MEETING
EXECUTIVE BOARD
Approved Minutes
May 30, 2007

MEMBERS PRESENT
Raul Alcala, Regional Title V/HECC Director
Jane Bruner, Title V Principal Investigator, CSU Stanislaus
Dennis Gervin, Vice President for Student Learning, Columbia College (Tele-conference)
Charles Jennings, Dean of General Education and Transfer, San Joaquin Delta College
Bob Nadell, Vice President of Student Services, Modesto Junior College
Brenda Robert, Vice President for Instruction, Modesto Junior College
John Spevak, Vice President for Instruction, Merced College

GUESTS
Claudia Boehm, Regional Title V Administrative Support Assistant
John Borba, Professor of School Administration, CSU Stanislaus
Carl Brown, Dean of College of Education, CSU Stanislaus
Jennifer McBride, Instructor, Merced College
Vickie Pease, HECCC Administrative Support Assistant
Kristi Victorino, Instructor, Merced College

I. Title V
Welcome and Introductions
Spevak welcomed members and guests. He continued by saying how much he appreciates Alcala and staff members Boehm and Pease for diligence in preparing for these meetings.

Internal Evaluation/Contacting an External Evaluator
Raul expressed his desire to be compliant to Title V requirements, in which an internal and external evaluation needs to occur before the end of the grant next year. Another requirement that hasn’t been accomplished is that a coordinator from CSU Stanislaus must serve on the Articulation Committee. Also required is the sub-agreement with each institution for all five years of the grant. Years three and four have not been completed nor signed.

Raul distributed resumes and qualifications of some external evaluators for the Board to review and consider. Raul will contact Fresno City College to determine how they have handled the evaluations and whom they have used in the past. The Board determined that these evaluations are a Federal Government requirement. One suggestion was to ask sister institutions who are using the Title V Grant how they have handled the evaluation process. Jennings said that Delta uses the company who wrote their grant, but the cost is considerably higher than $10,000. The Board decided to determine who should perform these evaluations by electronic vote.

Electronic Transcripts
YCCD has the necessary software installed and is testing it to make sure CSU Stanislaus is receiving the information in the correct format. Joe Macklin and Erly Tay are making the formatting changes. CSU Stanislaus needs to get protocol confirmation from the company in Texas, which provides the access, in order to continue moving forward with the Electronic Transcripts. Don Peterson at Merced College had difficulty downloading the software. Alcala contacted the software’s company and gave them Peterson’s contact information to assist in
solving the problem he has encountered. CSU Stanislaus is understaffed and overworked since Dr. Roger Pugh has been out on emergency health issue. Spevak stated that electronic transcripts progress would be a nice item to give the presidents at the next meeting. He will see what he can do to get Merced College moving on the electronic transcripts.

**Carry Forward Funds from Year I and Year II**
Alcala requested this item be tabled until the September 10, 2007 meeting. He would like to familiarize himself more with the budget and find out exactly how much funding is available at this time. The request was agreed unanimously.

Bruner suggested that there is a deadline to use the carry-forward funds, and that they may be used to complete the electronic transcript process. First they need to know how much there is exactly. During the September meeting, the dollar amount and amount used will need to be presented. Alcala will create budget and present to Board on September 10, 2007.

**Cooperative Projects between HECCC/Title V and the AMP Program (Bruner)**
Bruner attended a STEM conference which had a representative from all community colleges, UC’s and CSU’s. She believes the UC system is trying to increase their enrollment, especially given the fact that they are not meeting their diversity requirement numbers.

She also stated the current main focus of the AMP Program is to select “strong” students. In other words, those who the program believes have a better chance of success. By doing this they hope to increase possible future faculty. They have planned a summer program and have already begun to recruit students from the community colleges.

**Election of Chair for Title V**
Spevak nominated Dr. Bruner to be the Title V Chair for the remainder of the grant. Bruner accepted and was elected unanimously.

**June 18th Board Meeting Agenda Items**
Alcala suggested presenting to the Council all of the program’s accomplishments in regards to Supplemental Instruction, including surveys and impressive data results. He also suggested the transfer activities the coordinators have been working on. Nadell suggested that both activities be summarized with the results. A summary of the electronic transcript status and data that we have at this point was also suggested.

