

# Pierce College

## Pierce College Council Minutes

Thursday, September 22, 2016, 2-4 p.m., CSB Conference Room

**Members Present:** **President:** Kathleen Burke; **Administration:** Sheri Berger, Earic Dixon-Peters, Bruce Rosky, Rolf Schleicher; **Academic Senate:** Wendy Bass, Anna Bruzzese, Lyn Clark, Paula Paggi, Joseph Roberson; Adrian Youhanna; **AFT College Guild:** Beth Benne, Yeprem Davoodian, Brian Gendron, Fernando Oleas, Brian Walsh; **AFT Staff Guild:** Henry Chang; **Associated Student Organization:** Barbara Lombrano; **Local 99:** Rodolfo Covarrubias; **SEIU 721:** Deborah Hefter; **Teamsters 911:** Will Marmolejo (proxy/Donna-Mae Villanueva); **Trade Unit;** **UMCE:** Mofe Doyle; **Work Environment Committee:** Paul Nieman

**Members Absent:** **Academic Senate;** **AFT College Guild:** Patricia Doelitzsch; **Trade Unit:** Mikel McMillin; **Teamsters 911:** Donna-Mae Villanueva

**Guests:** Christine Valada, Diversity; Tracie Savage, Media Arts; Eddie Tchertchian, Tech Committee; Nadine Gostantian, The Roundup; Ali Asghar, ASO; Doreen Clay, PR; Susan Rhi-Kleinert, Academic Affairs; Larry Kraus, Administrative Services

### I. Meeting Openers

A. Approval of Agenda Action Lyn Clark

The agenda was approved as submitted.

B. Approval of July 28, 2016, Minutes Action

The July 28 meeting minutes were approved as written.

### II. Reports from College Agencies

A. Sheriff's Office Report Al Guerrero

Rolf reported on the year-to-date crime statistics. Part 1 is down 20% due to safety precautions being taken. Part 2 is down 11% and trending down due to being more vigilant. Sensitivity training is going on and is helping us in terms of how we engage in the classroom.

B. Bond Construction Projects Report Paul Nieman

- Paul reported the expansion and design projects are moving along.
- Old plant facilities will be prepped for demo for the contractor and is moving along.
- North-of-Mall, Phase II – They are working with DSA, pending full approval, and looking to begin Phase II.
- Parking fences on Avenue of Champions have been removed to ease travel from Parking Lot 1.
- North-of-Mall, Phase I – Continuing to work through the expansive punch list. The inspector is making sure everything is up to code. The contractor is getting the punch list accomplished.
- North-of-Mall move in - Contractors are working to get buildings done vs. focusing on the move-in date, per Sheri.

- Paul reported that all work on Building 800 will be not be completed when the remaining buildings in the North-of-Mall, Phase I, are ready. They do not want to hold off on occupancy issues. There will be two occupancy checklists, one for Building 800 and one for the rest of North-of-Mall, Phase 1, to avoid delay of occupancy for buildings other than Building 800.
- Scheduled maintenance - Working on boilers in the gym. South Gym is fully functional. Next week we will get hot water back in the gym.
- There is a \$93K change order regarding Peppertree Lane ticket booth, stadium, and the faculty office roadway to be redone as part of ADA compliance. Additional funding is in place. Looking at scheduling—the best least-disruptive time to close the road.
- The cooling tower project and upgrading the fire alarm systems will start in October. Cooling tower pressure needs to be achieved to ensure the temperature of the room and pressure is up to code. Maintenance issues are scheduled on the weekends to ensure classrooms are working properly.

### III. Administrative Reports

Follow-Up on Pending Action Items	Report	Kathleen Burke
<i>President's Recommendation Regarding Pierce College Seal Submissions</i>		
<i>Approve Engaging a Consulting Firm for Conducting Focus Groups to Increase Enrollment</i>		
<i>Contract Cal Net Tech to Support the ShoreTel Telephony Voice-Over Internet Protocol (VoIP) System</i>		

The action item on seal submissions is still pending. The remaining two items are approved.

