

CALL TO ORDER

President Moore called College Council to session at 2:04 p.m.

ATTENDEES

Council Members Present:

Mary-Rita Moore, Dr. Deborah Baness King, Dr. Susan Campos, Dr. Michael Flaherty, Mike Garrity, Pamela Perry, Elise Rapala, Hilary Meyer, Elizabeth Quan Kiu Vazquez, Christopher Clem, Dayanne Figueroa, Tom Olson, Carlos Garcia Sanchez

Absent: Shelley Tiwari, Audrey Jonas

Others Present: Joe Klinger, Derrell Carter, Christina Skasa, Humberto Espino, Lauren Kosrow, Jean M. Dugo, Debra Baker, Chuck Bohleke, Kurian Tharakunnel, Brenda Jones Watkins, Garry Abezetian

APPROVAL OF MINUTES

Mike Garrity made a motion to approve the minutes of the January 28, 2019 College Council meeting, seconded by Debbie Banes King. The motion carried unanimously by voice vote.

HOT TOPICS

Dr. Flaherty asked for an update on access to shared drives and documents. He is aware some faculty members still do not have access to their files and has shared his concerns with AVP Carter. President Moore stated that AVP Garrity will give a full update under new business and it is the highest priority for full access to the campus.

On behalf of Mid-Management, Hilary Meyer submitted two questions, first what is the status of the Succession Planning. President Moore does not have an update at this time, and will inform Mid-Managers and the Council when she does. Second when will the Professional Development Center (PDC) be back up and running. President Moore shared that the first step in rebuilding of the PDC space and center is having the personnel in place. At the February Board meeting a recommendation for the new Director of PDC is up for approval. PDC development will move forward once personnel is in place.

President Moore shared that Westlake Hospital has been purchased by a new owner and they plan on closing the hospital later this year (July). President Moore met with Dean Susan Campos and they are addressing how the closing will impact students at the College. The College also receives a multiyear grant from Westlake Foundation for high school students exploring health careers. President Moore will update Council as additional information becomes available.

OPERATIONAL ASSEMBLY

Mike Garrity reported Operational Assembly met earlier this month and shared the following highlights from the meeting, Research reported that FY18 Graduate Success Report was recently completed and will be distributed and posted on the portal. The College virtual tour is live on the website and can be viewed [here](#). New members from the Diversity Committee, Co-Chairs Jodi Koslow Martin and Gail Krahenbuhl were in attendance. They shared the committee is working on membership and they attended the Academic Senate to present an update on the Committee status.

ACADEMIC SENATE

Dr. Flaherty reported College Curriculum Committee is completing new course outlines and all Chairs and Coordinators will be asked to select one of the five learning objectives a course meets. Learning objectives will be on course outlines going forward. They are in the early stages of creating a new program GECC (General Educations Core Curriculum), providing a completion certificate to students once they finish the core curriculum, similar to the Arts & Sciences program.

Academic Scholastic & Standards Committee has submitted to Senate an update to the Grade Change Policy, the change requires students to initiate the process by contacting the instructor within 30 calendar days after the beginning of the next regular semester. A copy was forwarded to President Moore awaiting final approval by the Board.

Assessment Committee is working with faculty to map general education outcomes in the next couple of weeks. The Committee is planning a Learning Improvement Week to be held the first week of April, more information to follow.

The next meeting is Tuesday, March 12 at 2:30 pm in B 204/210.

STUDENT SUCCESS

No report, Shelley Tiwari is attending the annual Achieving the Dream Conference this week.

OLD BUSINESS

Mission & Vision Goal Update

Hilary Meyer provided an update on the work of the Mission and Vision sub-committee. The Sub-committee has met several times and reviewed, categorized and tagged all the feedback received from the community. They finalized language for the revised mission and vision statements and are working on a communication plan that will include open forum sessions in March.

NEW BUSINESS

Network Outage

Mike Garrity provided an update on the February 6 malware attack on the computer network. As of February 18 internet access, printing, Colleague, portal and Academic file share used in classrooms are back online. The main focus is to restore H and shared drives. The files are secure and IT is working on restoring the server. Mike hopes it will be back online by the end of the week. This server contains the greatest number of files and the process is slow due to the size. Next steps include additional clean-up and security measures to be added.

President Moore reminded the Council that last Friday was payroll and it was the recovery team's top priority to make sure payroll went as smoothly as it did, we received only a few questions. Please direct employees to payroll with any questions. She also expressed her thanks to the entire campus community for remaining positive and rising to the challenge during the outage. She also shared her office received positive feedback from the community on how well staff handled serving our students during the outage.

Hilary Meyer expressed her thanks to the IT team and inquired how we can help to make sure we don't experience this again. Mike Garrity shared that security changes have been made already regarding back up to the domain. The new anti-virus is more robust and additional spam monitoring has been added to the system.

Elizabeth Quan Kiu Vazquez shared concerns that her students expressed to her regarding their personal information and wanted to know what information she can share at her next class. Mike Garrity stated we have no evidence of unauthorized access to personal information within our network, and it is our belief that there was none. We take this situation extremely seriously, as protection of all personal information is one of our highest priorities.

Mike Garrity expressed his thanks for the support from the campus and how they created alternate ways to address the needs of the students during the outage.

Annual College Council Survey

Pamela Perry gave an update on the annual College Council survey, typically sent in March. Last year due to the March HLC visit, the survey went out in April. This year our goals are Mission & Vision evaluation, Higher Learning Commission Assessment and Engagement with Coworker Connect initiatives. As of today, we have completed many milestones on our Assessment work. The Mission & Vision communication will come out in March and we have two Coworker Connect events in February and April. Pamela asked Council if an April survey after the Coworker Connect lunch works for the group. College Council agreed that an April survey is best.

NEXT MEETING

The next meeting of College Council is March 25, 2:00 – 4:00 p.m. in B-204/210.

OTHER

Food Pantry - Christopher Clem shared information on a pilot program with Financial Aid, which incorporates leftover Hospitality Industry Administration (HIA) meals with the Food Pantry. At first there were concerns on logistics of how to store and distribute the food, so they tabled the program. They learned there is a way to text students interested in the Food Pantry. On Tuesday, February 12 a text was sent to the 40 students that expressed interest in the Food Pantry for an opportunity to have a meal prepared by HIA. 14 students were able to take part in a meal. Based on the success they plan to continue the program this semester.

ADJOURNMENT

Mike Garrity made a motion, seconded by Debbie Baness King, to adjourn the meeting. College Council was adjourned at 2:38 p.m.

/jf