

# Pierce College

## Pierce College Council Minutes

Thursday, July 28, 2016, 2–4 p.m., CSB Conference Room

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

**Members Absent: Administration:** Eric Dixon-Peters; **Academic Senate:** Paula Paggi, Joseph Roberson; **AFT College Guild:** Yeprem Davoodian, Fernando Oleas; **AFT Staff Guild:** Henry Chang; **ASO:** Roxanne Keramati; **Local 99:** Rodolfo Covarrubias

**Guests:** Andrew Ramsey, Build-LACCD-CPT; Christine Valada, Diversity; Giselle Calubayan, Oleg Bespalov, OIE; Juan Carlos Astorga, Student Engagement; Jose Luis Fernandez, Academic Affairs; Larry Kraus, Administrative Services; Mark Henderson, IT

### I. Meeting Openers

A. Approval of Agenda Action Lyn Clark

The agenda was approved as distributed.

B. Approval of June 23, 2016, Minutes Action Lyn Clark

The minutes were approved as written.

### II. Reports from College Agencies

A. Sheriff's Office Report Al Guerrero

No report from the Sheriff's Office was given.

B. Bond Construction Projects Report Andrew Ramsey

- North-of-Mall Phase I - Partial move-in is scheduled for August.
- North-of-Mall Phase II – Documents were submitted to DSA for second (back check) review.
- Architect services proposals for South-of-Mall (design/bid/build) and Ag Education Center (design/build) projects are due first week in August.
- Swale project received Notice to Proceed for construction, effective 8/1/16.
- Horticulture Demo project received Notice to Proceed for demo, effective 8/1/16.
- Swale and Physical Education general projects are scheduled to complete in August.
- Expanded Auto Project – programming effort continues.

- Storm Water, PL&RW Anthropology/Geography, and PL&RW Mason Reroute projects – construction documentation is progressing.

### III. Administrative Reports

Follow-Up on Pending Action Items <i>President's Recommendation Regarding Pierce College Seal Submissions</i> <i>Approve 2016-2017 Resource Prioritization List</i> <i>Approve Phase 2 Information Technology Installation Plan to Improve the College Network Computing Environment at Pierce College</i> <i>Approve Recommended Ranking of Building Projects for the Potential November Bond</i>	Report	Kathleen Burke
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The President is still finalizing the approval of one seal design before providing a decision.

All items through No. 28 on the Resource Prioritization List were approved. The President also approved the Phase 2 Information Technology Installation Plan and the Building Projects Ranking.

### IV. Standing Committee and Related Reports

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|--|--------|----------------|
| A. Accreditation Steering Committee Report | Report | Berger/Pillado |
|--|--------|----------------|
- The Accreditation Steering Committee did not meet in July.
- |               |        |                  |
|---------------|--------|------------------|
| B. ASO Report | Report | Barbara Lombrano |
|---------------|--------|------------------|
- Barbara reported the ASO Executive Board met with President Burke, VP Schleicher, and VP Dixon-Peters earlier today in the leadership meeting regarding the importance of having students in committees and being more actively engaged. Barbara mentioned getting a Senate in place and a VP that is currently available to help out students.
  - A retreat is being planned.
  - Lyn is looking forward to getting more students involved in committees.
- |                            |        |                     |
|----------------------------|--------|---------------------|
| C. Budget Committee Report | Report | Campbell/Schleicher |
|----------------------------|--------|---------------------|
- Summary of Budget Committee meeting July 12, 2016
- Action Item – A recommendation was made to proceed with plans to pursue a support agreement with Cal Net Tech to support the ShoreTel telephony VOIP system. Currently there is no third-party technical support coverage. The previous support contract had expired. The cost of the support is approximately \$18,000. Motion passed.
  - Action Item – Enrollment Management Committee recommended hiring a marketing firm to conduct focus groups to identify areas of need for recruiting and retention. The budget impact would be roughly \$30K - \$80k. Motion passed.
  - An inventory of the college's grants and prospective grants was presented. The inventory included the purpose and term of the grants, yearly award amounts and total amounts awarded, and participants to be served.

- The projected year-end balance for the college was \$8,643,281.

