

# **PORTERVILLE COLLEGE**

## **COLLEGE COUNCIL (CC) COMMITTEE**

The general charge of the College Council (CC) is to coordinate and communicate the college-wide planning, budgeting, and reporting processes. The Council also reviews the various proposals and/or recommendations from the various constituents to provide the highest quality learning services to our students and communities served by the College.

### **FUNCTIONS**

1. Review recommendations from the various constituents, administration, academic senate, classified staff, and students and forward a recommendation to the President.
2. Recommend to the Academic Senate changes in campus-wide philosophy and missions statements, and the goals and objectives of Porterville College to the President.
3. Develop, monitor, review, and recommend campus-wide research processes, measures, and results; and campus-wide educational planning processes.
4. Analyze all planning processes and actions of any impacts upon, and relationship to, the Porterville College Institutional Plans to the President.
5. Establish fiscal priorities for the College, serve as a fact-finding body for budgetary priorities, and make recommendation to the College President for both short-term and long-term budgetary needs.
6. Serve as communication liaison with other staff and students to relate rationale for budgetary decisions.
7. Review budget recommendations from the Budget Subcommittee and make recommendations to the President for additions and/or deletions to balance budget.
8. Collect and review recommendations from the Enrollment Management Subcommittee, Budget Subcommittee, and Strategic Planning Subcommittee to make a recommendation to CC for final recommendations to the College President.
9. Review and recommend to the president hiring priorities, utilizing the formal process, as they relate to the Educational Master Plan.
10. Review campus research and research needs as a basis for implementing program review, assessment, and planning processes.
11. Review and recommend divisional structures and reorganization plans to the President.
12. Review and recommend to the President facility requirements and needs.
13. Review and recommend any comprehensive enrollment management strategies and plans, including student recruitment, registration processes, and scheduling to the President.
14. Review and remain current on laws and legislation affecting educational programs and instruction.

### **SPECIFIC TASKS**

1. Annually review, evaluate, revise, and recommend as needed, the College's mission statement, goals, and objectives to meet the changing trends and needs of the community served to the President.
2. Draft/revise/recommend for approval the College's Educational Master Plan to the President.
3. Review/act/advise/recommend campus-wide planning processes, especially as to their effect on meeting the Educational Master Plan to the President.
4. Review/act/advise/recommend institutional research processes, including institutional effectiveness, program review, student success, enrollment management and FTES/FTEF productivity information to the President.

### **MEETINGS**

Meetings are to be held twice per month. Regular and special meetings shall be called or canceled by the Council Co-Chairs. In the spirit of participatory governance, all co-chair positions shall be elected on a rotating basis by the membership at the last meeting of the spring semester. A co-chair shall serve a term of two-years and is recommended not to serve more than two consecutive terms.

### **QUORUM**

1. All agenda items must come to the Council through the co-chairs.
2. All agenda items, except for emergency and program review items, shall come to the CC for information and discussion at one meeting followed by consideration for action at the next CC meeting.
  - Emergency items are items of such a nature that lack of immediate action will result in a negative impact on the ability of the college to fulfill its mission. Emergency items shall be provided to all CC members at least 72 hours in advance of the CC meeting at which action is to be taken along with the rationale of the emergency nature. It may then be added to the CC agenda as a discussion and action item.
  - Program reviews go to the Strategic Planning Sub-committee and are thoroughly assessed before being forward to CC for review and approval. Program reviews will be added to the CC agenda as an action item.

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3. The deadline for submitting agenda items is one week prior to the scheduled meeting.
4. The agenda and supportive materials will be displayed in a public space and/or posted on email at least three days prior to the scheduled meeting.
5. If a decision needs to be made at the regularly scheduled meeting, the majority vote will be the final recommendation to the president. If an unscheduled special meeting is called, a minimum of 50% + 1 Council members must be present.
6. If the vote is controversial, a secret ballot will be used to avoid expectations regarding conduct at the request of any voting member:
  - We must at all times respect each other's opinions
  - We will not personalize, e.g., use specific names of staff members

