



**ALLAN
HANCOCK
COLLEGE**

M E M O R A N D U M

DATE: October 27, 2020
TO: College Council
FROM: Paul Murphy, Laurene Lee

SUBJECT: 2019-2020 Council Accomplishments

The councils were hard at work again this past year. Every council submitted an annual report of accomplishment, challenges, and outcomes. Attached are all the reports submitted; here are a few highlights:

Accomplishments:

- Councils spent time working on revising and updating board policies and administrative procedures; 14 board policies and 31 administrative procedures in total.
- Successful Annual Planning Retreat was held beginning work on the new Educational Master Plan.
- Participation in Partnership Resource Team visits to the college.
- Approved revised academic calendars for 2019-20 and 2020-2021.
- Councils goals for 2019-2020 were updated.
- Projecting a local deficit as part of our adopted budget assumptions saved the college from tapping into the reserves this year.
- Facilities response to COVID-19 to include sanitation.
- Installation of electric car charging stations.
- Tested technology equipment options for delivering online content.

Challenges

- Lack of representation and attendance from constituency groups was a challenge for several councils this year.
- The current pandemic has changed priorities and provided several challenges for councils this spring as they deal with new state directives and ongoing changes across campus.
- Pandemic has delayed spring readings of several Board Policy/Administrative Procedures.
- COVID-19 impact on supply line.
- Financial implications of the COVID-19 pandemic.
- Funding shortfall due to decreased property taxes and Student-Centered Funding Formula.

Recommendations

- Focus on facility needs and review shared governance process.
- Recommend review of council and committee structure for integration of Educational Master Plan.
- Encourage a collegewide CCPD process review.
- Consider a standing item on the agenda for updates on innovative projects benefitting students on campus.
- Have a larger conversation with CC too see if there are strategies to improve attendance.



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M E M O R A N D U M

DATE: Aug 25, 2021
TO: College Council
FROM: Paul Murphy, Laurene Lee

SUBJECT: 2020-2021 Council Accomplishments

The councils were hard at work again this past year. Every council submitted an annual report of accomplishment, challenges, and outcomes. Attached are all the reports submitted; here are a few highlights:

Accomplishments:

- Councils spent time working on revising and updating board policies and administrative procedures; 21 board policies and 26 administrative procedures in total.
- Council goals for 2020-2021 were accomplished or updated.
- Successful Planning Retreat and Student Success Summit in virtual format.
- Monitored impact of apportionment deferrals on cash flow.
- Completed RFPs for Facilities Master Plan.
- Facilities response to COVID-19.
- Revitalize Safety Committee.
- Roof Replacement Building H (Campus Graphics)
- Completion of ACCJC Midterm and Annual reports.
- Ed Master Plan approved with revised Mission and Vision statements.
- Drafted Technology Master Plan goals and shared with constituent groups.
- Completed Campus-wide survey on technology.
- Expanded evening hours for student services to two nights per week beginning June 2021.
- Provided input to DEI taskforce.
- Approved Academic Calendars 2022-2023 through 2025-2026
- Approved DACA plan

Challenges:

- Lack of representation and attendance from constituency groups was a challenge for several councils this year.
- The pandemic has delayed some spring readings of Board Policy/Administrative Procedures.
- The current pandemic changed the priorities and work of the Student Learning Council (SLC). The council responded to emergency situations by focusing direction on new state directives.

- Financial implications to the economy due to the COVID-19 pandemic effect.
- COVID-19 impact on supply line.
- The existing CCPD structure can make it cumbersome to disseminate information of new initiatives and give updates to all in the current structure in an effective and timely manner.
- Remote meetings made it difficult to discuss/evaluate technology equipment.

Recommendations:

- Facilities Council recommends security cameras for Student Health Center
- College Council should encourage a college-wide CCPD process review.
- College Council should consider a standing agenda item for updates on innovative projects benefiting students on campus.
- Recommend all constituency groups assign 2 members to each council, one to serve as a back-up, so there is always representation.

ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES – 2020-2021

Council: Budget Council

Date of Report: May 2021

Names of Members: Shelly Allen, Laura Becker, Michael Dempsey, Toby McLaughlin, Michael McMahon, Lupita Rios- Leon

Names of Co-Chairs: Gary Bierly, Eric D. Smith

1)	Prior Year Follow Up: The council identified challenges and issues in the 2020-21 annual report.
	a) Provide specific examples of council actions taken to meet the challenges identified. If no action taken, provide current status (e.g., ongoing, suspended, referred to College Council).
	• NA
	b) For items referred to other councils as institutional items, provide your council's understanding of the status of each item.
	• NA
2)	Summarize the actions and accomplishments this year (2020-21) related to your council's functions
	<ul style="list-style-type: none"> • Established Budget Council Goals for 2020-2021. • Modified 2020-21 fiscal year budget assumptions, including application of local deficit factors. Reduced the current local deficit from 5% to 2.38% to match the state deficit at revised adopted budget. This resulted in the college not having to access reserves. • Monitored impact of apportionment deferrals on cash flow. • Shared Information regarding the CARES Act. • Revised CCPD Council/Committee Membership and Function pages under Budget Council. Eliminated Institutional Advancement Committee from Budget Council oversight. • Reviewed the HEERF II and III allowable expenditures and revenue restoration guidelines. • Decided to charge increase in unemployment insurance rates to HEERF II/HEERF III. • Discussed the plan to reopen campus. • Vetted OPEB Trust transfer from Futuris to Meketa. • Shared information on the FEMA reimbursement process for the vaccine distribution site. • Collaborated with Academic Senate to vet 10 + 1 Board Policies and Administrative Procedures. • Recommended the reallocation of capital projects reserve interfund transfer for ongoing technology needs. • Reviewed the expanded allowable uses of Restricted Lottery Funds and vetted a spenddown plan for carryover funds in excess of \$1 million. • Reviewed the current supply expense threshold of \$200 and its effect on the 50% calculation. Increased the supply expense threshold to \$500 beginning July 2021.

<ul style="list-style-type: none"> • Reviewed contracts with service providers, such as Follett, Testa Catering, Starry Sky, and Garda. • Reviewed and updated the following board policies and administrative policies for Board of Trustees review and approval: <ul style="list-style-type: none"> ➤ AP 6370 Contracts - Personal Services
3) Briefly identify any challenges encountered by your council in fulfilling its functions during the 2020-21 year.
<ul style="list-style-type: none"> • No funding from the State in fiscal year 2020-21 for deferred maintenance and instructional equipment. • Financial implications to the economy due to the COVID-19 pandemic effect.
4) What specific institutional improvement needs have been identified by your council to be forwarded to College Council for consideration?
<ul style="list-style-type: none"> • None at this time
a) What intentional and deliberate steps can your council take to address challenges and/or needed improvements? (Make note of those above).
<ul style="list-style-type: none"> • Monitor and review goals throughout the year
b) What actions should College Council take to facilitate improvement of challenges for the institution as a whole?
<ul style="list-style-type: none"> • NA
c) What resources does your council need to accomplish its goal(s)?
<ul style="list-style-type: none"> • NA

ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES - 2020-2021

Council: Facilities Council

Date of Report: April 23, 2021

Names of Members: Denise Baldwin, Michael Dempsey, Gerald Domingues, Kim Ensing, Roger Hall, Lucy Ramos, James Turner

Ex-officio Members: Cathy Farley, Jim Harvey, Kara Pizano, Jennifer Schwartz, Jake Zent