### IV. Standing Committee and Related Reports

A. Accreditation Steering Committee Report	Report	Berger
ASC Report to PCC for September 2016		

The ASC met September 21, 2016. The committee heard a report on progress related to the six recommendations for improvement and the two recommendations for compliance. The College has begun to address all recommendations except for recommendation 2 (professional development opportunities for faculty and staff in the use of data for the annual program plans). Recommendations for compliance (7 and 8 related to the tech refresh and IT infrastructure) will be the focus of the Follow-Up Report to be submitted to the ACCJC in October 2017. The report will also include the recommendations for compliance that the District received. The other recommendations will be fully addressed in the Midterm Report that will be submitted Spring 2020. Regarding the QFE Action Project 2 (Professional

Development for all staff), the position for the College Professional Development Coordinator was posted September 12, 2016. The ASC will receive full reports on all three QFE action projects at its November meeting. The next meeting will take place October 21, 2016.

Meeting materials can be accessed at the ASC Website:

<http://pshare.piercecollege.edu/committees/pcc/asc/layouts/15/start.aspx#/SitePages/Home.aspx>

B. ASO Report Report Barbara Lombrano

- ASO Senators were sworn in on Tuesday.
- The ASO Retreat will be held on October 7 and 8 to do team building and workshops.
- They are doing interviews with Senators, to find a good fit, and will be appointed in two weeks.
- SSSCC is coming up in November; ASO Senators will attend.
- ASGA Summit will be held at Mt. St. Mary's on November 12.
- LACCD Student Leadership Institute will be held at LATTC on October 14.
- Club Rush was a success.
- Fifty chartered club applications were turned in. Submission deadline is today at 4 p.m.
- Barbara will participate in upcoming tailgates.
- Day of Politics will be held on October 19 in the Great Hall.
- National Constitution Day was celebrated on September 17. ASO ordered booklets with quizzes to hand out on the mall.
- Rock the Vote – The voter registration group set up a booth on September 20 to promote voter registration on campus.
- ASO has been dealing with an issue. A group is using the ASO Pierce name and is not a chartered club; it has been placing negative posts on Facebook. A representative showed up and disrupted the senate meeting. The Sheriff's came and handled the issue. This issue is being addressed.

C. Budget Committee Report Report Campbell/Schleicher

Action Item – In order to comply with accreditation and ADA requirements, a recommendation was made to increase the amount of money allocated on the 2016/2017 Resource Priority List to convert a part-time graphic designer to a full-time Web designer. A motion was made to keep the part-time graphic designer and hire a full-time Web designer. Motion passed.

Action Item – As a result of delayed North-of-Mall construction plans, a recommendation was made to request funding to purchase and install 20 workstations for new instructors in the old Library building. Total cost of this project is estimated to be \$161,106.25. Motion passed. This recommendation will be shared with the Academic Senate.

The Student Equity Coordinator gave a presentation to the committee on the Student Equity Initiative (SEI), explaining that it is a state-mandated plan

designed to ensure that public education institutions provide equal educational opportunities. It was explained that the SEI involves two major components. The colleges must analyze data pertaining to five areas of examination and disaggregate their equity data based on six demographic categories.

- D. College Planning Committee Report Report Pillado  
CPC Report to PCC for September 2016

The College Planning Committee will meet September 23. The committee needs to elect a co-chair and decide on a regular meeting time, as the usual schedule of the third Friday of the month conflicts with the Curriculum Committee.

- E. Diversity Committee Report Report Bates/Valada

(1) **OCOB Program:** The PDC discussed the events for Pierce's OCOB (One Campus-One Book project). In honor of this year's book, I Am Malala, our campus community is offering seven different events that will be publicized throughout this Fall. The main events include an interactive Art Exhibit, "Women Hold Up Half the Sky"; two 90-minute films in the Great Hall; a Living Statues Event; two thematically related theater productions; and a Winter Dance Concert.

If you (or any of your students) would like to participate in our Living Statues event on Nov. 17 from 12-1 in the Great Hall, please let us know. This event will feature community members who will become historical figures in dress and speech and share how they made a difference in advancing the rights of others.