**MEMBERSHIP**

President (**ex officio).....	1
Vice President, <del>Academic Affairs</del> <b>Instruction</b> .....	1
Vice President, Student Services.....	1
Vice President, Finance & Administrative Services .....	1
Deans .....	3
* Division Chairs.....	9
Academic Senate President.....	1
Academic Senate President Elect (**ex officio) .....	1
* Director, Enrollment Services .....	1
* Director, Student Services .....	1
* Director, Financial Aid.....	1
*Director, Equity and Educational Services.....	1
* Director, Student Programs & Athletics .....	1
* Director, Maintenance & Operations.....	1
* Director, Information Technology.....	1
* Coordinator, Disability Resource Center .....	1
Institutional Researcher .....	1
* Manager, Human Resources (**ex officio) .....	1
Reference Librarian.....	1
* Adjunct Faculty Representative .....	1
* CCA Campus Chair .....	1
* CCA Campus Representative.....	1
* CSEA President.....	1
* CSEA Vice President .....	1
* ASPC President.....	1
* ASPC Vice President.....	1
* or designee	
** ex officio (Non-voting member)	
Total Membership .....	36

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**Members:**

President (ex officio, non-voting).....	Bill Henry	<del>Dr. Claudia Habib</del>
(Interim) Vice President, Instruction.....	Sam Aunai	<del>Dr. Gregory South</del>
Vice President, Student Services.....		Primavera Arvizu
Vice President, Finance & Administrative Services.....		<del>Dr. Arlitha Williams-Harmon</del>
Dean, Instruction.....		Kailani Knutson
(Interim) Dean, Instruction.....	James Thompson	<del>Joe Cascio</del>
Associate Dean, Health Careers.....		Kim Behrens
* Director, Enrollment Services.....		Erin Cruz
*Director, Financial Aid.....		Tiffany Haynes
*Director, Equity and Educational Services.....		Kimanthi Warren
* Director, Student Services.....		Diane Thompson
* Director, Student Programs & Athletics.....		Joe Cascio
* Director, Information Technology.....		Jay Navarrette
* Director, Maintenance & Operations.....		John Word
* Manager, Human Resources (ex officio, non-voting).....		Anne VanderHorst
* (Interim) Program Manager, Safety & Security (guest, non-voting).....	Glen Hall	<del>Todd Dearmore</del>
* Coordinator, Disability Resource Center.....		Stephanie Olmedo-Hinde
Institutional Researcher.....		Michael Carley
Academic Senate President.....	Jeff Keele	<del>Miles Vega</del>
Academic Senate President Elect (ex officio, non-voting).....		(vacant)
* Division Chair		
Career & Technical Education.....		Tim Brown
Fine and Applied Arts.....	James Entz	<del>James Thompson</del>
Health Careers.....		Lupe Guillen
Kinesiology.....		Vickie Dugan
Language Arts.....		<del>Dr. Ann Marie Wagstaff</del>
Natural Science.....	Joel Wiens	<del>Kendra Haney</del>
Mathematics.....		<del>Dr. Stewart Hathaway</del>
Social Science.....		Robert Simpkins
Student Services.....		Maria Roman
* Coordinator, Outcomes (guest, non-voting).....		Melissa Long
Reference Librarian.....		Chris Ebert
* Adjunct Faculty Representative.....		(vacant)
* CCA Campus Chair.....		(vacant)
* CCA Campus Representative.....		Rebecca Baird
* CSEA President.....		Vern Butler
* CSEA Vice President.....		(vacant)
* ASPC President.....	<a href="mailto:aspcpres@portervillecollege.edu">aspcpres@portervillecollege.edu</a>	(Christy Chavez)
* ASPC Vice President.....	<a href="mailto:aspcvp@portervillecollege.edu">aspcvp@portervillecollege.edu</a>	(Myla Paczak)

\* or designee

**Co-Chairs/Secretary:**

Co-Chair (Administration).....	Primavera Arvizu
Co-Chair (Faculty).....	Robert Simpkins
Co-Chair (Classified).....	Vern Butler
Secretary.....	Jodie Logan