EVERGREEN VALLEY COLLEGE

COLLEGE COUNCIL MEETING MINUTES
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FALL 2023

SPRING 2024

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 Crary 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.

o 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.

o 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.

o 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.

o 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.

o VP Willis stated they are doing an analysis of the ASG budget so they can continue to be robust.

o 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.

o 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.

o 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.

o 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.

- o 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.
  - o 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
  - o No carryover meant no flexibility with the budget.
  - o The process will continue to be refined.
  - o They will include Administrative Services on the list.
  - o 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.

FY2023 -2024 Supplement Budget Allocation

EVERGREEN VALLEY COLLEGE

Updated 9.7.2023

PR	Department	CBC Total	#1 Budget Item	Total Dollar Amount	Details	Detail Amounts
				Ranked CBC Rubric Proposal		
x	Chemistry	125	Supplies	$30,000	Lab Glassware	$10,000
					Lab Chemicals	$15,500
					Lab Batteries	$200
					Lab Helium Gas & Tanks Lease	$3,000
					Lab Gloves and Cleaning Supplies	$1,300
x	Engineering	121	Equipment	$118,500	Calibrate Tensile, Torsion, Impact, and Hardness Testers	$6,000
					Metallurgical microscope	$15,000
					Upgrade Torsion Tester	$25,000
					Upgrade Tensile Tester	$25,000
					Upgrade Impact Tester	$15,000
					Repair Metkon metallographic specimen mounting system	$3,000
					Belt sander	$3,000
					Cameras with software for microscopes	$15,000
					Repair tester for tensile	$2,000
					Materials Lab Projector	$5,000
					Computer Software	$4,500
	Art	117	Supplies	$6,000	Supplies from Blick (water colors, acrylic paints, metals for jewelry marking, vynle cutter)	$6,000
x	Psychology	117	Other	$9,267	Purchase brain and neuron models (three)	$4,500
					EBSCO PsycARTICLES	$3,510
	Mathematics	116	Equipment	$2,000	Language Translators	$2,000
x	Physics	116	Technology	$21,260	Oscilloscope Infinii Vision 1000X Series	$9,307
					Vernier Gas Pressure Sensor	$1,730
					Physics-Robotic Program	$3,785
					3D Printer	$6,439
					Chemicals, reagents, consumables	$23,800
					Mammal Organs for dissection	$10,000

FY2023 -2024 Supplement Budget Allocation

	Biology	114	**Supplies**	$48,800	**Microbiology media**	$8,000
					Live specimens	$3,500
					Microbiology cultures	$2,000
					Lab Gloves	$1,500
	English	114	**Supplies**	$2,100	**Leaf by Leaf Digital Literary Magazine and Poetry Slam for students in ENGL 072 Fundamentals of Creative Writing:**	
					Web host and doman at Wix.com	$280
					Web design service by Creative Freedom LLC.	$1,100
					Food for Poetry Slam (all college event)	$250
					Publication release and announcement of winners (all college event)	$250
					Marketing materials	$150
	Library	112		$0		
x	**Instructional Certified Nursing Assistance**	112	**Supplies**	$6,205	**Pocker Nurse supplies**	$6,205
	Anthropology	110	**Supplies**	$5,000	**Anatomy Warehouse: Bone Clones Inc.:**	$2,700
					Human Anatomy, skulls, skeletons	$1,517
					Fossils	$776
x	**International Student Program**	110	**Other**	$12,500	**International Student Agent Commission for Fall'23 and Spring'24**	$3,000
					ISP New Student Orientation - Fall'23 & Spring'24	$2,000
					Office Supplies	$500
					NASFA Membership	$1,500
					Study USA Online Marketing and Recruitment	$5,500
	History	110	**Other**	$17,330	**Films on Demand**	$9,330
					Swank	$5,400
					Canopy	$2,600
Total Allocation				$278,962	*	$277,628

(*) Reconcilition Difference = Updates to Manager Quotes

COLLEGE COUNCIL MEETING MINUTES
September 25, 2023

Present: Naomi Abtew, Andrea Alexander, Ebonnie Berry, Vicki Brewster, Shara Crary, Tammeil 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 Abtew, 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.

EVC Outreach
Fall 2022-Summer 2023

9.25.2023

EVC Outreach Video

EVERGREEN
VALLEY COLLEGE

http://drive.google.com/file/d/11IjgMUM
GRATJ18jbou1b1X6VGIr9xQ0m/view

Accomplishments

Fall 2022 - Summer 2023

- ~50 Community Events
  - First large scale partnership concert: Alice in Winterland
  - First time co-hosted Eastridge Mall event
  - First time (in a while) for Evening on the Green community event
- ~200 tours/high school visits/presentations
- Expanded community partnerships
- Expanded outreach team

Accomplishments

EVC Student Headcount (at Census)	2022	2023	% Change
Spring	7123	7961	11.7% increase
Fall	7917	9182	16% increase

Outreach & Marketing Updates

- Upcoming Outreach Opportunities:
  - Thurs, Sep. 28, 5 - 7pm: College Connection Academy Parent Night (need 3 tour guides)
  - Sat, Sep. 30, 10am - 3pm: Hellyer Park Multicultural Fair (full)
  - Sat, Oct. 7, 11am - 5pm: Veggie Fest, Cesar Chavez Park DTSJ (need 1-2 around 2-5pm)
- Reminders
  - Tues, Oct. 31: Spooktacular
  - Fri, Dec. 1: High School/Community Partner Day

EVERGREEN VALLEY COLLEGE

HALLOWEEN SPOOKTACULAR

A CHILLING OPPORTUNITY TO SHOWCASE YOUR PROGRAM AND RESOURCES

TUESDAY, OCTOBER 31, 2023

9AM - 1PM

GHOULLO II

FEATURING

ACADEMIC PROGRAMS AND STUDENT SUPPORT SERVICES

COSTUMES STRONGLY ENCOURAGED

WHO WILL EARN BRAGGING RIGHTS AND TAKE POSSESSION OF THE COVETED EVC TRAVELING TROPHY WITH THE 2023 MOST CREATIVE AND INFORMATIVE BOOTH?

SIGN UP NOW

COLLEGE COUNCIL MEETING MINUTES
October 9, 2023

Present: Naomi Abtew, 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.

Fall 2023 Semester - Total Number/Percentage of Sections, Cancellations, and Active Sections Per Division

Division	Grand Total # of Sections for Fall 2023	# of Cancelled On Campus Sections	# of Cancelled Hybrid Sections	# of Cancelled Fully Online (Asynchronous) Sections	# of Cancelled Synchronous Online Sections	Total # of Cancelled Sections (Fall 2023)	% of Cancelled Sections from Overall Total	Total # of Replaced Cancelled Sections with Late Start Sections	Total # of Replaced Cancelled Sections with other Modalities/ Days/Time	# of Cancelled Sections (that are concurrent/ no loading/no impact)
Business and Workforce	132	16	3	5	-	24	3%	3	2	-
Adjunct	68	9	3	3	-	15	2%	3	-	-
Full-Time	61	4	-	2	-	6	1%	-	2	-
Unstaffed	3	3	-	-	-	3	-	-	-	-
Counseling	22	3	-	2	-	5	1%	-	2	-
Adjunct	5	-	-	1	-	1	-	-	-	-
Full-Time	14	1	-	-	-	1	-	-	1	-
Unstaffed	3	2	-	1	-	3	-	-	1	-
Language Arts	190	20	4	8	4	36	4%	2	12	-
Adjunct	87	8	1	5	2	16	2%	2	2	-
Full-Time	98	8	3	2	2	15	2%	-	6	-
Unstaffed	5	4	-	1	-	5	1%	-	4	-
Library	6	-	-	-	-	-	-	-	-	-
Adjunct	-	-	-	-	-	-	-	-	-	-
Full-Time	6	-	-	-	-	-	-	-	-	-
Unstaffed	-	-	-	-	-	-	-	-	-	-
Math and Science	189	19	5	2	-	26	3%	-	3	2
Adjunct	89	10	3	1	-	14	1%	-	-	1
Full-Time	95	5	2	-	-	7	1%	-	3	-
Unstaffed	5	4	-	1	-	5	1%	-	-	1
Nursing	42	1	-	1	-	2	-	-	1	-
Adjunct	13	-	-	-	-	-	-	-	-	-
Full-Time	29	1	-	1	-	2	-	-	1	-
Unstaffed	-	-	-	-	-	-	-	-	-	-
SSHAPE	375	40	4	7	-	51	5%	-	3	16
Adjunct	199	13	2	3	-	18	2%	-	-	8
Full-Time	168	22	2	1	-	25	3%	-	2	8
Unstaffed	8	5	-	3	-	8	1%	-	1	-
Grand Total	**956**	**99**	**16**	**25**	**4**	**144**	**15%**	**5**	**23**	**18**

Division	% of Sections from Overall Total (Fall 2023)	% of Cancelled Sections (Fall 2023)	
BWF	14%	3%	**Total Sections**
Counseling	2%	1%	***Total Cancellations**
LA	20%	4%	***Total Replaced Sections**
Library	1%	0%	***Total Concurrent Cancelled Sections**
MS	20%	3%	**Total Active Sections (as of 9/18/23)**
Nursing	4%	0%	
SSHAPE	39%	5%	
Grand Total	**100%**	**15%**	

From: Pouncil, Matais D. <Matais.Pouncil@evc.edu>
Date: Monday, September 25, 2023 at 5:31 PM
To: Mentor, Steven <Steven.Mentor@evc.edu>
Cc: Nguyen, Tina <Tina.Nguyen@sjeccd.edu>, De La Cerda, Rita <Rita.DeLaCerda@evc.edu>
Subject: Fall 2023 Data Overall Sections/Active/Cancellations

HI Steven,

My apologies for the delay in sending over this important data – was trying to slice It in many ways for us to clearly understand and also wanted to include a few notes for consideration.

As you look at the number of courses that were cancelled (144 or 15%) , please be sure to note that the number/percentage of courses cancelled includes:

- Eighteen (18), or 2%, of the total number of cancelled sections were concurrent sections with no faculty loading/impact faculty.
- Some of the cancelled courses were due to fraudulent enrollment
- Some Associate and Full time faculty separated from the college
- Some Associate and Full time faculty declined the offered teaching modality (online versus in-person)
- Some sections were cancelled because we were unable to hire faculty for specific section
- Some sections were cancelled due to facility limitations (no adequate room, lab, etc.)
- Some sections were cancelled due to low-enrollment
- Some sections were cancelled, but also changed to late start
- Some sections were cancelled because there were too many identical courses scheduled
- Some sections were cancelled because of budgetary considerations
- Some sections were cancelled because student demand was for a different modality
- Some sections were cancelled because there are multiple GE area offerings already scheduled

The aforementioned are some of the rationale for course cancellations or late start additions.

Please let me know if you have additional questions or if I can provide additional clarity.

Many thanks,
Matais

Matais Pouncil
Vice President, Academic Affairs
Accreditation Liaison Officer
Evergreen Valley College
3095 Yerba Buena
San Jose, CA 9513

O: 408.270.6451
C: 562.419.8833

EVC Vision Statement: To be the leading college advancing opportunity, equity, and social justice through supporting students' aspirations, education, and career attainment.

COLLEGE COUNCIL MEETING MINUTES
October 23, 2023

Present: Naomi Abtew, 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 e 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.**

FACULTY PRIORITIZATION

	Ranking
Psychology	1
Biology	2
Transfer Center 1	3
English	4
Engineering	5
Counseling	5
Certified Nursing Assistant	7
Health & Wellness	8
Automotive	9
Physics	10
Art	11
Computer Science	12
Transfer Center 2	13
Anthropology	14
Political Science	15
Ethnic Studies	16
Accounting	17
Mathematics	17
Intercollegiate Athletics	19
OASSIS	19
Theatre	20
Kinesiology	21
Women / Gender Studies	22
SSHAPE	23

EVERGREEN VALLEY COLLEGE

DRAFT COLLEGE COUNCIL GOALS FOR FY2023/2024

1. Develop an assessment for shared governance committee effectiveness.

2. Update Shared Governance Handbook.

3. Increase College Council communications with constituent groups and shared governance committee chairs.

Purpose

The College Council is a representative council (administration; faculty; classified staff; students) that advises the College President. Specifically, the Council will:

- Develop and Maintain College Council Timeline Review/Record/Implement and disseminate college procedures as they relate to Shared Governance.
- Provide college-wide input on shared governance issues through review and discussion.
- Serve as EVC's main policy body that forwards recommendations on shared governance issues.
- Make recommendations to the College President provided by the Shared Governance Committees.
- Disseminate accurate and timely budget recommendations.
- Oversee development and implementation of strategic planning.
- Assures that strategic planning occurs as a result of campus-wide input
- Assures that initiatives are implemented in a timely manner and are revised regularly, based on assessment and the needs of the college.
- Assures that the Mission, Vision and Values of the College are reviewed and revised at regular intervals.
- Maintain/Implement Shared Governance Decision Making Handbook. Exchange information among governance groups.

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.
        o 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.
        o Participants attended school for 7.34 more days on average than non-participants.
        o 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.

EVERGREEN VALLEY COLLEGE

COLLEGE COUNCIL GOALS FOR FY2023/2024

1. Develop an assessment for shared governance committee effectiveness.

2. Update Shared Governance Handbook.

3. Increase College Council communications with shared governance committee chairs by:
   a. Providing specific criteria to the committee chairs for their semester reports.

   b. Including a link to approved College Council minutes with each College Council agenda sent college-wide.

   c. Implementing an expanded schedule for spring 2024 committee chair reports, affording committee chairs the opportunity to further highlight their committee's work and respond to the College Council's request for specific criteria.

College Council Purpose

The College Council is a representative council (administration; faculty; classified staff; students) that advises the College President. Specifically, the Council will:

- Develop and Maintain College Council Timeline Review/Record/Implement and disseminate college procedures as they relate to Shared Governance.
- Provide college-wide input on shared governance issues through review and discussion.
- Serve as EVC's main policy body that forwards recommendations on shared governance issues.
- Make recommendations to the College President provided by the Shared Governance Committees.
- Disseminate accurate and timely budget recommendations.
- Oversee development and implementation of strategic planning.
- Assures that strategic planning occurs as a result of campus-wide input
- Assures that initiatives are implemented in a timely manner and are revised regularly, based on assessment and the needs of the college.
- Assures that the Mission, Vision and Values of the College are reviewed and revised at regular intervals.
- Maintain/Implement Shared Governance Decision Making Handbook. Exchange information among governance groups.

2023/2024 FACULTY PRIORITIZATION

	Ranking
Psychology	1
Biology	2
Counselor - Transfer	3
English	4
Engineering	5
Counselor - General	5
Certified Nursing Assistant	7
Health & Wellness: Nurse Practitioner	8
Automotive	9
Physics	10
Art: 3D/Sculpture	11
Computer Science	12
Counselor - Transfer	13
Anthropology	14
Political Science	15
Ethnic Studies - General	16
Accounting	17
Mathematics	17
Intercollegiate Athletics Coordinator / Counselor	19
Counselor - OASISS	19
Theatre	20
Kinesiology	21
Women / Gender Studies	22
SSHAPE - Dept. Coordinator	23

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 Abtew, 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 Budget Committee

Recall from last spring

- ▶ Scoring rubric for resource requests
- ▶ 9 of 15 members completed 55 rubrics each
- ▶ Rankings to CC
- ▶ Requested more details
- ▶ Funds delayed until September

College Budget Committee

Changes for this year

- Calendar moved forward. Annual Update due Dec 15

- Programs provide more details about items requested

- All members fill out rubric

- Curriqunet updated

- Met with President

College Budget Committee

Continuing Goals

- ▶ Learn budget process and how funds used
- ▶ Share knowledge with campus community
- ▶ Budget chair 40% assignment, not 30%
  - ▶ Job is not the same

EVC CAMPUS TECHNOLOGY COMMITTEE REPORT

TO: EVC COLLEGE COUNCIL

MONDAY, DECEMBER 11, 2023

DR. STEVEN MENTOR

CTC CHARGE

- The purpose of the Campus Technology Committee is to assess campus computer resources and to develop, and annually update, a three-year comprehensive Technology Master Plan for the coordination of campus-wide computing. Specifically, the committee will:
  - Make recommendations to the College Council on matters relating to the acquisition and use of technology campus wide.
  - Create, and annually update, an EVC Technology Master Plan, Telecommunications Technology Information Program (TTIP) and Tech II Plans, and promote, evaluate and monitor their implementation.
  - Promote the use of computers and other technology on campus.
  - Make recommendations for use of technology training for faculty and staff development in collaboration with the Staff Development Committee and Learning Resources Consortium.
  - Make recommendations regarding priorities for the acquisition of technology, hardware and software, design and use facilities and other related resources during the review and development process. Such recommendations could include priorities for support staff, training and access to computer resources and laboratories.
  - Recommend procedures for the placement, operation, repair and replacement of technology resources.
  -

EVC CTC GOALS FOR AY 2023/24

1. **Revise EVC Technology plan using format and data from the District Technology plan.**
2. **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.**
3. **Promote and humanize cybersecurity training and best practices at EVC.**
4. **Revise the technology request process in collaboration with the Campus Budget Committee.**

REVISE EVC TECHNOLOGY PLAN USING FORMAT AND DATA FROM THE DISTRICT TECHNOLOGY PLAN.

- Use District Technology Plan format and priorities/themes

- Use District Technology data for EVC

- Consider hiring current consultant to write our plan

- Keep current language connecting the plan with Accreditation Standards

- Survey faculty and staff in the 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 mode AI

- Outreach to students on MFA and new SSO portal rollout in Spring

- Outreach to students on Microsoft Office downloads and access/use of campus email

- Address email filter issue for some users not getting outside email

- Articulate technology support for remote work

- Advocate for POCR funding and

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

800,000
NUMBER OF CYBER ATTACKS PER YEAR

- **Top Cybersecurity Statistics 2023**
- Every 39 seconds there is a hacker attack.
- Healthcare remains the top target of ransomware attacks.
- 92% of malware was delivered via email.
- 4.1 million websites have malware at any given time.
- 49 days is the average time it took to identify a ransomware attack.
- $29M was stolen from a fintech company by a hacker.
- 97% of all security breaches exploit WordPress plugins.
- $3 billion worth of cryptocurrency was stolen in hacks till now.
- 66% of CIOs say they plan to increase investment in cybersecurity.
- Remote work cybersecurity statistics show that 74% of IT experts believe it poses an extreme threat to cybersecurity.

CYBERATTACK DISRUPTS CALIFORNIA COMMUNITY COLLEGE
11/2/2023

- California's Rio Hondo College had its operations impacted by a days-long disruption following a cyberattack last month claimed by the LockBit ransomware operation, which threatened to leak stolen files by Nov. 20, reports The Record, a news site by cybersecurity firm Recorded Future. No details regarding the intrusion's timeline were provided but Rio Hondo noted that it was able to restore its website and other tools on Oct. 23, as well as resolved financial aid disbursement issues the following day. Investigation into the attack continues, according to Rio Hondo, which did not specify whether ransoms were involved in the incident. Such an attack against Rio Hondo, which Emsisoft threat analyst noted to be the 69th incident against a college or university across the U.S., comes just days after Stanford University confirmed have its systems hit by a cyberattack claimed by the Akira ransomware group.

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

INSTITUTIONAL EFFECTIVENESS COMMITTEE (IEC)

College Council Report

December 11th, 2023

Dr. Fahmida Fakhruddin

Educational Master Plan(EMP)

- 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 15th 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 on November 11th and December 6th.

  - Next session: Tuesday, December 12th, 4:00 PM - 5:00 PM.

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.

Program Review(PR)contd.

- Review Cycle 2023-24:
  - Total: 30 reviews (21 current, 9 late)
  - Breakdown:
    - Current:
      - 15 instructional
      - 5 student services
      - 1 administrative
    - Late:
      - 8 instructional
      - 1 administrative

Program Review (PR)contd.

- 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.
- Submission Status:
  - 15 out of 21 current program reviews met the November 30th 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.

THANK YOU!

