaur, Sarai Minjares, Daisy Yadav

A. Meeting was called to order at 2:05 p.m.

B. Adoption of Agenda – M/S/P (Crary/Cornish)

C. Approval of Minutes

November 13, 2023 minutes tabled to allow College Council time to review.

D. Public Comments

None.

E. Recognitions/Announcements

- Garry Johnson recognized Tina Iniguez and her team for the early alert work they do. They had a great event the prior week.
- VP Willis thanked volunteers for work they did at the Basic Needs Summit the prior Friday. He estimates they had more than 350 people in attendance. There were a lot of volunteers, employees, and student ambassadors that participated to ensure the day went well.
- VP Willis recognized the work of the Biology Scholars Program. He had the opportunity to meet the scholars.
- Steven Mentor thanked Heidi Kozlowski and Tina Iniguez for their work with the AI workshop the prior Friday. It was well-attended.
- Dean Crary announced the Nursing Pinning Ceremony would be taking place the next day, December 12, and everyone is welcome to attend.
- VP Alexander recognized the facilities team, IT staff, and Raniyah Johnson. There have been a lot of events and they have all stepped in to do extra work to keep things running smooth.
- VP Pouncil recognized Brandon Yanari and the strategic enrollment management team for the great work they're doing.

F. College Committee Chair Reports

The following committee reports were provided:

1. College Budget Committee – Lisa Hays

- Shared PowerPoint presentation.
- Last spring:
 - First time using the scoring rubric for requests for resources in the Comprehensive Program Review and Annual Update/Resource Request.

- 9 of 15 members read 55 requests and filled out the scoring rubric.
- The rankings were shared with College Council
- More information was needed, so requests were made, which delayed decisions in funding to programs until September. It was difficult for programs to not know if their requests would be funded.
- This year:
 - Committee calendar moved Annual Request forward to a due date of December 15. CBC now has more time to score, deliver results to College Council, and provide more information.
 - Requested programs give more detail in requests to provide to College Council.
 - Committee voted that all members will fill out the rubrics as part of membership responsibilities.
 - CurriQunet has specific location for programs to address questions from the scoring rubric. Rubric uses college mission and educational master plan as guide.
 - Subcommittee met with President to learn about college priorities.
- Continuing goals:
 - Learn about the budget process and how funds are used.
 - Share their knowledge with campus community.
 - Request Budget Chair reassigned time be increased from 30% to 40% as the job is not the same as it was five years ago.

2. College Technology Committee – Steven Mentor

- Shared PowerPoint Presentation
- Reviewed committee's charge/purpose.
- Shared 2023/2024 committee goals:
 - Revise EVC Technology plan using format and data from District Technology plan.
 - Consider hiring current consultant to write plan
 - Keep current language connecting the plan with accreditation standards.
 - Survey faculty and staff in spring 2024.
 - Work with the Distance Education Committee and Divisions to identify and offer training for EVC end users of technology, including Identifying and promoting ways EVC can address the instructional challenge of ChatGPT and AI.
 - Propose and host campus workshops on ChatGPT and other large language mod.
 - Outreach to students on MFA and new SSO portal rollout in Spring.
 - Outreach to students on MS Office downloads and access/use of campus email.
 - Address email filter issue for some users not getting outside mail.
 - Articulate technology support for remote work.
 - Advocate for POCR funding
 - Promote and humanize cybersecurity training and best practices at EVC.
 - Work with DTC to promote campus trainings.
 - Email reminders of best safe practices
 - Consider using KnowBe4 as a training module in the spring.
 - Revise the technology request process in collaboration with the Campus Budget Committee.
 - Revise committee rubric for assessing technology.
 - Invite technology stakeholders/requesters to present.
 - Assess technology requests/fulfillment rations and campus needs.
 - Other issues.
 - CTC reporting, Academic Senate, and term limits for Chairs.

- January draft District Technology Plan and implications for EVC.
- Training on ChatGPT and other tools in classrooms and the workplace.