Names of Co-Chairs: Eric D. Smith, Tyson Aye

1)	Prior Year Follow Up: The council identified challenges and issues in the 2019-20 annual report.
	None
a)	Provide specific examples of council actions taken to meet the challenges identified. If no action taken, provide current status (e.g., ongoing, suspended, referred to College Council).
	NA
b)	For items referred to other councils as institutional items, provide your council's understanding of the status of each item.
	NA
2)	Summarize the actions and accomplishments this year (2020-21) related to your council's functions
	<ul style="list-style-type: none"> • Facilities Council Goals for 2020-2021 • District Order of Priority for the 2022-2026 Five-Year Construction Plan • Completed Request for Proposals for Facilities Master Plan • Identify the need for a new Injury and Illness Prevention Plan • Revitalize Safety Committee • Facilities response to COVID -19 • Revised CCPD Council/Committee Membership and Function pages under Facilities Council • Completed RFP's for Facilities Master Plan • Identified the need for a Campus Emergency Power Plan • Consensus to place Sustainability Master Plan Component as part of the Facilities Master Plan <p>Completed Infrastructure Projects:</p> <ul style="list-style-type: none"> • Underground Utility Relocation Infrastructure Project for Fine Arts • Competitively bid and awarded the contract for the construction of the Fine Arts Complex • CBC Restroom Renovation • Building D Waterline Relocation

- Separation of Fire Water Loop – AHC Santa Maria
- Rain Curtain – Building O-200
- LED Light Replacement for Building A&B Tree Lights
- Building G Heating & Air Conditioning HVAC Replacement
- Parking Lot#9 LED Light Replacement
- Outdoor Weight Room – AHC
- Roof Replacement Building H (Campus Graphics)
- ADA Self-Evaluation and Transition Barrier Plan by DAC
- Exterior Painting Color Palette for the District
- Established Priority of Exterior Painting Projects
- Planter Renovation Fountain Building B
- Created additional Facilities Storage
- M-300 and M-400 Exterior Painting Completed
- Machine Shop Electrical Upgrade

Pending and Current Infrastructure of Projects:

- Fine Arts Complex Project under construction
- Athletic Training Modular Building – Santa Maria Campus
- Child Care Yard Expansion Design - Santa Maria Campus
- Child Care Yard Expansion Design - LVC
- Repaving Plan
- Security Lock Phase 3 (Developing Scope)
- Began changeover from Simplex Fire Systems to Siemens
- Loop Road Paving – LVC
- Tree Removal Loop Road - LVC
- MESA/STEM Building
- Stage Craft for PCPA
- Modular Placement for Public Safety at LVC
- Fire & Burn Building DRAEGER at LVC
- Soccer Score Board
- Initial Design Phase for Building N Modernization (Gym)
- Water Reclamation Project - LVC
- Baseball/Softball Field Restroom Facilities
- Baseball Field Concession Stand
- Solar Project at Santa Maria Parking Lots
- Changing Facilities for Athletes
- Student Health Services Center
- Lactation Room at LVC
- Relocation of LAP – LVC
- Roadway LED Lights Conversion

- Building N-10, 11 Heating and Air-condition Insulation
- VFD Replacement LVC HVAC Systems
- Stairwell Lighting Building A&B
- Tile Repair Building D
- Storm Drain at Public Safety – LVC
- Vertical French Drains Inner City Grid – LVC
- President’s Court Yard
- Signage Plan Building B

Facilities Council reviewed and updated the board policies for Board of Trustees review and approval:

- AP 3560 Alcoholic Beverages
- BP 3560 Alcoholic Beverages
- BP 6100 Delegation of Authority
- AP 6530 Vehicle Accident Reports

3) Briefly identify any challenges encountered by your council in fulfilling its functions during the 2020-2021 year.

The following are ongoing items:

- COVID-19 Pandemic and Impact on Supply Line

4) What specific institutional improvement needs have been identified by your council to be forwarded to College Council for consideration?

Student Health Center, Security Cameras

a) What intentional and deliberate steps can your council take to address challenges and/or needed improvements? (Make note of those above).

- Work with institutional advancement to identify funding for facility initiatives
- Monitoring federal stimulus dollars for infrastructure projects
- Tracking expenditure related to COVID-19 for reimbursement through Cal OES and FEMA
- Monitor and review council goals throughout the year

b) What actions should College Council take to facilitate improvement of challenges for the institution as a whole?

- Focus on facility needs and review the shared governance process.

c) What resources does your council need to accomplish its goal(s)?

