
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

AGENDA Board Retreat Meeting Tuesday, August 13, 2019

Hilda Zacarias, President
Larry Lahr, Vice President
Jeffery C. Hall
Dan Hilker
Gregory A. Pensa
Heidi Mendiola, Student Trustee

Allan Hancock College
Closed Session - Boardroom, B-100
Open Session - Boardroom, B-100
800 South College Drive, Santa Maria, CA 93454

- | | <u>Page</u> | <u>Time</u> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|
| 1. Call to Order | | 3:00 P.M. |
| 2. Public Comment to Closed Session | | |
| <p>This section of the agenda is intended for members of the public to address the Board of Trustees on items involving the community college district that are being considered in Closed Session. <i>Please note that Board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda.</i> The leading speaker from the audience on each side of an issue will be limited to five (5) minutes. Additional speakers are limited to two (2) minutes. To address the Board of Trustees, please fill out a Request to Address the Board of Trustees form and provide it to the superintendent/president prior to this part of the agenda.</p> | | |
| 3. Adjourn to Closed Session | | |
| 3.A. Evaluation of the Superintendent/President | | |
| 4. Reconvene to Open Session | | 3:30 P.M. |
| 5. Public Comment | | |

The section of the agenda is intended for members of the public to address the board on items involving the school district. Time limits and procedures to address the Board of Trustees, as stated in the Public Comment to Closed Session, apply to this part of the agenda. Public comment not pertaining to specific agenda items is welcome under public comment. *Please note that Board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda.* Testimony on specific agenda items will be welcome during consideration of the item by the Board of Trustees. When public testimony is completed regarding a specific agenda item, discussion is then confined to board members only. This practice is in accordance with laws governing Board of Trustees public meetings.

	<u>Page</u>	<u>Time</u>
6. Information		3:30 P.M.
6.A. Student Centered Funding Formula	4	
An update on the changes in the state's revised Student Centered Funding Formula.		
6.B. Proposition 98 The Classroom Instructional Improvement and Accountability Act	8	
An overview of how Proposition 98 may/will effect Hancock College.		
6.C. Census 2020	9	
An opportunity to learn how the college supports the CENSUS 2020 campaign.		
6.D. Student Activities and Outreach	10	
An overview of program and services to support student activities.		
6.E. College Advisory Councils	11	
An overview on advisory councils for Career Technical Education and Student Services programs.		
6.F. Board Self-Evaluation	13	
Pursuant to board policy 2745, Board Self-Evaluation, the board of trustees will conduct an annual review of its performance.		
7. Action		4:30 P.M.
7.A. Open Hour for Board of Trustees	16	
A recommendation that the board of trustees consider holding an open hour for the college community on a monthly basis.		
7.B. District Goals and Priorities for 2018-19 and 2019-20	17	
A recommendation that the board and the superintendent/president review past goals and set new priorities for the district that are consistent with the college's mission.		
8. Adjourn to attend Hancock Hello between buildings A & G on the Santa Maria Campus.		5:00 P.M.

The next regular meeting of the Board of Trustees will be held on Tuesday, August 13, 2019. Closed session begins at 5:30 p.m. Open session begins at 6:00 p.m.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the President's Office at (805) 922-6966 ext. 3245. Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.



Kevin G. Walthers, Ph.D.
Secretary to the Board of Trustees

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	August 13, 2019
Subject: Student Centered Funding Formula	Item Number: 6.A.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 4

BACKGROUND

On July 22, 2019 staff from Administrative Services attended a state budget workshop in Sacramento presented by the California Community Colleges, Chancellor's Office (CCCCO). During the workshop, the CCCCCO reviewed the myriad of technical changes that were made to the Student Success Funding Formula (SCFF) over the course of the 2018-19 fiscal year. Many of these changes are focused on reducing fluctuations in funding and will become effective with 2019-20 fiscal year.

While the budget workshop examined the impact of these changes on a state-wide level, we are still waiting the release of the revised Fiscal Crisis & Management Team SCFF calculator to fully assess the effect of these changes for our district. The next three pages include information received at the budget workshop.

(continued)

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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1. Recalculated Rates

2019-20 rates will be recalculated so that the SCFF funds are allocated as follows:

- 70% base allocation
- 20% supplemental allocation
- 10% student success allocation

2020-21 rates will be the 2019-20 rates adjusted by COLA

2. Student Success Allocation Counts

Only the highest of all awards a student earned in the same year will be counted. The student must have been enrolled in the district in the year the award was granted.

