



<h1 style="margin: 0;">College Coordinating Council</h1> <h2 style="margin: 0;">Library 201</h2>	<p>May 27th, 2026 9:30 a.m. – 10:30 a.m.</p>
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Type of Meeting: Regular
Note Taker:
 Michele Schottelkorb/Debbie Salazar
Please Review/Bring: Agenda, Minutes

Committee Members:
 Hal Huntsman, Academic Senate
 Armando De La Torre, ASO Representative
 Pamela Ford, Classified Union
 Ashley Hawkins, Confidential/Management/Supervisory/Administrators
 Dr. Maria Clinton-Houck, Deans
 Perry Jehlicka, Faculty Union

Dr. Jennifer Zellet, CHAIR
 Kathryn Mitchell, Vice President of Academic Affairs
 Shami Brar, Vice President of Administrative Services
 Dr. Lauren Elan-Helsper, Vice President of Human Resources
 Dr. Rebecca Farley, Vice President of Equity & Student Achievement
 Dr. Idania Padron, Vice President of Student Services

MEETING

Items	Person(s) Responsible	Time	Action
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APPROVAL OF AGENDA AND MINUTES & REPORT:

I. Approval of Minutes of May 13th, 2026.

CONSENT ITEMS:

Rationale

DISCUSSION/ACTION ITEMS:

I. Campus Updates	JZ	10 minutes	
II. Classified Employee Food Pantry Access Pilot Program	JZ	5 minutes	
I. Budget	JZ/Shami	10 minutes	

RETURNING ITEMS:

STANDING ITEMS:

I. Constituent Reports	All	4 minutes	
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POLICIES OUT FOR CONSTITUENT REVIEW:

- I. AP 4235 – Credit for Prior Learning – Sent March 26, 2025
- II. AP 2712 – Conflict of Interest – Sent May 27, 2025
- III. BP|AP 4025 – Philosophy and Criteria for Associate Degree and General Education – Sent May 27, 2025
- IV. AP 5017 – Responding to Inquiries of Immigration State, Citizenship Status, and National Origin Information – Sent

May 27, 2025

- V. BP|AP 6620 – Naming Recognition Policy – Sent May 27, 2025
- VI. AP 4021 – Program Discontinuance – Sent November 17, 2025
- VII. BP|AP 7330 – Communicable Disease – Sent November 17, 2025
- VIII. BP|AP 7370 – Political Activity – Employees – Sent September 25, 2025
- IX. AP 7336 – Tuberculosis – Sent September 25, 2025
- X. AP 5200 – Student Conduct Procedures – Sent February 25, 2026

POLICIES IN PROCESS

- I. BP/AP 3515 – Reporting Crimes - Lauren
- II. BP/AP 4010 – Academic Calendar – Kathy
- III. BP/AP 4100 – Graduation Requirement – Idania
- IV. BP/AP 4400 – Community Services – Kathy
- V. BP/AP 5500 – Standards of Conduct – Idania/Jason
- VI. BP/AP 7130 – Compensation – Shami & Legal
- VII. BP/AP 7800 – Emeritus Status – Jennifer/Hal

NEXT MEETING DATE: TBD

[College Coordinating Council Meeting Calendar](#)



College Coordinating Council Library 201

May 13th, 2026
9:30 a.m. – 10:30 a.m.

Type of Meeting: Regular

Note Taker:

Michele Schottelkorb/Debbie

Salazar

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MEETING

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APPROVAL OF AGENDA AND MINUTES & REPORT:

I. Approval of Minutes of March 11, 2026.

Welcome to College Coordinating; we have a quorum.

Challenge raised: is there a better time? To ensure we have more consistent meeting; think about.

Minutes approved.

CONSENT ITEMS:

Rationale

DISCUSSION/ACTION ITEMS:

I. Update on Hires and Unit Coverage	JZ	10 minutes	Congratulations VP Mitchell; we will get to hire another dean for Dean of AHUM. Hal: how soon? Kathryn: already have a hiring request in place; because of hiring, schedule is a little insane. Hal: are we considering an interim? JZ: can you give an update, Lauren? We backfilled Wendy; she is going back to the classroom; she is mostly going because we must have a director of the respiratory; thank you
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		<p>Wendy. Joel accepted that position. Which leaves LACA, which is in the works; and AHUM, newly vacated.</p> <p>Lauren: the LACA committee had their first committee meeting last week; they are moving through, application is long closed; once committee does their thing, we will schedule interviews; soon, maybe on the June agenda.</p> <p>Kathryn: waiting for PCT to let me know when they can schedule it, because Dr. Zellet and my schedule. Lauren will talk to them this morning. AHUM is in the process. Dean positions in Academic areas.</p> <p>JZ: with regard to Joel vacating the Director, we have the HR 1 in also, and working on. We have some very successful faculty interviews; a lot of people who are part time faculty moving into full time positions. It is a good time for us to have conversations about making sure all of our onboarding across the board is robust. I would like to see more integration; we are all part of the same community; a lot of good things going on.</p> <p>We did bring on a new financial director, Samuel Trejo; hit the ground running; Mr. Trejo and Paige doing really good work together.</p> <p>Dean for Enrollment Services was a failed search. Going back out; trying to make sure that one gets expedited.</p> <p>Update on HR; as far as the unit coverage in athletics, Joel is still AD until the end of June; July gets to be busy, athletes finishing registration; asked Joel to front end as much as possible; we do have an assistant director; if there is a need for coverage, we can cover that; August is when we really need to have done.</p>
<p>II. Reorg Cleanup: Athletics Discussion 5/12/26</p>	<p>JZ</p>	<p>JZ: Proposed positions from last conversation; Hal had Library, Dean Lobos had one. JZ asked the coaches and classified professionals how the reporting structure works for them; received good feedback. They mentioned for scheduling purposes, there was such a separation between dean and director; it would help if they were in the same structure. Their ultimate request is to have their own dean. JZ noted connection to reorg cleanup and shared that reporting to Dean of Allied Health could align things more closely.</p> <p>Perry: Texted someone; was shocked they would want that. Think it is imperative that the AD reports directly to the President; feels like a misunderstanding; believes they want a dean.</p> <p>JZ: Thanked Perry for texting.</p> <p>Perry: Noted division is daunting for a dean to</p>

			<p>also handle Athletics.</p> <p>Wendy: When I started at AVC, splitting athletics from Kinesiology makes no sense; most coaches are faculty. Having two different people to report to is difficult. It is a large and diverse division, but doable if that is the focus; with shrinking KIN, splitting them makes no sense.</p> <p>Perry: Structure we have today is normal; believes there may be miscommunication; AD should report to President. Suggested dean of athletics due to workload, events, nights, Saturdays.</p> <p>Kathryn: That is what the athletic director is for.</p> <p>Perry: Acknowledged that, but believes that is what they would want.</p> <p>JZ: Compared structure to AHUM (dean and director); noted need for more support. Appreciated Perry reaching out; noted conversation was brief and does not want to move forward without clarity.</p> <p>JZ: Referenced catalog rights and CPOS/financial aid implications.</p> <p>Perry: Stated need for local degrees to eliminate financial aid barriers; concern about classes not being taught; questioned plan—analogy of building houses with nowhere to sell.</p> <p>JZ: Asked where conversation needs to happen.</p> <p>Perry: Stated need to find purpose for KIN; raised concerns about program direction and investments (e.g., pickleball courts), and interest in noncredit opportunities.</p> <p>Kathryn: Noted this will be discussed further.</p> <p>JZ: Emphasized goal to set department up for success and meaningful pathways.</p> <p>Hal: Asked where the conversation is going in terms of structure.</p> <p>JZ: Stated misunderstanding may have occurred; will hold on the document and reach out again.</p> <p>Perry: Agreed to reach out again.</p> <p>Wendy: Would have thought the same; director reporting to dean.</p> <p>JZ: Prefer to pause and get clarification before moving forward.</p>
<p>III. Reorg Cleanup: Proposed Adjustment to the Office of Equity and Student Achievement</p>	<p>Rebecca</p>	<p>10 minutes</p>	<p>The library provided a document; they feel reporting to Dean of IERP is problematic because the structure is so different.</p> <p>We also have area of grants and innovation; has moved into Equity and Student Achievement.</p> <p>The current grant director is retiring next month; for the foreseeable, we are going to outsource, and will be working with implementation on the ground.</p>