- NA

ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES – 2020-2021

Council: Institutional Effectiveness Council

Date of Report: 4/27/2021

Names of Members: Rick Rantz, Erica Biely, Eric Mason, Domenica Devine, Steven Butler, Armando Cortez, Isriel Cambronerero

Names of Co-Chairs: Paul Murphy, Laurene Lee

1) Prior Year Follow Up: The council identified challenges and issues in the 2019-20 annual report.
a) Provide specific examples of council actions taken to meet the challenges identified. If no action taken, provide current status (e.g., ongoing, suspended, referred to College Council). N/A
b) For items referred to other councils as institutional items, provide your council's understanding of the status of each item. N/A
2) Summarize the actions and accomplishments this year (2020-21) related to your council's functions <ul style="list-style-type: none"> • ACCJC Midterm Report • ACCJC Annual Reports • Ed Master Plan Approved along with Revised Mission and Vision Statements • Planning Retreat with priorities • Submitted recommended priorities to CC for implementation • ACCJC Training • Student Surveys <ul style="list-style-type: none"> (a) Drop survey (b) Return to campus
3) Briefly identify any challenges encountered by your council in fulfilling its functions during the 2020-21 year. <ul style="list-style-type: none"> • Attendance • No supervisor/confidential and minimal student participation

4) What specific institutional improvement needs have been identified by your council to be forwarded to College Council for consideration? N/A

a) What intentional and deliberate steps can your council take to address challenges and/or needed improvements? (Make note of those above).

b) What actions should College Council take to facilitate improvement of challenges for the institution as a whole?

c) What resources does your council need to accomplish its goal(s)? None

ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES – 2020-2021

Council:	Student Learning Council	
Date of Report: April	May 12, 2021	
Names of Members:	Co-Chairs:	Robert Curry, Julia Raybould Rodgers
	Management:	Sofia Ramirez Gelpi, Mary Patrick
	Faculty Association:	Lydia Maxwell
	Part-time Faculty Association:	Domenica Devine
	CSEA:	Mayte Solis
	Supervisory/ Confidential:	Vacant
	ASBG Student Rep:	Vacant
	Senate Ex. Committee	Hector Alvarez, Gary Bierly, Herb Elliott, Ana Gomez de Torres, Alberto Restrepo, Nancy Jo Ward,
	Ex-officio Members:	Fred Patrick, Rick Rantz, Liz West
Names of Co-Chairs:	Robert Curry and Julia Raybould-Rodgers	

1) **Prior Year Follow Up:** The council identified challenges and issues in the 2019-20 annual report.

- The current pandemic has changed the priorities and work of the committee. SLC has responded to the emerging situations by focusing its discussion on the new state directives and ongoing changes across campus.
- The pandemic has delayed some spring readings of Board Policy/Administrative Procedures.
- SLC continues to find it challenging to find permanent ASGB Student and Supervisory/ Confidential representation.

a) **Provide specific examples of council actions taken to meet the challenges identified. If no action taken, provide current status (e.g., ongoing, suspended, referred to College Council).**

SL continues focus on the emerging situations created by the pandemic with discussion on the new state directives and ongoing changes across campus. SLC continues to experience in delays in readings of the Board Policy/Administrative Polices due to the ongoing pandemic situation. SLC continues to find it challenging to find permanent ASGB Student and Supervisory/ Confidential. SLC intends to refer the difficulties of finding representation to College Council.

b) **For items referred to other councils as institutional items, provide your council's understanding of the status of each item.**

The following items were reviewed and approved by SLC and referred to College Council (with

some items to be completed in fall 2021):

Approved by SLC and referred to College Council:

AP/BP 4235 Credit by Examination

Pending review in fall 2021:

AP 4101 Independent Study

AP/BP 4102 Career Technical Education Programs

AP/BP 4105 Distance Education

AP/BP 4106 Nursing Programs

AP/BP 4222 Remedial Coursework

AP/BP 4300 Field Trips and/or Excursions

2) Summarize the actions and accomplishments this year (2020-21) related to your council's functions

Goal One: Engage with the development of the Educational Master Plan. Accomplished/Ongoing: SLC discussed and was informed on the progress of the new Educational Master Plan.

Goal Two: Support the work of the Distance Learning (DL) Committee to meet accreditation.

Accomplished/Ongoing: In fall and spring semester, there was also regular conversation about ERT and DL instruction. SLC received regular updates from DL Committee leadership.