PROFESSIONAL DEVELOPMENT COMMITTEE

COLLEGE COUNCIL UPDATE DECEMBER 11, 2023

2023-2024 PDC COMMITTEE MEMBERSHIP

Jennifer Kurushima (Chair/MSE)
Anali Dimas (Classified/Enrollment Services)
Bob Lombard (MSE)
Grace Tong (Student Success)
Khanh-Hoa Nguyen-Wong (Language Arts)
John Kaufmann (Former Chair/SSHAPE)
Margaret Faumui (Classified/DSP Program)
Mark Gonzales (At-Large/SSHAPE)

Shashi Naidu (Classified/Marketing)
Sherri Taylor (Business & Workforce Dev)
Tina Abraham (Nursing/Allied Health)
Vincent Cabada (Facilities/Administration)

VACANT: **LLRC faculty**
VACANT: **Admin/Business Services** (Kathy Tran
temporary until replacement found)

FALL 2023 GOALS

1. Distribute Professional Development Funds and clarify process to applicants.
2. Organize, streamline, and make transparent the PDD Planning process.

ACCOMPLISHMENTS

1. Refocus the PDC to increase collaboration and teamwork among committee members.
   a. Created a Teams group for the PDC.
   b. Made all documents, forms, surveys, and notes accessible to the whole committee.
   c. Created a PDD committee task list.
   d. Created PDD subcommittees (Whole group session, breakout sessions, and catering).
2. Professional Development Funds Distribution
   a. Updated the PD Funds request form and guide to
      i. Reflect the recent SB 447 repealing the California travel ban.
      ii. Further clarify the need for pre-approval before travel
   b. Thus far, the committee has reviewed and awarded funds to 18 conference proposals.
      i. This is approximately $18,600 (or 47% of the faculty PD Funds budget).
      ii. Our Fiscal Services administrative position is currently vacant, and Kathy Tran is out of the office this month, so we do not have updated numbers.
3. Progress towards Planning January 2024 Professional Development Day

a. Theme: *New Year, New Us: What Resolutions Do We Have to Grow and Strengthen Our EVC Community?*
b. Agenda For January 2024 PDD (two breakout sessions)
    i. 8:00-8:55 Breakfast
    ii. 9:00-10:15 Full Group Session (Welcome, Land Acknowledgement, Interim Chancellor, Interim President, Student Voices, New employee welcome, Campus Updates)
    iii. 10:15-10:30 Break
    iv. 10:30-11:25 Breakout Session 1
    v. 11:35-12:30 Breakout Session 2
    vi. 12:30-1:30 Lunch
    vii. 1:30-3:00 Division Meetings
c. Full Group Session: speaker invitations will be sent out this week.
d. Breakout sessions: Committee approved 14 breakout workshops (divided amongst 2 sessions)
e. Food: Catering quotes have been collected and sent to the office of the president for review and approval.

4. The PDC has a lot of responsibilities. Planning the three Professional Development Day events takes up more time than we have available during our meetings.
    a. The PDC voted unanimously to request that the Employee Recognition Event be removed from our docket. There is not enough time to plan a fourth campus-wide event (a third during Spring semester alone) with our current level of support.
    b. PDD is the first day of the semester.
        i. **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.
        ii. 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).
    c. Solutions to make PDD sustainable:
        i. Reorganize the process to accomplish more planning and work before the end of the semester (DONE! The committee has accomplished far more this semester and has a template to replicate this next time).
        ii. **PDC NEEDS:** Faculty NIAs to pay the 9 faculty on the committee to work over intersession and summer.
        iii. Chair note: After my taxing experience with cobbling together Fall PDD during my unpaid July and August, I am tired and burnt out. If I cannot rely on the 8 other faculty on the committee to help prepare PDD this January, I am ready to step down as PDC chair.

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

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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.

COLLEGE COUNCIL MINUTES
February 26, 2024
2:00-3:15 p.m.
Mishra Community Room, LETC Building

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

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

Absent: Sarai Minjares, Denise Noldon, Jemima Olufade, Matais Pouncil,

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

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

C. **Approval of Minutes –** February 12, 2024 – **M/S/P (Brewster/Cornish)**

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**

   • Vicki Brewster thanked everyone for their support of Black History Month events. There are still a few days' of "Who Am I?" left. Wednesday will be the Family Feud Game.

   • Tina Iniguez stated she had participated in the Excelencia site visit the prior Friday and noted that the First Year Experience Program is a labor of love. She acknowledged the efforts of all those involved.

   • Tina Iniguez attended a lunch for Umoja/AFFIRM public health. Students received information about careers in public health.

   • Ebonnie Berry attended the CHEBNA 2024 Summit, which is the California Higher Education Basic Needs Alliance. Sponsored by the CSU system, CHEBNA was a two-day gathering of almost 1,000 participants dedicated to improving student basic needs. A lot of good information was shared.

F. **Information/Discussion**

   1. **Academic Senate Resolution Recognizing ASPIRE Program**

      Academic Senate President, Garry Johnson, noted that the Academic Senate passed the resolution at their last meeting in support of the ASPIRE Program. He has been advised that there is already an announcement pending regarding the ASPIRE Program, so he will not

provide the information he originally planned to share, but instead noted that the program will reside under the umbrella of Academic Affairs versus Student Affairs.

2. **Criteria for Committee Chair Semester Reports**

Draft criteria from the prior meeting was shared and the following redlines show the requested edits:
- *Up to* five-minutes in length (not including Q&A)
- PowerPoint Presentation
    - Three to five ~~bullets~~ *points* per slide, ~~bullets should be~~ succinct and to the point
- Include Committee Goals for current fiscal year (fall)
- Committee work/accomplishments (fall & spring)
- At least one accomplishment/goal should align with ~~*Program Level Outcomes*~~ *institutional-level learning outcomes,* Educational Master Plan, *or other College plans.*

Garry Johnson motioned to move the item to Action and approve as amended. Vicki Brewster seconded the motion.
M/S/P (Johnson/Brewster)

G. **Reports**

1. **President's Report**

a) **Excelencia in Education Site Visit**
VP Alexander noted that EVC is one of eight colleges nationwide who has been given the opportunity to participate in the program this year. The program looks at closing the equity and enrollment with a goal of closing equity and enrollment gaps for Latinx students. EVC receives approximately $7,500 per year for the next four years. EVC receives training and participates in workshops to teach EVC how to collect and analyze the data to help students who are part of the Latinx community. Miami-Dade County College is the coach for EVC and who was here for the visit this past Friday.

b) **Human Resources Office – Limited Availability February 22 through March 4, 2024**
VP Alexander referenced the email that was sent all-district noting they will have limited availability due to special projects they're working on. They will still be checking emails and will address items as soon as they're able. If there is anything of an urgent nature, VP Alexander asked that she or the President be contacted to assist in moving the items forward with HR.

c) **Other**
VP Alexander stated the President Noldon requested she share a handout with information about the speaker that was discussed at a prior College Council meeting. This is the individual that spoke at the February 6 NAACP Town Hall held at the District Office.

H. Meeting was adjourned at 2:48 p.m.

COLLEGE COUNCIL MINUTES
March 11, 2024
2:00-3:15 p.m.
Mishra Community Room, LETC Building

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Present: Andrea Alexander, Vicki Brewster, Teneka Cornish, Shara Crary, Tina Iniguez, Garry Johnson, Arshmeet Kaur, Juan Manriquez, Sarai Minjares, Denise Noldon, Jemima Olufade, Matais Pouncil, Howard Willis, Daisy Yadav

Also Present: Raniyah Johnson, Penny Garibay (minutes), Robert Gutierrez, Antoinette Herrera, Bryana Perez

Absent: Ebonnie Berry, Steven Mentor

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

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

C. **Approval of Minutes – M/S/P (Brewster/Cornish)**

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**

   • President Noldon congratulated Dean Crary and the Nursing Department for receiving a grant for the LVN to RN apprenticeship.

   • Vicki Brewster announced that the Classified Prioritization Committee met today and have a timeline ready. They hope to have it ready for the second College Council meeting in April. IEC will not be voting on the program reviews until March 18.

F. **Information/Discussion**

   1. **Equitable Placement Support and Completion AB1705 (Deans Gutierrez & Herrera)**

      A PowerPoint presentation was shared with College Council.

      • A lot has been covered over the last several years since start of AB 705.
      • Elimination of placement tests.
      • Moved toward elimination of basic skills courses in English and Math.
      • Entire curriculum was restructured for those courses.
      • ESL was given an additional two years under new legislation; no funding.
      • Faculty had to completely restructure; were able to compensate Faculty from other sources.
      • Continuing to have district-wide discussions to move forward together.

- AB 1705 expands efforts to enroll and support students in transfer-level math and English courses and addresses issues underlying inequitable and uneven implementation of AB 705, supporting the work to ensure placement systems and structures are designed to produce strong and equitable placement and completion outcomes.
- Been working very hard the past couple years to create a tool.
- There is a great rate of completion.
- If a student still would like to take the other courses, EVC offers co-requisite support, courses taken concurrently, but they are not able to take the remedial courses alone.
- They discovered that a very small percentage of students, especially persons of color, made it to what they call gateway courses, and therefore would not attain an associate degree.
- They have been meeting with coordinators and designing a type of rubric.

2. **Participatory Governance Handbook – Update**

President Noldon thanked Garry Johnson and Vicki Brewster for the work they're continuing to do on the participatory governance handbook, and thanked Penny Garibay for pulling together the various versions and other documents for the group to use in their work. It's hoped a draft will be ready to bring to College Council before the end of the semester so it can be used starting with the fall semester.

G. Reports

1. **President's Report – President Noldon**

- Shared a handout detailing Ramadan and how to support Muslim students who are fasting. Raniyah Johnson reviewed the information in the handout with College Council.

- Reminder to everyone to get the word out that SJECCD is changing over to the new Microsoft My Apps portal. ITSS has emailed instructions to all employees.

- Attended DEIA (Diversity, Equity, Inclusion & Accessibility) workshop this past Friday at Mission College. There are a lot of changes that the colleges are required to implement, particularly in the evaluation areas. Encouraged everyone to attend a workshop as they are available.   HR will be offering similar workshops for managers as it relates to evaluations.

- Reminder that the Board of Trustees will hold their meeting tomorrow evening at San Jose City College.

H. Meeting was adjourned at 2:52 p.m.

AB 705/1705 Legislation

Assessment & Placement

Support assessment and placement strategies proven to increase student completion rates and close the achievement gap by requiring colleges to consider a student's high school coursework and GPA as primary determining factors for placement.

English and Math

Maximize probability that students enter and complete transfer-level English and math courses within a year by using high school coursework, grades, and GPA for placement.

English as a Second Language

ESL students with a goal of transfer or associates should enter and complete a transfer-level English composition course within a three-year timeframe of declaring the goal.

Equitable Placement, Support and Completion: Funding and Plan

ENGLISH

SUPPORT

ESL

$421K

MATH

COUNSELING

DEVELOPING COREQUISITE SUPPORT MODELS

Faculty given time to develop corequisite transfer-level math/English courses at scale

PROVIDING PROFESSIONAL DEVELOPMENT/TECHNICAL ASSISTANCE

Pedagogy, classroom climate, corequisite implementation, and evaluating professional development effectiveness.

ALIGNING CONCURRENT STUDENT SUPPORT SERVICES

Creating, implementing, and evaluating concurrent support services to improve throughput rates in transfer-level math, quantitative reasoning, and English courses.

INNOVATING COURSE SEQUENCES

Revamp certificate and associate degree pathways, ensuring transfer-level status for mathematics/quantitative reasoning and English courses.

ADDITIONAL APPROVED INVESTMENTS

Targeted investments in support of developmental education reform.

TIMELINE

Equitable Placement, Support and Completion Plan, Allocation, and Reporting

- July 1, 2023, Plan Submitted to CCCO

- July 1, 2023 - June 30, 2026, $421K one-time funds allocated

- July 1, 2024 - AB-1705 STEM Calculation Pathway Certification

- August 30, 2024 - implementation, data, fiscal report due

- August 30, 2025 - implementation, data, fiscal report due

- August 30, 2026 - implementation, data, fiscal report due

Strategies and Interventions

Co-Requisite

Communities of Practice

ESL Guided Self Placement

ESL Curriculum Redesign

Strategies and Interventions

Math & English Summer Academies

Equity Dashboards for ESL, Math, and English

FYE

Professional Develoopment

Thank You

COLLEGE COUNCIL MINUTES
April 8, 2024
2:00-3:15 p.m.
Mishra Community Room, LETC Building

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Present: Ebonnie Berry, Vicki Brewster, Teneka Cornish, Shara Crary, Tina Iniguez, Garry Johnson, Juan Manriquez, Steven Mentor, Sarai Minjares, Denise Noldon, Matais Pouncil, Howard Willis

Also Present: Niall Adler, Grace Estrada, Penny Garibay (minutes), Eric Narveson, Kelly Nguyen-Jardin, Veronica Santos, Nancy Tung

Absent: Andrea Alexander, Arshmeet Kaur, Jemima Olufade, Daisy Yadav

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

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

C. **Public Comments** – none.

D. **Recognitions/Announcements**
   - Dean Crary Shara announced that Evergreen Valley College's Nursing Program achieved 100% pass rate on the National Council Licensure Examination for the fourth consecutive quarter.
   - Prof. Johnson recognized Eric Narveson for reaching the milestone of 35 continuous years of service at San Jose State University.
   - Vickie Brewster announced that the Classified Senate has organized a retreat for the classified professionals, which will take place Friday, April 12. Dean Fuentes will be providing a presentation about artificial intelligence and there will be a treasure hunt, as well as some wellness activities.
   - President Noldon noted that the Board of Trustees will hold their meeting at Evergreen Valley College the following evening.

E. **Information/Discussion**
   1. **Program Reviews for 2023-2024 Cycle**
      - Art
      - Automotive Technology (AUTO)
      - Biology
      - Computer Information Technology (CIT)
      - Communication Studies
      - Co-op Work Experience
      - Economics
      - Educational Instructional Technology (EDIT) (deferred from 2022/2023)
      - English
      - French (deferred from 2021/2022)
      - Health Science
      - History
      - Kinesiology & Physical Education
      - Library Resource Center Open Lab
      - Music (deferred from 2022/2023)
      - Natural Science
      - Philosophy
      - Student Life
      - Talent Search
      - Translation & Interpreting – Spanish (deferred from 2021/2022)
      - Tutoring
      - Upward Bound
      - Division Office – MSE
      - Division Office – Student Success (deferred from 2022/2023

Institutional Effectiveness Committee (IEC) Chair was unable to attend. VP Pouncil noted that the IEC Chair has submitted 24 approved and reviewed program reviews. These will be presented at the next College Council meeting for action. VP Pouncil inquired whether there were any questions, and there were none.

2. **EVC Early Admissions Program Career and Academic Pathways Day (B. Yanari)**

Director Yanari shared a handout and reviewed the contents with College Council, which included an overview, the schools to be served, and the day's schedule. Historically the event has been a collaboration between Counseling, Outreach, First Stop Center, and Enrollment Services. He asked that if anyone has suggestions, to let him know.
- President Noldon asked whether there was anything Director Yanari would like to have and he noted that there hasn't been much time for decorations, but they will have more information on that in the coming days.
- President Noldon inquired whether they were expecting all 564 students on the list to attend, and Director Yanari responded they are expecting at least 200 students. He noted that last time it was virtual, so there was more participation.
- VP Willis acknowledged the team's work in taking the vision and moving it forward. Director Yanari stated that it goes with the Educational Master plan to shorten the time to completion.
- President Noldon inquired about the cost and Director Yanari responded that they estimate $35k to $40k; the timeframe is 8:30-1:00, so it's a shorter program.
- President Noldon inquired about if there were more than 200 people in attendance, would EVC be able to accommodate them all and Director Yanari stated it would depend on how the workshops go since they take a lot of time, but they will be sure to collect as much information as they can during the day.
- VP Pouncil inquired about the funding source, and Director Yanari responded that it's all grant-funded, Fund 17.

3. **EVC Website Staff/Faculty Directory (N. Adler)**

Director Adler provided updates.
- Encouraged everyone to use the college-wide events calendar on the EVC web page. There is an option to submit information about the events to be included. The hope is there will be less overlap with other events, when possible.
- Online staff directory needs work, so he is working with a website vendor for assistance in re-doing the directory.
- Working on program-mapping; working with website vendor to clean that up.
- Tomorrow's presentation to the Board will include videos of student stories; hoping to do more of those. If anyone has student stories, please let him know.
- Tina Iniguez noted that word had gotten out regarding special programs flyers; they all have their Canva account, but it's nice to have help. Director Adler noted there will be a contractor to help with more of the graphics needs.

4. **Budget Update (A. Alexander)**

VP Alexander was unable to attend. President Noldon shared a handout on VP Alexander's behalf, as well as shared a PowerPoint presentation.
- End of February/early March, the District brought to their attention that there is a structural deficit.
- The District formulated how the deficit would be spliced between the District Office and the two colleges.
- The amount of the deficit is $4.8 million.

- The District Office identified vacancies at the District level amounting to $1.1 million, which will contribute to reducing the deficit.
- The remaining deficit of $3.7 million that is to be split between the two colleges, will be based on each college's FTES.
- As EVC's FTES is higher than SJCC, EVC will be responsible for 54% of the $3.7 million, amounting to $1,992,348.
- EVC will begin looking at how the amount can be identified.
- This is a general fund issue, so only relates to fund 10.
- Information was shared as part of the PowerPoint presentation.
- A budget town hall meeting will be scheduled to share this information and provide an opportunity for questions.

- Prof. Johnson asked where the issue is coming from if EVC is balancing its budget each year. President Noldon responded that, per the information shared in the slides from VC Chandrasekar, the amount comes from uncollected debt and salary increases.
- Tina Iniguez noted that the accountants took the budget into consideration and would not have allowed them to ask for and receive increases had this information been known. She also stated that HERRF funds would have covered the unpaid debts. President Noldon noted that HERRF funds could only cover a portion. Director Berry also responded stating they could not use those funds for prior years.
- Tina Iniguez inquired about the international program as they are profitable, yet the District holds those funds; it would be nice if they could be given back to the college. President Noldon responded that they would ask for specific numbers related to the international program.
- Prof. Johnson noted that at the last Board meeting, they voted to increase international fees, and it's not a large sum, so it shouldn't be the first thing they look at. He also feels they should not unfairly point out the healthcare for part-timers.
- President Noldon shared they will need to provide information to the District April 24 as to how EVC will cover their portion of the deficit.
- Prof. Johnson noted that it was just during COVID that they offered free tuition and wondered how the District got in this position. Director Berry responded that this goes back to 2008 and it escalated during the pandemic; it's a collection of a lot of different things. They are now placing holds on students that owe more than $100.
- Prof. Narveson noted that SJCC refused the RAM, yet they are bringing in more money, and now somehow EVC is asked to pay more due to FTES. President Noldon stated she has asked the question; why EVC is penalized for being more efficient and having more FTES.

