



Annual Report of  
Accomplishments/Outcomes  
2011-12

Budget Council

College Council

Facilities Council

Human Resources Council

Institutional Effectiveness Council

Student Learning Council

Student Services Council

Technology Council

Allan Hancock College  
May 2012

**ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES - 2011-2012**

**Council/Committee:** Budget Council

**Date of Report:** July 2012

**Names of Members:** Steve Auclair, Al Avila, Richard Carmody, Helen Carroll, Marissa Djafroodi, Betty Miller, Mark Miller, Glenn Owen, Shelly Allen, Gary Aston, Gary Bierly, David Brown, Rick Rantz, Christine Reed

**Co-Chairs:** Betty Miller and Glenn Owen

A. Summarize the actions and accomplishments this past year related to the council's functions:

- Reviewed the CCC recommendations for fiscal management and accreditation criteria to determine availability of evidence and status of compliance. The council made note of any item(s) that needed further development or review.
- Monitored district cash flow needs in order to meet expenditure obligations without having to borrow from external sources.
- Developed an initial 2012-13 budget assumptions document and presented to College Council in November 2011.
- Revised revenue projections based on the Governor's January proposed budget and again with the subsequent May Revise. Budget Council identified a need for additional resources as a result of the Governor's initial proposal and discussed the use of one-time funds as a solution.
- Recommended tentative budget assumptions to the Superintendent/President for Board adoption in June.
- Recommended a balanced proposed budget to the Superintendent/President for Board adoption in September.
- Provided updates on status of 2012-13 budget development to College Council, including assumption that the Governor's tax initiative would fail.
- Co-chair presented model for projecting future year's budget impact. Reviewed the technology five-year expenditure plan to determine impact on the general fund as a result of cost being phased out of GO bond measure and grant/categorical funding.
- Negotiated a four-year agreement for acquisition of electricity. Encouraged the Facilities Council to develop a plan to remind employees to reduce the use of utilities as a cost savings measure.

B. Briefly identify any challenges encountered by the council in fulfilling its functions during the year:

- The district faced an unexpected cash flow challenge when the state announced an additional mid-year apportionment deferral due to expected RDA revenues receipts.
- Fiscal uncertainty at the state level has contributed to fiscal uncertainty at the local level.

C. Does the council have any suggestions for the improvement of the institution?

- Complete revisions to the Councils and Committees integrated timeline to assist individual councils interaction with each other.

DRAFT

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**ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES – 2011-12**

**Council/Committee:** College Council

**Date of Report:** 7/6/12

**Names of Members:** A. Avila, P. Murphy, J. Ortiz, L. Reed, E. Serrano, G. Torbert,  
K. Underwood

**Co-Chairs:** J. Ortiz, G. Bierly

A. Summarize the actions and accomplishments this past year related to the council's functions.

1. Advise the president on policies and procedures and related college issues and implements the district's overall planning activities with the prioritization of short and long term goals and priorities

Action/Accomplishments:

- Freedom of Expression Policy
- Computer Policy and Laptop Loaner Program
- Equivalency to the Minimum Qualifications
- Employment Harassment and Discrimination
- Enrollment Course Repetition
- Public Safety & Security
- Parking and Traffic Control on College District Property
- Participation in the college-wide planning retreat which set long and short-term goals.

2. Facilitate communication and consultation on issues related to institutional policy and planning

Action/Accomplishments:

- Having regularly scheduled meetings twice a month and calling special meetings as needed.
- Consultation on all policies.
- Creation of online copies of agendas and notes from various councils.

3. Review recommendations of the institutional councils and committees

Action/Accomplishments:

- Reviewed policies and recommendations brought forward by shared governance councils.
- Commented on and discussed, forwarded or returned dependent on action.

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4. Develop the college strategic plan reflecting information/data received from Institutional Effectiveness Council

Action/Accomplishments:

- Council reviewed output from planning retreat and questioned as to whether should be IEC role.

5. Facilitate collaboration between councils to ensure alignment with the overall district strategic plan and its short and long term goals and priorities

Action/Accomplishments:

- Continue to facilitate at each regular meeting the reporting out by councils.
- Having council reports at each meeting.

6. Review and update the college mission, vision, and philosophy statements; by coordinating the college consultation

Action/Accomplishments:

- TBD

7. Assign annual college-wide goals, objectives, and priorities to shared governance councils

Action/Accomplishments:

- Institutional priorities/goals assigned from college-wide planning retreat to councils.
1. Hire full-time faculty – Cabinet, Student Learning Council, Student Services Council, Academic Deans
  2. Hire appropriate staff support – Cabinet, College Council
  3. Basic Skills – Develop strategies for basic skills improvement – Student Learning Council
  4. Improve retention and persistence – Student Learning Council, Student Services Council
  5. Develop alternative resources – Budget Council

- B. Briefly identify any challenges encountered by the council in fulfilling its functions during the year.