Goal Three: Support Learning Outcomes and Assessment Committee's (LOAC) efforts to revise the assessment process. Accomplished /Ongoing: In fall and spring semester there was discussion about the move to accessing program learning outcomes and the use of SPOL. SLC received regular updates from LOAC leadership. (See attached report).

Goal Four: Contribute to the Student Equity and Achievement Program (SEAP) by supporting innovative activities. Accomplished/Ongoing: SEAP provided the committee with regular updates on the progress in setting up the committee in fall and the presentations held by SEAP on the student journey in spring.

Goal Five: Monitor the implementation of AB705. Accomplished /Ongoing: Erica Bierly gave a presentation on the progress on the AB705 implementation-English, Math, ESL in spring. SLC plan to continue to track the progress being made with AB705.

Goal Six: Support the work of Roadmaps for Success. Accomplished/Ongoing: Antonio Ramirez and Jennifer Schroeder gave SLC an update highlighting the main areas of achievement in the latest Roadmaps for Success report in spring.

- Briefly identify any challenges encountered by your council in fulfilling its functions during the 2020-21 year.
- SLC continues to find it challenging to find permanent ASGB Student and Supervisory/Confidential representation.
- SLC continues to experience in delays in readings of the Board Policy/Administrative Policies.
- The current pandemic effects on student learning continues to shape the work and conversation of the committee.

3) What specific institutional improvement needs have been identified by your council to be forwarded to College Council for consideration?

- The existing CCPD structure can make it cumbersome to disseminate information of new initiatives and give updates to all in the current structure in an effective and timely manner.

a) What intentional and deliberate steps can your council take to address challenges and/or needed improvements? (Make note of those above).

- The current CCPD structure should be reexamined by a campus wide representative body to streamline the review and feedback process for changes or updates to campus wide issues. The SLC should continue to advocate for a review of the process.
- More items could be reported out at College Council that come to SLC.

b) What actions should College Council take to facilitate improvement of challenges for the institution as a whole?

- College Council should encourage a college wide CCPD process review (shared governance process).
- College Council should consider a standing item on the agenda for updates on innovative projects benefiting students on campus.

c) What resources does your council need to accomplish its goal(s)?

None.

ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES – 2020-2021

Council: Student Services Council

Date of Report: May 13, 2021

Names of Co-Chairs: Nohemy Ornelas (Administration) and Juanita Tuan (Academic Senate)

Names of Members: Marian Quaid-Maltagliati (Management Assoc.), Diane Bergantz (Sup/Confidential), Veronica Reyes (CSEA), Julie Vasquez (Faculty Assoc.), Mirian Solano (ASBG)

Ex-Officio Members Alex de Jounge, Cynthia Diaz, Mary Dominguez, Mayra Morales, Stephanie Robb, Yvonne Teniente

1)	Prior Year Follow Up: The council identified challenges and issues in the 2019-20 annual report.
	<ul style="list-style-type: none"> • Attendance was a challenge for members in 2019-20. It is important to have consistent attendance at the meetings to ensure information is communicated to constituencies. • Gathering feedback from constituency groups for all the BPs/APs. Our process for approval was delayed due to needing to wait for constituencies to share information.
	a) Provide specific examples of council actions taken to meet the challenges identified. If no action taken, provide current status (e.g., ongoing, suspended, referred to College Council).
	<ul style="list-style-type: none"> • Continued to have Council Orientations during the fall to inform Council members of their role and responsibilities. • Recommend identifying constituency group back-ups to ensure attendance and sharing of information.
	b) For items referred to other councils as institutional items, provide your council's understanding of the status of each item.
	<ul style="list-style-type: none"> • Items such as Board Policies or Recommendations were advanced to College Council for approval. SSC does not have any pending items.
2)	Summarize the actions and accomplishments this year (2020-21) related to your council's functions
	<ul style="list-style-type: none"> • Expanded evening hours for student services to two nights per week beginning June 2021 • Reviewed/revised/updated BP/APs: <ul style="list-style-type: none"> ○ BP/AP 3433 Prohibition of Sexual Harassment Under Title IX ○ BP/AP 3510 Workplace Violence Plan ○ BP/AP 4226 Multiple and Overlapping Enrollments ○ BP/AP 3430 Prohibition of Harassment ○ AP 3434 Responding to Harassment Based on Sex Under Title IX ○ AP 3435 Discrimination and Harassment Complaints and Investigations ○ BP/AP 3515 Reporting of Crimes ○ BP/AP 3540 Sexual and other Assaults on Campus ○ AP 5530 Student Rights and Grievances

