



**Minutes of the Special Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, September 2, 2014, 3:30 p.m., Board Room**

Administrative Council	<input checked="" type="checkbox"/> Nicholas Akinkuoye - VP	<input type="checkbox"/> John Lau - VP	<input type="checkbox"/> Todd Finnell - VP	<input type="checkbox"/> Efrain Silva - Dean
	<input type="checkbox"/> CHRO	<input checked="" type="checkbox"/> Tina Aguirre - Dean	<input checked="" type="checkbox"/> James Patterson-Dean	<input type="checkbox"/> Ted Ceasar - Dean
	<input type="checkbox"/> Sergio Lopez - Dean	<input checked="" type="checkbox"/> Susan Carreon – Dir.	<input type="checkbox"/> Jeff Cantwell – Dir.	<input type="checkbox"/> Gloria Hoisington– Dir.
	<input type="checkbox"/> Jose Carrillo – Dir.	<input type="checkbox"/> Jeff Enz – Dir.	<input type="checkbox"/> Carlos Fletes – Dir.	<input type="checkbox"/> Becky Green – Dir.
	<input type="checkbox"/> Betty Kakiuchi – Dir.	<input type="checkbox"/> Omar Ramos – Dir.	<input type="checkbox"/> Lisa Seals – Dir.	<input type="checkbox"/> Rick Webster –Dir.
	<input type="checkbox"/> Bill Gay – PR Consult.			
Instructional Council	<input checked="" type="checkbox"/> Kevin White	<input checked="" type="checkbox"/> Allyn Leon	<input type="checkbox"/> Dave Drury	<input checked="" type="checkbox"/> Ed Scheuerell
(Dept. Chairs and Coords.)	<input type="checkbox"/> Rick Goldsberry	<input type="checkbox"/> Becky Green	<input checked="" type="checkbox"/> Kathleen Dorantes	<input type="checkbox"/> Ed Wells
	<input type="checkbox"/> Jose Lopez	<input checked="" type="checkbox"/> Jill Nelipovich		
Other	<input type="checkbox"/> Trini Arguelles (NT)	<input type="checkbox"/> Michael Heumann (T)	<input checked="" type="checkbox"/> Brian McNeece (T)	<input checked="" type="checkbox"/> Mary Jo Wainwright (T)
	<input type="checkbox"/> Jessica Waddell (CC)	<input type="checkbox"/> Oscar Hernandez (T)	<input type="checkbox"/> Norma Nunez (NT)	<input type="checkbox"/> Patricia Robles (C)
	<input type="checkbox"/> Martha Garcia (NT)	<input type="checkbox"/> Mary Carter (CC)	<input checked="" type="checkbox"/> ASG Rep*	
			*Priscilla Ortiz	
Visitors:				
Recorder:	Linda Amidon			

- A. Call to Order – Brian McNeece
 - The special meeting of the Continuous Accreditation Readiness Team (CART) was called to order by CART Co-Chair Brian McNeece at 3:35 p.m.
- B. Review and Approval of Minutes of August 26, 2014 Meeting – Brian McNeece
 - The minutes were not available
- C. Update on Previous Discussion Items
 1. Follow-up Report for March 15, 2015, Recommendation 8, Finance – Tina Aguirre
 - a) Budget Principles and Financial Plan for 2014-15 and 2015-2016
 - A balanced 2014-2015 budget will be available at 5:00 p.m. today
 - The 2015-2016 budget guidelines were reviewed and revised at a meeting last Friday August 29th; programs will only need to build budgets for 4000, 5000, and 6000 accounts
 - The FTES target for 2015-2016 is 6,942 FTES
 - The 2015-2016 budget will be flat
 - The budget deadline is September 26, 2014
 - The 2015-2016 schedule will be populated with faculty assignments, and will be used to build the 1000, 2000, and 3000 budget accounts (salaries and benefits)
 - The college is trying to grow reserves and pay for retirements; any growth funds will go towards the increase in health benefits and OPEB
 - The college may need to look at efficiencies outside of instruction
 - i) State Block Grant One-Time Fixes
 - ii) Use of Reserves for COP Bond One-Time Payment
 - CART Co-Chair Brian McNeece provided background regarding the COP Bond one-time payment:

- \$600,000 of the \$700,000 COP final payment is being classified as a one-time expense making it eligible to be paid with reserves
 - A description of this action and the impact on the budget will be included in the college's response to Recommendation 8 in the Follow-Up report
2. Midterm Report 2016 – Brian McNeece
- a) Actionable Improvement Plans from 2012 Self-Evaluation Report
- The actionable improvement plans from the 2012 Self-Evaluation Report will be addressed in the Mid-Term Report
 - The Mid-Term report will follow the new Accreditation Standards, and the report must be completed by November 2015
 - It is recommended that actionable improvement plans are kept to a minimum in self-evaluation reports
 - The committee reviewed the actionable improvement plans
 - Discussion included brief updates of some of the plans and recommendations:
 - ✓ The SLO repository will be maintained in SPOL
 - ✓ Integration of SLOs and PLOs assessment in program review will be done in SPOL
 - ✓ Recommendation made to conduct program review every two years (the evaluation team noted concern with the alignment of the two-year assessment of institutional effectiveness process with annual program review and the three-year educational master planning process)
 - ✓ Update of the college website includes updates of department and committee webpages
 - ✓ A few of the action plans address the areas of business services and technology, but reps for those areas did not attend today's CART meeting
- b) Recommendations 2,3,4,5, and 6 from 2013 ACCJC Evaluation Team Report
- The committee reviewed other recommendations made in the evaluation team report
 - These recommendations must also be addressed in the 2016 Mid-Term Report
 - Brief discussion took place regarding the importance of evidence
- D. Action Items
- a) Campus Climate Survey
- M/S/C Leon/White to approve the CART to conduct a survey of employees and students as their perceptions apply to ACCJC Standards.
- b) CART Committee Composition
- M/S/C Leon/White to approve the CART Committee Composition as amended: The CART is composed of the President's Cabinet, deans, half the departmental chairs, the SLO Coordinator, half the classified management, 3 at-large faculty members, and a student representative. (Advisors will be requested to attend as needed.)
 - Discussion:
 - Consider faculty schedules when committee meetings are scheduled.
 - Include committee meeting schedules in the committee sign-up sheets that are presented to faculty at the Faculty & Staff Convocation in the fall
 - Revisions to the Campus Hour will help to improve meeting attendance
- F. The meeting was adjourned at 4:30 p.m.
- G. Next Meeting (CART meets the first and third Tuesday of each month)
- The next regular meeting: September 16, 2014, 3:30 p.m., Board Room