(2) **STEP-UP / BYSTANDER AWARENESS Program:**

Dr. Lara Conrady-Wong, who originally came from University of Texas, Austin, shared UT Austin's successful Bystander Awareness Program; the purpose of this program is to teach the community how to identify and approach a crisis and/or deal with risky, offensive, or dangerous behavior. This training would be extended to our students, faculty, staff, and administration. The PDC and the ASO is in the process of sharing this program with different departments, especially Health Services, to get more feedback and to see how they'd like to shape this program.

Lara also offered to pilot a small-scale version of this program with the initial training of ASO students and interested faculty or staff. In turn, the faculty and staff will offer breakout sessions throughout the year.

The ASO and PDC are currently working with Dr. Jose Vargas for equity funding for this project. The PDC will keep the PCC updated on our progress.

(3) **International Student Dinner in November:**

One of the resounding issues for International Students is loneliness during the holidays. To help students with this transition, Abby Watson, the PDC, and ASO will be hosting a (Thanksgiving) dinner for International

students. Time TBA. If a PCC member would like to invite an International student to come for a holiday dinner, please let us know.

**(4) Faculty and Staff Training:**

Current Training: Christine Valada is currently one of the Safe Zone Trainers; this program is seeking other interested Pierce College trainers, so please contact the PDC for questions. Lori Travis, a PDC member and adjunct in our Communications Department, also offered a Convocation session on positive communication within the campus community and classroom.

Future Training: The PDC is examining the best ways to offer diversity training for our largest employee group, our adjunct population. We are discussing what kinds of training should be included and how to make this process accessible, relevant, and not too taxing.

**(5) Newsletter:** PDC Members are exploring the possibility of creating an annual (rather than biannual) publication that includes wide campus participation and reflection, like a diversity magazine.

Please send material for publication. This material can include the following:

ART (photographs, pictures of artwork or people)

REFLECTIONS (about books, movies, politics)

ARTICLES (about diversity on campus or in the classroom)

CAMPUS EVENTS

RECOGNITION OF OUR COLLEAGUES' ENDEAVORS

APPRECIATION FOR A COLLEAGUE'S WORK

BEST PRACTICES

F. Enrollment Management Committee Report Report Belden/Doreen Clay  
The Enrollment Management Committee met on September 1, 2016.

At the meeting, the group welcomed David Ritterband, the new AFT 1521 Representative. EMC also discussed and formed the Enrollment Management RFP Taskforce since EMC got approved by the Budget Committee. The group will be tasked with defining the scope of work so as to encompass as much of what the college is looking for as possible; amending the plan after approval will be difficult at best and costly. The plan must also be designed to reach/attract a large audience.

The issue of advanced classes was also discussed as an informational item. Some departments are asking for a large number of classes to be designated as advanced classes to prevent cancellations due to low enrollment. Although these are necessary for student completion, the loss in FTES/enrollments is a factor in enrollment management. VP Berger stated that this is not a college council issue; it is an issue that needs to be brought up to the Academic Senate, the AFT Chapter Chair, and the college president.

The group reviewed current enrollment data from the District Office. Pierce's enrollment at the time had decreased by 3% and was down 1% in headcount. The numbers could still go up slightly with additional late-start

and online classes. The summer enrollment was about what was expected. The 2% growth goal was not achieved. The breakdown of trends within certain groups was analyzed, such as the decrease in evening students (5%) and continuing students (4%). District trends in increases and decreases in enrollment were also analyzed.

The next EMC meeting will be next Thursday, October 6, 2016.

- G. Facilities Advisory Committee Report                      Report      Nieman/Schleicher  
 Discussion on request for some short-term parking in Lot 7 near Food Court  
 Bond Update  
 Trees  
 SMP Project Updates
- H. Technology Committee Report                                  Report      Tchertchian/Rosky

### **August 11, 2016 Meeting**

- Discussion of Vote of No Confidence from APC – all members from all constituency groups participated in the discussion, highlighting recent progress made with increased staffing, equipment, maintenance contracts, etc. In conjunction with this item, there was discussion of communication, impact to accreditation, and department morale. Both Rolf Schleicher and Mark Henderson committed to attend the next APC meeting for further discussion.
- Discussion of Tech Refresh Task Force to develop a plan in response to ACCJC compliance recommendation for ensuring currency in technology used by faculty and staff.
- Nominees for co-chair election were solicited.
- Discussion on Wi-Fi Focus Group.

