

**Evergreen Valley College  
Administrative Council Meeting Notes  
November 5, 2013**

**Present:** Irma Archuleta, Keith Aytch, Eugenio Canoy, Octavio Cruz, Mark Gonzales, Antoinette Herrera, Michael Highers, Merryl Kravitz, Lan Bui, Lauren McKee, Tom Quade, Alma Tanon, Henry Yong

**Absent:** Gina Bonanno, Victor Garza (on leave), Henry Gee, Savander Parker, Elizabeth Tyrrell

**President's Report – Henry Yong**

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- The district and campus redesign was unveiled to the campus. For receive staff feedback to the proposals, the district emailed an electric survey to all EVC. The comments will be compiled and sent to area Vice Presidents for consideration.
- LED Retrofit  
President Yong discussed this project with Gilbane and VC Smith. The next step would be for the District to hire an electrical engineer to evaluate costs and savings. The President would like to see EVC become the first in the nation to be LED retrofitted.
- Speaker Pro Tem Nora Campus visited the campus on October 15. One discussion item was the possibility of EVC offering a BSN program; no community college in the state of California has this program. Pluses on our side: the college already has a very successful nursing program; national accreditation; hiring demand for nurses. Hospitals are beginning to require that nursing candidates have a bachelor's degree for employment. Twenty-one community colleges in the nation already offer BSN degrees. Action by the legislature would be required for this new program at the CCC level.
- Meeting w/Mike Russell: In his monthly meeting with Mr. Russell, President Yong asked him to investigate why EVC has 5-6 phone number prefixes within the college. We need to make it easier for the general public and students to phone the college.
- Received a list of faculty hiring recommendations for 2014-15 from the deans; have not received a recommendation from the Academic Senate. The President asked each group to submit 5 ranked and 5 unranked positions. From those two lists the president will make a decision. Some items to be considered when making the decision: accreditation; what the department supports; mandates in certain programs; how departments/disciplines support other programs. The District's FON is 224; CCC System's Office has assigned the District a FON of 208; our district is over its FON number.
- EVC will host the November 26 Board of Trustees meeting. EVC programs to be showcased are pending.
- ASG will be approached this year to support an increase of \$1 to the student health fee.
- ACCJC  
EVC and SJCC have signed an MOU with City College of San Francisco to accept their students so that students can complete their education. Lawsuits have been filed against ACCJC by their faculty union and the City Attorney's Office on behalf of CCSF. Also, ACCJC is coming under fire to defend itself with the Department of Education.

### **Update – Late Start Classes – Keith Aytch**

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- 7 sections with 75% fill rate.
- Intersession/Spring Schedule of Classes  
The Schedule for both Intersession and Spring 2014 is now live; will advertise Intersession at SJSU and East Bay. Offering 40 sections during intersession; 1 section @Milpitas
- The CCA program is taking up more space and we will need to have further discussion on space issues in the future.

### **Update – Student Affairs – Irma Archuleta**

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- Health Services Director Janice Assadi started last week.
- Flu Clinic – Nov. 7<sup>th</sup> \$2 fee for a flu shot; Health Services collaborated with the nursing program for student nurses to administer the shots; we get the vaccine free; the fee covers the cost of supplies. VP Archuleta will check if a flu shots can be made available to evening students.
- Intersession/Spring 2014 Registration dates: priority registration begins November 12; new student registration December 2.

### **Materials Fees – Lan Bui**

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A materials fee can be charged if students can retain the materials for future use outside of the classroom. Lan distributed a spreadsheet showing course that charge a materials fee, the amount collected and the amount spent. \$7,816 was collected; however, only \$903.53 has been spent to date. Lan reminded Deans that this money needs to be spent on those materials to justify charging students for them. If the fee is no longer required, the course needs to go through the Curriculum Committee to have the fee removed from the course outline and Datatel.

### **Independent Contract Agreement (ICA) – Lan Bui**

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The ICA document was drafted for the district by an attorney. If there is a change to the *Terms*, consult Penny Garibay; *Insurance*, Anthony Oum. Amount of \$1-30,000 ICA signed by VP; above \$30,000 requires President's signature.

### **MSCC – Lauren McKee**

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- The College Council needs a 3<sup>rd</sup> MSC representative; if interested, email Lauren.
- MSCC Negotiations Team: Lauren McKee, Alma Tanon, Keith Aytch, Takeo Kubo  
Proposal: 2% on the salary schedule  
1% on the salary schedule for an Additional Step (Step 5 for Managers; Step 6 for Supervisors and Confidentials)  
  
Reopener to salary negotiations: If in April 2014 there is an increase in property tax \$\$, MSC will propose additional funding to be applied to the last step on the salary schedule (Step 5 M; Step 6 S/C) to bring it into parity with other steps.

If approved by the Board, increase may be on the December 16 paycheck; with retro in January or February.

MSCC was allocated \$223,362 by District for salary increases. VC Garcia and Peter Fitzsimmons will meet this week to determine if the additional step is feasible based on the dollar allocation.