- Resolving unanticipated processes and procedures related to the implementation of the CCPD.
- Insufficient time scheduled for College Council business and shared governance council reports.
- Ambiguity of duties of College Council.

- C. Does the council have any suggestions for the improvement for the institution?

- Clarification of roles of IEC in terms of interaction with College Council.

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June 2012

**ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES – 2011/2012**

**Council/Committee: Facilities Council**

**Date of Report: June 28, 2012**

**Names of Members: Michael Black, Roberto Armstrong, Karan Demchak, Donna Designs, Jim Harvey, Lacey Soto**

**Co-Chairs: Felix Hernandez Jr. and Bob Nichols**

- A. Summarize the actions and accomplishments this past year related to the council's function.
1. Develop Facilities Council Goals 2011-12
  2. Safety Committee Charge, Recommendation
  3. One Stop Student Services Center Parking Stall Designation, Recommendation
  4. 2012-2013 State Scheduled Maintenance and Special Repairs Program - District Order of Priority Application List, Recommendation
  5. Security Camera Placement Recommendations
    - a. Student Cafeteria
    - b. Childcare Center
    - c. Public Safety Complex
    - d. Solvang Center
    - e. Industrial Technology, new building
    - f. One Stop Student Services Center
  6. Parking & Traffic Control on College District Properties - Board Policy 8995 & Administrative Procedure 8995.01, Recommendation
  7. Five-Year Construction Plan - District Order of Priority, Recommendation
  8. Taskforce Accomplishments
    - a. Art on Campus, Recommended New Charge and Public Art Guidelines
    - b. Sustainability, Recommended Draft Sustainability Plan and Board Policy
    - c. Landscape, Continued to research to provide a comprehensive list of native plant specimen for district use.
  9. Constituency Feedback
    - a. Parking Permit proposal for Temporary Employees, Campus Police
    - b. Increase Parking Citation Fine, Campus Police
- B. Briefly identify any challenges encountered by the council in fulfilling its functions during the year.
1. Discovered that portions of the recommended security camera policies were too restrictive.
  2. Facilities Council members do their due diligence by soliciting and receiving written input from their constituency groups and then use that input to have discussions and reach

consensus prior to making a recommendation to the College Council. If the College Council rejects the recommendation it causes frustration.

- C. Does the council have any suggestions for the improvement of the institution?
1. When developing and approving policies, be more flexible with recommendation to allow for future unforeseen situations, unless required by statute.
  2. If a recommendation by a council is rejected by College Council, a joint council meeting should be arranged in order to allow the opportunity members from both councils to dialog and address any concerns the College Council may have with the recommendation.
  3. A college-wide effort to move toward minimizing the use of paper, maximizing the use of electronic media should be considered.

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May 2012

**ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES – 2011-2012**

**Council/Committee:** Human Resources Council

**Date of Report:** 6/30/12

**Names of Members:** A.Neilsen; S.Kelly; C. Reed; A. Chapman

**Co-Chairs:** C. Mesaros; E. Reeves

A. Summarize the actions and accomplishments this past year related to the council's functions.

Action/Accomplishments:

- The Professional Development Committee has established a full schedule of professional development activities in line with the requirements of the State Flexible Calendar requirements
- Established a new timeline for administrator evaluation timelines and a pilot procedure to meet these timelines.
- Scheduled and provided training for Diversity Resource Specialists (DRS) who serve as a committee resource to heighten committee awareness of the importance of diversity for the recruitment/selection process and scheduled future trainings.
- Developed EEO committee to review all current board policies and administrative regulations for board review and implementation
- Scheduled and held monthly EEO committee meetings to review all staff recruitment, retention and development processes and pertinent board policies.
- Presented revised HR board policies and procedures covering employment discrimination and harassment to College Council for extended review prior to submission to Board for review and approval.
- Established a complaint procedure for all employees that is legally compliant with federal and state regulations.
- Refined recruitment and selection process communication
- Reviewed faculty hiring policy and procedures to evaluate the effectiveness of the recruitment/selection process.

B. Briefly identify any challenges encountered by the council in fulfilling its functions during the year.

- Lack of consistent and fully participating co-chair
- Lack of consistent and regular participation of faculty representation

C. Does the council have any suggestions for the improvement of the institution?

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- That consistent faculty and part-time faculty representation and participation at HR Council meetings be more encouraged and supported by academic senate and the respective associations.