Order of awards by points:	points
1. Associate Degree for Transfer	4
2. Associate Degree	3
3. Baccalaureate Degree	3
4. Credit Certificate	2

3. Student Success Allocation Calculation

Three-Year Average of each of the measures:

For Fiscal Year 2019-20 the years are:

- 2018-19 Prior Year
- 2017-18 Prior Prior Year
- 2016-17 Prior Prior Prior Year

4. Transfer Definition

A student who transferred to a four-year university and completed 12 or more units in the district in the year prior to transfer.

5. Minimum Revenue

2017-18 TCR adjusted by COLA for each year through 2021-22

Funding Fiscal Year	Minimum Revenue
2018-19	2017-18 TCR + (2018-19 COLA)
2019-20	2017-18 TCR + (2018-19, 2019-20 COLAs)
<u>2020-21</u>	2017-18 TCR + (2018-19, 2019-20, 2020-21 COLAs)
2021-22	2017-18 TCR + (2018-19, 2019-20, 2020-21, 2021-22 COLAs)

Student Centered Funding Formula - continued

Data Source

Base Allocation	FTES	Data Source
Basic Allocation (PY used for P1, P2 CY used for R1)	CY	CCFS 320
FTES Allocation		
Credit (three year average)	PPY, PY, CY	CCFS 320
Special Admit Credit	CY	CCFS 320
Incarcerated Credit	CY	CCFS 320
CDCP	CY	CCFS 320
Non Credit	CY	CCFS 320

For Fiscal Year 2019-20 | PPY=2017-18, PY=2018-19, CY=2019-20

Supplemental Allocation		Data Source
AB 540	PY FTES	CCFS 320
Pell Grant Recipients	PY Counts	MIS, SF21 in GP*
Promise Grant Recipients	PY Counts	MIS in SF21 BA, B1, B2, B3, BB, BC, BD*

*SF21 = Student Aid Award Type

For Fiscal Year 2019-20 | PY=2018-19

	Three Year Average	
Student Success Allocation	Counts	Data Source
Associate Degrees for Transfer	PPPY, PPY, PY	MIS, COCI, SP02 Student Program Award Award ADT Flag, SP02 in (A, S) And Award in (Y, X)
Associate Degrees	PPPY, PPY, PY	MIS, COCI, SP02 Student Program Award Award ADT Flag, SP02 in (A, S) And Award in (A, S)
Baccalaureate Degrees	PPPY, PPY, PY	MIS, SP02 Student Program Award SP02 in (Y, Z)
Credit Certificates	PPPY, PPY, PY	MIS, SP02 Student Program Award SP02 in (L, T, F)
Completion of Transfer Level Math and English	PPPY, PPY, PY	MIS
Successful Transfer to a 4-year university	PPPY, PPY, PY	MIS, CSU, UC, NSC
Completion of nine or more CTE units	PPPY, PPY, PY	MIS
Regional living wage	PPPY, PPY, PY	MIS, EDD UI

For Fiscal Year 2019-20 | PPPY=2016-17, PPY=2017-18, PY=2018-19

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	August 13, 2019
Subject: Proposition 98 The Classroom Instruction Improvement and Accountability Act	Item Number: 6.B.
Strategic Goal: Goal IR2: To develop district financial resources adequate to support quality programs and services.	Enclosures: Page 1 of 1

BACKGROUND

Dr. Walthers will provide an overview on possible effects Proposition 98 may have on Hancock College.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	August 13 2019
Subject: Hancock College and Census 2020	Item Number: 6.C.
Strategic Goal: Goal II: Community Integration	Enclosures: Page 1 of 1

BACKGROUND

The City of Santa Maria is leading a major campaign to inform the community about the census and will be rolling out a local campaign to encourage community-wide participation in the 2020 census. The city is in contact and involved with both county and statewide officials organizing the census campaign; as Northern Santa Barbara County's community college, Hancock will support the local campaign efforts.

Public Affairs staff recently attended multiple census 2020 planning meetings and learned the following:

- Of the total \$154.3 million allocated for the complete count campaign in California, \$2.5 million is set aside for education in SB County, including \$1.05 million for K12 and higher education and \$1 million for Title I schools and Title III students.
- Of the five "Hard to Count" (HTC) census tracts in the county, three are within a three-mile or less radius from the Santa Maria campus; another is located about three miles from the LVC.
- The barriers to identifying or reaching the HTC populations are mainly the language barrier (Spanish/Mixteco/Zapoteco), limited access to technology, mistrust of government, high-density rentals, significant migrant populations, non-high school graduates, poverty, and not understanding the rationale for the census.