F. **Reports**
   1. **President's Updates**
      No further updates due to time.

G. **Adjourned at 3:25 p.m.**

EVC EAP CAPS Day

Evergreen Valley College Early Admissions Program Career and Academic Pathways Day

College Council – 4/8/24

- EAP Overview
    - Collaboration between Counseling, Outreach, First Stop Center, Enrollment Services
    - EVC Presentations on Campus → CCCApply workshop (with MyPath presentation) → Orientation → Registration
    - Benefit: Students that attend from local high schools are given priority registration
- Schools (33)

    - Andrew Hill
    - Alpha
    - Apollo
    - Cabrillo/San Benito
    - Christopher High
    - Cristo Rey
    - Del Mar
    - Downtown College Prep
    - Evergreen Valley
    - Gunderson
    - Independence
    - Irvington

    - James Lick
    - James Logan
    - KIPP San Jose Collegiate
    - LCPA – Latino College Prep Academy
    - Lincoln
    - Live Oak
    - LVLA – Luis Valdez Leadership Academy
    - Mt. Pleasant
    - Oak Grove
    - Overfelt
    - Phoenix

    - Piedmont Hills
    - Pioneer
    - RCLA – Roberto Cruz Leadership Academy
    - San Jose
    - Santa Teresa
    - Silver Creek
    - Sobrato
    - Washington
    - Willow Glen
    - Yerba Buena

- 2023 EAP
    - 542 students on Master List
    - 188 Student registered
    - Outreach → Virtual Counseling CAPS Orientation → Registration in person
- 2024 EAP
    - 564 students currently on Master List (2 more CCCApply sessions to go)
    - Priority Reg Date: April 18
    - EAP CAPS Day – Saturday, April 20 (8:30am-1pm)
        - Resource Fair: Music, Business & Workforce, Distance Ed/LETC, J.E.W.L./Oral History, Translation & Interpretation, Financial Aid, Umoja-AFFIRM, ASPIRE, ASPIRE+PLLUS, Enlace, Biology, Psychology, EOPS/CARE, OASISS, Math/Stats, Language Arts, A&R, Counseling
        - Supported by grant funding (Outreach, Student Equity, Strong Workforce, AANAPISI)
- Questions, suggestions, opportunities?
    - Contact Brandon Yanari: brandon.yanari@evc.edu

Schedule for Sat, Apr 20

Time	Student Event	Location	Parent Event	Location
8:30AM-9:00AM	Event Registration	Gullo-II	Event Registration	Gullo-II
9:00AM-9:15AM	Welcome	Gullo-II	Welcome	Gullo-II
9:30AM-10:30AM	Rotations (See Below)	Library	Financial Aid, Special Programs, Conduct/Safety (until 11am)	Gullo-II
10:30AM-11:30AM	Rotations (See Below)	Library	11AM-12:30PM: Parent Tour/Resource Fair	Central Green/Roundabout
11:30AM-12:30PM	Rotations (See Below)	Library		
12:30PM-1:30PM	Lunch	Gullo-II	Lunch	Gullo-II

Rotations

CAPS Workshops (Arts & Media + Behavioral Sciences, Business, Health & Human Services, Industrial Tech/Transportation, STEM, Undeclared)	LE Computer Labs
College Fair/Tour	Central Green/Library Roundabout
Orientation	LE-209/210 OR ESL Learning Labs (Student Center)
Registration	Center of Library OR ESL Learning Labs (Student Center)

EVERGREEN VALLEY COLLEGE
DISTRICT OVERALL FUND 10 BUDGET   – JULY 1, 2023

Budget Report

10 - General Fund	FY23/24 Adopted Budget
Income	
11 - San Jose City College	5,019,262
15 - SJCC Prior Year C/O and One-time Items	2,300
21 - Evergreen Valley College	4,533,275
41 - San Jose Evergreen Community College Extension	2,100
99 - Districtwide	152,142,937
Income	**161,699,874**
Expense	
11 - San Jose City College	53,626,792
15 - SJCC Prior Year C/O and One-time Items	350,934
21 - Evergreen Valley College	54,110,725
25 - EVC Prior Year C/O and One-time Items	622,376
41 - San Jose Evergreen Community College Extension	1,167,678
96 - District Services	21,346,419
99 - Districtwide	32,363,790
Expense	**163,588,715**
10 - General Fund	**(1,888,841)**

FUND 10 BUDGET TODAY   - ADD 'L $3MILLION = $4.8MILLION DEFICIT

UNDERSTANDING THE RISKS

Deficit Spending in 2023-24

UNRESTRICED GENERAL FUND 10

SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT
FY 2023-2024 ADOPTED BUDGET REPORT

Fund 10 Budget Summary

Major Object Description	FY21-22 Adopted Budget	FY21-22 Audited Actuals	FY22-23 Adopted Budget*	FY22-23 Projected Actuals	FY23-24 Tentative Budget	FY23-24 Adopted Budget	FY24-25 Estimated Budget	FY25-26 Estimated Budget
Beginning Fund Balance	27,477,830	29,934,029	34,442,991	34,442,991	37,193,758	37,193,758	37,193,758	37,193,758
Revenues								
Federal	36,000	32,239	36,000	16,209	1,900	2,300	2,300	2,300
State Revenue	10,832,454	13,332,333	11,345,135	13,104,168	10,583,485	11,587,748	11,587,748	11,587,748
Local Revenue	131,251,318	131,206,055	138,717,385	147,176,295	150,169,487	149,807,520	155,050,783	160,477,560
Other Financing Sources	813,002	487,116	125,101	2,032,160	180,419	302,306	302,306	302,306
Total Revenues	142,932,774	145,057,743	150,223,621	162,328,832	160,935,291	161,699,874	166,943,137	172,369,915
Expenditures								
Academic Salaries	50,802,183	53,190,275	53,569,088	55,775,196	54,962,564	54,868,772	58,210,280	59,956,589
Classified Salaries	32,076,366	29,574,893	33,137,165	29,443,735	32,299,517	31,612,691	33,537,904	34,544,041
Employee Benefits	40,223,579	37,962,000	43,690,783	39,850,990	46,318,419	45,457,555	46,821,282	48,225,920
Total Personnel	123,102,128	120,727,168	130,397,036	125,069,921	133,580,500	131,939,018	138,569,466	142,726,550
Supplies and Materials	941,483	871,966	894,610	922,042	860,593	897,815	915,771	934,086
Other Operating Expenses & Services	15,340,964	14,295,171	14,108,811	20,332,549	15,977,189	19,609,001	20,172,162	21,277,825
Capital Outlay	216,186	274,060	234,932	130,598	204,070	83,577	85,248	86,953
Other Outgo	5,632,252	4,380,416	5,416,712	13,122,956	5,937,314	7,059,304	7,200,490	7,344,500
Other Outgo (Salary Increase)						4,000,000		
Total Non-Personnel	22,130,885	19,821,613	20,655,065	34,508,145	22,979,165	31,649,696	28,373,671	29,643,365
Subtotal Expenditures	145,233,013	140,548,781	151,052,101	159,578,066	156,559,665	163,588,715	166,943,137	172,369,915
Discount Factor			(2,250,000)			(1,888,840)		
Total Expenditures	145,233,013	140,548,781	148,802,101	159,578,066	156,559,665	161,699,874	166,943,137	172,369,915
Net change in Fund Balance	(2,300,239)	4,508,962	1,421,520	2,750,767	4,375,626	(0)	(0)	(0)
Ending Fund Balance	25,177,591	34,442,991	35,864,511	37,193,758	41,569,384	37,193,758	37,193,758	37,193,758
	17.34%	24.51%	24.10%	23.31%	26.55%	23.00%	22.28%	21.58%

Baseline budget 3% salary increase

Beginning Deficit $1.8M
+
Additional 3%
salary increase $3.0M
Updated Deficit $4.8M

| FY23-24 Adopted Budget	FY24-25 Estimated Budget	FY25-26 Estimated Budget
37,193,758	37,193,758	37,193,758
2,300	2,300	2,300
11,587,748	11,587,748	11,587,748
149,807,520	155,050,783	160,477,560
302,306	302,306	302,306
161,699,874	166,943,137	172,369,915
54,868,772	58,210,280	59,956,589
31,612,691	33,537,904	34,544,041
45,457,555	46,821,282	48,225,920
131,939,018	138,569,466	142,726,550
897,815	915,771	934,086
19,609,001	20,172,162	21,277,825
83,577	85,248	86,953
7,059,304	7,200,490	7,344,500
4,000,000		
31,649,696	28,373,671	29,643,365
163,588,715	166,943,137	172,369,915
(1,888,840)		
161,699,874	166,943,137	172,369,915
(0)	(0)	(0)
37,193,758	37,193,758	37,193,758
23.00%	22.28%	21.58%

Baseline budget 3% salary increase

Beginning Deficit $1.8M
+
Additional 3%
salary increase $3.0M
Updated Deficit $4.8M

COMPARISON TO THE STATE – FUND 10
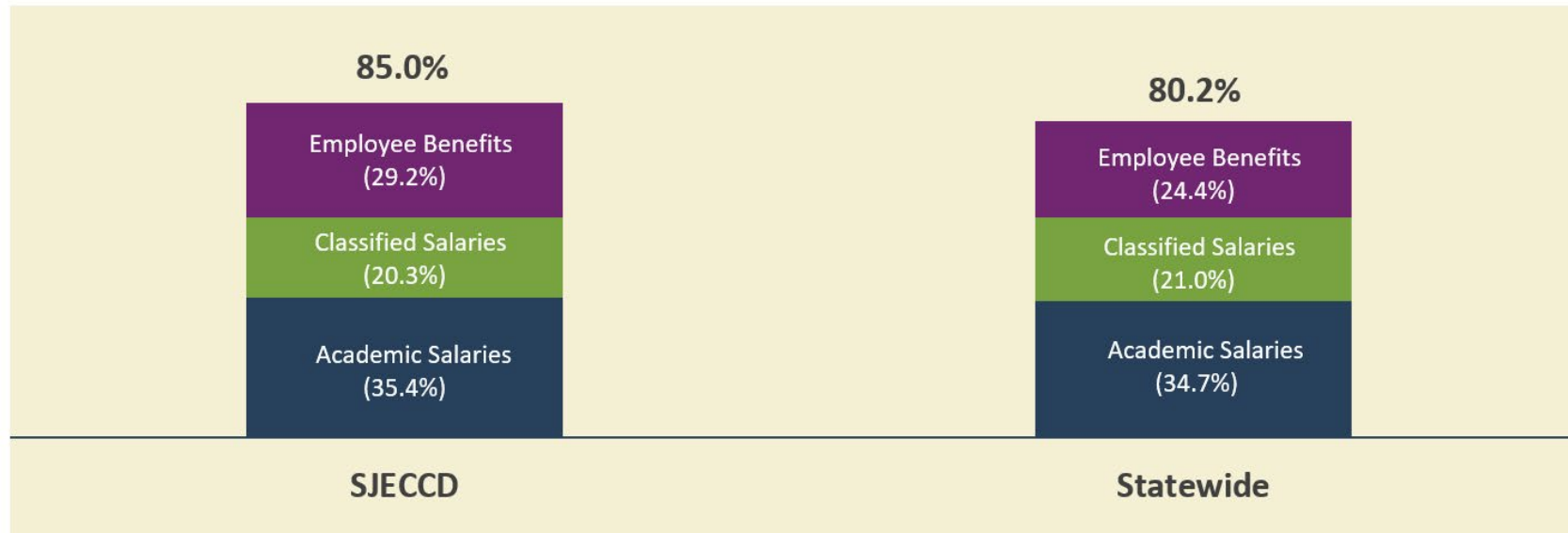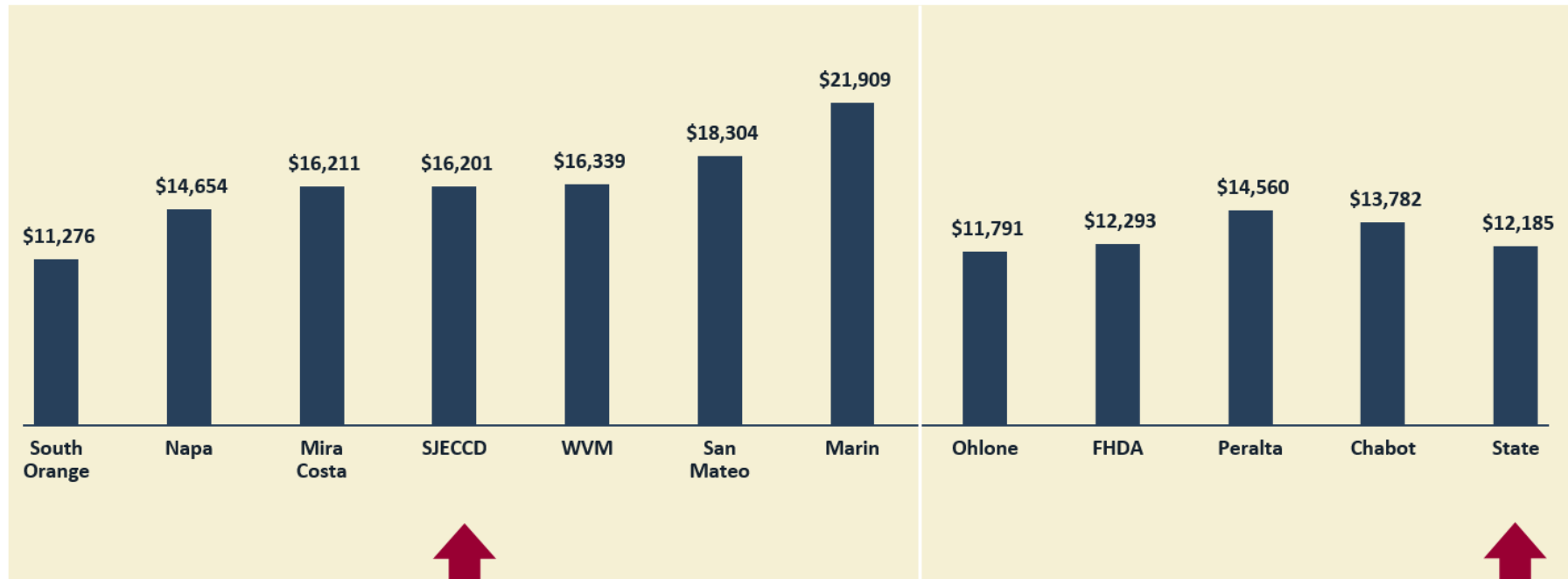
EXPENSES HAVE OVERTAKEN REVENUE – FUND 10

THE ALLIGATOR

Rate of Spending Exceeds Revenue Growth

5-YR. REVENUE GROWTH **3.93%**
5-YR. EXPENSES GROWTH **5.46%**

FY 2010: $78.4M / $79.8M
FY 2011: $80.9M / $77.4M
FY 2012: $76.3M / $76.0M
FY 2013: $78.2M / $76.1M (Basic Aid)
FY 2014: $85.6M / $83.2M
FY 2015: $92.1M / $92.8M
FY 2016: $107.2M / $103.4M
FY 2017: $107.8M / $108.7M
FY 2018: $116.5M / $116.7M
FY 2019: $133.3M / $126.0M
FY 2020: $134.0M / $131.0M
FY 2021: $140.5M / $136.2M
FY 2022: $145.1M / $140.5M
FY 2023: $161.6M / $159.4M
FY 2024 Revised: $161.7M / $161.7M
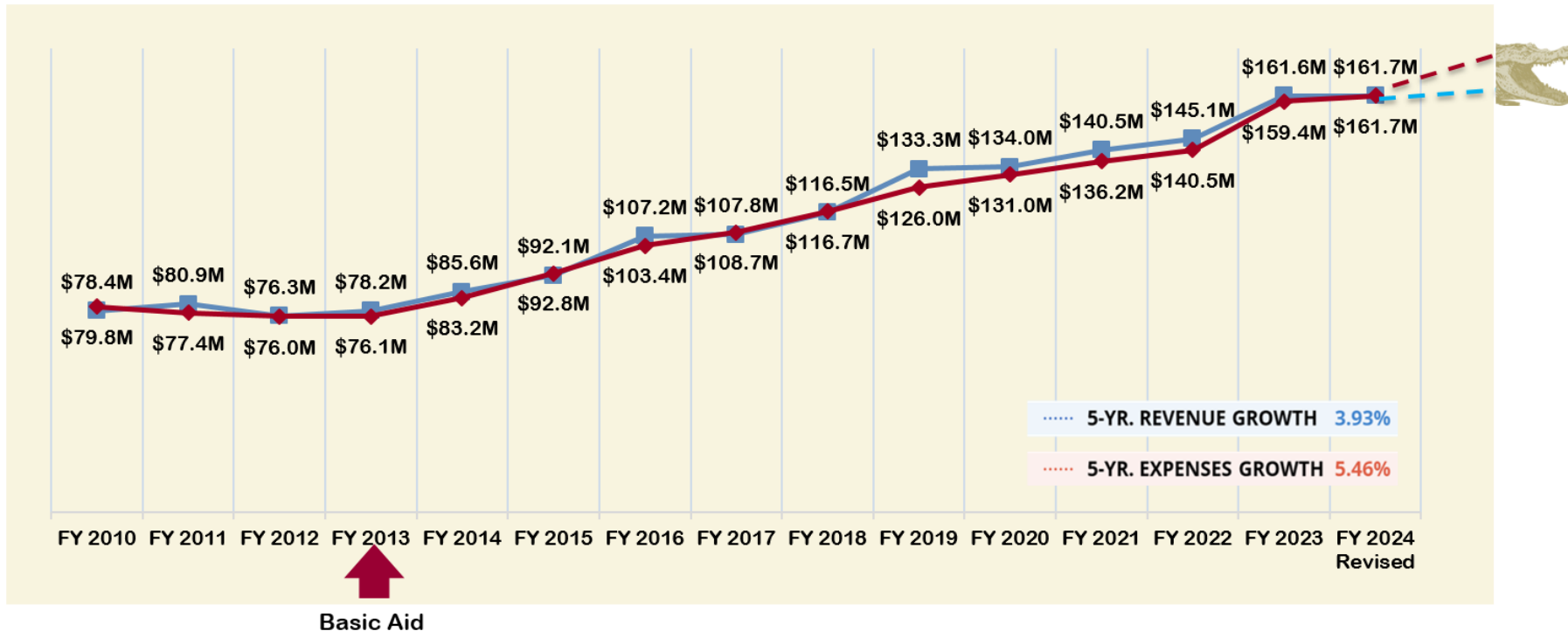
LONG-TERM DEFICIT – SYSTEMIC

MULTI-YEAR STRUCTURAL GAP

Projected Deficit

General Fund 10	Revenue	Cost	Do nothing Budget surplus (deficit)	Cost Management Plan Budget surplus (deficit)
FY 2023-24	$ 161.7M	$ 166.5M	($4.8M)	$0.0 M
FY 2024-25	$ 167.3M	$ 172.1M	($4.8M)	$0.0 M
FY 2025-26	$ 172.9M	$ 178.9M	($6.0M)	TBD
FY 2026-27	$ 178.5M	$ 185.5M	($7.0M)	TBD

2023-24	$166.5M
+ Salary Increase 4%	$3.5M
+ Utilities/Insurance	$0.2M
+ Contract Services 3%	$0.6M
+ Benefits increase 6%	$1.3M
2024-25	$172.1M

2023-24	$161.7M
+ Property Tax Growth	$4.3M
+ Enrollment Growth	$1.3M
+ State Appropriations	$-
2024-25	$167.3M

11

EVERGREEN - $1,992,348 CUTS IN FY23 -24 AND FY24 -25

EVC cuts $1,992,348 from its budget now and again next year (FY24-25)

More in FY25-26 and again more in FY26-27

CLOSING THE DEFICIT

Cost Management

- District Office will target and commit to $1.1 million (or 23% of projected deficit)
  - District Office (District Services/DS) comprises 13% of total Fund 10 operating budget

- Remaining portion will be allocated to Colleges
  - Colleges will identify feasible strategies which will be routed through the governance process (College Council, College Budget Council etc.)

ENROLLMENT DATA (FTES)		SJECCD	SJCC	EVC
2024 FTES P1	Actuals	10,841	5,038	5,803
2023 FTES	Actuals	10,512	4,817	5,695
2022 FTES	Actuals	9,780	4,452	5,328

ALLOCATION		DO	SJCC	EVC	
Total Average FTES	2 year average	10,677	4,928	5,749	
	3 year average	10,378	4,769	5,609	
Average FTES Percentage	2 year average		46%	54%	Note 2
	3 year average		46%	54%	Note 2

ALLOCATION	DO	SJCC	EVC	
Projected Deficit	$4,800,000			
DO Identified Vacancies	$ 1,100,000			Note 1
Remaining Deficit	$3,700,000			
Allocation to Colleges		46%	54%	
Net		$ 1,707,652	$ 1,992,348	
Allocation by Location	$ 4,800,000	$ 1,100,000	$ 1,707,652	$ 1,992,348

EVERGREEN VALLEY COLLEGE
EVC BUDGET – FY23-24 --- EVC CUTS $1,992,348

Fiscal Year 2023-24
Fund 10 High Level Summary

		Sum of Budget	% of Budget
Fiscal Year	2024		
Location Group	2 Evergreen Valley College		
Fund	10 General Fund		
Object Group	5 Expenses		
User_	(All)		
	Values		
Major Object	**Sum of Budget**		
51 Academic Salaries	26,539,501.04		
52 Classified Salaries	10,798,413.00	54,005,986.33	96.58%
53 Employee Benefits	16,668,072.29		
54 Supplies and Materials	259,574.85		
55 Other Operating Exp & Serv	1,253,093.17	1,912,082.93	3.42%
56 Capital Outlay	212,216.16		
57 Other Outgo	187,198.75		
Grand Total	**55,918,069.26**	**55,918,069.26**	**100.00%**

	Salary Amount	% of Salary	Benefits Amount
AFT	24,483,833.04	65.57%	10,929,863.37
CSEA	8,623,038.00	23.09%	3,849,422.88
MSC	4,231,043.00	11.33%	1,888,786.03
Total:	37,337,914.04	100.00%	16,668,072.29

Discretionary	$1,912,082.93
Base Allocation	($1,365,784.03)
FA Match (cover personnel)	($187,198.75)
Technology Allocation	($50,000.00)
CBC Supplemental Allocation	($308,000.00)
	$1,100.15

Discretionary
Technology/software/licenses
Supplies
Equipment
PM/Repairs
Graduation
Contracts
ADA Requirements

OTHER CONSIDERATIONS – IMMEDIATE ATTENTION

Supplemented by Fund 10 or HEERF in times of shortfall

- ☑ International Program
- ☑ Health Services
- ☑ Fund 17 Accounts – COLAs – immediate meetings needed
  - *SEAP*
    - *Basic Skills*
  - *Financial Aid*
  - *Guided Pathways*

OPENING THE FLOOR UP – DR. NOLDON

☑ **Questions**

☑ **Ideas**

☑ **Communication**

☑ **Next Steps**

The Role of Budget Constraints

1. Income level
2. Personal financial goals
3. Cost of living
4. Debt and expenses

BUDGET

EVERGREEN
VALLEY COLLEGE

THANK YOU!