Nadell also pointed out that Supplemental Instruction is supposed to be institutionalized at each institution and at this point it has not been done.

Main agenda item(s) for meeting will be:
1. Approval of May 30, 2007 Minutes
2. Supplemental Instruction/Transfer Data
3. Electronic Transcripts
4. Cooperative Projects between HECCC/Title V and AMP Program (Bruner)
5. HECCC/Title V Conference in April (Update)
6. Summer Rural Physics Institute at UC Merced
7. Campus Reports
8. Other

**Other**
Alcala suggested the transfer piece be a focus point for the next Title V Grant. Spevak suggested promoting transfer students would be a good launching point as one of the needs for the next grant. One of the objectives should be to try to implement what has been learned and try to improve upon that.

Alcala distributed to everyone copies of the “Code of Federal Regulations in developing Hispanic serving Institutions Program.” In Section 606.7 in discussing definitions, (b) (4) Cooperative arrangement means an arrangement to carry out allowable grant activities between an institution eligible to receive a grant under this part and another eligible or ineligible institution.
of higher education, under which the resources of the cooperating institutions are combined and
shared to better achieve the purposes of this part and avoid costly duplication of effort. What
this means is that all six institutions may participate in the next Title V Grant.

II. HECCC

Welcome & Introductions
Spevak welcomed everyone and they all introduced themselves.

Minutes
The March 26, 2007 minutes were approved as read.

Community College Leadership Certificate Graduate Program (Professor John Borba)
This 15 unit certificate program was developed, with the influence of HECCC, by Dr. Diana
Demetrulias, Vice Provost at CSU Stanislaus and Professor Borba also from CSU Stanislaus, to
encourage interest in community college leadership and advancement of current community
college employees to help develop their careers. This program has been validated by other
universities such as UOP in Stockton as transferable to their doctorate program at UOP and a
number of institutions in the specialization of community college leadership. The program
began with 25 students, from which six graduated this year. “This is a rigorous program,”
described graduate Jennifer McBride. One benefit that Krista Victorino, another graduate, states
is, “the networking among the community colleges and developing leadership”. Both of the
visiting graduates agreed that the support of each other among the participants in the program
was one of the greatest benefits. Both McBride and Victorino were presented with certificates of
completion by Dr. Borba.

90-Day Administrative Assistant Extension Request
Alcala stated that with Boehm leaving for two months in the summer and so many projects
coming up, he will need to extend the assistant position to help with these and other regular
clerical duties that are necessary for the office to carry forward with the grant. The Board
approved unanimously.

Election of New Chair for HECCC
Spevak nominated Dr. Nadell to be the HECCC Chair for the remainder of the grant. Nadell
accepted and was elected unanimously.

Summer Rural Physics Grant Update
June 8, 2007 is the deadline to give UC Merced a final count of participants, both those staying
in the dorms and those commuting. To date, there are 11 participants who are planning to stay
in the dorms and four who will be commuting. The residential life contracts are ready for signing.
The main topic for this year’s institute is “electronics.”

Title V HSI Amendment – Next Grant Proposal
As was stated before, all six institutions can participate in the next Title V HSI Grant. Alcala
would like to use Activity I and Activity II as models for the grant proposal. A model is needed to
address the barriers to transfer, perhaps providing services in a different manner. Students
could apply to the program and an advisor would be assigned to work with them throughout the
program, providing assistance via e-mail, phone or in person. An advocate from all four
community colleges was suggested in order to maintain the information that is shared
consistent. The Hispanic program needs to be looked at in the way services are delivered since
the reason it was created was to “knock down” the barriers keeping students from transferring to
institutions of higher education. Alcala shared with the Board information from a couple of
programs he researched to review and analyze the way these services are delivered. A multi-
contextual approach, which was used by the University of New Mexico’s Mexican American Law
Student Association in a mentorship program, is one which Alcala suggested to encourage
minority students to further their education beyond community college. Alcala believes that perhaps the next grant could use this approach (multi-contextual) to implement in the six institutions to be used through Activity I (regular connections to an advisor) and Activity II (looking at structural strategies).