Some ideas AHC may want to consider to support the census:

- **Computer Access:** Take inventory of the availability and number of internet-connected computers on AHC campuses; make some or all available to the public to fill out the census. Dedicate specific hours for such activity. Recruit English and Spanish-speaking volunteers to be to answer questions and be of assistance. The census has never before been offered online; hence the need to provide digital opportunities to complete the form.
- **Promotional Events:** Host "pop up"-style event/s to encourage students to take the census while on campus. Offer incentive (pizza/donuts). Hold events in visible places (i.e. student center).
- **Outreach on Campuses/AHC Events:** Many of the organizations involved in the census campaign want to set up information booths at local events (festivals, farmer's markets, etc.) to help raise awareness and answer questions. Consider inviting them to set up on AHC campuses or at on-campus events that attract large numbers of students and the public. Host in the daytime, evenings, and weekends.
- **College Promotion:** Use AHC social media, posters, news releases, website, etc. to encourage people to participate in the census, increase awareness, and promote AHC's involvement.

Summary: As larger plans and strategies on a state and county level develop, Hancock representatives will continue to attend local meetings and stay in contact with census organizers. The college will work to determine an appropriate level of involvement and continue to brainstorm ideas.

Administrator Initiating Item: Jon Hooten	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	August 13 2019
Subject: Presentation on Student Activities and Outreach	Item Number: 6.D.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 1

BACKGROUND

Student Activities and Outreach. Goal SLS2: To support student access, achievement, and success. Student Activities and Outreach Director, Stephanie Robb, will present information on programs and services including Associated Student Body Government (ASBG), Campus Clubs, Student Ambassadors, Mentorship Program, and College Outreach.

Administrator Initiating Item: Nohemy Ornelas	Final Disposition:
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INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	August 13 2019
Subject: College Advisory Councils	Item Number: 6.E.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 2

BACKGROUND

An update on Advisory Councils for Career Technical Education and Student Services programs.

Title 5 of the California Code of Regulations requires advisory committees for vocational programs:

§55601:

The governing board of each community college district participating in a vocational education program shall appoint a vocational education advisory committee to develop recommendations on the program and to provide liaison between the district and potential employers.

The committee shall consist of one or more representatives of the general public knowledgeable about the educational needs of disadvantaged populations, students, teachers, business, industry, the college administration, and the field office of the Employment Development Department.

In addition, CTE programs receiving federal funding through Perkins must “have extensive business and industry involvement, as evidenced by not less than one annual business and industry advisory committee meeting” (Section 135(b) of Perkins IV). Advisory committees are also a requirement for some grant and support programs, including CAFYES, CAN, and EOPS.

Currently, there are 39 advisory committees at the college, some of which serve more than one program:

1. Accounting	12. Cosmetology	26. Learning Assistance Program
2. Agriculture	13. Creative Media	27. Machine Technology
3. Architecture	14. Culinary Arts	28. Medical Assisting
4. Auto Body	15. Dental Assisting	29. Non-Credit
5. Auto Tech	16. Early Childhood Studies	30. Nursing
6. Business	17. Electronics	31. Paralegal
7. CAFYES	18. Enology-Viticulture	32. Professional Acting
8. CalWorks	19. EOPS/CARE	33. Recreation
9. College Achievement Now	20. Environmental Health and Safety	34. Sports Medicine
10. Career Center Partnership Advisory	21. Fire Technology-EMS	35. Technical Theatre
11. Computer Business and Office Technology & Computer Business Information Systems	22. Food Science & Nutrition	36. Title V
	23. Health Services	37. Transfer Advisory
	24. Human Services	38. Veterinary Technology
	25. Law Enforcement	39. Welding

Administrator Initiating Item: Robert Curry	Final Disposition:
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Assessment of current practices

Membership

Selection: The college's Administrative Procedure 4102 outlines the process for selection of advisory committee members:

Names of prospective committee members shall be submitted by the department chair, director, coordinator or other designee to the supervising dean who will review and make recommendations to the Chief Instructional Officer for the appointment. Names of recommended appointees shall be approved by the Superintendent/President. Official letters of invitation to advisory committee members will be sent by the Superintendent/President's Office.

However, current practice is that members are selected by discipline faculty, sometimes in consultation with the dean or advisory committee. In a minority of cases, the dean approves the selection. Current practice does not include appointments or approvals of appointments by the president.