SPECIAL COLLEGE COUNCIL MEETING MINUTES
April 16, 2024
2:00-3:00 p.m.
Room 101, Language Arts Building

_____

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

Absent: Arshmeet Kaur, Jemima Olufade, Daisy Yadav

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

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

C. **Public Comments** – none.

D. **Information/Discussion**

   1. **College Plan to Address Budget Deficit**

      A presentation was provided outlining EVC's plan to address the budget deficit.

E. **Adjourned at 2:45 p.m.**

DISTRICT BUDGET CONSTRAINTS

EVERGREEN VALLEY COLLEGE'S CONTRIBUTION TO CLOSING THE DISTRICT BUDGET DEFICIT

EVC Executive Team

April 2024

EVERGREEN
VALLEY COLLEGE

EVERGREEN VALLEY COLLEGE

TOPICS TO COVER

- ☑ **Overview of District Budget Deficit**

  - *EVC Contribution to closing the gap*

- ☑ **EVC Budget Analysis**

- ☑ **Steps to get Feedback   – Participatory Governance**

- ☑ **Opportunities to Close the Gap**

- ☑ **Overview of Proposal to Close the Gap**

- ☑ **District Considerations/Next Steps**

OVERVIEW - LONG-TERM DEFICIT – STRUCTURAL

	FY23-24 Adopted Budget	FY24-25 Estimated Budget	FY25-26 Estimated Budget
	37,193,758	37,193,758	37,193,758
	2,300	2,300	2,300
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	4,000,000		
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	(1,888,840)		
	161,699,874	166,943,137	172,369,915
	(0)	(0)	(0)
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	23.00%	22.28%	21.58%

Baseline budget 3% salary increase

Beginning Deficit $1.8M + Additional 3% salary increase $3.0M Updated Deficit $4.8M

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EVERGREEN VALLEY COLLEGE
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EVC BUDGET ANALYSIS

Fiscal Year 2023-24
Fund 10 High Level Summary

Fiscal Year	2024			
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Fund	10 General Fund			
Object Group	5 Expenses			
User_	(All)			
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54 Supplies and Materials	259,574.85			
55 Other Operating Exp & Serv	1,253,093.17		1,912,082.93	3.42%
56 Capital Outlay	212,216.16			
57 Other Outgo	187,198.75			
Grand Total	**55,918,069.26**		**55,918,069.26**	**100.00%**

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AFT	24,483,833.04	65.57%	10,929,863.37
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MSC	4,231,043.00	11.33%	1,888,786.03
Total:	37,337,914.04	100.00%	16,668,072.29

Discretionary	$1,912,082.93
Base Allocation	($1,365,784.03)
FA Match (cover personnel)	($187,198.75)
Technology Allocation	($50,000.00)
CBC Supplemental Allocation	($308,000.00)
	$1,100.15

Discretionary
Technology/software/licenses
Supplies
Equipment
PM/Repairs
Graduation
Contracts
ADA Requirements

EVC BUDGET ANALYSIS

Do not diminish the working environment – High Cost, Low Gain

Discretionary	$1,912,082.93
Base Allocation	($1,365,784.03)
FA Match (cover personnel)	($187,198.75)
Technology Allocation	($50,000.00)
CBC Supplemental Allocation	($308,000.00)
	$1,100.15

Discretionary
Technology/software/licenses
Supplies
Equipment
PM/Repairs
Graduation
Contracts
Cleaning Materials
ADA Requirements

Make Connections That Count

Why EVC
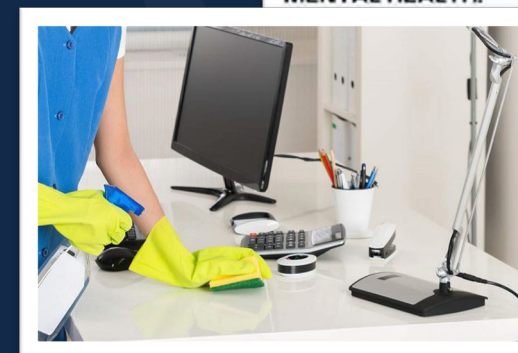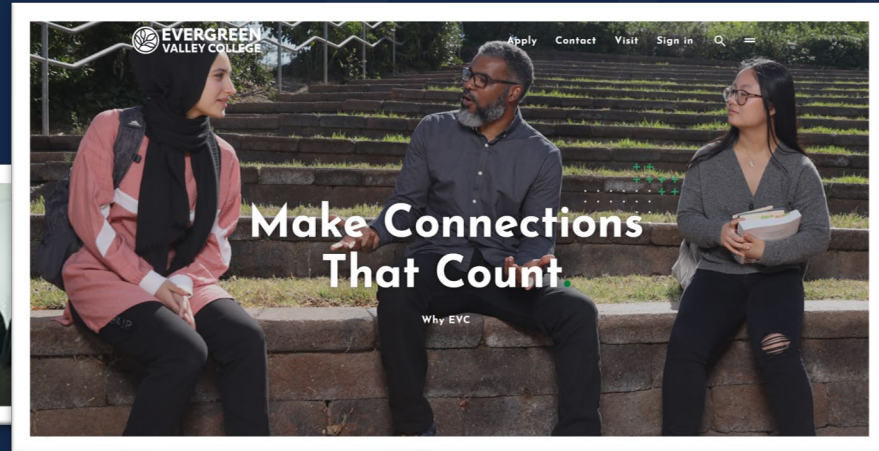
THE IMPACT OF YOUR DAILY WORK ENVIRONMENT ON MENTAL HEALTH:

COLLEGE COMMUNICATION/FEEDBACK – PARTICIPATORY GOVERNANCE

Classified Senate

College Council

Administrative Council

Academic Senate

College Budget Committee

Division Meetings

Classified Retreat
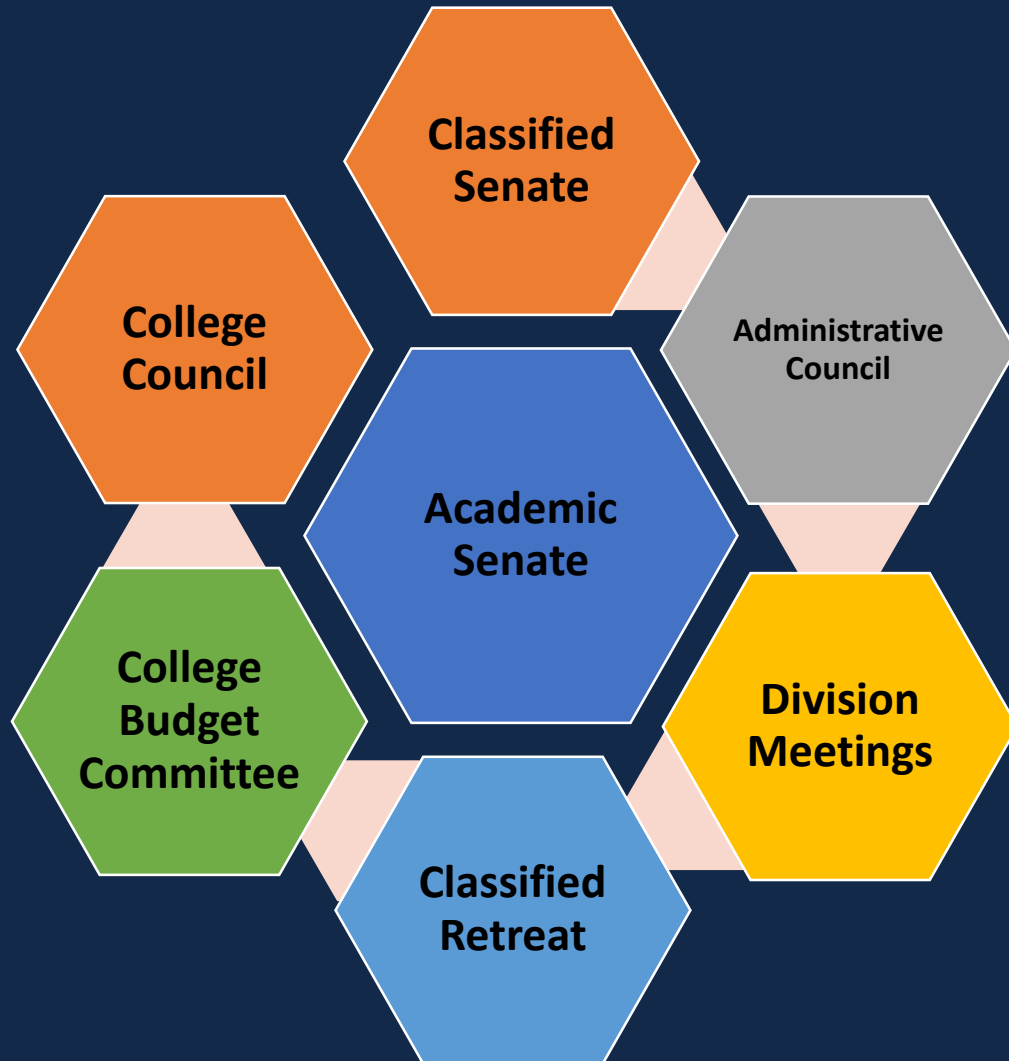
Goals:

- ✓ Transparent Communication
- ✓ Communicating at large and smaller venues to hit everyone's comfort level
- ✓ Answer direct questions
- ✓ Get Feedback from all groups
- ✓ Collection Proposal and Decision Making

OPPORTUNITIES TO CLOSE THE GAP

Fiscal Year 2023-24
Fund 10 High Level Summary

Fiscal Year	2024		
Location Group	2 Evergreen Valley College		
Fund	10 General Fund		
Object Group	5 Expenses		
User_	(All)		

Major Object	Values Sum of Budget	Sum of Budget	% of Budget
51 Academic Salaries	26,539,501.04		
52 Classified Salaries	10,798,413.00	54,005,986.33	96.58%
53 Employee Benefits	16,668,072.29		
54 Supplies and Materials	259,574.85		
55 Other Operating Exp & Serv	1,253,093.17	1,912,082.93	3.42%
56 Capital Outlay	212,216.16		
57 Other Outgo	187,198.75		
Grand Total	55,918,069.26	55,918,069.26	100.00%

Opportunities:

1. Find ways to limit salary/benefit costs without impacting employees within roles – Do not fill vacant positions

2. Grow or find additional Revenue

3. Intentional about discretionary spending – limiting desires and focusing on needs

CLOSING THE GAP

☑ Vacant position   <u>pause</u>

- *Faculty*

- *Classified*

☑ Moving allowable expenses from Fund 10 to grants/catorgoicals (within compliance)

☑ Revenue gains

☑ HEERF Revenue

EVERGREEN VALLEY COLLEGE
FACULTY POSITIONS

Hiring		Pausing		Cost Savings	
Engineering		Psychology	$150,000	Salary - $104,026 Benefits - $45,974	
Counselor		English	$150,000	Salary - $104,026 Benefits - $45,974	
Biology		Counseling	$160,403	Salary - $114,429 Benefits - $45,974	
Nursing - CNA					
		TOTAL	**$460,403**		

EVERGREEN VALLEY COLLEGE
CLASSIFIED POSITIONS

Hiring		Pausing		Cost Savings	
Custodian		Information Technology Support Specialist	$75,034	Salary & Benefits	
Groundskeeper		Instr, Support Asst, Subj Lead	$864	Salary & Benefits	
Library Tech		Instr, Support Asst, Subj Lead	$129,512	Salary & Benefits	
Tutoring Center Coordinator		Instr, Support Asst, Subj Lead	$97,639	Salary & Benefits	
Research Analyst					
Financial Aid Specialist II		**TOTAL**	**$303,049**		

TRANSFER OF EXPENSES OUT OF FUND 10 – FY23-24

All allowable and within compliance

- ☑ AANAPISI – Federal = $50,000
- ☑ AANPI – State = $150,000
- ☑ East San Jose = $175,000

GAINED REVENUE TO OFFSET DEFICIT

<u>All allowable and within compliance</u>

☑ Lost revenue held through HEERF = $253,383

☑ Revenue added from HEERF = $550,000

CLOSING THE DEFICIT – SUMMARY   - EVC PROPOSAL

Position	Cost Savings	Notes
ON GOING SAVINGS		
CSEA - Information Technology Support Specialist II	$75,034	Salary and benefits
CSEA - Instr Support Asst, Subj Lead	$864	Salary and benefits
CSEA - Instr Support Asst, Lab Lead	$129,512	Salary and benefits
CSEA - Instr Support Asst, Lab Lead	$97,639	Salary and benefits
Faculty - Psychology	$150,000	1 FT - average cost ($104,026 +45,974 benefits)
Faculty - English	$150,000	1 FT - average cost ($104,026 +45,974 benefits)
Faculty - Counselor	$160,403	1 FT - average cost ($114,429 +45,974 benefits)
ONE TIME SAVINGS		
Expenses to AANAPISI from Fund 10	$50,000	Expense Transfers
Expenses to AANHPI from Fund 10	$150,000	Expense Transfers
East San Jose	$175,000	Expense Transfers
ADDITIONAL REVENUE		
Lost revenue held through HEERF	$253,383	Lost Revenue held through HEERF
Revenue add from HEERF	$550,000	Revenue add from HEERF
TOTAL	**$1,941,835**	

DISTRICT CONSIDERATIONS/NEXT STEPS

☑ **College Feedback and Concerns**

- *RAM*

- *Equity*

- *Revenue stays with the College*

OPENING THE FLOOR UP

District FAQ

https://sjeccd.edu/district-services/fiscal-services/budget

EVERGREEN VALLEY COLLEGE

THANK YOU!

![Evergreen Valley College logo]

COLLEGE COUNCIL MINUTES
April 29, 2024
2:00-3:15 p.m.
Mishra Community Room, LETC Building

_____

Present: Andrea Alexander, Ebonnie Berry, Teneka Cornish, Tina Iniguez, Garry Johnson, Juan Manriquez, Alexis Marquez Villa (proxy for Vicki Brewster), Steven Mentor, Denise Noldon, Jemima Olufade, Daisy Yadav

Also Present: Vince Cabada, Grace Estrada, Fahmida Fakhruddin, Angel Fuentes, Penny Garibay (minutes), Lisa Hays, Bianca Lopez, Eric Narveson, Sam Morgan, Mike Osorio, Kathy Tran

Absent: Vicki Brewster (proxy Alexis Marquez Villa), Shara Crary, Arshmeet Kaur, Sarai Minjares, Matais Pouncil, Howard Willis

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

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

C. **Approval of Minutes**

  1. March 11, 2024 – **M/S/P (Johnson/Manriquez)**
  2. April 8, 2024 – **M/S/P (Johnson/Berry)**

D. **Public Comments**

  - Grace Estrada shared a document approved by Academic Senate that includes definition modifications for institutional learning outcomes, which was motivated by their wanting more inclusive language. She will request the document be included on the next College Council agenda.

E. **College Committee Chair Reports**

   The following committee Chairs shared presentations pertaining to the work of their committees.
  1. Lisa Hays, College Budget Committee
  2. Vince Cabada, College Safety & Facilities Committee
  3. Steven Mentor, College Technology Committee
  4. Fahmida Fakhruddin, Institutional Effectiveness Committee
  5. Garry Johnson on behalf of Tina Abraham, Professional Development Committee

F. **Information/Discussion**

  1. **College Budget Committee Recommendation for the Supplemental Budget Allocation**

     VP Alexander shared a handout.
     - 2023/2024 is the second fiscal year EVC has had this process.
     - Everyone in fund 10 receives a base allocation.
     - Program review deadline dates were noted.

- Information goes to Institutional Effectiveness Committee to review.
- Annual resource request is used if a department/division is not due for a program review.
- Discretionary budget this year will be approximately $1.4 million.
- Computers need to be replaced.
- Final amount for the requests can change based on additional expenses such as taxes, shipping, etc.
- Packet shows the steps the committee took and the timeline; they were very strategic about sharing this information.
- Although final approval of program reviews is on the College Council current agenda for action, the supplemental budget allocation recommendation is also on the current agenda due to timing of remaining College Council meetings for the fiscal year.

G. Action

   1. Program Reviews for 2023-2024 Cycle
   - Art
   - Automotive Technology (AUTO)
   - Biology
   - Computer Information Technology (CIT)
   - Communication Studies
   - Co-op Work Experience
   - Economics
   - Educational Instructional Technology (EDIT) (deferred from 2022/2023)
   - English
   - French (deferred from 2021/2022)
   - Health Science
   - History
   - Kinesiology & Physical Education
   - Library Resource Center Open Lab
   - Music (deferred from 2022/2023)
   - Natural Science
   - Philosophy
   - Student Life
   - Talent Search
   - Translation & Interpreting – Spanish (deferred from 2021/2022)
   - Tutoring
   - Upward Bound
   - Division Office – MSE
   - Division Office – Student Success (deferred from 2022/2023

   M/S/P (Berry/Mentor)

H. Recognitions/Announcements

- Steven Mentor recognized the work Niall Adler did to promote the AI Summit.

- Ebonnie Berry thanked the volunteers that took time out of their busy schedules to review scholarship applications. There were 43 volunteers campus-wide. The Scholarship Ceremony will take place May 17 at 4:00 p.m.

- President Noldon noted the EVC EAP CAPS Day that took place Saturday, April 20. Many management, faculty, and students were there to assist; it is remarkable what can be accomplished when everyone pitches in.

- President Noldon acknowledged the work of the many individuals that ensured the success of the Cambodian New Year Cultural Show that took place April 27. Mayor Matt Mahan, Supervisor Cindy Chavez, and Senator Dave Cortese, were among the dignitaries in attendance.

I. Reports

1. President's Updates

President Noldon shared updated budget information.
- A plan had been provided to the District for EVCs contribution to reduce the deficit, but they were subsequently informed that EVC needs to identify monies to close the ongoing deficit since the funds identified were only one-time funds.
- $1.9 million reduction needs to be ongoing.
- VC Chandrasekar's presentation from other meetings was shared, outlining ways to achieve ongoing budget reductions.
- EVC will continue to request the District work toward an allocation model, whereby the colleges are funded based on a set formula.
- Mission critical items will be prioritized.

J. Adjourned at 3:35 p.m.

College Budget Committee

Big Efforts this Semester

- ▶ 16 members, 31 funding requests

- ▶ All but 2 (illness) read requests and filled out scoring rubrics based on EMP

- ▶ 4 extra meetings to discuss requests

  - ▶ Wrote pros/cons for feedback

- ▶ Members are generous with their time, full attendance and participation!

College Budget Committee

Challenges

- ▶ Waiting for Program Reviews from IEC
- ▶ Authors not honest about alternative funding available to them
  - ▶ Ex: SEAP, SWF, AB 1705, other grants
  - ▶ Members are frustrated with wasting time
  - ▶ Keeps funds from going to programs that have no other resources
- ▶ Giant wish lists, not mission critical items

College Budget Committee

Improvements for 24-25

- ▶ Refine our rubric

- ▶ Share "model" requests

- ▶ Share knowledge of resources beyond our Fund 10 discretionary

- ▶ New chair! Eric Narveson

EVERGREEN VALLEY COLLEGE
SFC GOALS 2023 -2024

1. **Engage in discussions with Key Personal (Ex. Chief of Police, VP of Admin Services and District AVC).**

   - Having a representative from SFC at building programming meeting to inform and provide updates on behalf of SFC.

   - Support/communicate updates on locking system project.