		<p>The idea here, if we could within our own area, switch — move it into IERP, they have so many similarities — and then move the two areas that are campus facing together; those two groupings, rather than how they are grouped now.</p> <p>Hal: questions — first is there currently someone in Director of IERP?</p> <p>Rebecca: no.</p> <p>JZ: I think there was a failed search.</p> <p>Rebecca: pay structure attributed.</p> <p>Hal: would Director of LC still exist?</p> <p>Rebecca: it depends.</p> <p>Hal: for the record, when we created division of ESA, I was concerned there were not enough people reporting to that VP, and that we would need to hire deans and eliminate cost savings — and that is what is happening. Structurally, it makes more sense to put Lib and LC together, and grants and IERP together; Library has expressed something different and AS would like to go to AA; I cannot support this from the Senate position; I need to talk to the Senate.</p> <p>JZ: yes, that would be a revisit with the Senate. This is this body’s job. Dr. Farley brought something she thinks works; we can discuss what is more efficient and aligned with intent.</p> <p>Pamela: Library concern is needing someone who understands the Library; if combined dean, that might not happen. Also confused about restructuring — thought CMS reclass was cancelled; are we moving through reclass and reorg?</p> <p>JZ: Lauren, can you speak to where we are?</p> <p>Lauren: class and compensation was not cancelled; job descriptions are still being worked through; noted HR subcommittee discussion (Dean of Equity and HUB Manager).</p> <p>Rebecca: Dean of Equity aligns with program review work; working through parallel thoughts; intent is to complete all steps. Would require Equity funds, not general funds. Could go live July 1.</p> <p>Pamela: concerns — new positions should go through reorg and planning; needs revision; also positions should not go through HR sub before actionable.</p> <p>Shami: need to pull this back; bring back with a joint plan; need full cost of reorg; must be net</p>
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			<p>zero.</p> <p>Rebecca: HUB Manager currently interim; intent is to make permanent; believed process was followed.</p> <p>Idania: is it 3 deans?</p> <p>Rebecca: no, 2 deans and HUB Manager.</p> <p>Further clarification on structure (Director vs Dean, supervisory roles, educational administrators).</p> <p>JZ: noted need for org chart; will bring back.</p> <p>Viewing org charts may help with managing and controlling growth and expansion.</p>
IV. AI Committee Proposal	Hal		<p>Hal: we brought this back; we revised to make this — there are plusses and minuses to everything.</p> <p>Ashley: there will be 4 VPs?</p> <p>JZ: no, because it is topical, depending what is being talked about; it is very doable for the pertinent administrator to be at the meeting; best use of VP time. How do you all feel about a different person coming in; it is not tenable for the five VPs to be on a committee.</p> <p>Hal: I agree; there was a lot of discussion and I was not making that call.</p> <p>Pamela: we were supposed to set up a workgroup with Idania, Hal, and Rebecca; we never met, so how are we coming to this.</p> <p>Hal: you are correct.</p> <p>Pamela: if we met, it would not be this big; we need to work together collegially.</p> <p>Hal: I am ok with that.</p> <p>JZ: everyone good to find a time to meet.</p> <p>All four: yes.</p> <p>Who is going to take the lead?</p> <p>Shami: to the taskforce, can you look at charters for IT and DE committee and see if this committee can be aligned, or if a different structure works; AI is going to touch and there will be a lot of overlap.</p> <p>JZ: maybe for taskforce, look at committee structure and find a possible hybrid structure; make it so that things are covered.</p> <p>Shami: especially when dealing with policies.</p> <p>JZ: everyone is wrestling; everyone does not like the ones they have; they are more emergency ones; whatever we come up with should work for AVC.</p> <p>Idania to take lead to make meeting.</p>
V. SPBC Membership Proposal	Hal	10 minutes	<p>Hal: coming back to limbo proposal, need decision from you President Zellet; there was a meeting where we came to a consensus that</p>

		<p>VPAS should be the co-chair; we put off the final decision.</p> <p>JZ: since then, there have been meetings? how have they been.</p> <p>Shami: they have not followed the CCC recommendations.</p> <p>Rebecca: they have followed the proposal made.</p> <p>JZ: what is on the paper.</p> <p>Hal: what the committee approved in 11/25; CCC had input.</p> <p>JZ: 2510 is an accreditation single point of failure; that board policy must be attended to and revisited before the next accreditation visit. What is being proposed looks at committees one by one, not holistically. I am agnostic to this compared to the whole document. If the committee wants to operate this way until we have the holistic review, understanding that it does not replace 2510.</p> <p>JZ: how does the committee want to work; would they find it unhelpful to work the way CCC wants?</p> <p>Hal: we don't know; I would be surprised if they were upset.</p> <p>JZ: I want the committee to be able to get work done in a way that supports them; how do we work until we get there.</p> <p>JZ: what about the other structure is better than the proposed structure.</p> <p>Hal: proposal to replace VP.</p> <p>Pamela: recommendation was VPAA and VPAS as co-chairs; no tri-chairs.</p> <p>Rebecca: it took SPBC a year to get to this structure; it is strategic planning and budget; it will all be discussed; it matters that it took that long.</p> <p>Perry: there is a good discussion in the minutes.</p> <p>JZ: we will revisit this soon; it is an accreditation item. I will bring models to CCC to review — not directing, but showing a range of structures. Simpler is better; the process should be understandable to anyone on campus. We can bring in experts if needed. We are not on this on our own. Let's not get stuck in this structure, but look to the future and streamline so we can get business accomplished.</p> <p>Hal: I agree, and for now, I heard you say it is approved with the change of what CCC came to consensus on.</p>
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			JZ: yes. Hal: thank you.
RETURNING ITEMS:			
STANDING ITEMS:			
I. Constituent Reports	All	4 minutes	Thank you everyone; if you have any input on the constituents review, get them looked at so we can get them to board for a look and approval; have a wonderful day everyone.
POLICIES OUT FOR CONSTITUENT REVIEW:			
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NEXT MEETING DATE: May 27, 2026 College Coordinating Council Meeting Calendar			