Composition: Title 5 requires one or more representatives from the community to serve on vocational education advisory committees, and all advisory committees at the college list at least one public member. However, attendance at meetings for some advisory committees is low, with the result that the public is not always represented well at every advisory committee meeting. In addition, it is unclear the degree to which members listed can be considered active. Some advisory committees are robust in their inclusion of public members, but lack and/or inconsistency of documentation in some cases can make it difficult to verify their attendance.

Meeting Frequency

CTE programs funded through Perkins are required to meet with their advisory committees at least once annually. As our funding process requires programs awarded Perkins funding to have met with their advisory committees in the last year, the college continues to meet this requirement. However, there are some advisory committees that have not met in each of the last three years, with a small minority that have not met at all during that time. Incomplete records have in some cases made it difficult to confirm annual meetings.

Documentation

While program reviews and annual program updates request input from advisory committees, there has been no centralized collection of their agendas and notes. Some deans have collected agendas and notes from meetings, but this has not been a consistent practice, and discipline faculty are sometimes the only ones who maintain these documents. As a result, current documentation of meetings is inconsistent, and we are missing records for many of the meetings over the past three years.

CONCLUSIONS

This assessment reveals significant concerns about our practices for appointing, convening, and documenting meetings of our advisory committees. We have not done a good job meeting our obligations in this respect, and several changes are required to ensure we have robust advisory committees and maintain compliance with Title 5. As a result, the following changes will be implemented:

1. All appointments to advisory committees will be approved by the president, as required by AP 4102.
2. Compliance with academic policy on advisory committees will be part of the evaluation for the vice president and deans.
3. The college will create and maintain a central repository for all advisory committee records, including membership, agendas, and meeting notes.
4. A handbook will be developed for administration and faculty that outlines best practices for advisory committees and includes templates for agendas and notes.

The college is committed to strengthening its ties with community partners and potential employers through its advisory committees, and we believe these steps will provide sufficient correction to ensure this takes place.

INFORMATION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	August 13, 2019
Subject: Board Self-Evaluation	Item Number: 6.F.
Strategic Goal: Goal IE1: To identify the institutional capacity to fulfill the college mission	Enclosures: Page 1 of 3

BACKGROUND

Board policy 2745, Board Self-Evaluation, specifies that the board of trustees will conduct an annual self-evaluation. Each trustee received an advance copy of the self-evaluation survey for review.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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BOARD OF TRUSTEES – SELF EVALUATION

Summer 2019

Please rate your level of agreement with the following criteria:	Outstanding	Good	Needs Improvement	Unable to Evaluate
<i>I. Mission, Planning, and Policy</i>				
1. The board assures that there is an effective planning process and is appropriately involved in the process.				
2. The board regularly reviews the district’s mission and goals and monitors progress towards the goals.				
3. The board fulfills its policy role; the board’s policies are up-to-date and regularly reviewed.				
<i>II. Board-CEO Relations</i>				
4. The board maintains an excellent working relationship with the CEO.				
5. The board sets clear expectations for and effectively evaluates the CEO.				
6. The board delegates authority to and supports the CEO.				
<i>III. Community Relations & Advocacy</i>				
7. Board members represent the interests of the citizens in the district.				
8. The board advocates on behalf of the college to local, state, and federal governments.				
<i>IV. Educational Programs and Quality</i>				
9. The board effectively monitors the quality and effectiveness of the educational program and services.				
10. Board members are knowledgeable about the districts educational programs and services.				

Please rate your level of agreement with the following criteria:	Outstanding	Good	Needs Improvement	Unable to Evaluate
<i>V. Fiduciary Role</i>				
11. The board assures the fiscal stability and health of the district.				
12. The board monitors implementation of the facilities plan.				
<i>VI. Human Resources and Staff Relations</i>				
13. Board members refrain from attempting to manage employee work.				
14. The board respects faculty, staff, and student participation in college decision-making.				
<i>VII. Board Leadership</i>				
15. The board understands and fulfills its roles and responsibilities.				
16. The board expresses its authority only as a unit.				
17. The board regularly reviews and adheres to its code of ethics or standards of practice.				
18. Board members avoid conflicts of interest and the perception of such conflicts.				
<i>VIII. Board Meetings</i>				
19. Board meeting agendas provide sufficient information and time to explore and resolve key issues.				
20. The board understands and adheres to the Brown Act.				
<i>IX. Board Education</i>				
21. New members receive orientation to board roles and the institution.				
22. Board members participate in trustee development activities.				
23. The board evaluation process helps the board enhance its performance.				