   - Regular report-outs on where each building project status (any adjustments, delays)

2. **Continue to evaluate and provide feedback on Facilities & Safety(ex. COVID/Protocols)**

3. **Communicate Safety & Facilities initiatives to EVC Campus.**

4. **Implement SFC Campus Tours- 1 tour during the day and 1 tour in the evening each academic year.**

ACCOMPLISHMENTS

- Regular report-outs from: Chief Morales, VP Alexander and AVC Smith on campus and district projects. All have attended and provided updates.

- Items being evaluated:
  - Signage/way findings for AEDs, extinguishers, evac chairs and first aid kits.
  - Parking lot 6 – traffic flow/drop-off

- SFC members share updates in department meetings and bring any concerns back to committee.

- SFC Campus tours were implemented. (Items being evaluated were identified from the tours.)
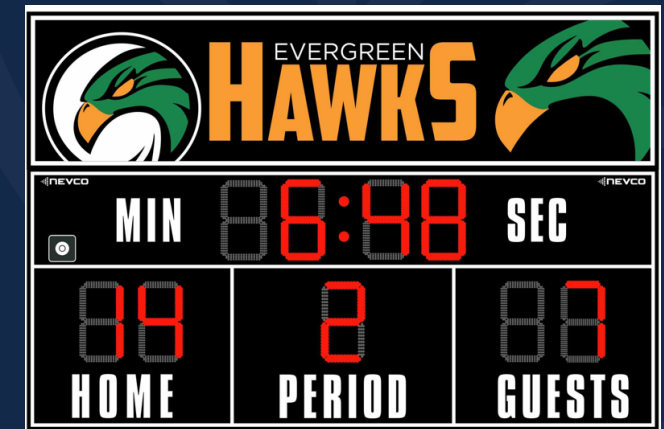
EVERGREEN
VALLEY COLLEGE

THANK YOU!

EVC CAMPUS TECHNOLOGY COMMITTEE REPORT

TO: EVC COLLEGE COUNCIL

MONDAY, APRIL 29, 2024

DR. STEVEN MENTOR

CTC CHARGE

- The purpose of the Campus Technology Committee is to assess campus computer resources and to develop, and annually update, a three-year comprehensive Technology Master Plan for the coordination of campus-wide computing. Specifically, the committee will:
  - Make recommendations to the College Council on matters relating to the acquisition and use of technology campus wide.
  - Create, and annually update, an EVC Technology Master Plan, Telecommunications Technology Information Program (TTIP) and Tech II Plans, and promote, evaluate and monitor their implementation.
  - Promote the use of computers and other technology on campus.
  - Make recommendations for use of technology training for faculty and staff development in collaboration with the Staff Development Committee and Learning Resources Consortium.
  - Make recommendations regarding priorities for the acquisition of technology, hardware and software, design and use facilities and other related resources during the review and development process. Such recommendations could include priorities for support staff, training and access to computer resources and laboratories.
  - Recommend procedures for the placement, operation, repair and replacement of technology resources.
  -

EVC CTC GOALS FOR AY 2023/24

1. **Revise EVC Technology plan using format and data from the District Technology plan.**
2. **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.**
3. **Promote and humanize cybersecurity training and best practices at EVC.**
4. **Revise the technology request process in collaboration with the Campus Budget Committee.**

REVISE EVC TECHNOLOGY PLAN USING FORMAT AND DATA FROM THE DISTRICT TECHNOLOGY PLAN.

- Use District Technology Plan format and priorities/themes

- The District Tech Plan consultant has generously offered to share any EVC data with us

- We currently have no funding support for writing the plan

- We are reaching out to District Technology Committee

- At some point EVC will need to make a decision on how to proceed

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.

- CTC and EVC ASG hosted an AI Summit on April 26 for faculty staff and students

- It was well attended (40 participants, 9 students) and lively!

- We addressed hopes and fears concerning AI, and offered a survey link

- Follow up with report to the campus on key concerns and opportunities

- One main theme: getting away from conflict model of faculty police and student cheaters, and moving toward a collaborative model

IMPACTS OF AI ON HIGHER EDUCATION

- Educause AI Landscape Study February 2024
  - Most institutions are working on AI-related strategy. Only 11% of respondents said that nobody at their institution is working on AI-related strategy.
  - Institutions are concerned about falling behind. Most respondents said that the rise of student use of AI in their courses and the risks of inappropriate use of AI (73% and 68%, respectively) were primary motivators for AI-related strategic planning.
  - **The goals of AI-related strategic planning are primarily related to supporting students.** The three highest-ranking goals of AI-related strategic planning are preparing students for the future workforce, exploring new methods of teaching and learning, and improving higher education for the greater good (selected by 64%, 63%, and 41% of respondents, respectively). Further, most respondents said that their AI-related strategy is somewhat or to a great extent focused on boosting educational experiences and student services (76%).

IMPACTS OF AI ON HIGHER EDUCATION

- **Policies and Procedures**
- AI is making the biggest impact on policies for teaching and learning, technology, and cybersecurity and data privacy (reported by 95%, 79%, and 72% of respondents, respectively, as "already impacted" or "soon to be impacted").
- Academic integrity is still top of mind. A majority of respondents (78%) indicated that AI has impacted academic integrity.
- Data privacy and security are central concerns. Privacy and security professionals are most concerned with data security (82%), compliance with federal regulations (74%), ethical data governance (56%), compliance with local regulations (56%), and the impacts of biases in data (52%).

IMPACTS OF AI ON HIGHER EDUCATION

- **Workforce and the Future of AI in Higher Education**
- Although many faculty and staff are being tasked with AI-related job duties, few job roles have been formally created or restructured to accommodate such duties. More than half of respondents (56%) reported that they have been personally given AI-related responsibilities, but few respondents were aware of new jobs being created or existing jobs being formally modified (11% and 14%, respectively).
- Stakeholders feel that there are some appropriate uses for AI-powered technologies in higher education: personalized student support; acting as a teaching, research, or administrative assistant; conducting learning analytics; and supporting digital literacy training.
- Respondents also identified inappropriate uses, such as using outputs without human oversight, failing to disclose or cite AI as a resource, and failing to properly protect data security and individuals' privacy.

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.

- Working with California Community College Regional Consortium on faculty survey for May 2024.

- Working with the Distance Education Committee to design and hold Fall 2024 trainings on best practices for using AI in a wide range of applications

- Working with ITSS on supporting the MFA rollout

PROMOTE AND HUMANIZE CYBERSECURITY TRAINING AND BEST PRACTICES AT EVC.

- Work with DTC and CTSS to promote campus trainings

- Helping with rollout of KnowBe4 as a training module in Fall 2024

- KnowBe4 is the world's most popular integrated platform for security awareness training combined with simulated phishing attacks. We help thousands of organizations to manage the continuing problem of social engineering

REVISE THE TECHNOLOGY REQUEST PROCESS IN COLLABORATION WITH THE CAMPUS BUDGET COMMITTEE.

- CTC revised committee rubric for assessing technology

- We looked at the range of requests

- Ultimately we were asked to weigh in on two requests only

- Bulk of technology requests are already addressed before CTC sees them

OTHER ISSUES

- "Ears to the ground" reports from members as a new feature:

- Some concerns about WiFi and midterms/final exams

- Discussion of technology needs in new buildings: in particular, Engineering and Art.

- Concerns about timeliness of some technology quotes for stakeholders

- These issues appear to be in process of being resolved.

INSTITUTIONAL EFFECTIVENESS COMMITTEE REPORT

Dr. Fahmida Fakhruddin

April 29, 2024

Outline

Accreditation Update

Strategic Planning Update

Program Review Update

Accomplishments of IEC for 2023-24 Cycle

Questions & Answers

Accreditation

The College received full reaffirmation of accreditation status for 7 years with no compliance requirements to improve institutional effectiveness.

Next step: Midterm Report (due in October 2027).

Strategic Planning

❑ **Educational Master Plan (EMP)**

❑ EMP implementation plan is in progress.

❑ **Department/programs held the Annual EMP Planning Summit at division level**

❑ Next Step: Create EMP Implementation Action Guide

Program Review

Review Cycle 2023-24:

❑ **Total: 27 Annual Update and Resource Requests**

❑ **Total: 30 Comprehensive Reviews (21 current, 9 late)**

  ❑ Breakdown:
  - Current:
    - 1 Administrative
    - 15 Instructional
    - 5 Student Services
  - Late:
    - 1 Administrative
    - 8 Instructional

Program Review (Contd.)

Out of 21 program reviews	Out of 9 late program reviews	Therefore, a total of 24 program reviews were approved by IEC this year.
• 2 programs requested deferral. • Out of 19 program reviews that were submitted,19 approved by IEC.	• 1 program requested deferral. • 1 program did not submit updated draft. • Out of 7 program reviews that were submitted, 5 approved by IEC.	

Accomplishments for the Institutional Effectiveness Committee for the 2023/24 Cycle

Update and Launch

- Updated and launched Annual Update and Resource Allocation Request in CurriQunet.

Lead

- Led the EMP implementation plan.

Reevaluate

- Reevaluated the program review processes.

Update

- Updated the Program Review Handbook.

Streamline and Progress

- Made significant progress in reducing outstanding out-of-date courses.

Establish

- Established criteria for which program require to complete program review.

The Impact of Streamlining Program Review on Outdated Courses

The percentage of programs with outdated courses has decreased significantly(68%)from 94% in 2021-22 to 26% in 2023-24.

Year	# of Instructional Program Reviews	# of Programs had Out of Date Courses	Percentage of Programs had Out of Date Courses
2021-22	16	15	94%
2022-23	21	9	43%
2023-24	23	6	26%
Total	60	30	
Percentage Change			-68%

Questions & Answers

Any questions?

Thank you!

Professional Development Committee SP 2024 Update

Tina Abraham
Presented by Garry Johnson

PD Funding Approved for Spring 2024

Remained within budget

Summer funding requests fall under 24/25 budget

-1 is not approved

Position Requested	#
Total	20
FT Faculty	7
PT Faculty	6
FT Classified	5
Administration	2

Future PDD Proposal

Budget Recommendation

- Stop providing food for PDD

  - Example- last year August BBQ cost $7,698.75
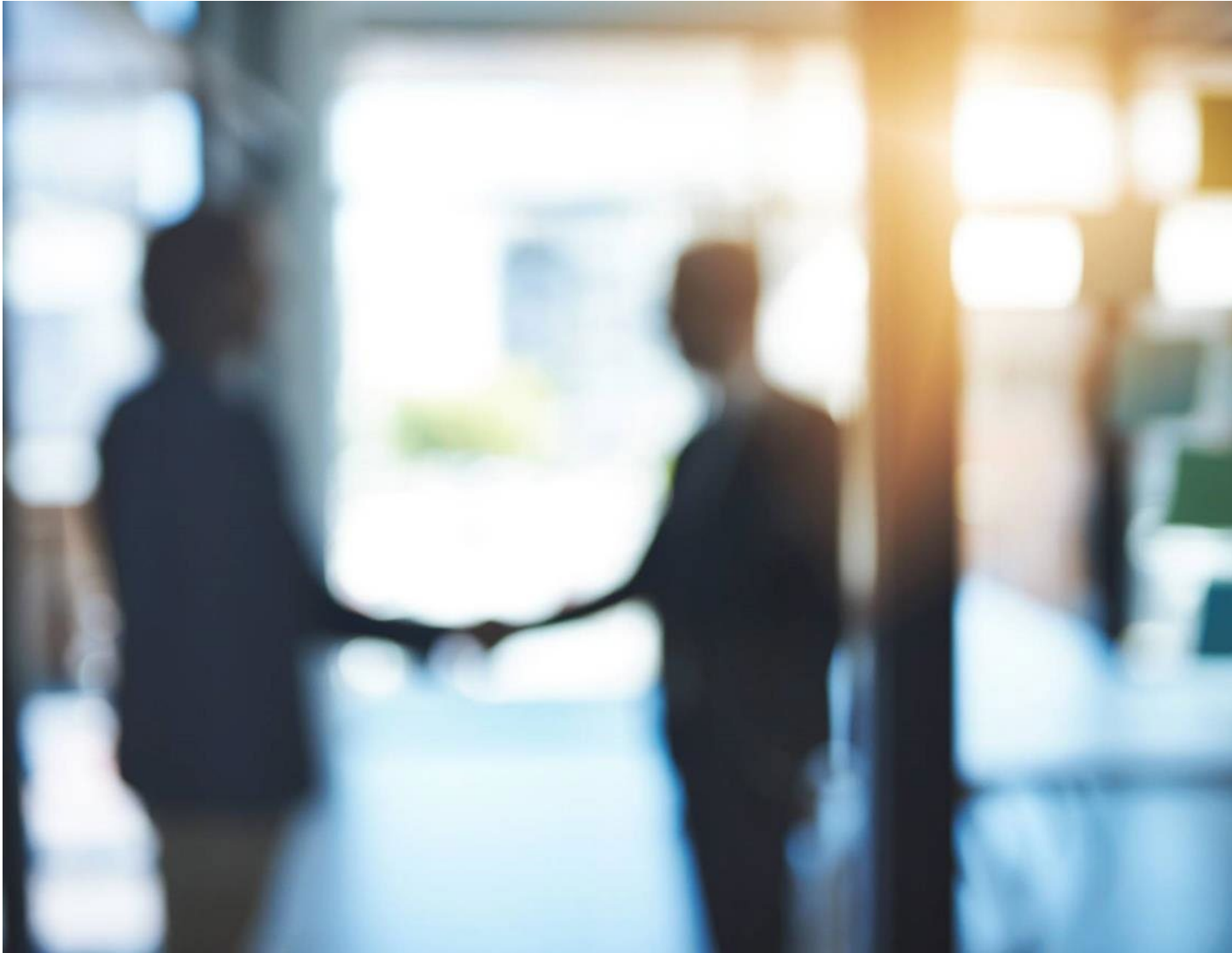 - Example- minimum breakfast costs $8.95/head

Future PDD Proposal

January PDD consists of 2 days

- Thursday & Friday

- Friday can be used as alternate plan

No March PDD

Thank you

August PDD

22 & 23

Purpose

The purpose of the College Budget Committee (CBC) is to be an advisory body to the College President on process, procedures, and development of the college budget. Specifically, the committee is charged to make recommendations to the College Council for the allocation of funding and/or budget reductions.

College Resource Request Process

Program Review cycle - 4 year cycle per Department (IEC to CBC)

Annual Resource Request - Yearly Department submittal if not submitting a Program Review (IEC to CBC)

Number of Submittals Reviewed in Spring 2024 for FY24-25

9	Program Reviews (PRs)
22	Annual Resource Allocations (AURRs)
31	Submittals for Consideration by CBC

Budget Development

- Each Department within the Fund 10 will get a Base Allocation based on what they spent in FY23-24

  $1.4Million in expected Base Allocation funds to the College out of $1.9Million total Discretionary

- The Supplemental Allocation for FY24-25 will be the same as it was in FY23-24 due to discretionary allocations not increasing from the District and budget constraints - $308,000

Expected Discretionary	$1,900,000
Base Allocation	($1,400,000)
Fin Aid Match	($150,000)
Student Lab Tech Refresh	($42,000)
CBC Supplemental Allocation	($308,000)
	$0

CBC Notes and Considerations

- Due to budget constraints and the large amount of requests, the CBC could only consider the Manager's 1st priority for partial funding

AURRs total	$1,110,067
PRs total	$799,111
	$1,909,178

- AURRs and/or PRs that solely asked for Faculty and/or Classified personnel were not reviewed by CBC
- AURRs and/or PRs that requested Faculty and/or Classified personnel, were only reviewed if they requested a supplemental discretionary allocation and the personnel request was not considered by the CBC
- Only AURRs and/or PRs that were accepted by IEC were considered and reviewed by the CBC and those AURRs and PRs had to be:
  - a. On time
  - b. Fully completed
  - c. Manager Prioritization and sign off
- A list of AURRs and/or PRs that had Faculty position requests were forwarded to the VP of Academic Affairs and the Academic Senate President as the chairs of the Faculty Prioritization Committee on 3/22/24
- A list of AURRs and/or PRs that had Classified position requests were forwarded to the VP of Student Services and the Classified Senate President as the chairs of the Classified Prioritization Committee on 3/22/24
- AURRs and/or PRs that had Technology requests were forwarded to the College Technology Committee for compliance on new requests only - technology requests were only considered for funding by the CBC if they were listed as the Manager's 1st priority due to budget constraints
- There were not any AURRS and/or PRs that needed to go to the Safety & Facilities as none were new and only one is being assessed through Physical Plant which are not Fund 10 (Bond or District Maintenance)
- The managers were asked throughout this process to prioritize their requests during the submittal process in late 2023 and again in March/April 2024 to assess mission critical items
- The CBC and VP of Administrative Services worked with several managers throughout this process to get requested items onto other funding sources (Fund 17) in order to free up funds to allocate through the CBC Supplemental Allocation process
- Economics of scale were promoted and used when assessing requests that could go to other funding sources or be purchased in bulk to save resources
- CBC provided detailed feedback for each requested submittal regarding what they did well and ways to improve their request in order to get funding or get more funding the next cycle

College Budget Committee
FY24 - 25 Supplemental Allocation Recommendation

Process & Timeline

Overview, Trainings, and Goals	}	November 2023 - Submission of Program Review (PR) by those departments due to provide for that cycle
		December 2023 - Submission of Annual Resource Request (AURR) by departments seeking supplemental allocations for FY24-25
		
		January 31, 2024 - Overview and Training of CBC Rubric and Assessment tools for all new and returning CBC members
		
		February 5, 2024 - AURRs released to CBC on TEAMS for assessment and to start rubrics
		February 14, 2024 - 1st review - CBC reviewed AURRs that were submitted in order to assess scores based on approved CBC rubric
		    Discussions to provide feedback to each department submittal
		    Feedback captured to give to each department ways to improve their submittal or provide details of what was done well
		    Ranking not discussed in order to await PR submittals
		    Assessemernt and amount of $308,000 to allocate - CBC decided to only partially fund Manager's 1st priorty for this full CBC cycle
		February 21, 2024 - Rubrics for AURRs were due to Business Office to be tallied

1st Revision - Manager Priorty	}	February 28, 2024 - 2nd review - CBC reviewed AURRs that were submitted in order to assess scores based on approved CBC rubric
		    Discussions to provide feedback to each department submittal
		    Feedback captured to give to each department ways to improve their submittal or provide details of what was done well
		    Ranking not discussed in order to await PR submittals
		
		March 6, 2024 - CBC open hours for CBC members who had questions regarding next set of rubrics to fill out - additional training
		March 13, 2024 - Discussions to provide feedback to each department submittal
		    Feedback captured to give to each department ways to improve their submittal or provide details of what was done well
		    Ranking not discussed in order to await PR submittals
		March 20, 2024 - CBC open hours for CBC members who had questions regarding next set of rubrics to fill out
		March 22, 2024 - PRs released to CBC on TEAMS for assessment
		
		April 3, 2024 - 1st review - CBC reviewed PRs that were submitted in order to assess scores based on approved CBC rubric
		    Discussions to provide feedback to each department submittal
		    Feedback captured to give to each department ways to improve their submittal or provide details of what was done well
		April 8, 2024 - Rubrics for PRs submitted to Business Office to be tallied
		April 10, 2024 - 2nd review - CBC reviewed PRs that were submitted in order to assess scores based on approved CBC rubric
		    Discussions to provide feedback to each department submittal
		    Feedback captured to give to each department ways to improve their submittal or provide details of what was done well
		    Ranking not discussed in order to await PR submittals
		    Request of Committee to find out from Managers what is Mission-Critical in light of budget constrains

Manager's Mission Critical - 2nd Revision	}	**April 12, 2024 - VP Alexander sends email to Managers with request asking them to assess mission critical items based on their 1st priorty by April 16, 2024**
		April 17, 2024 - Preliminary Rankings of combined AURRs and PRs presented to the committee
		    Discussion to assess new totals with Manager Mission Critical information
		    Prelimiary ranking and proposal created

3rd Revision - CBC	}	April 24, 2024 - Final rankings and discussion by CBC with recommendations for funding AURRs and PRs submitted
Recommendation		April 29, 2024 - Recommendation to College Council as an Information Item to go to Action Item