<ul style="list-style-type: none"> ○ BP/AP 5700 Athletics ○ BP 5100 Student Services ○ BP/AP 5130 Financial Aid ○ BP/AP 5110 Counseling ○ AP 5013 Students in the Military ○ BP/AP 5150 Extended Opportunity Programs and Services ○ BP/AP 4300 Field Trips and Excursions ○ BP/AP 5140 Disabled Student Programs ● Updated CCPD council and committee pages as needed ● Provided input to the DEI taskforce ● Created a virtual Student Success Summit ● Approved the revision of registration dates on the 2021-2022 Academic calendar to better accommodate high school graduates ● Approved Academic Calendars 2022-2023 through 2025-2026 ● Identified responses/actions taken in response to survey results and presented a list to College Council ● Approved DACA plan ● Approved the recommendation to not increase the health fee as allowed by the chancellor's office ● Recommended the continuation of the Nonresident Tuition Waiver pilot program ● Provided input to the Education Master Plan ● Provided input and recommendations revisions to BP/AP 5055 Enrollment Priorities and to the Priority Registration proposal
3) Briefly identify any challenges encountered by your council in fulfilling its functions during the 2020-21 year.
<ul style="list-style-type: none"> ● Participation by all constituency group representatives.
4) What specific institutional improvement needs have been identified by your council to be forwarded to College Council for consideration?
<ul style="list-style-type: none"> ● Recommend all constituency groups assign 2 members to each council, one to serve as a back-up, so there is always representation.
a) What intentional and deliberate steps can your council take to address challenges and/or needed improvements? (Make note of those above).
<ul style="list-style-type: none"> ● Encourage constituency groups to have a back-up for meetings and sharing of information.
b) What actions should College Council take to facilitate improvement of challenges for the institution as a whole?
<ul style="list-style-type: none"> ● Support SCC's recommendation to have all constituency groups assign 2 members to each council, one to serve as a back-up, so there is always representation.
c) What resources does your council need to accomplish its goal(s)?
N/A

ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES – 2020-2021

Council: Technology Council

Date of Report: 5/14/2021

Names of Members: Jake Zent, Mark Miller, Stephanie Crosby, Fred Patrick, Loren Bradbury, Marcela Viveros, Robert Nourse, Shelda Reyes

Names of Co-Chairs: Alberto Restrepo, Andy Specht

1) Prior Year Follow Up: The council identified challenges and issues in the 2019-20 annual report.
a) Provide specific examples of council actions taken to meet the challenges identified. If no action taken, provide current status (e.g., ongoing, suspended, referred to College Council).
<i>The educational master plan was completed this year, and we were able to devote sufficient time to beginning the development of the technology master plan.</i>
b) For items referred to other councils as institutional items, provide your council's understanding of the status of each item.
N/A
2) Summarize the actions and accomplishments this year (2020-21) related to your council's functions
<i>Completed campus-wide survey on technology. EdTac tested technology and developed recommendations for classroom technology for different modalities. Drafted technology master plan goals and shared with constituent groups.</i>
3) Briefly identify any challenges encountered by your council in fulfilling its functions during the 2020-21 year.
<i>Remote meetings sometimes made it difficult to discuss/evaluate technology equipment. Decisions sometimes had to be made quickly and didn't line up with bi-weekly meeting schedule. Pandemic drew focus away from technology master plan.</i>
4) What specific institutional improvement needs have been identified by your council to be forwarded to College Council for consideration?
a) What intentional and deliberate steps can your council take to address challenges and/or needed improvements? (Make note of those above).
N/A
b) What actions should College Council take to facilitate improvement of challenges for the institution as a whole?
N/A
c) What resources does your council need to accomplish its goal(s)?
N/A