2. Institutional Effectiveness Committee – Fahmida Fakhruddin

- Provided PowerPoint presentation.
- Educational Master Plan.
 - EMP Annual Planning Summits: Division-level meetings were conducted to discuss progress on EMP activities, tasks, and outcomes related to the four goal matrices.
 - EMP Action Guide Development: IEC awaits division reports to formulate the action guide.
- Annual Update and Resource Request (AURR).
 - Deadline: Established December 15 as the submission deadline.
 - Form Updates: Updated the AURR form and the Future Resource Allocation Form in CurriQunet to:
 - Align with the College Resource Allocation rubric.
 - Include manager/VP prioritization section.
 - Support Sessions:
 - Held November 11 and December 6.
 - Next session: December 12, 4PM
- Program Review (PR).
 - Criteria: Established criteria for program review completion:
 - Mandatory for programs with program learning outcomes or service area outcomes.
 - Discretionary for programs without these outcomes.
 - Notification Timeline: Increased advance notification for program review from one semester to one year.
 - Rationale: Updating courses and programs requires longer review periods.
 - Review Cycle 2023/2024:
 - Total: 30 reviews (21 current, 9 late)
 - Breakdown:
 - Current: 15 instructional; 5 student services; 1 administrative
 - Late: 8 instructional; 1 administrative
 - Support:
 - Mentor/second reader assignments were completed in September.
 - Program Review Training Sessions were held in September.
 - Program Review Support sessions were held throughout October and November.
 - Late: 8 instructional; 1 administrative
 - Submission Status:
 - 15 out of 21 current program reviews met the November 30 deadline.
- Next Steps.
 - Analysis of division EMP reports.
 - Finalization of EMP action guide.
 - Facilitate AURR review process and submit budget requests.
 - Continue supporting program review authors.
 - Completion of outstanding program reviews.

3. Professional Development Committee – Jennifer Kurushima

- Shared handout
- Fall 2023 Goals
 - Distribute Professional Development Funds and clarify process to applicants.

- Organize, streamline, and make transparent the PDD planning process.
- Accomplishments
 - Refocus the PDC to increase collaboration and teamwork among committee members.
 - Created a Teams group for the PDC.
 - Made all documents, forms, surveys, and notes accessible to the whole committee.
 - Created a PDD committee task list.
 - Created PDD subcommittees (Whole group session, breakout sessions, and catering).
 - Professional Development Funds Distribution.
 - Updated the PD Funds request form and guide to
 - Reflect the recent SB 447 repealing the California travel ban.
 - Further clarify the need for pre-approval before travel.
 - The committee has reviewed and awarded funds to 18 conference proposals. This is approximately \$18,600 (or 47% of the faculty PD Funds budget).
- Progress towards Planning January 2024 Professional Development Day.
 - Theme: *New Year, New Us: What Resolutions Do We Have to Grow and Strengthen Our EVC Community?*
 - January 2024 PDD includes two breakout sessions.
 - Full group session: speaker invitations will be sent this week.
 - Breakout sessions: committee approved 14 breakout workshops (divided between two sessions).
- The PDC has a lot of responsibilities. Planning the three Professional Development Day events takes up more time than available during PDC meetings.
 - The PDC voted to request that the Employee Recognition Event be removed from the docket. There is not enough time to plan a fourth campus-wide event with our current level of support.
 - PDD is the first day of the semester.
 - Much can only be completed during the 3-4 weeks leading up to a PDD - a time when all the faculty are not under contract.
 - Historically, PDD has been put together primarily by the committee's classified staff, administration, and the PDC Chair - working uncompensated out of contract during intersession and summer.
 - Solutions to make PDD sustainable:
 - Reorganize the process to accomplish more planning and work before the end of the semester.
 - PDC NEEDS: Faculty NIAs to pay the 9 faculty on the committee to work over intersession and summer.
 - Chair note: After taxing experience pulling together Fall PDD during July and August (unpaid), if I cannot rely on the 8 other faculty on the committee to help prepare PDD this January, ready to step down as PDC chair.

Vicki Brewster asked about the NIAs and if Classified would be paid overtime for their service on the committee. Jennifer responded that yes, that was discussed and they would like to see happen since it's a lot of work. Vicki noted that it would have been nice to see that in her report.

