

COLLEGE COUNCIL AGENDA

Wednesday, October 30, 2019

2:30 - 4:30 p.m. • Community Conference Center

I		Organizational Items	2:30 p.m.
	1.1	Call to Order: Jeniffer Monroy	
	1.2	Adoption of the Agenda	
	1.3	Approval of the October 16, 2019 Minutes*	
II		Public Comment <i>This time is reserved for members of the public to address the College Council. A limit of five (5) minutes per speaker and fifteen (15) minutes per topic shall be enforced.</i>	2:40 p.m.
III		Council Comment <i>This time is reserved for members to address College Council. A limit of (5) minutes per speaker and fifteen (15) minutes per topic shall be enforced.</i>	2:45 p.m.
IV		Program Review Committee (PRC) revised template* – action may be taken	2:55 p.m.
V		PRC ranking process* – action may be taken	3:00 p.m.
VI		SLO, PLO, and Distance Education Update – action may be taken	3:30 p.m.
VII		ASDVC Health Center Initiative update – action may be taken	3:50 p.m.
VIII		Racial and Cultural Change Update – action may be taken	4:00 p.m.
IX		Committee updates <ul style="list-style-type: none"> • Budget Committee (BC) • Program Review Committee (PRC) • Research, Planning and Evaluation Committee (RPEC) • Student Equity and Success Committee (SESC) <p style="text-align: right;"><i>– action may be taken</i></p>	4:22 p.m.
X		Adjournment	4:30 p.m.

*Attachment

Fall 2019 meetings: 9/4, 9/18, 10/02, 10/16, 10/30, 11/06, 11/20, 12/04

NOTICE IS HEREBY GIVEN that the College Council of Diablo Valley College will have a meeting on Wednesday, October 30, 2019. Public testimony will be invited in conjunction with the Council discussion on each item. All meetings are held in locations that are wheelchair accessible. To request accommodations for disabilities or for further information, please contact Julie Catalano at (925) 969-2002, or by email at jcatalano@dvc.edu.

Instructional Equipment/One-Time Supplies/On-going Operating:

Please refer to the tab in the attached spreadsheet labeled **Equipment (E1)**. The majority of items in the A and B rankings are being funded. The following highlighted in blue will be funded through college Instructional Equipment funding supplemented by budgetary rollover funding. (Green highlighted items can possibly be covered by categorical monies. See notes on spreadsheet.)

Band	Rank	Unit [code]	Request	Cost Per	Number	Total Cost	SWF/Perkins Fundable	Budget Committee Recommended Amounts and Notes
A	A1	Drama [D3031]	Clear com headsets-wireless	\$2,209- \$4,990 for headsets \$510 for base station	4 headsets 1 base station	\$9,346-\$20,470		\$10,000
A	A2	Biological Science and Oceanography [D3530B]	Spectrophotometers for Biosc 102, 130, 140 and 171 courses	\$800	4	\$3,200		\$3,200
A	A3	Horticulture [D3530H]	Cooling pads for Greenhouses	\$1,000	1 set	\$1,000	SWF ongoing conversations one budget for HORT	0
A	A4	Math and Science [S4740]	Models for bio 139	26000	1			\$26,000
A	A5	Biological Science and Oceanography [D3530B]	Human Anatomy Models	\$500-\$6400/ea	20	\$28,700		\$28,700
A	A6	Horticulture [D3530H]	Autoclave	\$3,000	1	\$3,000	SWF ongoing conversations one budget for HORT	0
A	A7	Math and Science [S4740]	Equipment for bio 140	4000	1	5000		\$5,000
A	A8	Math and Science [S4740]	Models and new microscopes for majors and non majors bio	1000	20	20,000		\$20,000
B	B1	Math and Science [S4740]	Deionized water filtration system	2036.83	1	2036.83		\$0
B	B2	Art and Art History [D3010]	New and Replacement Instructional Equipment Package	various	4	\$7,500		\$7,500
B	B3	Horticulture [D3530H]	Laminar Flow Hood	\$1,850	1	\$1,850	Not submitted through SWF process, not funded through it at this time.	\$0
B	B4	Kinesiology [D3900]	Stadium Scoreboard	\$150,000	1	\$150,000		\$0
B	B5	Kinesiology [D3900]	Basketball/ Volleyball scoreboard	\$75,000	1	\$75,000		\$75,000
B	B6	Kinesiology [D3900]	Swimming/ Water Polo scoreboard	\$100,000	1	\$100,000		\$0

Please refer to the tab in the attached spreadsheet labeled **One Time Supplies (E8)**. The following highlighted in blue will be funded through college Instructional Equipment funding supplemented by budgetary rollover funding. (Green and yellow highlighted items can possibly be covered by categorical monies. See notes on spreadsheet.)

