



Annual Report of  
Accomplishments/Outcomes  
2012-13

Budget Council

College Council

Facilities Council

Human Resources Council

Institutional Effectiveness Council

Student Learning Council Student

Services Council

Technology Council

# Allan Hancock College

## ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES - 2012-2013

**Council/Committee:** Budget Council

**Date of Report:** June 2013

**Names of Members:** Shelly Allen, Al Avila, Richard Carmody, Marissa Djafroodi, Cydney Marlett, Betty Miller, Mark Miller, Glenn Owen, Rebecca Andres, Gary Bierly, 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:

- Completed 2011-12 CCPD annual report of accomplishments/outcomes.
- Recommended 2012-13 balanced proposed budget to the Superintendent/President for Board adoption in September 2012.
- Developed an initial 2013-14 budget assumptions document and presented to College Council in November 2012. Assumption information shared at December 2012 planning retreat and January 2013 All-Staff meeting.
- 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.
- Kept apprised of district cash flow needs in order to meet expenditure obligations without having to borrow from external sources.
- Reviewed and provided input on proposed planning and budget development taskforce flowchart for incorporation into CCPD.
- Recommended 2013-14 tentative budget assumptions to the Superintendent/President for Board adoption in June 2013.

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

- Scheduling conflicts with other councils in the fall postponed budget council meetings and activities.
- Required time to review budget council role/goals delayed work on primary council goals.
- Fiscal uncertainty at the state level contributed to fiscal uncertainty at the local level, i.e. passage of Proposition 30.

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

- Implement Total Cost of Ownership board policy.
- Review disconnect between CCPD and current Educational Master Plan. Ensure updated Educational Master Plan is aligned with CCPD proposed revisions.

## **ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES – 2012-13**

**Council/Committee:** College Council  
**Date of Report:** June 13, 2013  
**Names of Members:** Al Avila, Camerron Barlow, Gary Bierly,  
Betty Miller, Paul Murphy,  
Linda Reed, Mark Miller and Kelly  
Underwood  
**Co-Chairs:** Betty Miller and Gary Bierly

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

1. Review recommendations of the Councils and make recommendations to the president on policies, procedures, budget and related college issues.

Action/Accomplishments:

Reviewed the following board policies:

- BP 8300 Display of Flags\*
- BP 8925 Animals on Campus\*
- BP & AP 3050 Alcoholic Beverages
- BP & AP 8995 Parking & Traffic Control
- BP 3010 Prohibition of Employee Discrimination
- BP 3020 Prohibition of Employee Harassment
- AP 3010.01 & 3020.01 Administrative Regulation Employee Discrimination and Harassment Investigations
- BP & AP 8600 Speech: Time, Place, Manner
- BP1110 Policies of the Board of Trustees\*
- BP1111 Changes in Policy\*
- BP1150 Delegation of Authority\*
- BP1211 Minutes of the Board of Trustees Meetings\*
- BP1215 Vacancies on the Board\*
- BP1220 Closed Session\*
- BP1600 Member Compensation\*
- BP7930 Program Review\*
- BP8050 Gifts & Contributions\*
- BP7110 Selection of Library Materials\*

\*denotes board policies adopted for revision by the Board of Trustees.

- Budget & Integrated Planning task force created and completed tasks assigned.

## **ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES – 2012-13**

2. Oversee the district's overall planning activities with the prioritization of short and long-term goals and priorities.

Action/Accomplishments:

- College Council reviewed priorities from Annual Planning Retreat.
- College Council reviewed classified prioritization list (on-going).

3. 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 the SharePoint site for board policy review.

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

Action/Accomplishments:

- Strategic Plan task force was created. They reviewed and updated both student/faculty surveys.

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 when time permitted.

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

Action/Accomplishments:

- Will be reviewed in 2013-14.

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

Action/Accomplishments:

- Three priority goals from planning retreat assigned.
  1. Priority Goal: 2.2 – To support student access, achievement, and success
  2. Priority Goal: 3.2 – To develop district financial resources adequate to support quality programs and services
  3. Priority Goal: 3.1 – To recruit and retain quality employees

## **ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES – 2012-13**

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

- The Council was often unable to complete its agenda within the allotted meeting time.
- The Council was not always clear on how to implement the CCPD.
- The Council was unclear how changes in the resource allocation model, approved in its meetings, would be integrated into the CCPD.

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

- Encourage Council Co-chairs to utilize the existing report form as a communication tool to describe activities and recommendations of the council to College Council.
- Encourage committee and subcommittee chairs to utilize a similar form (see above) as a communication tool to describe activities and recommendations of the committee to its respective oversight council.
- Develop the process for integrating changes approved by College Council into the CCPD.
- Utilize the total cost of ownership model in financial decisions whenever appropriate.
- Review the need to develop a task force on how to conduct council business and streamline processes as needed.