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**ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES – 2011-2012**

**Council/Committee:** Institutional Effectiveness Council

**Date of Report:** May 14, 2012

**Names of Members:** N. Meddings, H. Barrett, J. Scarffe, M. Miller, F. Lopez-Perea,

**Co-Chairs:** L. Sanchez, H. Elliott

A. Summarize the actions and accomplishments this past year related to the council's functions.

1. Implement and facilitate the institutional program review processes including the validation of process, creation of relevant forms and documents, implementation of timelines, and development of overall institutional summary information for use in planning.

Action/Accomplishments:

- The revised and improved program review process (integrating Student Learning Outcomes) in instructional and student services departments was fully implemented for the first time in 2011-2012.
- Administrative program review has been revised to focus on service area outcomes, institutional learning outcomes and an annual update. To be implemented in 2012-13.
- Broad based institutional dialogue and integrated planning occurred at the college wide retreat (December 2011).
- Program review inventory has been completed.

2. Interpret, recommend, and communicate policies, guidelines, and procedures for the program review process and assure broad staff participation.

Action/Accomplishments:

- Administrative departments have participated in the development of program review and have been trained in its implementation.
- Department chairs have received training in the updated academic and student services program review processes.

3. Act as the institutional accreditation steering committee and make recommendations for ongoing institutional improvement.

Action/Accomplishments:

- Action plan follow up chart on the visiting team's recommendations with suggested responsible parties continue to be updated.
- Action plan follow up chart on the self study planning agenda with suggested responsible parties continue to be updated.

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- Assessed the integrated planning process and appointed a task force to improve the coordination between planning and resource allocation.
4. Be a resource to the campus on accreditation issues; understand accrediting standards and inform the college community.

### Action/Accomplishments:

- Presented progress on accreditation recommendations at annual retreat, all staff day, council meetings, academic senate, cabinet meetings, department chair meetings, board retreat, etc.
  - Recommended accreditation related assignments referred to appropriate councils for implementation.
  - Added accreditation link to the outcomes webpage.  
[http://www.hancockcollege.edu/public\\_affairs/accreditation.php](http://www.hancockcollege.edu/public_affairs/accreditation.php)
  - Monthly email updates to all staff on Student Learning Outcomes development and assessment.
5. Disseminate information to faculty, staff, and administration as well as through the institutional governance structure as appropriate.

### Action/Accomplishments:

- Made meeting agendas and minutes available on college portal.
  - Provided institutional information packets at district wide planning retreat in December 2011.
  - College wide priorities from planning retreat were shared with College Council.
6. Monitor and reports progress in achieving college goals and institutional effectiveness to the college council.

### Action/Accomplishments:

- Assessed the evaluation responses of the CCPD structure survey and recommended improvements. For example, a question regarding the timeliness of decision making was addressed by creating a tracking form.
- Forwarded annual planning retreat report to College Council.
- Assessed and recommended a revised timeline for integrated planning and resource allocation.

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7. Categorize program review results by functional areas and inform the college council.

Action/Accomplishments:

- Currently being reviewed by the IEC's task force on Integration of Planning & Resource Allocation

8. Facilitate, review and update the components to the college educational master plans based on strategic plan objectives, departmental and campus reviews of needs, current status, and intended innovations.

Action/Accomplishments:

- A task force has been created to update the educational master plan and revised the planning cycle.

9. Develop program level process for annual planning, including self-assessment templates, standard data inputs, inclusion of student learning outcomes, and needs reporting.

Action/Accomplishments:

- The process development has been completed.

10. Develop and implement processes and procedures to evaluate the integrity and effectiveness of governance and decision-making structures and processes; widely communicate these results and assure their use for institutional improvement.

Action/Accomplishments:

- Utilized the evaluation instrument of the CCPD structure and reported results to all staff in the fall 2011.

- B. Briefly identify any challenges encountered by the council in fulfilling its functions during the year.

- Some institutional data unavailable due to the inadequacy of the outgoing data base system.
- Gaps in present processes needed to be addressed. For example, the gap between planning and resource allocation that is currently being addressed by the NAME task force.

- C. Does the council have any suggestions for the improvement of the institution?

- Develop increased alternate resources.

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- Attempt to restore appropriate staffing levels and course offerings as comprehensive budget outlook improves.
- Continue to improve communication.
- Develop orientation for new council and committee members.
- Improve efficiency in council and committee processes.