Created 4.26.24 - Andrea Alexander

College Budget Committee's
AURRs and PRs Rubric Tally

Ranking	Organization	Total	Original Request		1st Revision CBC Dept. Representative Revisions		2nd Revision Manager 2nd Look Due to Budget Constraints		3rd Revision CBC Final Revision 4/24/24		List of specific items needed - 2nd revision by Manager - Mission-Critical	Committee Notes and Feedback
			1st Priority	Amount	1st Priority	Revised Amount	1st Priority	Manager's Mission Critical	1st Priority	CBC Final Proposal		
1	Library	246	Supplies	105,000.00	Supplies	78,000.00	Supplies	64,737.00	**Supplies**	**68,137.00**	Databases: $49,737 APA PsycArticles: $4000 Issues and Controversies: $619 Gale Research Complete: $15768 Gale eBooks: $57 JSTOR: $2600 SciTech: $7848 Britannica: $1116 College Complete (eBooks): $4734 Swank: $3230 Films on Demand: $9765 Books: $10,000	Listed SLOs and assessments results which "closed the loop." Program worked well with other departments and alignments and how they kept track of data. Late fees for licensing fees is worrying to CBC. MODEL REQUEST we want to share.
2	Biology	241	Supplies	37,800.00	Supplies	37,800.00	Supplies	30,600.00	**Supplies**	**34,600.00**	Chemicals, reagents, microbiology media, bacterial cultures, lab gloves, cadavers, and other consumables.	Very well written request that highlighted all the rubric bullet points. Asking for less than last year. Good explanation of all funding sources. Strong workforce has been very helpful for allied health students.
3	Chemistry	238	Supplies	30,000.00	Supplies	30,000.00	Supplies	30,000.00	**Supplies**	**30,000.00**	Chemicals, helium gas, and Glassware, and PPE materials.	Request showed clear connections with their plans, included student performance data, relates directly to student success, and details provided in the items needed section. MODEL REQUEST we want to share!
4	Physics	228	Equipment	27,094.00	Equipment	27,094.00	Equipment	21,769.50	**Equipment**	**21,769.50**	30 LabQuest3 (LABQ3); 30 Go Direct Sensor Carts (GDX-CART-Y); 15 Go Direct Sensor Cart Accessary (GDX-CART-AK)	Request shows exceptional outreach to the community, clubs, and detailed SLO assessments. Positive comments on lead free samples for students. To improve, align performance numbers in section A. Put SLO assessments in the correct section and follow the rubric for guidance.
5	Health Science	225	Others	18,184.00	Others	18,184.00	Others	8,500.00	**Others**	**11,100.00**		Good historical background. Addressed all aspects of the rubric including SLO assessment, safety and need for contracts to repair sterilizer, glassware washer and biohazard waste removal. MODEL request. Table listing account numbers, title, and how funds were spent should be shared with campus.
6	Physical Science - Astronomy	219	Equipment	27,354.00	Equipment	27,354.00	Equipment	27,354.00	**Equipment**	**27,354.00**	Shelyak ESHEL Complete Spectrograph System # SKU SL-ES0007. The spectrometer requires a dedicated camera to store data, and we identified the SBIG STXL-16200 Ultimate Package # SKU: STXL16200-Ultimate	Provided direct assessment for request for spectrometer. Placed an action plan and status. Offer gateway course for STEM and high school students. Good documentation. Next year fix so that Astronomy is not under Physical Science on Curriqunet. Some confusion about 1st and 2nd priorities from manager. Check numbers and totals and make it more clear. Asking for spectrometer for 10 years.
7	Nursing	215	Supplies	1,000.00	Supplies	1,000.00	Supplies	1,000.00	**Supplies**	**1,000.00**		Demand for the program was clear. Request provided performance data and great success rates. The request was not as strong as last year. Strategic goal #3 was glossed over. Go deeper to explain equity gaps. Next year put data you received for areas that you want to improve. How do supplies align to #3? New building will get equipment for program.

Ranking	Organization	Total	Original Request		1st Revision CBC Dept. Representative Revisions		2nd Revision Manager 2nd Look Due to Budget Constraints		3rd Revision CBC Final Revision 4/24/24		List of specific items needed - 2nd revision by Manager - Mission-Critical	Committee Notes and Feedback
			1st Priority	Amount	1st Priority	Revised Amount	1st Priority	Manager's Mission Critical	1st Priority	CBC Final Proposal		
8	Theatre Arts	211	Supplies	11,330.00	Supplies	11,330.00	Supplies	8,497.50	Supplies	8,497.50		Request shows creating a path for degree in theater arts, expanding the program, and paints college in good light to community. Assessment results are just getting started but are promising. Add more about safety in the theater. Explain foundation funds, how much, and goals for funds. Is the request for supplies $11,330 including SWANK? Need PT set technician. Can they hire work study students?
9	Natural Science	210	Equipment	8,128.00	Equipment	-	Equipment	-	Equipment	-	Other funding source found - HEERF	First time to write a program review. Addressed all aspects of the rubric including SLO assessment, safety and need for a trailer replacement. Trailer was stolen from campus parking lot during COVID.
10	Kinesiology	202	Equipment	12,900.00	Equipment	12,900.00	Equipment	7,740.00	Equipment	9,740.00		Good connection to SLO and funding request. High retention. Narrative addresses students performance and program viability. Add more detail on student growth and demand. Explain what the college will pay for: fitness center, preventative maintenance, fields, gym. Be more forthcoming in section E: Additional resources.
11	MSE Division Office	201	Supplies	500.00	Supplies	-	Supplies	-	Supplies	-	Funding request was part of the dept.. Fund 10 base allocation.	Good headquarters with nice people. ASPIRE has joined them. They requested fund 10 and that is not necessary. Request for outreach banners has been sent to Dean Morgan.
12	Health and Wellness Services	199	Technology	122,200.00	Technology	-	Technology	-	Technology	-	Request pulled from department	
13	Educational Instructional Technology	198	Others	3,156.00	Others	3,156.00	Others	1,893.60	Others	1,893.60	Renewal of subscription to Canvas Credentials and Badging System. Cost cannot be reduced.	Request for supplies was well connected to assessments. Next time explain how badging is a subscription and not one time funding. Strong Workforce can cover this request.
14	Counseling and Articulation	197	Technology	27,000.00	Technology	27,000.00	Technology	16,450.00	Technology	-	Subscription for SARS Appointment System	A poorly written request with performance data in the wrong section. Need to clarify why SARS now needs to be from discretionary funding. SEAP is over $1M each year and can be used for this request.
15	Language Arts Division Office	197	Supplies	3,000.00	Supplies	3,000.00	Supplies	1,500.00	Supplies	1,500.00		Request listed supplies in detail and items such as green books which are related to the educational master plan. Did not explain the transfer of $3,830 and how much is in the fund 10 and what it is used for.
16	Engineering	195	Supplies	6,000.00	Supplies	6,000.00	Supplies	5,300.00	Supplies	5,300.00	Supplies for labs such as wires, connectors, solar cells, capacitors, inductors, amplifiers, metals, pipes, wood, crews, and nuts.	Request is very dynamic and detailed. Program is creating new courses. Need specific items purchased with previous allocation of $118,000 not just spent it all on ENGR 066. Did they purchase items approved by CBC? With new building, will get new technology.
17	Athletics	195	Equipment	41,500.00	Equipment	41,500.00	Equipment	24,900.00	Equipment	26,900.00		Educated us about their needs. Would like to see guidelines for uniform requirements. Next time connect student outcomes to athletic needs. Did not share Fund 10 and Foundation amounts and how used. Contact Raniyah for basic needs money for food. CBC removed request for fitness center maintenance because it is covered by physical plant.

Ranking	Organization	Total	Original Request		1st Revision CBC Dept. Representative Revisions		2nd Revision Manager 2nd Look Due to Budget Constraints		3rd Revision CBC Final Revision 4/24/24			List of specific items needed - 2nd revision by Manager - Mission-Critical	Committee Notes and Feedback
			1st Priority	Amount	1st Priority	Revised Amount	1st Priority	Manager's Mission Critical	1st Priority	CBC Final Proposal			
18	Financial Aid	194	Technology	9,000.00	Technology	9,000.00	Technology	-	Technology	-		Covered by HEERF	Data shows student inequities but how is that being addressed? Next time explain why professional membership is needed for professional development which is different than just having the membership. How many staff are certified? Need to align assessments with membership request. What is intent for funds now used for software if CBC provides discretionary for software? Technology grant pays for most financial aid software. Needed based on issues with Federal Fin Aid concerns
19	Outreach and Recruitment	194	Others	39,000.00	Others	39,000.00	Others	-	Others	-			Request was detailed, provided data, and goals were connected to educational master plan. Why asking for computers if getting in 6 months in new building? Are they aware of Professional Development funds for classified and faculty? $1,200 per person per year. Have grant of $500,000 and $451,000 discretionary can be used for this request.
20	International	192	Others	20,000.00	Others	20,000.00	Others	12,800.00	Others	12,800.00			Assessments directly connect to the request. Explained previous use of funds and proposal matches well with the request. Need justification for why program should exist at this time. 1 counselor, 2 classified with no revenue to the college. Fund 10 is available.
21	Anthropology	192	Equipment	5,500.00	Equipment	5,500.00	Equipment	5,500.00	Equipment	5,500.00			They have doubled course offerings but how many? Good to alternate offer courses to transfer to university. Program SLOs need to be updated. Mention how request aligns with EMP. Include a plan and status on what is being worked on. No mention of what was purchased last time. Give exact items purchased.
22	Computer Science	190	Supplies	326.00	Supplies	326.00	Supplies	326.00	Supplies	326.00		A1 Magic Whiteboard Plain White sheets	A well organized request with courses connected to SLOs. Highlighted student club. Can this request come out of Fund 10?
23	Admissions and Records	189	Technology	16,500.00	Technology	16,500.00	Technology	16,500.00	Technology	16,500.00			Impressive student surveys. 24% return rate. Very specific for technology and reasons for need. Next time have a timeline set in stone for distributing survey. Expand on performance and data for what they are doing.
24	English	189	Supplies	2,100.00	Supplies	2,100.00	Supplies	1,380.00	Supplies	1,380.00		Leaf by Leaf Digital Literary Magazine, which includes Web host and domain at Wix.com ($280); Web design service by Creative Freedom LLC ($1,100)	Detailed on courses and recent accomplishments. Explain AB 1705 fund amounts and activities that are supported. Incomplete sections: Viability of Program and Assessment Results.
25	English as a Second Language	183	Others	24,466.00	Others	24,466.00	Others	200.00	Others	200.00		Annual license fees or online learning ESL labs ($6K) and $200 for online newspaper subscriptions accessible to student. If fund 10 dollars are not available, Fund 17 Lotto fund may be used which is an allowable expense.	Well written request that outlines curriculum and statistics on success. Next time add more data on growth and student demand. Need data on success rates and transitioning from non-credit to credit. Explain non-credit to committee in narrative. Adult ed funds can be spent on textbooks. There is now a large collection of textbooks from previous instructors available. AB 1705 can be used for this request.

Ranking	Organization	Total	Original Request		1st Revision CBC Dept. Representative Revisions		2nd Revision Manager 2nd Look Due to Budget Constraints		3rd Revision CBC Final Revision 4/24/24		List of specific items needed - 2nd revision by Manager - Mission-Critical	Committee Notes and Feedback
			1st Priority	Amount	1st Priority	Revised Amount	1st Priority	Manager's Mission Critical	1st Priority	CBC Final Proposal		
26	Art	182	Equipment	44,659.00	Equipment	44,659.00	Supplies	9,000.00	Supplies	9,000.00	Graphic art supplies	Viability of program was addressed and every need explained. Clear formatting of the request made it easy to follow. High acceptance rates to CSU plus outreach with art club gallery and community partners. Add more about the growth of the program. DEI training under professional development needs more explanation of costs.
27	Automotive Technology (Auto)	182	Others	32,000.00	Others	-	Others	-	Others	-	Request part of Physical Plant and will reviewed and assessed	Offer counseling and career mentoring. Dual enrollment and Elmwood prison. Outreach with auto club, host events, ZTC for students. For software talk to IT people. Clarify fund 10 amounts. More details needed about assessment results. The #1 request for lighting and fencing can be covered by other funds.
28	Communication Studies	179	Equipment	9,000.00	Equipment	9,000.00	Equipment	-	Equipment	-		Good retention and success. Good effort to develop the program and reducing the gap. Next time fully answer the question in the rubric. Several requests are already funded by Division. Use FT/PT student data in positive way to support request. #1 request of camera, audio, lighting not mission critical.
29	Administration of Justice	178	Others	960.00	Others	960.00	Others	960.00	Others	-		Good story about department background and growing with 34 sections. Clear explanation of a need and a low amount requested. Connect with librarians for support with films on demand. Have they looked into free OER? SLO data was generalized and could be more specific.
30	Manufacturing Technology	157	Supplies	3,000.00	Supplies	3,000.00	Supplies	-	Supplies	-	Not mission critical. Courses not being offered Fall 2024 at this time.	Request shows need for these certificates in hardware technician and apprenticeships. Next time connect with library for databases and provide data for growth or demand of program. Strong Workforce can pay for this request.
31	Physical Science	109										Want to improve this program and come over to MS3. Missing data, details and no list of supplies necessary.
			Total:	688,657.00	Total:	498,829.00	Total:	296,907.60	Total:	293,497.60		
			CBC Funding Allocation	308,000.00	CBC Funding Allocation	308,000.00	CBC Funding Allocation	308,000.00	CBC Funding Allocation	308,000.00		
			Difference	(380,657.00)	Difference	(190,829.00)	Difference	11,092.40	Difference	14,502.40		

RECALIBRATE REDEFINE REIMAGINE

san josé·evergreen
COMMUNITY COLLEGE DISTRICT

Preliminary FY2024-25 Budget Reduction Initiatives
April 25, 2024

FY2024-25 Projected Deficit

General Fund 10	Revenue	Cost	Do nothing Budget surplus (deficit)	Cost Management Plan Budget surplus (deficit)
~~FY 2023-24~~	~~$ 161.7M~~	~~$ 166.5M~~	~~($4.8M)~~	~~$0.0 M~~
FY 2024-25	$ 167.3M	$ 172.1M	($4.8M)	$0.0 M
FY 2025-26	$ 172.9M	$ 178.9M	($6.0M)	TBD
FY 2026-27	$ 178.5M	$ 185.5M	($7.0M)	TBD

2

2024-25 Preliminary Budget Reductions

	DO	SJCC	EVC	TOTAL	As a % of Total
Management (Salary + Benefits)	1,148,762	(140,653)	-	1,008,109	20.2%
Classified (Salary + Benefits)	120,060	206,653	303,049	629,762	12.6%
Faculty	-	994,968	460,403	1,455,371	29.2%
VACANCIES	**1,268,822**	**1,060,968**	**763,452**	**3,093,242**	**62.0%**
Overtime		50,000		50,000	1.0%
Food	2,000	25,000		27,000	0.5%
Advertising		50,000		50,000	1.0%
Conferences	20,000	50,000		70,000	1.4%
Contract Services		92,000		92,000	1.8%
Non-Instructional Supplies		75,000		75,000	1.5%
Field Trips		20,000		20,000	0.4%
NIAs		85,312		85,312	1.7%
Milpitas		200,000		200,000	4.0%
Adding East San Jose Revenue to Fund 10 adjunct acct			569,000	569,000	11.4%
Adjunct load to new faculty hires			238,125	238,125	4.8%
Faculty Charge to Categoricals Fund 17			193,839	193,839	3.9%
Charge to COVID Block Grant			227,932	227,932	4.6%
NON-PERSONNEL	**22,000**	**647,312**	**1,228,896**	**1,898,208**	**38.0%**
TOTAL	**1,290,822**	**1,708,280**	**1,992,348**	**4,991,450**	**100%**
TARGET	1,100,000	1,707,652	1,992,348	4,800,000	
OVER (UNDER)	190,822	628	-	191,450	

2024-25 Vacancies for Defunding

Salaries + Benefits	DO	SJCC	EVC	TOTAL
Supervisor, Corporate Account	213,006	-	-	213,006
Manager, SparkPoint	243,433	-	-	243,433
Dean	266,310	-	-	266,310
Project Supervisor, LiLA	213,006	-	-	213,006
Supervisor, Project	213,006	-		213,006
ISP, Supervisor	-	(140,653)	-	(140,653)
MANAGEMENT VACANCIES	**1,148,762**	**(140,653)**	**-**	**1,008,109**
Division Administrative Asst, Sr	120,060	-	-	120,060
Instructional Lab Tech (33%)	-	66,000	-	66,000
ISP Specialist	-	140,653	-	140.653
Information Tech Support Specialist	-	-	75,034	75,034
Lab Instr Support Asst		-	864	864
Lab Instr Support Asst			129,512	129,512
Lab Instr Support Asst		-	97,639	97,639
CLASSIFIED VACANCIES	**120,060**	**206,653**	**303,049**	**629,762**
Psychology			150,000	150,000
English			150,000	150,000
Counseling			160,403	160,403
Art (retirement)		178,000		178,000
ESL (retirement)		178,000		178,000
CIS (new)		178,000		178,000
English (vacant)		178,000		178,000
Counseling/Kinesiology (retirement)		192,968		192,968
Philosophy (retirement)				-
Engineering (new/partial)		90,000		90,000
FACULTY	**-**	**994,968**	**460,403**	**1,455,371**

COLLEGE COUNCIL MINUTES
May 13, 2024
2:00-3:15 p.m.
Mishra Community Room, LETC Building

───

Present: Andrea Alexander, Teneka Cornish, Shara Crary, Tina Iniguez, Garry Johnson, Juan Manriquez, Steven Mentor, Sarai Minjares, Denise Noldon, Matais Pouncil, Howard Willis, Daisy Yadav

Also Present: Grace Estrada, Penny Garibay (minutes), Robbie Kunkel, Alexis Marquez, Eric Narveson

Absent: Ebonnie Berry, Vicki Brewster, Arshmeet Kaur, Jemima Olufade

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

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

C. **Approval of Minutes**

   1. April 16, 2024 – **M/S/P (Crary/Manriquez)**
   2. April 29, 2024 – **M/S/P (Mentor/Johnson)**

D. **Public Comments**
   None.

E. **Recognitions/Announcements**

   - Sarai Minjares noted that the special programs ceremony will take place tomorrow, May 14, from 2:00 p.m. to 4:00 p.m.

   - Tina Iniguez recognized Teneka Cornish, who recently completed her Bachelor's degree in Ethnic Studies.

   - Dean Crary recognized the nursing instructors as it is National Nurses week.

   - VP Alexander acknowledged everyone's efforts that went into the memorial that took place Friday, May 10 for Rafael Hernández, groundskeeper for EVC. A bench was added to near EVC's lake in his honor. His family attended and noted they were very touched by the memorial and bench.

   - VP Willis noted the success of the events that were held for the Enlace program and Vietnamese T&I program. They were both very well attended. He acknowledged the faculty, staff and students that are part of those programs.

F. **College Committee Chair Report**

   1. Victor Garza, Student Equity Committee
      Dean Garza provided a verbal report to College Council.
      - Conducting focus groups; 42 signed up, but ultimately 30 students participated.
         o Students were assigned to one of the four focus groups.

- o The goal was to understand the experience on campus and challenges they may face in accomplishing their goals, as well as the support systems they may have on and off campus.
- o Participants were affiliated with at least one special program; some two or three.
- o There was a clear difference in experience, based on the conversations.
- o The length of each focus group was approximately one-and-half-hours.
- o They will be going through all of the data they received; it's a lot of rich information.
- o The Equity Committee's goal is to share out the information in the fall.
- o Students that participated were provided $100 for their time.
- o Dean Garza thanked Mayra Garcia, Rosalia Zarate, Michael Osorio, Melissa Nievera-Lozano, Raniyah Johnson, and Bryana Perez.

G. Information/Discussion

1. Classified Prioritization Ranking

VP Willis reviewed the Classified Prioritization list with College Council and acknowledged the work of the Classified Prioritization Committee. There were no questions from College Council.

2. Dual Enrollment

Dean Kunkel provided a presentation.
- Students from dual enrollment are more successful:
  - o 88% more transition to college or university
  - o Earn higher grades in high school and at college/university
  - o Persist two or more years in higher education
  - o 20% more earn an Associate's or Bachelor's degree
  - o Earn higher wages over their lifetime
- They are part of the K-16 partnership with SJSU.
- Milpitas Unified has a building to house manufacturing as a result of their work.
- Dual enrollment is an umbrella term as there are two pathways; Concurrent and College & Career Access Pathways (CCAP).
- Do not need to attend a particular high school to participate.
- Can take up to seven units.
- Targeting students that would not normally go to college so they can try it and see if they like it, with the hope being they continue.
- For many that are in danger of dropping out, CCAP dual enrollment is an excellent option to provide those students the assistance needed to be successful.
- Goal is to change "I can't" to "I can".