## **ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES – 2012-13**

**Council:** Facilities Council  
**Date of Report:** May 6, 2013  
**Council Members:** Bob Nichols, Academic Senate – Co-Chair  
Felix Hernandez Jr., Vice President Facilities and Operations – Co-Chair  
Danielle Blanchard, Part-Time Faculty  
Michael Black, Management  
Donna Designs, CSEA  
Jim Harvey, Supervisory/Confidential  
Roger Hall, Faculty Association  
Salvador Ruvalcaba Jr., ASBG  
**Ex-Officio Members:** Rex Van Den Berg, Director Plant Services  
Wes Maroney, Campus Police

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

### Action/Accomplishments:

- Develop Facilities Council Goals
- Revised Facilities Council Charge
- 2013-2014 State Scheduled Maintenance and Special Repairs Program – District Order of Priority Application List, Recommendation
- One Stop Secondary Effects Relocations, Advise
- Developed DVD Presentation on Sustainability Taskforce Outcomes for All-Staff Day, January 2013
- Board Policy on Sustainability, Recommendation
- Draft Sustainability Plan, Recommendation
- Industrial Technology/PE Fields project College Drive fence line location, Advise
- Santa Maria Campus new north boundary fence line, Advise
- Capital Project District Order of Priority for 2015-2019 Five Year Construction Plan, Recommendation
- Establish Art on Campus Subcommittee, Recommendation
- Art on Campus Subcommittee Guidelines (Charge) Recommendation
- Revised board policy 8192 and administrative procedures 8192.1 - Public Safety and Security, Recommendation
- Board Policy on Speed Limits, Recommendation

### In Process:

- Board Policy on Total Cost of Ownership, New Construction Projects, Recommendation pending

## **ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES – 2012-13**

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

- Current email process is labor intensive for constituency group representatives. One challenge is seeking a more efficient method for soliciting and gathering feedback from constituency groups.
- A mechanism is needed to answer questions raised in constituency feedback process.

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

- Implementing the use of an online survey tool as an approach to soliciting and obtaining constituency feedback is seen as a more efficient methodology.
- The intent of Facilities Council is to respect the participation and expression of concerns of each constituent through appropriate and timely response from their representative.

## **ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES – 2012-2013**

**Council/Committee:** Human Resources Council

**Date of Report:** May 10, 2013

**Names of Members:** Cyndi Mesaros, Ethelwynne Reeves, Mary Perry, Ardis Neilsen, Annette Chapman, Danielle Blanchard Foster, Sharan Kelly

**Co-chairs:** Cyndi Mesaros & Ethelwynne Reeves

A. Summarize the accomplishments this past year related to the Council's functions:

- Developed and distributed finalized Goals/Projects for 2012-2013 after College Council approval to update copy in the current CCPD manual for currency and relevancy
- Reviewed the Implementation and impact of Public Employees Pension Reform Act of 2013 with regard to the California Public Employees Retirement System (PERS) and the California State Teachers Retirement System (STRS) that was enacted and became effective 1/1/13
- Presented live webinar on the California Public Employees Pension Reform Act of 2013 (PEPRA) sponsored by Liebert, Cassidy & Whitmore attorneys
- Reviewed the Model Equal Employment Opportunity (EEO) Plan and Guidelines for California Community Colleges from the California Community College Chancellor's Office to create district personalized plan
- Reviewed the process for conducting a search for a permanent Superintendent/President to begin July 1, 2013 as the board of trustees appointed the Director, HR/Labor Relations to facilitate the entire recruitment and selection process for this position without the assistance of an outside consultant
- Reviewed a DRAFT of a new board policy on Nepotism and collected feedback from all constituent groups to forward to College Council for continued review and the Board of Trustees for approval and implementation
- Reviewed a DRAFT of a revised board policy on Student Employment and collected feedback from all constituent groups to forward to College Council for continue review and the Board of Trustees for approval and implementation
- Reviewed a DRAFT of an administrative procedure and salary schedule for student employees to be forwarded to the Board of Trustees for approval and implementation
- Established a Professional Development Calendar of Activities for all staff in conjunction with the Professional Development Committee for 2012-2013 and submitted to the Chancellor's Office for approval to meet FLEX Calendar annual requirements including monthly webinar management training opportunities
- Reviewed California Community Colleges Student Success Initiative (SB 1456) Professional Development Committee's proposed recommendations for professional development in the California Community Colleges as they were approved by a select thirty (30) member committee established by the Chancellor's Office
- Reviewed Standard III: Resources with regard to Human Resources in the district 2010 accreditation report as well as a checklist of Sources of Evidence: Examples of Standard III used by accreditation teams as an assessment tool to begin the documentation process to determine the department's and the Council's effectiveness in meeting these standards for the next accreditation team visit