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**ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES – 2011-2012**

**Council/Committee:** Student Learning Council

**Date of Report:** June 2012

**Names of Members:** Robert Senior, Regina Martinez, Roanna Bennie, Shelda Reyes, Helen Talkin, Ryan Elliott

**Co-Chairs:** Luis Sanchez, Marla Allegre

A. Summarize the actions and accomplishments this past year related to the council's functions.

Action/Accomplishments:

- Reviewed and approved *Institutional Assessment Plan*.
- Reviewed and approved process for revision of SLOs.
- Developed and approved *Extended Campus Scheduling Process*
- Reviewed and recommended revisions to Board Policy And Administrative Procedures 4105 Minimum Qualifications so that language is consistent with Faculty hiring BP/AP.
- Developed and recommended language on educational recording for Board Policy and Administrative Procedures 8992 Public Safety and Security.
- Reviewed projects proposed for Basic Skills Initiative (BSI) funding.
- Reviewed strategies proposed and implemented to address accreditation recommendation regarding “content and rigor” in DL courses.
- Reviewed strategies proposed and implemented to address accreditation recommendation mandating proficiency in SLOs by 2012.
- Successfully introduced *Pedagogy Hour* during spring 2012.
- Proposed Reading Club for 2012-13, surveyed staff, and made selection.
- Sponsored (through DL Committee) a *Distant Learning Retreat* in February with over 70 attendees; speaker Dr. Ray Kaupp presented data on the Latino achievement gap in DL.

B. Briefly identify any challenges encountered by the council in fulfilling its functions during the year.

- Difficulty maintaining student participation.
- Lack of funding to promote innovation.

C. Does the council have any suggestions for the improvement of the institution?

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- Explore strategies to improve the flow of information between constituencies; between councils and committees; among councils.
- Clarify the role of the Enrollment Management Committee.

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**ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES – 2011-2012**

**Council/Committee:** Student Services Council

**Date of Report:** June 2012

**Names of Members:** A. Esquivel-Swinson, R. Baker, L. Phillips, K. Lester, V. Sanchez,  
C. Harmon

**Co-Chairs:** R. Parisi, B. English

A. Summarize the actions and accomplishments this past year related to the council's functions.

1. Disseminate information to faculty, staff, and administration as well as through the institutional governance structure as appropriate.

Action/Accomplishments:

- Board Policy 6900 and Administrative Procedures 6900.01, 6900.02, Admissions – Revisions have been made to meet the new Title 5 regulations regarding course repetition, withdrawal, etc., and to reflect the implementation of these regulations in the new Banner student information system.
- Administrative Procedure 6901.01, Enrollment, Course Repetition, Disenrollment and Reporting Attendance - The revisions in administrative procedure 6901.01 were made to meet the new Title 5 regulations regarding course repetition, withdrawal, etc., and to reflect the implementation of these regulations in the new Banner student information system.

The revisions for the items listed above have been reviewed and approved through the shared governance process. Both items were submitted to the board of trustees on June 19<sup>th</sup>.

2. Utilizing institutional annual and long term goals develop and implement initiatives leading toward the improvement of student services programs.

Action/Accomplishments:

- Utilized Strategic Plan 2009-2013 strategic directions one-four as our template for developing goals, and implement initiatives to improve the delivery of student support services to all students.

3. Hold primary responsibility to respond to accreditation activities related to Standard 2B.

Action/Accomplishments:

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- Institutional Assessment Plan (IAP) – Reviewed IAP and made recommendations to the College Council
4. Be a resource to the campus on issues related to student services and the improvement of student services programs.

Action/Accomplishments:

- Institutional Assessment Plan (IAP) – Reviewed IAP and made recommendations to the College Council
  - Board Policy 7930 – Reviewed and recommended adoption of BP7930
  - Board Policy 6900 and Administrative Procedures 6900.01, 6900.02 - Updated and aligned BP 6900 with Title 5 changes and Banner processes. The revisions have been reviewed and approved through the shared governance process and submitted to the board of trustees on June 19 for reading and approval.
  - Administrative Procedure 6901.01, Enrollment, Course Repetition, Disenrollment and Reporting Attendance - Updated and aligned BP 6901 with Title 5 changes and Banner processes. The revisions have been reviewed and approved through the shared governance process and submitted to the board of trustees on June 19 for approval.
5. Act as a recommending body to the college council on issues related to student services programs.

Action/Accomplishments:

- See answer #4
6. Monitor progress in achieving goals, objectives, and institutional effectiveness.

Action/Accomplishments:

- Bi-monthly meetings of this committee included reports from committees and sub-committees in order to monitor progress in achieving goals, objectives and institutional effectiveness.
7. Work collaboratively with the Academic Senate to address issues of mutual concern and/or interest.