ACTION ITEM

To: Board of Trustees	Date: August 13, 2019
From: Superintendent/President	
Subject: Open Hour for Board of Trustees	Item Number: 7.A.
Strategic Goal: Goal II: Community Integration	Enclosures: Page 1 of 1

BACKGROUND

The board of trustees began holding a monthly open hour on the Santa Maria Campus and the Lompoc and Solvang centers in the fall of 2013. Trustee open hour gives students and staff an opportunity to share concerns or information with a member of the board of trustees. This will provide an opportunity to determine if the board will continue to hold an open hour.

FISCAL IMPACT

None

RECOMMENDATION

It is recommended that the board of trustees decide to continue or cease holding an open hour.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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ACTION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	August 13, 2019
Subject: District Goals and Priorities for 2018-19 and 2019-20	Item Number: 7.B.
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page 1 of 2

BACKGROUND

The board of trustees and Dr. Walthers meet twice a year to set and review goals and priorities for the college. Below is a summary of goals from last year’s board retreat and recommended goals for the coming year:

Report on Goals for the 2018-2019 year:

1. Monitor and assess funding plan for new Fine Arts Building/ Measure I Bond Program
 - a. *The District was able to issue approximately \$24 million in additional Measure I funding. This will allow the Fine Arts Complex to move forward without delay. It also provides additional time to keep the Patty Boyd donation invested.*
 - b. *The citizen oversight committee had several members time out on their service. New members have been appointed to ensure that the oversight process is maintained.*
2. Roll out new resource allocation model
 - a. *The Resource Allocation Committee was constituted as part of the colleges shared governance process. Meeting timelines and agendas are in place for the 2019-2020 year.*
3. Address issues identified in KFH report.
 - a. *The full action plan was unveiled during All Staff Day, Spring 2019.*
 - b. *A key finding was that the campus wanted varied modes of communication. We have now implemented the following:*
 - i. *More locations to find information*
 - ii. *A consolidated information center on the President’s website*
 - iii. *Town Hall meetings*
 - iv. *A new podcast to debut this fall.*
 - v. *Video conferencing sites are now up and running to improve participation between the LVC, PTSC and the Santa Maria Campus.*
 - c. *Our HR department is developing a new onboarding process that will roll out through our shared governance system this fall.*

(CONTINUED)

FISCAL IMPACT

Fiscal impact to be determined.

RECOMMENDATION

Staff recommends that the board of trustees set goals and priorities for the college.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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4. Manage changes in senior leadership positions.
 - a. *In November we brought on five new senior leaders as part of the cabinet team. The campus response has been positive. Each new member is making a substantial difference on a daily basis.*
5. Student Center Remodel
 - a. *The remodel was not completed this year as other projects moved to the fore, both on the part of the District and ASBG. We are working with ASBG this fall to finalize plans and develop a project timeline.*
6. Dream Center
 - a. *The Dream Center has been created as the “Aim to Dream” Center. This is both a program and a physical space on both campuses. A new job description is **in the process of being created and will be** forwarded to CSEA for approval. The official ribbon cutting will come this year during DACA action week (October).*
7. Support faculty on these issues:
 - a. AB 705 Implementation
 - i. *AHC is fully compliant with the new placement rules. Supplemental courses have been added to support students who are being placed directly into college-level math and English.*
 - b. Guided pathways implementation
 - i. *AHC is ahead of most colleges in regard to implementation of guided pathways. This year faculty co-chairs will take over the leadership role previously provided by Richard Mahon.*
 - c. Lompoc Valley Center pathway to two year degree
 - i. *This was moved, at faculty request, into the overall guided pathways project.*
8. Four year opportunities with non-profit university
 - a. *The University of LaVerne is launching two cohorts this fall. Discussions are underway with other schools to provide additional support.*
 - b. *The regional Hourglass Project (economic development for SLO County and Northern Santa Barbara County) have expressed an interest in supporting AHC for the community college baccalaureate.*
9. Fully staff the AHC Police Department
 - a. *The college police department is fully staffed.*

Goals for the 2019-20 year:

- A. Centennial Celebration
- B. Development of process to support advisory committees
- C. Fine Arts Complex bidding and construction
- D. Planning for Building N Remodel
- E. Guided Pathways
- F. Educational Master Plan/Strategic Plan
- G. Hancock Promise Funding
- H. Evaluation of college hiring process
- I. Emergency Planning
- J. Development of Student Housing Plan