Band	Rank	Unit [code]	Request	Cost Per	Number	Total Cost	Cost Per Year
A	A01	Geology [D4130L]	New pull-down projector screen	\$800	1	\$800	\$800
A	A02	Economics [D4515E]	Huge Whiteboard		1	\$800-!1,000	1,000
A	A03	Math and Science [S4740]	Microscope slides	3000	1	4000	\$4,000
A	A04	Health Science and Addiction Studies [D3535A]	CPR supplies	100	15	1500	\$1,500
A	A05	Astronomy [D4130A]	One class set of Celestial Spheres	\$200	20	\$4,000	\$4,000
A	A06	MESA [D1100M]	Marketing materials			\$2,000.00	\$0
A	A07	Physics and Physical Science [D4130P]	3 8'x4' porcelain magnetic dry erase boards, one in each room: PS-113, PS-117 and PS-121. These rooms currently have no dry erase boards.	\$650	3	\$1,950	\$1,950
B	B01	Library Services [D1080S]	10 white boards	\$245 / \$167	10	\$2,100	\$2,100
B	B02	Horticulture [D3530H]	ALC Abrasive blaster	\$531.98	1	\$531.98	\$0
B	B03	Horticulture [D3530H]	Corn Cob Blast Media	\$200	1	\$200	\$0
B	B04	Engl/SocSCI Division Office [D3700]	First Aid CPR AED				1
B	B05	Anthropology [D4515A]	Comparative Anatomical (skeletal) Teaching Casts	varies	7	15,355	\$15,355
B	B06	Astronomy [D4130A]	whiteboards for SC 701	\$1,000	1	\$1,000	\$1,000

Please refer to the tab in the attached spreadsheet labeled **Ongoing Operating (E9)**. The following highlighted in blue will be provided one-time funding through college Instructional Equipment funding supplemented by budgetary rollover funding. At this time, due to the uncertainty of the new Student Centered Funding Formula (SCFF) and the potential loss of over \$8 million in ongoing monies, we will need to minimize our ongoing budgetary increases. (Yellow highlighted items can possibly be covered by categorical monies. See notes on spreadsheet.)

Band	Rank	Unit [code]	Request	Total Cost	Cost Per Year	SWF/Perkins Fundable	Bruce Clemetsen comments	Budget Committee Recommended amounts and Notes
A	A01	EOPS/CARE [D4009]	Supplies budget augmentation to support Summer Institute co-curricular and counseling activities		\$7,000-8,000			\$0
A	A02	Library Services [D1080S]	Additional money to cover cost of database subscription inflation (5% each year)		5,000			\$5000
A	A03	Biological Science and Oceanography [D3530B]	An additional \$5000 to purchase additional and/or more modern lab supplies.		\$5,000.00			\$7,000
A	A04	Biological Science and Oceanography [D3530B]	Increase LHS Tutoring Budget by \$4000.00 per year.		\$4,000.00		? Review of all tutoring requests	\$0
A	A05	EOPS/CARE [D4009]	Tutoring	\$13,028.80 (see below for breakdown)	\$13,000-14,000	Maybe	possible plan funded - need more info	\$0
A	A06	Chemistry [D4110]	Funding Consumables of Intermediate Price		\$11,500			
A	A07	Drama [D3031]	\$5,500 increase in operational budget		\$5,500			\$5500
A	A08	Chemistry [D4110]	Student Worker Budget		\$63,469			\$5,400
A	A09	Umoja Learning Community [D1100U]	Add embedded tutors or Supplemental Instruction (SI) leaders to Umoja English and Math courses.	\$6708 (2236/semester/class for 3 additional classes)	6708	Maybe	Needs more information	
A	A10	Communication Studies [D3033]	Tutoring Program		3,000		? Review all the tutoring requests	\$0
A	A11	MESA [D1100M]	Support is needed for the expanding SI program	varies		Maybe	Needs more information	\$5,000
B	B01	Umoja Learning Community [D1100U]	Increase culturally-relevant opportunities for students	Campus events: \$2500/semester; Conferences: \$5000; Field Trips: \$2500	TBD	Maybe	Needs more information	\$5,000

B	B02	Umoja Learning Community [D1100U]	Expand college tours	\$25000/year	TBD	Maybe	Needs more information	
B	B03	Communication Studies [D3033]	Speech & Debate Team National Tournament		7,000			\$7000
B	B04	Transfer Services [D4014]	Annual Contract renewal for UC Davis Transfer Opportunity Program (TOP) program, including pre-transfer advising for students at both DVC campuses, workshops and trainings by UC Davis rep, and Discover UC Davis event/bus tour.	\$7,000	\$7,000	Yes		
B	B05	Transfer Services [D4014]	Transfer Day in Fall & Transfer Fair in Spring @ Pleasant Hill campus - rental costs for facilities/tables/chairs/umbrellas, food for reps, marketing, and event decor		\$6,875/yr	Needs more information		
B	B06	MESA [D1100M]	Funds to cover transportation costs for students' visit to 4-year institutions, conferences and field trips.	varies		Needs more information		\$4,000

NOTE: Two additional requests (see below) were ranked by PRC as part of Band B. These two requests were not included in Susan's Resource Allocation email.