D. College Planning Committee Report Report Bespalov/Pillado  
The College Planning Committee did not meet in July.

E. Diversity Committee Report Report Bates/Valada

The PDC does not meet formally until September. For the summer the committee is group e-mailing—working on the newsletter and reviewing a successful student-retention program at the University of Austin.

F. Enrollment Management Committee Report Report Belden/Gavarrá-Oh

The Enrollment Management Committee did not meet in July.

G. Facilities Advisory Committee Report Report Nieman/Schleicher

The committee met on July 19:

- Discussion on the ranking change on the FAC action item to PCC
- Discussed the need for Interpreters to have keys to all Faculty/Staff restrooms, and the discussion included other employees in Facilities and IT whose work is campuswide
- Bond Update from Ed Cadena
- Updated on Scheduled Maintenance Projects
- Discussed the Peer Validation of the committee self-evaluation

H. Technology Committee Report Report Bass/Rosky

Bond update:

- o Utology and networking in NOM projects
- o Priority for staff assignments
- o Opening Day breakout sessions for Utology use
- o Recommend the development of vendor instructions for user reference
- o Use of Utology textbox help desk support will be live

IT Update:

- o Two new staff onboard
- o Additional hires in process – awaiting certified lists from Personnel Commission
- o Tech refresh deployment – first block 85% complete
- o Department requires use of work order system vs. direct contact of staff for work requests
- o SIS training discussion – a lot of stations are needed for training (A&R/FA/Counseling, etc.)
- o Discussion of developing a permanent training room

Accreditation

- o Review of three recommendations
- o Participation in Construction Related Activities
- o Allocation of sufficient resources for tech refresh – outcome of RPL – should have routine reports of progress in committees
- o Increase department personnel to address service gaps
- o Tech Committee should oversee development of tech refresh cycle

### Technology Refresh Process

- o Establish budget
- o Examine all elements of technology life cycle

### WIFI Focus

- o Districtwide minimum standard for Wi-Fi
- o Focus group to consider best Wi-Fi in 33 locations and allow data-driven decisions to best use resources

### Co-Chair Nominations

### Authentication/Management of Wi-Fi

- o Restricted to students/staff
- o Guest access by permission
- o Staff priorities on NOM first

## V. Old Business

- A. Approve Engaging a Consulting Firm for Conducting Focus Groups to Increase Enrollment (Returned from Budget Committee with Approval) Action 34 Angela Belden and Mary Anne Gavarra-Oh

Vote was taken: Yes – 17; No: 2; Abstentions: 0

- B. **Establish Task Forces to Implement PCC 2016-2017 Goals for Fall 2016 Semester** Information Bespalov/Clark

1. ACCJC College Recommendation 1 for Improvement.

Besides the college's regular review and revision of the Mission Statement, two additional steps have been added for the review and revision: (a.) Consult internal and external environmental scan data and (b.) Solicit input from external constituents (community, business, advisory groups) and internal constituents (students, institutional committees, departments, other governing bodies).

2. Conduct a meta-evaluation of the college's planning process—including the relationship of all college plans to the Strategic Master Plan—during the Fall 2016 semester.
3. Conduct a meta-evaluation of the governance structure during the Fall 2016 semester.
4. Evaluate the 2013-2017 Strategic Master Plan during the Fall 2016 semester.

Task Forces were discussed at the June meeting. A recommendation for enhancement is anticipated to review the mission statement frequently to improve or change it.

- C. Change in August PCC Meeting Date Information Lyn Clark  
Wednesday, August 24

PCC members were reminded that the next PCC meeting will be held on Wednesday, August 24.

(August 24 PCC meeting was subsequently canceled. No new business was proposed to warrant the meeting in light of the many opening-day activities.)

## VI. New Business

- A. PCC Validation Process Dashboard Information Oleg Bespalov  
Oleg reviewed the Peer Validation Dashboard Report regarding committee assessment and active participation.
- B. Contract Cal Net Tech to Support the ShoreTel Action 1 Mark Henderson  
Telephony Voice-Over Internet Protocol (VoIP)  
System  
Vote was taken: Yes – 18; No: 1; Abstentions: 0

Minutes prepared by Julianne Cueva on 8/17/16.

<b>Fall 2016 PCC Schedule of Meetings</b>	
<b>PCC</b>	<b>PCC Exec</b>
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.