## **ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES – 2012-2013**

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

- Not all constituencies were consistently represented at each meeting of the HR Council, Professional Development Committee, and the EEO/Diversity Committee
- Difficulty establishing a regular meeting date that meets all constituent representative schedules

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

- Feedback from constituency groups needs to be more forthcoming
- Emphasize the importance of qualified Professional Development for all staff and create a regular budget line item for this purpose
- Provide evidence about how the institution uses identified teaching and learning needs to determine professional development opportunities
- Provide evidence that institutional plans determine human resource allocation priorities
- Establish a written “Code of Ethics” to foster respectful and civil behavior among all employees
- Develop a comprehensive and consistent New Employee Orientation process that combines the HR Department and site orientation processes to encourage the retention and development of these employees
- Develop a new employee “mentoring” process to provide ongoing support to new employees
- Develop internal processes to identify and encourage staff training and cross-training opportunities

## **ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES – 2012-2013**

**Council/Committee** Institutional Effectiveness Council

**Date of Report:** April 22, 2013

**Names of Members:** Carmen Camacho, Herb Elliott, Nancy Meddings, Laurie Pemberton, Gordon Rivera, Luis Sanchez, Jessica Scarffe, George Torbert

**Co-Chairs:** Luis Sanchez and Herb 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:

- Developed strategic goals, as well as established priorities.
- Program review inventory is being utilized.

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

Action/Accomplishments:

- None (focus changed to accreditation this year).

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

Action/Accomplishments:

- Adequately prepared for accreditation visit.
- Successfully submitted a comprehensive midterm report.
- The Integration of Planning and Resource Allocation Task Force presented its recommendations to the IEC, and IEC forwarded to College Council for adoption.

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.
- Followed up on accreditation related assignments referred to appropriate councils for implementation.
- Updated and expanded 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 (LOAC) assessment progress.

- Achieved assessment from 8% to 93% between Jan 2012 and March 2013; and from 63% to 93% between Jan 2013 and March 2013.

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 2012.
- College wide priorities from planning retreat were shared with College Council.
- Expanded awareness of CCPD.
- Relayed information to constituents.

6. Monitor and reports progress in achieving college goals and institutional effectiveness to the college council.

Action/Accomplishments:

Made recommendations based on Annual Report of Accomplishments:

- College Council should establish a process for resolving disagreement between College Council and another council.
- College Council should establish a framework with a timeline for how suggestions or concerns reach a decision or recommendation.
- College Council should develop an institutional orientation package of the CCPD.
- Forwarded annual planning retreat report to College Council.
- Submitted Annual report of accomplishments to College Council for 2011/12.
- Completed IEC master calendar (integrated planning timeline).

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

Action/Accomplishments:

- The Integration of Planning and Resource Allocation Task Force identified the need to screen program review reports for institutional themes.
- Identifying the (need) gap, (need to discuss in more detail for next year 2013/14).

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 is working to update the educational master plan and revised the planning cycle. A draft will be available fall 2013.

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 Integration of Planning and Resource Allocation Task Force revised program review to specify category of resource request.
- Successfully conducted annual planning retreat.

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:

- CCPD survey will be administered spring 2013.
- Assessment (survey) of the CCPD and annual report of accomplishments from councils will be tools of assessment to assess the CCPD.

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

- How to make the College Council input more meaningful and effective?
  - Transparency
  - Governance decisions including resource allocation.
  - Lack of clarity where the decisions are made.
- There was confusion about IEC's role and CC's role (strategic plan).
- Awareness and interpretation of CCPD.

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

- Suggest that the institution create an orientation package for new employees to learn about the CCPD and shared governance process.
- Made recommendation for college's master calendar to be updated by councils.

## **ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES – 2012-2013**

**Council/Committee:** Student Learning Council

**Date of Report:** May 2013

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

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

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

Action/Accomplishments:

- Basic Skills Initiative Projects – Three projects funded by the Basic Skills Initiative were presented to the Student Learning Council:
  - ESL Facilitator (presented by Melinda Nishimori and George Phelan)
  - Developmental English (presented by Julia Raybould-Rodgers and Robert Senior)
  - Math Center (presented by Mary Alice Majoue)
- Revised Board Policy 7930 and Administrative Procedures 7930.01, 7930.02 and forwarded them to College Council
- Reviewed and approved method for calculating institutional set standards required by ACCJC in their annual report.
- Planned and implemented the Roger Dews Emeritus Faculty Lecture series. Inaugural event on May 2.
- Review and approved timelines for ILOs assessment and process for updating SLOs. Council recommended that the information be shared with department chairs.
- Reviewed and provided input on Enrollment Management Plan.
- Reviewed proposed Basic Skills Initiative Projects for spring, summer, and fall 2013.
- Reviewed and provided input on Accreditation Midterm Report.