Sarai Minjares inquired about dual enrollment budget. VP Pouncil responded that dual enrollment is in a continue/maintain mode versus growth/expansion mode; currently they will not be expanding, but they're not ending the dual enrollment relationships. President Noldon noted that concurrent can grow as much as it would like, but CCAP is more conducive to students' success. She stated that other colleges can expand as they receive funding, but with a Basic Aid district, growth in this area comes from general fund.

3. **Institutional Learning Outcomes Definition Modifications**

Prof. Grace Estrada, Student Learning Outcomes Assessment Committee (SLOAC) Chair, provided a presentation about the SLOAC's proposed modifications to the Institutional Learning Outcomes definitions.

Following a discussion regarding the proposed changes and whether the various constituent groups have had an opportunity to review and provide feedback, Prof. Garry Johnson made a motion that **the ILOs be presented to other groups for their comments/consideration and move forward in the fall**.
M/S/P (Johnson/Mentor)

H. **Action**

1. **College Budget Committee Recommendation for the Supplemental Budget Allocation**
   M/S/P (Iniguez/Estrada)

I. **Reports**

1. **President's Updates**
   - Information from the Governor's May Revise was shared.

J. **Adjourned at 3:15 p.m.**

**Classified Professional Prioritization Committee
Ranking 2023-2024**

Position	Ranking
Physical Science/Astronomy - Lab Tech III	1st
Health Science - Instructional Lab Technician	2nd
Custodial Services - Custodians	3rd
Computer Science - Inst. Support Lab Lead	4th
Chemistry - Lab Tech I	4th
Engineering (Inst. Lab Tech)	5th
Custodial Services - Custodians	6th
Admission and Records - A & R Coordinator I	7th
Physics - Lab Tech (Part-time)	8th
Outreach and Recruitment - Program Specialist	9th
Art - Ceramics - Instructional Lab Technician	10th

Evergreen Valley College Dual Enrollment: What/Who, the Why & the How

DUAL ENROLLMENT

BLOOM WHERE YOU'RE PLANTED

DUAL ENROLLMENT: LONGITUDINAL DATA

Research indicates that Dual Enrollment high school students:

- Graduate HS at 8-12% higher than non-dual enrollment students

- 88% more transition to college or university

- Earn higher grades in high school and at college/university

- Persist 2 or more years in higher education

- 20% more earn an Associate's or Bachelor's degree

- Earn higher wages over their lifetime

- Enjoy greater career choice and social mobility

- Preparation for middle -skill jobs (jobs not requiring a bachelor's degree)

EVERGREEN VALLEY COLLEGE
DUAL ENROLLMENT TEAM: CATEGORICALLY YOURS!

Alexis Marquez: Program Coordinator

Alice Tran: Transition Specialist

Teneka Cornish: Program Specialist

Robbie Kunkel: Division Dean

We handle CCAP dual enrollment at the ESUSHD sites and during the summer, from course inception, enrollment, support, through grade reporting, including:

- Coordinating courses/pathways with HS
- Scheduling courses, open/close sections
- Initiate hiring of instructors, training of instructors
- Order [loaner] textbooks and student supplies
- Deliver textbooks & supplies and pick up textbooks from each HS
- Enroll HS students into CCAP courses
- Work with instructors on instructor   -initiated drops
- Work with students on Canvas, SSO, and other issues
- Support instructors on Census, grades, enrollment and other
- Print and mail all official transcripts (mailed to the HS)
- Early Alert collaboration to identify HS students needing support
- Embedded tutoring and other means of student support
- Part of the SJ K-16 Partnership work with San Jose State, STEM pathways w/ The Tech Academies
- Work with Milpitas Unified on an Advanced Manufacturing partnership

CONCURRENT & CCAP DUAL ENROLLMENT

EVERGREEN VALLEY COLLEGE
DUAL ENROLLMENT DATA: COMPLETION & ~~SUCCESS~~

CCAP Dual Enrollment

| Term	Success Rate	Completion Rate
2021FA	70.9%	70.9%
2022SP	55.8%	62.0%
2022FA	82.1%	91.7%
2023SP	86.0%	96.2%
2023FA	91.1%	99.0%

Concurrent Dual Enrollment

Term	Success Rate	Completion Rate
2021FA	74.2%	87.9%
2022SP	78.5%	87.7%
2022FA	76.3%	88.8%
2023SP	80.4%	91.5%
2023FA	79.6%	90.7%

All EVC Students

Term	Success Rate	Completion Rate
2021FA	70.40%	85.60%
2022SP	75.60%	87.90%
2022FA	71.40%	86.30%
2023SP	74.80%	88.10%
2023FA	71.60%	86.30%

College Level Attempted Units [CCAP]*

Term	< 2 units	2-3 units	4-6 units	7-9 units	Total
2023SU	1	93	153	7	254
2023FA	30	161	0	0	191
2024SP				Enrolled*	*774

DUAL ENROLLMENT BLOOM WHERE YOU'RE PLANTED

ALTER STUDENT SELF -IDENTIFICATION
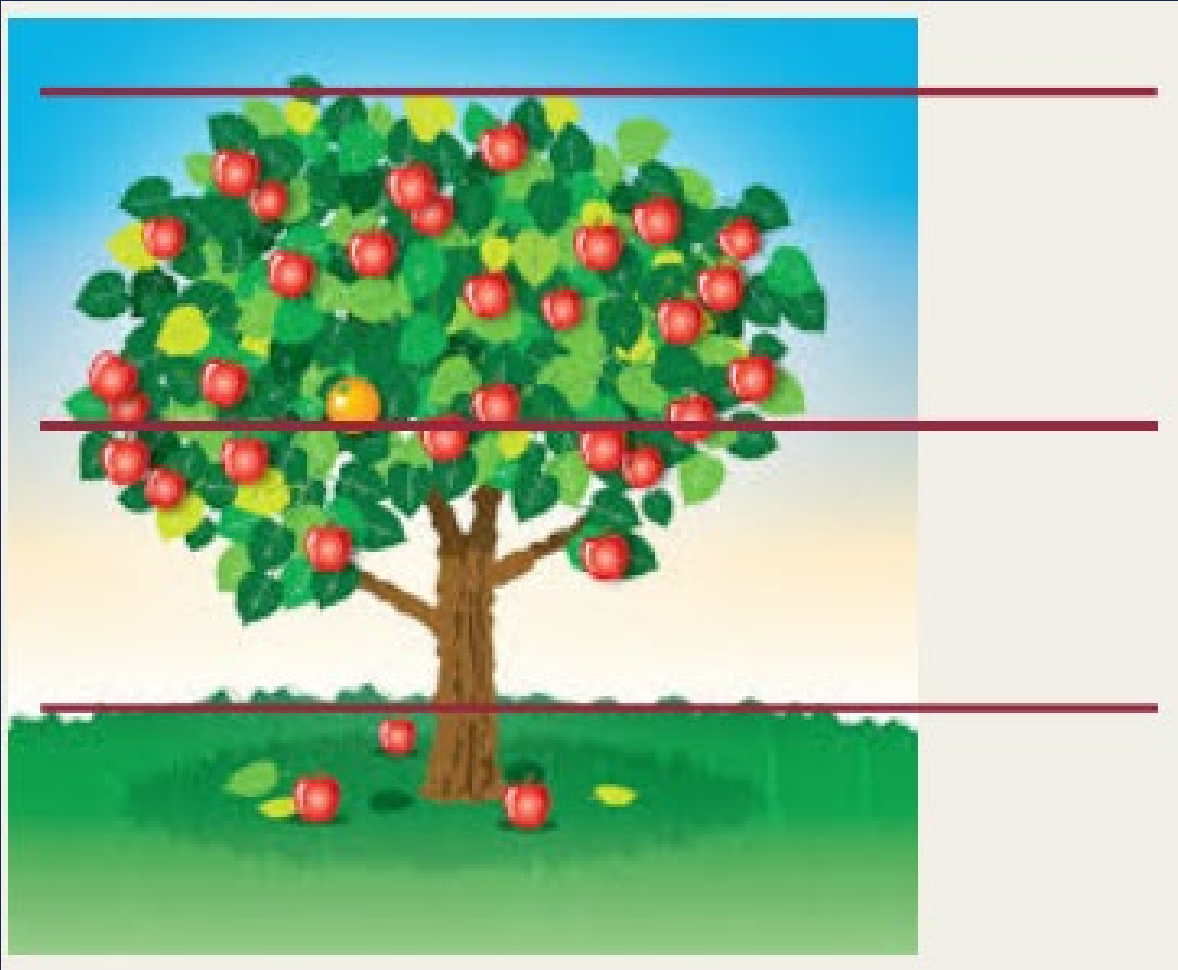
Group 3: HS students self-identifying as non-college bound, usually low SES, negative associations of education and abilities, need support and care; Intervention: CCAP Pathways, intrusive counseling, other supportive measures

Group 2: HS students unfamiliar with higher education, usually lower SES, open to trying college with some support; Intervention: CCAP Pathways, counseling, support courses

Group 1: Concurrent enrollment students, high achieving, college bound, usually higher SES, or previous involvement in an intervention program such as Accel Middle College or CCA

DUAL ENROLLMENT GOALS

1. Each student will successfully complete 6 units of college credit by high school graduation
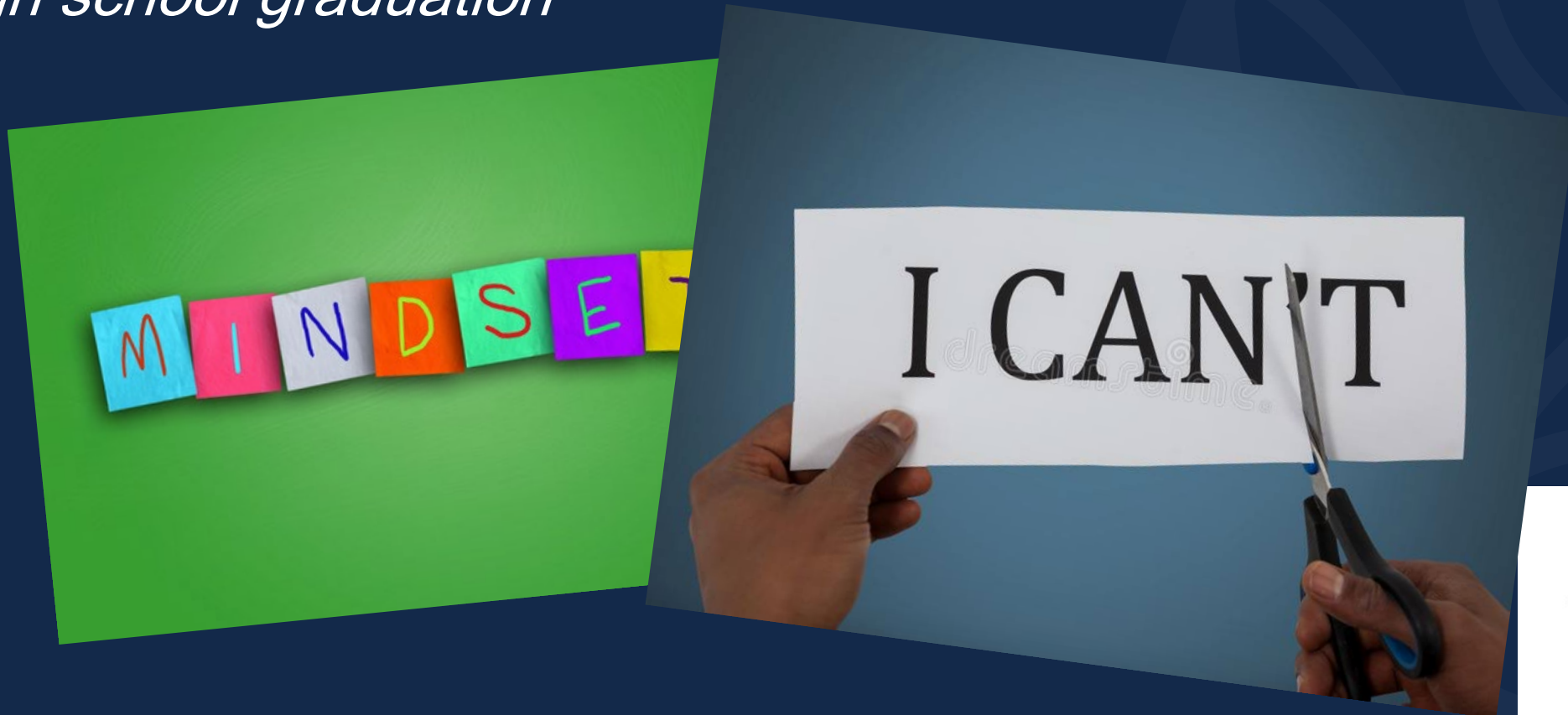
DUAL ENROLLMENT GOALS

2. *Each high school student has a defined post-graduation plan, specifying one or more of the following:*

> *Work in a desired career pathway, leading to family-supporting wages*

> *Join the military*

> *Pursue higher education*

CCAP PATHWAY PARTNERSHIP WITH ESUHSD

28 CCAP Classes for Spring 2024:

Automotive

Business

Law

Health

Virtual Design and Construction (BIM)

Child Development

CADD: Design and Manufacturing

Manufacturing

General Education

Service Learning

350% Growth in CCAP Dual Enrollment from Fall 2023 to Spring 2024 occurred:
1) Mandate from the District ESJE
2) Organic blooming from cultivation of relationship with HS partners

Institutional Learning Outcomes Redefined

Grace Estrada, Ph.D.,

SLO Coordinator/

ACCC Chair-elect

May 13, 2024

Objectives

- Review learning outcomes at EVC
- Review current ILO definitions
- Share supported ILO modifications
- Identify impact

Institutional Learning Outcomes (ILOs)

Institutional learning outcomes represent the core competencies that EVC believes every student requires in order to become academically successful and civically responsible global citizens.

- **Communication**

- **Information Competency**

- **Inquiry and Reasoning**

- **Social Responsibility**

- **Personal Development**

Learning Outcomes at EVC
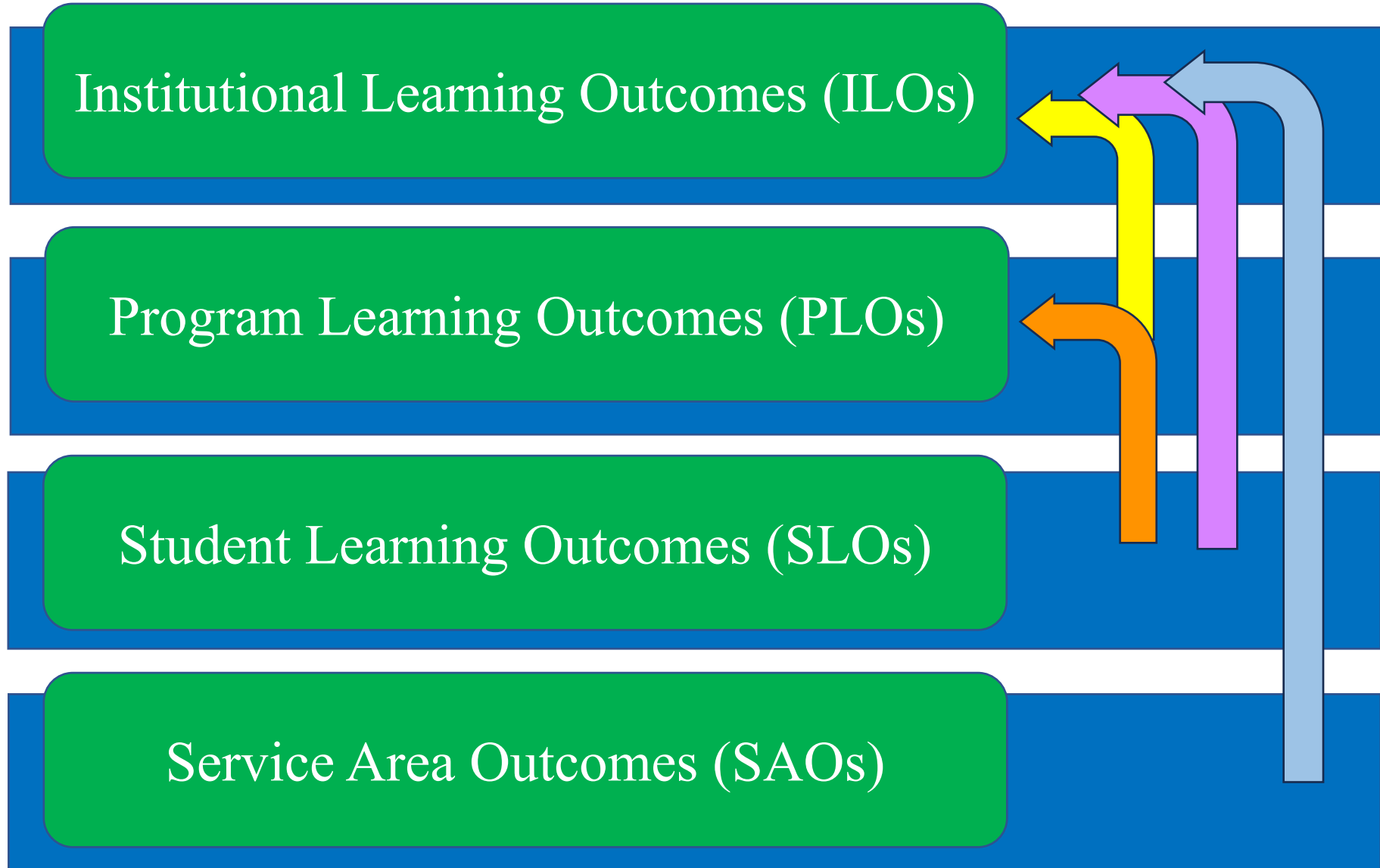
Communication ILO

Original definition:

The student will demonstrate effective communication, appropriate to the audience and purpose.

Communication ILO

Original definition:

The student will demonstrate effective communication, appropriate to the audience and purpose.

Supported change:

The student will demonstrate the use of effective communication that is inclusive and appropriate for the audience and the purpose of the task.

Information Competency ILO

Original definition:

The student will critically evaluate information to interpret ideas and solve problems.

Information Competency ILO

Original definition:

The student will critically evaluate information to interpret ideas and solve problems.

Supported change:

The student will define and support an information need with credible sources while also recognizing that privilege and biases exist within the creation of information.

Inquiry and Reasoning ILO

Original definition:

The student will utilize information from a variety of sources to make an informed decision and take action.

Inquiry and Reasoning ILO

Original definition:

The student will utilize information from a variety of sources to make an informed decision and take action.

Supported change:

The student will critically evaluate information to interpret ideas and solve problems while considering equitable and inclusive best practices.

Social Responsibility ILO

Original definition:

The student will demonstrate effective interpersonal skills with people of diverse backgrounds and effectively function in group decision-making.

Social Responsibility ILO

Original definition:

The student will demonstrate effective interpersonal skills with people of diverse backgrounds and effectively function in group decision-making.

Supported change:

Students will incorporate ethical, social, and environmental implications in their choices to foster diversity, equity, and inclusion in their community.

Personal Development ILO

Original definition (retained):

The student will demonstrate growth and self-management to promote life-long learning and personal well-being.

EVC's Current ILO Definitions

- **Communication**: The student will demonstrate effective communication, appropriate to the audience and purpose.

- **Information Competency:** The student will utilize information from a variety of sources to make an informed decision and take action.

- **Inquiry and Reasoning :** The student will critically evaluate information to interpret ideas and solve problems.

- **Social Responsibility:** The student will demonstrate effective interpersonal skills with people of diverse backgrounds and effectively function in group decision making.

- **Personal Development:** The student will demonstrate growth and self-management to promote life-long learning and personal well-being.

EVC's Proposed ILO Definitions

- **Communication**: The student will demonstrate the use of effective communication that is inclusive and appropriate for the audience and the purpose of the task.

- **Information Competency:** The student will define and support an information need with credible sources while also recognizing that privilege and biases exist within the creation of information.

- **Inquiry and Reasoning :** The student will critically evaluate information to interpret ideas and solve problems while considering equitable and inclusive best practices.

- **Social Responsibility:** Students will incorporate ethical, social, and environmental implications in their choices to foster diversity, equity, and inclusion in their community.