Spevak stated that Supplemental Instruction is needed and has turned out well. He would like both of Alcala’s suggestions explored further. He reminded everyone that there are six months yet to start writing the next grant and then six months to finish.

Bruner believes we should look at the successes and failures of Title V. Perhaps look at the different strengths of each campus. What would each campus desire from this grant? Continue with SI, or come up with another concept? She believes the success of the next piece depends on the success of this piece. She also would like to see us focus on STEM (diversity) instruction. Perhaps the students who have benefited from the program could come back and teach or help with the program.

Gervin commented that it is still blurry as to where HECCC ends and Title V begins. Jennings would like to see us widen our efforts to create more college-going students. One idea is to combine Title V and HECCC efforts to create a unified effort sending the same information to get students out of high school and into college. This would be a good way for all the colleges to matriculate the students through the system.

Spevak suggested a brainstorming session/day where this group could get together and decide what to do.

Gervin asked, “Where is our focus?” “HECCC core values and directions; is it two things or one?”

Spevak asked what should be reported to the Council. Alcala suggested:

1. Providing services for current students
2. Faculty/Staff professional development and cooperative seminars
3. Reaching out to the K-12 community
4. Perhaps incorporating Title V activities to become part of HECCC?

Spevak suggested maybe the two (HECCC & Title V) can merge into one in a year.

Other
All Board members agreed the Chief Student Services Officers (CSSOs) be invited to become part of the HECCC Board. If the Council approve that the CSSO’s become a part of HECCC, the by-laws will need to be changed. Nadell was nominated as chair for HECCC for the remainder of the grant. If the by-laws are changed and agreed upon by the Council, he will beginning his appointment at the first Board meeting in the fall 2007 semester, scheduled on September 10, 2007.

Approval of 2007-2008 Meeting Calendar
The calendar was approved with one change. It was agreed upon to include the CSSO’s in all the Board meetings. They are now members of the Board Committee.

III. Campus Reports

San Joaquin Delta College:
Enrollment is up three percent for the year. Enrollment for fall 2007 semester is up 25 percent in comparison to fall 2006 semester. There are challenges with how to spend the bond money. There will be a portable village (college center) in Mountain House in 2008. Vice President of Student Services, Dr. John Williams, has retired. This position will be filled by a one-year interim appointment.
Yosemite Community College District:
Modesto Junior College has a new chancellor; Dr. Darnell from Taft College. They also have a new Dean; Dr. Morris McKinnis. The facilities master plan is moving toward completion and will be moving forward with new projects. Enrollment is flat. Robert announced she is retiring and her last working day is July 19, 2007. The new Vice President for Instruction, Dr. Karen Walters Dunlap, will begin in July 2007.

Columbia:
Enrollment is up four percent for the year. They are preparing a follow-up accreditation in October 2007. The Arts & Science Departments have a new dean. They’re breaking ground on the Science and Child Development buildings from the bond initiative. They now have a researcher and a matriculation coordinator after not having one for a long time. There have been many faculty hired. They are using CurricuNet (curriculum software) and looking at Classtracs (a scheduling analysis tool). The district is working on a facilities master plan.

CSU Stanislaus:
Enrollment is up almost six percent for the fall 2007 semester. This being the end of the school year, there is a flurry of activities. The science building is scheduled to be open and ready for classes in September for the fall 2007 semester.

Merced College:
Enrollment is overall flat (zero to one percent increase). This week they have been moving to the new campus in Los Banos. They will have an open campus event next week. Friday, September 7, 2007 will be a grand opening at the new Los Banos facility. The science building remodel and should be ready for classes in fall 2007. Classes begin on August 11, 2007. They have two new deans, Dr. Robert “Bob” Taylor from Oregon and Dr. Bobby Anderson from the Clovis District. July is the start date. Dr. Harry Gossett, Dean of Instruction has retired. Mike Cuchna is now the Associate Vice President of Technology and Institutional Research and there are many other new faculty members.

Respectfully Submitted,

Claudia Boehm
Regional Title V Administrative Assistant