TO: Chief Student Services Officers
Chief Business Officers
Basic Needs Center Directors and Coordinators

FROM: Allison Beer, Dean of Student Services

RE: Classified Employee Food Pantry Access Pilot Program

This memorandum provides guidance regarding the implementation of [Assembly Bill \(AB\) 148](#) (2025-26 Higher Education Budget Trailer Bill) which establishes a two-year pilot program during fiscal years, 2026-27 and 2027-28, to provide California community college classified employees with access to campus-based food pantry services.

Background

The California State Legislature is directing \$8 million dollars for each fiscal year of the pilot from the [Classified Community College Employee Summer Assistance Program](#) (CCESAP) to supplement the California Community Colleges Basic Needs Coordinator Support and Center ongoing funding. CCESAP is a contributory program, supported in part by classified employees, designed to promote financial stability for eligible staff who do not receive year-round compensation.

Colleges will determine an approach to meet the requirements established in AB 148 while ensuring students remain the primary beneficiaries of campus food pantries.

Allocation

The Chancellor's Office will add the \$8 million of pilot funding to the existing \$43.5 million in ongoing Basic Needs Coordinator Support and Center for the effective years. The total pilot and ongoing funds will be allocated to colleges using the current Basic Needs Coordinator Support and Center funding formula, which provides all colleges with a base funding of \$150,000 plus a fair share amount of total student headcount and Pell recipients. Allocations will be distributed through the standard apportionment process and will be reflected in the Chancellor's Office Compendium of Allocations.

Recommendations for Implementation

Food pantry services available to students and classified employees may include but are not limited to access to the college's permanent food pantry or lockers, access to food distribution events, grocery store vendor cards, and/or on-campus meal vouchers. While this expansion reflects an important recognition of food insecurity among employees, campus food pantries are primarily established to support students experiencing basic needs insecurity.

As colleges implement AB 148, it will be important to ensure that expanded access does not reduce the availability of resources for students. Colleges should continue to prioritize student access to food pantry resources while thoughtfully expanding availability to classified employees.

To support a balanced approach, colleges are encouraged to consider the following strategies:

- Ensuring that pantry operations continue to meet the student demand as the primary objective.
- Aligning pilot implementation with available funding and operational capacity.
- Monitoring inventory levels and usage trends to prevent disruptions in student services.

Colleges may also consider defining access parameters for classified employees, such as:

- Designated service hours (e.g., a limited weekly time window), which may be separate from student access times.
- Limiting quantities or frequency of access, as necessary.

Colleges should create and make available clear and consistent guidance to both students and classified employees regarding access, hours of operation, and any applicable limitations to ensure equitable and consistent implementation.

Reporting

Colleges will be required to report the unduplicated number of classified employees who access the campus food pantries or receive alternative food security resources. Colleges will be required to establish a methodology for tracking the total number of unique classified employees who access food pantry and food security resources during each fiscal year of the pilot program.

The Chancellor's Office will administer a brief annual survey, following the end of each academic year. Additionally, the survey will include a question allowing colleges to indicate whether expanding food pantry services to classified employees has had any impact on the availability of resources for students.

Conclusion

AB 148 presents an opportunity to support the broader college community system while reinforcing a commitment to student basic needs. Colleges are encouraged to implement this policy in a manner that is thoughtful, balanced and preserves reliable access to food pantry services for students.

Additional guidance and opportunities for discussion will be provided as implementation progresses. For questions or technical assistance, please contact Student Services Specialist, Colleen Ganley, at CGanley@CCCCO.edu.

cc: Stacey Shears, Vice Chancellor of Student Services
Colleen Ganley, Student Services Specialist
Lorena Romero, Director of Fiscal Standards and Accountability