- **Personal Development:** The student will demonstrate growth and self-management to promote life-long learning and personal well-being.

Why the changes?

- Incorporate language that demonstrates our values of diversity, equity, inclusion, and access
- Social responsibility modification acknowledges 21st century challenges

Original definition:

 The student will demonstrate effective interpersonal skills with people of diverse backgrounds and effectively function in group decision-making.

Supported change:

Students will incorporate ethical, social, and environmental implications in their choices to foster diversity, equity, and inclusion in their community.

Why now?

- ILOs affect every facet of EVC activity, both academic and non-instructional
- Course proposals will be affected
- SLO, PLO, ILO, and SAO assessment reports in CurriQunet will be affected
- Support now will enable adjustments in CurriQunet over the summer and allow for a smoother transition in the new academic year in Fall

College Budget Committee
FY24-25 Supplemental Allocation Recommendation

Purpose

The purpose of the College Budget Committee (CBC) is to be an advisory body to the College President on process, procedures, and development of the college budget. Specifically, the committee is charged to make recommendations to the College Council for the allocation of funding and/or budget reductions.

College Resource Request Process

Program Review cycle - 4 year cycle per Department (IEC to CBC)

Annual Resource Request - Yearly Department submittal if not submitting a Program Review (IEC to CBC)

Number of Submittals Reviewed in Spring 2024 for FY24-25

9 Program Reviews (PRs)

22 Annual Resource Allocations (AURRs)

31 Submittals for Consideration by CBC

Budget Development

- Each Department within the Fund 10 will get a Base Allocation based on what they spent in FY23-24

   $1.4Million in expected Base Allocation funds to the College out of $1.9Million total Discretionary

- The Supplemental Allocation for FY24-25 will be the same as it was in FY23-24 due to discretionary allocations not increasing from the District and budget constraints - $308,000

Expected Discretionary	$1,900,000
Base Allocation	($1,400,000)
Fin Aid Match	($150,000)
Student Lab Tech Refresh	($42,000)
CBC Supplemental Allocation	($308,000)
	$0

CBC Notes and Considerations

- Due to budget constraints and the large amount of requests, the CBC could only consider the Manager's 1st priority for partial funding

AURRs total	$1,110,067
PRs total	$799,111
	$1,909,178

- AURRs and/or PRs that solely asked for Faculty and/or Classified personnel were not reviewed by CBC
- AURRs and/or PRs that requested Faculty and/or Classified personnel, were only reviewed if they requested a supplemental discretionary allocation and the personnel request was not considered by the CBC
- Only AURRs and/or PRs that were accepted by IEC were considered and reviewed by the CBC and those AURRs and PRs had to be:
   - a. On time
   - b. Fully completed
   - c. Manager Prioritization and sign off
- A list of AURRs and/or PRs that had Faculty position requests were forwarded to the VP of Academic Affairs and the Academic Senate President as the chairs of the Faculty Prioritization Committee on 3/22/24
- A list of AURRs and/or PRs that had Classified position requests were forwarded to the VP of Student Services and the Classified Senate President as the chairs of the Classified Prioritization Committee on 3/22/24
- AURRs and/or PRs that had Technology requests were forwarded to the College Technology Committee for compliance on new requests only - technology requests were only considered for funding by the CBC if they were listed as the Manager's 1st priority due to budget constraints
- There were not any AURRS and/or PRs that needed to go to the Safety & Facilities as none were new and only one is being assessed through Physical Plant which are not Fund 10 (Bond or District Maintenance)
- The managers were asked throughout this process to prioritize their requests during the submittal process in late 2023 and again in March/April 2024 to assess mission critical items
- The CBC and VP of Administrative Services worked with several managers throughout this process to get requested items onto other funding sources (Fund 17) in order to free up funds to allocate through the CBC Supplemental Allocation process
- Economics of scale were promoted and used when assessing requests that could go to other funding sources or be purchased in bulk to save resources
- CBC provided detailed feedback for each requested submittal regarding what they did well and ways to improve their request in order to get funding or get more funding the next cycle

College Budget Committee
FY24 - 25 Supplemental Allocation Recommendation

Process & Timeline

Overview, Trainings, and Goals	}	November 2023 - Submission of Program Review (PR) by those departments due to provide for that cycle December 2023 - Submission of Annual Resource Request (AURR) by departments seeking supplemental allocations for FY24-25 January 31, 2024 - Overview and Training of CBC Rubric and Assessment tools for all new and returning CBC members **February 5, 2024 - AURRs released to CBC on TEAMS for assessment and to start rubrics** February 14, 2024 - 1st review - CBC reviewed AURRs that were submitted in order to assess scores based on approved CBC rubric Discussions to provide feedback to each department submittal Feedback captured to give to each department ways to improve their submittal or provide details of what was done well Ranking not discussed in order to await PR submittals Assessemernt and amount of $308,000 to allocate - CBC decided to only partially fund Manager's 1st priorty for this full CBC cycle February 21, 2024 - Rubrics for AURRs were due to Business Office to be tallied
1st Revision - Manager Priorty	}	February 28, 2024 - 2nd review - CBC reviewed AURRs that were submitted in order to assess scores based on approved CBC rubric Discussions to provide feedback to each department submittal Feedback captured to give to each department ways to improve their submittal or provide details of what was done well Ranking not discussed in order to await PR submittals March 6, 2024 - CBC open hours for CBC members who had questions regarding next set of rubrics to fill out - additional training March 13, 2024 - Discussions to provide feedback to each department submittal Feedback captured to give to each department ways to improve their submittal or provide details of what was done well Ranking not discussed in order to await PR submittals March 20, 2024 - CBC open hours for CBC members who had questions regarding next set of rubrics to fill out **March 22, 2024 - PRs released to CBC on TEAMS for assessment** April 3, 2024 - 1st review - CBC reviewed PRs that were submitted in order to assess scores based on approved CBC rubric Discussions to provide feedback to each department submittal Feedback captured to give to each department ways to improve their submittal or provide details of what was done well April 8, 2024 - Rubrics for PRs submitted to Business Office to be tallied April 10, 2024 - 2nd review - CBC reviewed PRs that were submitted in order to assess scores based on approved CBC rubric Discussions to provide feedback to each department submittal Feedback captured to give to each department ways to improve their submittal or provide details of what was done well Ranking not discussed in order to await PR submittals Request of Committee to find out from Managers what is Mission-Critical in light of budget constrains
Manager's Mission Critical - 2nd Revision	}	**April 12, 2024 - VP Alexander sends email to Managers with request asking them to assess mission critical items based on their 1st priorty by April 16, 2024** April 17, 2024 - Preliminary Rankings of combined AURRs and PRs presented to the committee Discussion to assess new totals with Manager Mission Critical information Prelimiary ranking and proposal created
3rd Revision - CBC	}	April 24, 2024 - Final rankings and discussion by CBC with recommendations for funding AURRs and PRs submitted
Recommendation		April 29, 2024 - Recommendation to College Council as an Information Item to go to Action Item

College Budget Committee's
AURRs and PRs Rubric Tally

Ranking	Organization	Total	Original Request		1st Revision CBC Dept. Representative Revisions		2nd Revision Manager 2nd Look Due to Budget Constraints		3rd Revision CBC Final Revision 4/24/24		List of specific items needed - 2nd revision by Manager - Mission-Critical	Committee Notes and Feedback
			1st Priority	Amount	1st Priority	Revised Amount	1st Priority	Manager's Mission Critical	1st Priority	CBC Final Proposal		
1	Library	246	Supplies	105,000.00	Supplies	78,000.00	Supplies	64,737.00	**Supplies**	**68,137.00**	Databases: $49,737 APA PsycArticles: $4000 Issues and Controversies: $619 Gale Research Complete: $15768 Gale eBooks: $57 JSTOR: $2600 SciTech: $7848 Britannica: $1116 College Complete (eBooks): $4734 Swank: $3230 Films on Demand: $9765 Books: $10,000	Listed SLOs and assessments results which "closed the loop." Program worked well with other departments and alignments and how they kept track of data. Late fees for licensing fees is worrying to CBC. MODEL REQUEST we want to share.
2	Biology	241	Supplies	37,800.00	Supplies	37,800.00	Supplies	30,600.00	**Supplies**	**34,600.00**	Chemicals, reagents, microbiology media, bacterial cultures, lab gloves, cadavers, and other consumables.	Very well written request that highlighted all the rubric bullet points. Asking for less than last year. Good explanation of all funding sources. Strong workforce has been very helpful for allied health students.
3	Chemistry	238	Supplies	30,000.00	Supplies	30,000.00	Supplies	30,000.00	**Supplies**	**30,000.00**	Chemicals, helium gas, and Glassware, and PPE materials.	Request showed clear connections with their plans, included student performance data, relates directly to student success, and details provided in the items needed section. MODEL REQUEST we want to share!
4	Physics	228	Equipment	27,094.00	Equipment	27,094.00	Equipment	21,769.50	**Equipment**	**21,769.50**	30 LabQuest3 (LABQ3); 30 Go Direct Sensor Carts (GDX-CART-Y); 15 Go Direct Sensor Cart Accessary (GDX-CART-AK)	Request shows exceptional outreach to the community, clubs, and detailed SLO assessments. Positive comments on lead free samples for students. To improve, align performance numbers in section A. Put SLO assessments in the correct section and follow the rubric for guidance.
5	Health Science	225	Others	18,184.00	Others	18,184.00	Others	8,500.00	**Others**	**11,100.00**		Good historical background. Addressed all aspects of the rubric including SLO assessment, safety and need for contracts to repair sterilizer, glassware washer and biohazard waste removal. MODEL request. Table listing account numbers, title, and how funds were spent should be shared with campus.
6	Physical Science - Astronomy	219	Equipment	27,354.00	Equipment	27,354.00	Equipment	27,354.00	**Equipment**	**27,354.00**	Shelyak ESHEL Complete Spectrograph System # SKU SL-ES0007. The spectrometer requires a dedicated camera to store data, and we identified the SBIG STXL-16200 Ultimate Package # SKU: STXL16200-Ultimate	Provided direct assessment for request for spectrometer. Placed an action plan and status. Offer gateway course for STEM and high school students. Good documentation. Next year fix so that Astronomy is not under Physical Science on Curriqunet. Some confusion about 1st and 2nd priorities from manager. Check numbers and totals and make it more clear. Asking for spectrometer for 10 years.
7	Nursing	215	Supplies	1,000.00	Supplies	1,000.00	Supplies	1,000.00	**Supplies**	**1,000.00**		Demand for the program was clear. Request provided performance data and great success rates. The request was not as strong as last year. Strategic goal #3 was glossed over. Go deeper to explain equity gaps. Next year put data you received for areas that you want to improve. How do supplies align to #3? New building will get equipment for program.

Ranking	Organization	Total	Original Request		1st Revision CBC Dept. Representative Revisions		2nd Revision Manager 2nd Look Due to Budget Constraints		3rd Revision CBC Final Revision 4/24/24		List of specific items needed - 2nd revision by Manager - Mission-Critical	Committee Notes and Feedback
			1st Priority	Amount	1st Priority	Revised Amount	1st Priority	Manager's Mission Critical	1st Priority	CBC Final Proposal		
8	Theatre Arts	211	Supplies	11,330.00	Supplies	11,330.00	Supplies	8,497.50	Supplies	8,497.50		Request shows creating a path for degree in theater arts, expanding the program, and paints college in good light to community. Assessment results are just getting started but are promising. Add more about safety in the theater. Explain foundation funds, how much, and goals for funds. Is the request for supplies $11,330 including SWANK? Need PT set technician. Can they hire work study students?
9	Natural Science	210	Equipment	8,128.00	Equipment	-	Equipment	-	Equipment	-	Other funding source found - HEERF	First time to write a program review. Addressed all aspects of the rubric including SLO assessment, safety and need for a trailer replacement. Trailer was stolen from campus parking lot during COVID.
10	Kinesiology	202	Equipment	12,900.00	Equipment	12,900.00	Equipment	7,740.00	Equipment	9,740.00		Good connection to SLO and funding request. High retention. Narrative addresses students performance and program viability. Add more detail on student growth and demand. Explain what the college will pay for: fitness center, preventative maintenance, fields, gym. Be more forthcoming in section E: Additional resources.
11	MSE Division Office	201	Supplies	500.00	Supplies	-	Supplies	-	Supplies	-	Funding request was part of the dept.. Fund 10 base allocation.	Good headquarters with nice people. ASPIRE has joined them. They requested fund 10 and that is not necessary. Request for outreach banners has been sent to Dean Morgan.
12	Health and Wellness Services	199	Technology	122,200.00	Technology	-	Technology	-	Technology	-	Request pulled from department	
13	Educational Instructional Technology	198	Others	3,156.00	Others	3,156.00	Others	1,893.60	Others	1,893.60	Renewal of subscription to Canvas Credentials and Badging System. Cost cannot be reduced.	Request for supplies was well connected to assessments. Next time explain how badging is a subscription and not one time funding. Strong Workforce can cover this request.
14	Counseling and Articulation	197	Technology	27,000.00	Technology	27,000.00	Technology	16,450.00	Technology	-	Subscription for SARS Appointment System	A poorly written request with performance data in the wrong section. Need to clarify why SARS now needs to be from discretionary funding. SEAP is over $1M each year and can be used for this request.
15	Language Arts Division Office	197	Supplies	3,000.00	Supplies	3,000.00	Supplies	1,500.00	Supplies	1,500.00		Request listed supplies in detail and items such as green books which are related to the educational master plan. Did not explain the transfer of $3,830 and how much is in the fund 10 and what it is used for.
16	Engineering	195	Supplies	6,000.00	Supplies	6,000.00	Supplies	5,300.00	Supplies	5,300.00	Supplies for labs such as wires, connectors, solar cells, capacitors, inductors, amplifiers, metals, pipes, wood, crews, and nuts.	Request is very dynamic and detailed. Program is creating new courses. Need specific items purchased with previous allocation of $118,000 not just spent it all on ENGR 066. Did they purchase items approved by CBC? With new building, will get new technology.
17	Athletics	195	Equipment	41,500.00	Equipment	41,500.00	Equipment	24,900.00	Equipment	26,900.00		Educated us about their needs. Would like to see guidelines for uniform requirements. Next time connect student outcomes to athletic needs. Did not share Fund 10 and Foundation amounts and how used. Contact Raniyah for basic needs money for food. CBC removed request for fitness center maintenance because it is covered by physical plant.

Ranking	Organization	Total	Original Request		1st Revision CBC Dept. Representative Revisions		2nd Revision Manager 2nd Look Due to Budget Constraints		3rd Revision CBC Final Revision 4/24/24			List of specific items needed - 2nd revision by Manager - Mission-Critical	Committee Notes and Feedback
			1st Priority	Amount	1st Priority	Revised Amount	1st Priority	Manager's Mission Critical	1st Priority	CBC Final Proposal			
18	Financial Aid	194	Technology	9,000.00	Technology	9,000.00	Technology	-	Technology	-		Covered by HEERF	Data shows student inequities but how is that being addressed? Next time explain why professional membership is needed for professional development which is different than just having the membership. How many staff are certified? Need to align assessments with membership request. What is intent for funds now used for software if CBC provides discretionary for software? Technology grant pays for most financial aid software. Needed based on issues with Federal Fin Aid concerns
19	Outreach and Recruitment	194	Others	39,000.00	Others	39,000.00	Others	-	Others	-			Request was detailed, provided data, and goals were connected to educational master plan. Why asking for computers if getting in 6 months in new building? Are they aware of Professional Development funds for classified and faculty? $1,200 per person per year. Have grant of $500,000 and $451,000 discretionary can be used for this request.
20	International	192	Others	20,000.00	Others	20,000.00	Others	12,800.00	Others	12,800.00			Assessments directly connect to the request. Explained previous use of funds and proposal matches well with the request. Need justification for why program should exist at this time. 1 counselor, 2 classified with no revenue to the college. Fund 10 is available.
21	Anthropology	192	Equipment	5,500.00	Equipment	5,500.00	Equipment	5,500.00	Equipment	5,500.00			They have doubled course offerings but how many? Good to alternate offer courses to transfer to university. Program SLOs need to be updated. Mention how request aligns with EMP. Include a plan and status on what is being worked on. No mention of what was purchased last time. Give exact items purchased.
22	Computer Science	190	Supplies	326.00	Supplies	326.00	Supplies	326.00	Supplies	326.00		A1 Magic Whiteboard Plain White sheets	A well organized request with courses connected to SLOs. Highlighted student club. Can this request come out of Fund 10?
23	Admissions and Records	189	Technology	16,500.00	Technology	16,500.00	Technology	16,500.00	Technology	16,500.00			Impressive student surveys. 24% return rate. Very specific for technology and reasons for need. Next time have a timeline set in stone for distributing survey. Expand on performance and data for what they are doing.
24	English	189	Supplies	2,100.00	Supplies	2,100.00	Supplies	1,380.00	Supplies	1,380.00		Leaf by Leaf Digital Literary Magazine, which includes Web host and domain at Wix.com ($280); Web design service by Creative Freedom LLC ($1,100)	Detailed on courses and recent accomplishments. Explain AB 1705 fund amounts and activities that are supported. Incomplete sections: Viability of Program and Assessment Results.
25	English as a Second Language	183	Others	24,466.00	Others	24,466.00	Others	200.00	Others	200.00		Annual license fees or online learning ESL labs ($6K) and $200 for online newspaper subscriptions accessible to student. If fund 10 dollars are not available, Fund 17 Lotto fund may be used which is an allowable expense.	Well written request that outlines curriculum and statistics on success. Next time add more data on growth and student demand. Need data on success rates and transitioning from non-credit to credit. Explain non-credit to committee in narrative. Adult ed funds can be spent on textbooks. There is now a large collection of textbooks from previous instructors available. AB 1705 can be used for this request.

Ranking	Organization	Total	Original Request		1st Revision CBC Dept. Representative Revisions		2nd Revision Manager 2nd Look Due to Budget Constraints		3rd Revision CBC Final Revision 4/24/24		List of specific items needed - 2nd revision by Manager - Mission-Critical	Committee Notes and Feedback
			1st Priority	Amount	1st Priority	Revised Amount	1st Priority	Manager's Mission Critical	1st Priority	CBC Final Proposal		
26	Art	182	Equipment	44,659.00	Equipment	44,659.00	Supplies	9,000.00	**Supplies**	**9,000.00**	Graphic art supplies	Viability of program was addressed and every need explained. Clear formatting of the request made it easy to follow. High acceptance rates to CSU plus outreach with art club gallery and community partners. Add more about the growth of the program. DEI training under professional development needs more explanation of costs.
27	Automotive Technology (Auto)	182	Others	32,000.00	Others	-	Others	-	**Others**	-	Request part of Physical Plant and will reviewed and assessed	Offer counseling and career mentoring. Dual enrollment and Elmwood prison. Outreach with auto club, host events, ZTC for students. For software talk to IT people. Clarify fund 10 amounts. More details needed about assessment results. The #1 request for lighting and fencing can be covered by other funds.
28	Communication Studies	179	Equipment	9,000.00	Equipment	9,000.00	Equipment	-	**Equipment**	-		Good retention and success. Good effort to develop the program and reducing the gap. Next time fully answer the question in the rubric. Several requests are already funded by Division. Use FT/PT student data in positive way to support request. #1 request of camera, audio, lighting not mission critical.
29	Administration of Justice	178	Others	960.00	Others	960.00	Others	960.00	**Others**	-		Good story about department background and growing with 34 sections. Clear explanation of a need and a low amount requested. Connect with librarians for support with films on demand. Have they looked into free OER? SLO data was generalized and could be more specific.
30	Manufacturing Technology	157	Supplies	3,000.00	Supplies	3,000.00	Supplies	-	**Supplies**	-	Not mission critical. Courses not being offered Fall 2024 at this time.	Request shows need for these certificates in hardware technician and apprenticeships. Next time connect with library for databases and provide data for growth or demand of program. Strong Workforce can pay for this request.
31	Physical Science	109										Want to improve this program and come over to MS3. Missing data, details and no list of supplies necessary.
			Total:	688,657.00	Total:	498,829.00	Total:	296,907.60	Total:	293,497.60		
			CBC Funding Allocation	308,000.00	CBC Funding Allocation	308,000.00	CBC Funding Allocation	308,000.00	CBC Funding Allocation	308,000.00		
			Difference	(380,657.00)	Difference	(190,829.00)	Difference	11,092.40	Difference	14,502.40		