Garry Johnson asked Jennifer to comment on the poll she took of how other colleges manage similar work. Jennifer noted that they found the other colleges have more support. She stated that if she had a co-chair, that would have helped.

4. Student Equity Committee – Victor Garza

- The Student Equity Plan was vetted last year, including going through College Council. He recommended College Council review the plan posted on the college's web site.
- They have updated the proposal that was submitted, which is also on the web site.
- Raniyah Johnson created a guidebook where all of the proposals and outcomes are listed.
- Other efforts expected for spring:
 - Student focus groups – focusing on Latinx students.
 - Create timeline as to how to execute focus groups in spring semester.
 - Hope to have it completed and able to share by end of spring.
 - They conducted a focus group for Black students in 2021. They attempted to work with the general population, but unfortunately that population was very small. They were not able to get any real participation, but may try again in future.

G. Reports

1. President's Report – President Gilkerson

a) Report Back on November 13, 2023 College Council Recommendation to Approve Faculty Prioritization List

On behalf of President Gilkerson VP Pouncil thanked the Faculty Prioritization Committee for their work and shared that the President approved the faculty prioritization as follows:

1. Psychology
2. Biology
3. Counselor (General)
4. English
5. Engineering
6. Counselor (General)
7. Certified Nursing Assistant

H. Meeting adjourned at 3:00 p.m.



COLLEGE COUNCIL MINUTES
February 12, 2024
2:00-3:15 p.m.
Mishra Community Room, LETC Building

Present: Andrea Alexander, Ebonnie Berry, Vicki Brewster, Shara Crary, Tina Iniguez, Garry Johnson, Arshmeet Kaur, Steven Mentor, Sarai Minjares, Denise Noldon, Jemima Olufade, Daisy Yadav

Also Present: Naomi Abtew, Penny Garibay (minutes), Eric Narveson

Absent: Teneka Cornish, Juan Manriquez, Matais Pouncil, Howard Willis

A. Meeting was called to order at 2:05 p.m.

B. Adoption of Agenda – M/S/P (Brewster/Crary)

C. Approval of Minutes

1. November 13, 2023 – **M/S/P (Crary/Brewster)**
2. December 11, 2023 – **M/S/P (Minjares/Brewster)**

D. Public Comments – Limited to 3 minutes; there is no action or extended discussion of any item not on the agenda.

None.

E. Recognitions/Announcements

- Garry Johnson announced that the Evergreen Nursing Student Association (ENSA) is conducting two fundraisers. The first is through the local Nothing Bundt Cakes where they will receive a portion of the sales revenue if ENSA is made when making a purchase Tuesday, February 20. The second is through See's Candies, which ends March 15.
- Tina Iniguez recognized EVC's men's soccer team for being ranked fifth in the nation.
- Tina Iniguez announced a focused Early Alert will be taking place March 4 through March 8, but also noted that early alerts can take place anytime professors feel more support is needed.
- Vicki Brewster reminded everyone of the announcements that have gone out for Black History month. There are several events taking place during the month. The February 14 event will include poetry and spoken word. The events are sponsored by Umoja/AFFIRM and Associated Student Government. There will also be "Who Am I" emails sent out. Individuals with the most correct answers will receive a prize.
- VP Alexander noted that over the holiday break one of EVC's groundskeepers unexpectedly passed away. They have been working with Classified Senate to arrange a small ceremony. A

memorial bench with a plaque will be unveiled, as well as a small tree; both will be placed near the pond where he liked to spend time. Once the bench arrives, they will send out a notice.

- Garry Johnson shared that in celebration of Black History Month the Stage Theater downtown is running a play entitled *People Where They Are*. It's a historical drama set in the 1950's about the Highlander Training Center in Tennessee. Garry secured 40 complimentary tickets for Thursday, February 22. It's open to anyone who wants to go.
- Steven Mentor reminded everyone that some night students don't feel comfortable walking to their cars alone and to keep that in mind. VP Alexander noted that campus police can provide an escort to students that make the request.
- Steven Mentor noted that in honor of Black History Month he wanted to share that there was a phenomenal article in the November 2023 issue of *The Atlantic* entitled, *How the Negro Spiritual Changed American Popular Music – and American Itself*. He would highly recommend reading the article. He stated that if anyone is interested, they could contact him and he would provide it.
- VP Alexander noted that they will send out an email with cafeteria hours along with campus police info about receiving an escort in the evening.