### **September 8, 2016 Meeting**

- Review of progress with NOM, IT support, and timing of Utology Training.
- New Staffing in IT was presented. – In summary, eight vacant positions have now been filled; college is still looking to hire media assistant, Web designer, and DCS.
- Review of Tech Refresh Task Force meeting – refresh cycle and availability of technology asset data. Discussion of human resource need as well as equipment.
- Co-chair election – two volunteers – Edouard Tchertchian elected.
- Discussion of prioritization of IT projects.
- Discussion of Web designer position.
- Review of implementation phase of IT contract. (network, Wi-Fi, Web 365, etc). Schedule for execution of implementation within 60 days.
- Discussion of backup server for Utology.
- Discussion of student authentication on Wi-Fi.
- Discussion of student E-mail log-in issues.

## Old Business

- A. Progress Report of Task Forces to Implement PCC 2016-2017 Goals for Fall 2016 Semester Information Youhanna/Clark/Berger
1. ACCJC College Recommendation 1 for Improvement: Review and Revision of Mission Statement
  2. Conduct a Meta-Evaluation of the College's Planning Process
  3. Conduct a Meta-Evaluation of the Governance Structure
  4. Evaluate the 2013-2017 Strategic Master Plan

The task force for the review and revision of the Mission Statement met, devised a plan, and made assignments. Larry Kraus met with the Woodland Hills Homeowners' Association and obtained feedback from this group. Sheri Berger led a group to the West Valley Chamber of Commerce and obtained feedback from this community group. Other members of the task force sought feedback from two advisory committees and from faculty on the opening day. They collected feedback on forms. In addition, an e-mail was sent to all Pierce College constituents requesting feedback on the current Mission Statement. Lyn Clark has been collecting all the responses received so far.

The next step for the Mission Statement task force is to meet again. We need to obtain feedback from students.

The task force on the meta-evaluation of the college's planning process and its governance structure will meet early next month to develop strategies for this meta-evaluation.

## VI. New Business

- A. Approve Hiring a Web Site Designer Action 2 Schleicher  
Vote was taken: Yes - 21; No - 0; Abstentions: 1

Minutes prepared by Julianne Cueva on October 20, 2016.

Fall 2016 PCC Schedule of Meetings	
PCC	PCC Exec
Thursday, July 28, 2-4 p.m.	Thursday, July 21, 2-4 p.m.
Wednesday, August 24, 2-4 p.m. (Canceled)	Wednesday, August 17, 2:30-4:30 p.m.
Thursday, September 22, 2-4 p.m.	Thursday, September 15, 2:30-4:30 p.m.
Thursday, October 27, 2-4 p.m.	Thursday, October 20, 2:30-4:30 p.m.
Thursday, November 17, 2:30-4:30 p.m.	Thursday, November 10, 2-4 p.m.
Thursday, December 15, 2:30-4:30 p.m.	Thursday, December 8, 2-4 p.m.

<b>Spring 2017 PCC Schedule of Meetings</b>	
<b>PCC</b>	<b>PCC Exec</b>
Thursday, January 26, 2-4 p.m.	Thursday, January 19, 2-4 p.m.
Thursday, February 23, 2-4 p.m.	Thursday, February 16, 2:30-4:30 p.m.
Thursday, March 23, 2-4 p.m.	Thursday, March 16, 2:30-4:30 p.m.
Thursday, April 27, 2-4 p.m.	Thursday, April 20, 2:30-4:30 p.m.
Thursday, May 25, 2-4 p.m.	Thursday, May 18, 2-4 p.m.
Thursday, June 22, 2-4 p.m.	Thursday, June 15, 2-4 p.m.