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

- Attendance and participation of representatives from CSEA and ASBG.
- Absence of a budget for Council activities to support and promote teaching and learning.

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

- Work with CSEA to accommodate workload issues and facilitate classified participation on Councils and Committees.
- Assign each Council a small budget in order for it to function effectively.
- Hire a Basic Skills Coordinator in line with the Basic Skills Summit recommendations and planning retreat priorities.

## **ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES – 2012-2013**

**Council/Committee:** Student Services Council

**Date of Report:** March 28, 2013

**Names of Members:** R. Parisi, H. Alvarez, R. Baker, L. Phillips, K. Lester, V. Sanchez, D. Collins  
(student)

**Co-Chairs:** R. Parisi, H. Alvarez

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

Action/Accomplishments:

- Developed Student Services brochure
- Reviewed and recommended adoption of BP 8925.01 Animals on Campus
- Reviewed and recommended adoption of BP 8300 Display of Flag
- Reviewed Priority registration process
  - Developed "100 unit" appeal process
  - Approved priority day registration for CalWorks
  - Approved new "Add" process for first week of classes
- Recommended implementation of a fee for "Credit by Exam"
- Approved common FERPA form for Student Services
- Reviewed Student Services Program Review process
- All committee members are actively involved in discussions
- Committee is results oriented, stays on task and produces results

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

- Changed Co-Chairs for Spring 2013 (H. Alvarez replaced B. English)
- Committee still unclear CCPD decision-making process, and when are decisions final
- Attendance by student member and one staff member needs to be addressed

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

- Better communication on how to disseminate councils and committees discussions and actions
- More training in how to utilize Share Point so it is more user friendly
- Minutes from meetings should be posted to SharePoint in a timely manner

## **ANNUAL REPORT OF ACCOMPLISHMENTS/OUTCOMES – 2012-2013**

**Council/Committee:** Technology Council

**Date of Report:** April 26, 2013

**Names of Members:** W. Bruce, L. Shelby, J. Jozwiak, G. Torbert, M. Mintz, Y. Tang

**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 are anticipated to the 5-year outlook of technology licenses/support costs that will be 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 in finalizing the first draft of a new technology master plan. The plan was posted in the Councils and Committees myHancock channel on November 15, 2012.

3. Review new technology to recommend for implementation.

Action/Accomplishments:

- The implementation and procedure for the iPad loaner program was launched this year.
- Three more classroom smart podiums were approved this year. The seven podium systems approved the previous year were installed. These included five classrooms, the library lobby, and the Captain's room.
- DegreeWorks for degree audit and education planning was launched in January.
- Links were added to AHC bookstore web site from the searchable Class Schedule and student's schedule of classes.
- The new public web site was launched in August followed later in the year with easy fillable form creation and photo rotation.
- Enhancements were made to the myHancock portal including Spike's List and student/staff photo publications on the log on screen.

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

Action/Accomplishments:

- The council spent significant time this year in finalizing the first draft of a new technology master plan. The plan was posted in the Councils and Committees myHancock channel on November 15, 2012.

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:

- A member of the Distance Learning Committee regularly attends the Technology Council as an ex-officio member. He provides a link between the technology concerns of the Distance Learning Committee and the Technology Council.
- A member of the Technology Advisory Committee (TAC) regularly attends the Technology Council as an ex-officio member. She provides a link between the technology concerns of TAC 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 pilot program for the use of iPads in classrooms was reviewed and approved. This new program is anticipated to be launched in spring 2013.
- The teacher learning center was redesigned using modern technology to meet the current needs of instruction.
- A section on innovation and instruction is part of the new Technology Master Plan.

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

Action/Accomplishments:

- The standing committee co-chairs are ex-officio members of the council. Standing committee reports are a regular item in the council's agenda.

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

- A draft of the Technology Master Plans was posted in the Councils and Committees myHancock channel on November 15, 2012. An email was sent out to all employees asking for feedback by February 28, 2012. Very few comments were received. A survey, and maybe open forums, will be used in fall 2013 to encourage wider participation on the Technology Master Plan.
- The council was unable to review the Electronic Communications System to due to time limitations.
- There was discussion on how the TAC process makes information accessible for the committee members to review before the meetings. The TAC process will be reviewed in the fall.

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

- No suggestions at this time.