Action/Accomplishments:

- Co-chairs reported on BP6900 and BP6901 to the Academic Senate for feedback and concerns related to revisions in policy and administrative procedure prior to College Council.
8. Develop and recommend innovative strategies to improve student services programs.

Action/Accomplishments:

- See #3 and #4

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9. Provide overall guidance and direction to the standing committees.

Action/Accomplishments:

- Provided counsel and direction to standing committees and sub-committees.

B. Briefly identify any challenges encountered by the council in fulfilling its functions during the year.

- State mandated Title 5 changes occurred during the process of reviewing policy and procedures resulting in need for revisions midway through approval process.
- Process protocol for policy and procedure review and approval is still being clarified.
- Determining issues that need to go through the consultation process vs. those that do not.
- What decisions are within the authority of the council? Does the council make a final decision on anything or is it a 100% recommending body?

C. Does the council have any suggestions for the improvement of the institution?

Representatives of the different constituencies need to keep their members informed of the issues being discussed in order to receive feedback from members at the appropriate committee level. For example, an item may be thoroughly discussed at the Student Services Council with a member from Group A. However, when the item goes to College Council another representative from Group A will say they have never heard of the item. This sometimes causes delays in the process.

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**ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES – 2011-2012**

**Council/Committee:** Technology Council

**Date of Report:** June 23, 2012

**Names of Members:** W. Bruce, L. Shelby, J. Jozwiak, G. Torbert, D. Brown, C. Olivera

**Co-Chairs:** C. Van Name, A. Restrepo

A. Summarize the actions and accomplishments this past year related to the council's functions.

1. Utilize institutional annual and long term goals to establish technology priorities and make recommendations for allocation of budget resources.

Action/Accomplishments:

- No significant updates were needed this year to the 5-year outlook of technology licenses/support costs that was previously provided to the budget council.

2. Hold primary responsibility to develop the technology master plan in conjunction with the educational and facilities master plan and respond to accreditation activities related to Standard 3C.

Action/Accomplishments:

- The council spent significant time this year on the draft of a new technology master plan. Samples plans from other schools were reviewed. An outline of the various topics was created with writing assignments for the council members. Goals for the new tech plan were developed. Topics were organized under the various goals.

3. Review new technology to recommend for implementation.

Action/Accomplishments:

- The council reviewed the updated Public Safety & Security Policy 8992 as it relates to security cameras.
- The council reviewed the need for tracking software in light of the burglaries of college computers. The council co-chairs also shared this information with Academic Senate.

4. Ensure that the vision for technology is implemented through the technology master plan.

Action/Accomplishments:

- The council spent significant time this year on the draft of a new technology master plan. Samples plans from other schools were reviewed. An outline of the various topics was created with writing assignments for the council members. Goals for the new tech plan were developed. Topics were organized under the various goals.

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5. Disseminate technology council information to faculty, staff, and administration through the institutional governance structure.

Action/Accomplishments:

- The council agendas and minutes were published on the myHancock portal in the CCPD channel for access by all students and employees.

6. Act as a recommending body to the College Council on issues related to technology.

Action/Accomplishments:

- The council co-chairs attended most College Council meetings and actively participated in the discussion topics.

7. Monitor progress in achieving the technology council's goals and objectives as well as recommendations of institutional effectiveness council.

Action/Accomplishments:

- The council's co-chairs regularly attended College Council and reported on the council's objectives and accomplishments.

8. Work collaboratively with the college constituencies to address technology issues of mutual concern and/or interest through the institutional governance structure.

Action/Accomplishments:

- Three members of the Distance Learning Committee are as ex-officio members to the council. This was done to provide a link between the technology concerns of the Distance Learning Committee and the Technology Council.
- Reports are given at most council meetings on the activities of the technology related standing committees (Banner Steering, IFAS Steering, Web Services, and TAC)

9. Investigate innovative technology to enhance instruction.

Action/Accomplishments:

- A section on innovation and instruction will be part of the new Technology Master Plan.

10. Provide overall guidance and direction to the standing committees.

Action/Accomplishments:

- The standing committee co-chairs were added as ex-officio members of the council. Standing committee reports were added as a regular item to the council's agenda.

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B. Briefly identify any challenges encountered by the council in fulfilling its functions during the year.

- The council was challenged on how to develop a new technology plan. It took a few meetings to develop an approach. The agreement to divide up the writing assignments gave all the members an opportunity to contribute. Each member was able to select the topics of interest to them.
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C. Does the council have any suggestions for the improvement of the institution?

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