F. Information/Discussion

1. Participatory Governance Handbook

a. Assessment Tool for Participatory Governance Committee Effectiveness

President Noldon stated that Academic Senate President, Garry Johnson, and Classified Senate President, Vicki Brewster, will join her as an ad hoc committee to work on a new participatory governance handbook. Formalizing an assessment tool will be part of this work.

President Noldon noted that it's important that everyone on College Council understand their role and the responsibility they have to communicate what happens at College Council to their constituent groups.

2. Criteria for Committee Chair Semester Reports

As a starting point, basic criteria were shared:

- Five-minute limit (not including Q&A)
- Prepare a PowerPoint Presentation
- Include Committee Goals for current fiscal year (for fall presentation)
- Committee's work/accomplishments (fall and spring)

President Noldon noted that it's important for committee chairs to consider the Chancellor's goals, the District's goals, and even happenings at the state level when determining committee goals each year. It should provide some continuity between what is done at the State Chancellor's Office and then drill down to District goals, then College goals. It's important that everyone understand the continuity and how to achieve those outcomes. President Noldon also noted that it's important to not overload the PowerPoint; each slide should have a few bullet points that are succinct and to the point.

Steven Mentor noted that as a committee chair he has been unclear of how to share items that need action with College Council. President Noldon stated they will include that process in the new handbook.

Dean Crary recommended that committees should have at least one of their accomplishments/goals align with Program Level Outcomes or the Educational Master Plan and that can then be included in the report to College Council.

G. Reports

1. President's Report – President Noldon

- The District hosted the NAACP and they did the Silicon Valley Pain Index. The information was quite compelling. There was a lot of information about the disparities in healthcare, income, housing; all of the things that cause groups to continually be marginalized because they don't have access to resources. One of the presenters was a professor emeritus from San Jose State University. He has asked to also come onto campus to provide some level of training, as well as to share information about the data that has been gathered. It primarily focused on the Black community, but there was enough information about the disparities that could be identified across communities of color and low-income communities. It would be useful to offer a workshop or to have him speak at Professional Development Day to help educate the college community about what's going on with the surrounding community. A decision does not need to be made now, but it's something to consider.

Garry Johnson expressed that the issues are important, but he feels it moves the college outside its primary mission of education. He stated he is not opposed to having folks come on campus to provide information, but that using limited budget resources for this purpose moves the college further away from education and closer to social services; further from the 50% law. President Noldon stated that the college receives funding specifically to provide basic needs for students.

Ebonnie Berry shared that she attended the event and found the information useful. She feels it is the job of the college to make sure these needs are addressed as this is a direct impact of systemic racism. She feels that if Chancellor Chaidez brought this person to speak that she must also believe this is important to address.

Arshmeet Kaur stated that it sounds like a good learning experience for students.

Dean Crary suggested that Research Day may be a good time to have this individual speak on campus.

Eric Narveson stated he is hearing that people are not communicating well about available funding. He noted that it may be helpful to provide more information about the budget to assist everyone in understanding the difference between general fund and funding provided for a specific purpose, such as the bond or basic needs, which neither of those funding sources can be used for anything outside its designation.

Steven Mentor stated that College Council is about informing everyone about what's going on in the community. He believes that social justice should be front and center and he supports bringing people in that are focused on the work of social justice. He stated that he believes there are two different conversations that bleed over. The other conversation happening concerns courses being canceled.

President Noldon stated that she will send out a communication to receive further feedback. She would like everyone to take a look at the information and let her know if they feel it is mission adjacent.

- President Noldon participated in the legislative conference in Sacramento. While they were there they were able to speak with individual legislators. These are the people that introduce the bills and pass the laws. The hope is the legislators support more money getting in the hands of the students so they may attend college unencumbered. It's important to let them know how they can help support the work the colleges are doing.

H. Meeting was adjourned at 3:30 p.m.