B B07 Drama [D3031]	Theater Staging Specialist-Hourly \$15,000/year	The Theatre Staging Specialist position is primarily designated and assigned to the Drama Department, however also serves as logistics and facility support for all District and Community events held at the Performing Arts Center
B B08 Economics [D4515E] Tutoring	\$5,400	No

Classified Professional positions (D1) have not been prioritized in the past. This year, I asked Cabinet to prioritize the top 20 at the college (see attached) in an effort to be more transparent and inclusive. Due to the uncertainty of the new Student Centered Funding Formula, I am not comfortable committing funds to a significant number of new classified professional positions; however, I recognize that there are several positions that impact the ability of the college to move forward. Therefore, I am approving the first two positions, a college researcher and an instructional design position. The instructional design position which provides support and training for online teaching and learning will move forward immediately. The research position will be on hold for several months while the district clarifies their research role, but I anticipate the position being hired within this academic year.

Cabinet Ranking	Unit [code]	Request	Cost Per Year	Request Shared	Justifications	Financial Considerations	PRC Ranking
1	Planning, Research, and Accreditation [D1020]	Researcher	108,000	No	Is in SEP 19-22, college wide impact, ongoing issue	SEP , SWF, and general funds. Also have been paying for district researchers which are vacant.	B10
2	Library Division Office [D1080DO]	Instructional Designer	100000	No	Shared by entire College; position serves all faculty by providing support and training for instructional technology and online teaching and learning	Cost in Y1 shared by CVC OEI grant	A32
3	Vice-President, Business and Administrative Services [D1002V] & instruction	Technology Supervisor	90,000	Yes.Technology Department	The size of staff and scope of work in IT calls for intermediate leadership and support.	General fund - new	A18
4	Student Services	Care program clerical				General fund - new	A1
5	Student Services	Administrative assistant III SRC	70,500			Funding is blended with SEP and general funds.	??
6	BHS/PSE Division Office [D3500]	Program Coordinator	50000	Yes, ACE.	This position is needed to provide additional administrative support for the dean and leadership for the departments Architecture, Engineering, Electronics, and Construction.	SWF blended with general funds	B12

7	Marketing and Communications [D2030]	80% Administrative Assistant - Senior	57,335 for 80%	No	The need for services from the marketing office continue to grow while staff remains constant. Many tasks could be done by admin freeing up time of marketing, design and web professionals. Communication committee also needs admin support	Can be partially funded through the 50% reduction in a mailroom position.	A33
8		Financial Aid II + SRC				Funding is blended with SEP and general funds.	A34
9	Maintenance and Operations [D1010]	Custodian II	60K yr appx. Swing shift and a Tuesday - Saturday schedule	No		M&O budget was increased this year. Jim #1 - currently use hourlies. Could move money from hourly budget to help support this position.	B13, B14, B16
10	Student Services	Program Assistant II PUMA				Funding is blended with SEP and general funds.	C10/C12
11	Student Services	DSPS assistant 50%-100%	38,900 is 50%		Costs shared. Needed for students.	Funding is blended from DSS budget and general funds	B4?
12	Chemistry [D4110]	Laboratory Coordinator	Salary scale #56 (Approx. \$48k + \$20k benefits)	Position to be shared with Biology	Increased STEM enrollments means there is a need for additional lab support.	General fund - new	A3
13	English as a Second Language [D3705L]	Instructional Assistant: Tutoring Lab Online/Evening/Weekend - 12 month position.	\$1,787.5-2,265.5 per month \$21,450-\$27,186	This request is being shared by the English department, also mentioned in English Program Review.	AB 705 will result in the need for additional tutoring and support for students who will no longer take developmental English/ESL	Funding is blended with SEP and general fund	A15
14	Student Services	Program Assistant Outreach				Funding is blended with SEP and general fund	B19

15	Drama [D3031]	Costume Shop Manager	The costume shop and the costume shop manager position is designated and assigned to the Drama Department. increase of 20 hrs per week. \$20,000-30,000	Maybe	Not a new position, a request for more hours. The number of productions currently put on by the department calls for additional hours for the costume shop manager.	Funding is blended with SWF and general fund	A5
16	Physics and Physical Science [D4130P]	Increase Laboratory Coordinator position supporting our program from 80% 10 months to 100% 10 months.			Not a new position, just a request for additional hours	General fund	A9
17	Student Services	Care program specialist				Grant funded	A2

Option 1

Programs applying for Strong Workforce or Perkins funding must contain a State approved Career Education TOP Code. If you are unsure if your program is eligible for this funding you should contact the DVC Workforce Development office.

Option 2

Programs applying for Strong Workforce or Perkins funding must contain a State approved Career Education TOP Code. If you are unsure if your program is eligible for this funding you should contact the DVC Workforce Development office. All requests for Strong Workforce and Perkins funding will be reviewed by the Workforce Development Resource Allocation Committee.