

Pierce College

Pierce College Council Minutes

Thursday, October 27, 2016, 2:30–4:30 p.m., CSB Conference Room

Members Present: President: Kathleen Burke; **Administration:** Sheri Berger (Jose Luis Fernandez), Earic Dixon-Peters, Bruce Rosky, Rolf Schleicher; **Academic Senate:** Wendy Bass, Anna Bruzzese, Lyn Clark, Paula Paggi (Clay Gediman), Joseph Roberson; **AFT College Guild:** Beth Benne, Patricia Doelitzsch, Brian Gendron, Fernando Oleas, Brian Walsh; **AFT Staff Guild:** Henry Chang; **Local 99:** Rodolfo Covarrubias; **SEIU 721:** Deborah Hefter; **Teamsters 911:** Donna-Mae Villanueva; **Trade Unit:** Mikel McMillan; **UMCE:** Mofe Doyle (Cheryl Smith and Cindy Chang); **Work Environment Committee:** Paul Nieman

Members Absent: Academic Senate: Adrian Youhanna, Paula Paggi; **Administration:** Sheri Berger; **AFT College Guild:** Yeprem Davoodian; **Associated Student Organization:** Barbara Lombrano; **UMCE:** Mofe Doyle

Guests: Academic Affairs: Mary Anne Gavarra-Oh; Susan Rhi-Kleinert; **Administrative Services:** Larry Kraus; **College Project Team:** Ed Cadena; **Computer Science and Information Technology:** J. H. Murphy; **Diversity:** Christine Valada; **Media Arts:** Tracie Savage

I. Meeting Openers

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| A. Approval of Agenda | Action | Lyn Clark |
| The agenda was approved as submitted. | | |
| B. Approval of September 22, 2016, Minutes | Action | Patricia Doelitzsch |
| The minutes were approved as written. | | |

II. Reports from College Agencies

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| A. Sheriff's Office | Report | Al Guerrero |
| Officer Lazaro Sanchez gave the report. | | |
| <ul style="list-style-type: none">• There were no major incidents in October 2016.• There is an ongoing attempt to crack down on disabled placard abuse. Vehicles with these placards can park anywhere, except in red zones. However, the placard's owner has to be in the vehicle.• We were reminded that suspicious backpacks and/or packages found on campus should be called in to the Sheriff's Office. | | |
| B. Bond Construction Projects | Report | Ed Cadena |
| <ul style="list-style-type: none">• Expanded Automotive – We have a contract for demolition of the M & O building. Bids are due November 15. Exterior concepts for the new building are being considered. Programming was originally for a 20,000 square foot building; it's being expanded to 21,000 square feet. | | |

The footprint of the new building will be moving more toward the north, which will impact more trees. The new building landscaping will be drought-tolerant; some trees may have to be removed. They are trying to prepare the site now. Ed wants to have the trees removed during the

demo phase (December 2016–January 2017). Currently, the project is being bid with the trees being removed before the demo. The bid would have to be changed if the trees are left in.

A discussion about trees ensued. Paul mentioned that Pierce is moving toward being designated as a Tree Campus USA campus by the Arbor Day Foundation and that a Tree Committee has been formed. The Tree Committee will formalize how trees on campus are handled. LADWP gave us 20 free trees.

A vote was taken as to whether or not to remove the trees for the new Automotive building construction: Yes (Remove trees) – 18; No – 1; Abstentions: 2

- The boiler problem in Building 900 may be an internal gas leak.
- The forecast is for substantial completion of North-of-Mall, Phase I buildings (except for Building 800) by November 21.
- North-of-Mall, Phase II – We have the contractor’s price, but Ed is still working on it. Due to budget pressures, Ed recommends that the electrical infrastructure project, restroom renovation, and gym improvement be taken out.
- Education – Moving along.
- South-of-Mall – Moving along.
- Agricultural Science project – Underway and moving along.

III. Administrative Reports

Follow-Up on Pending Action Items	Report	Kathleen Burke
<i>President’s Recommendation Regarding Pierce College Seal Submissions</i>		
<i>Approve Hiring a Web Site Designer and a Part-Time Graphic Artist</i>		

The action item on the Pierce College seal submissions is still pending. The president approved hiring a Web site designer, and the paperwork has already been processed. The part-time graphic artist has been approved, but the position has not yet been moved forward.

IV. Standing Committee and Related Reports

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| A. Accreditation Steering Committee Report | Report | Berger/Pillado |
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- The ASC met October 19 and went over the report that Pierce submitted to the Institutional Effectiveness and Student Success Committee of the Board of Trustees regarding progress on the two recommendations for compliance the College received. The committee also heard a report on progress regarding District recommendations for compliance 1 and 2 from Vice President Berger. Finally, the committee discussed and approved the Substantive Change proposal that was submitted to PCC for ratification at its October 27 meeting.
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| B. ASO Report | Report | Barbara Lombrano |
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- No report was given.

Instead, Christine discussed the Metro's U-Pass Program:

We have entered into discussions with Metro about the U-Pass program and hope to have it in place for the Spring term. The U-Pass program allows our students to purchase a sticker which turns their ID into a TAP card and reduces fares on Metro to \$10.03/week. The student needs to pay the fare for the term in advance (approximately \$190.57 for Spring Term.) Metro estimates that we have about 1065 students who would use the U-Pass, but they will bill us for the term at census. If fewer students have signed up, we will receive a bill for the exact number. If more students have signed up, we will only be billed for the 1065 and we can bank the remaining funds for the next term. The sticker can go on the front or back of the ID card (if on the front, it does not obscure any important data, such as photo or bar code.) The sticker also allows students to add additional fare money to the card, in case they need it for non-Metro fares like the Big Blue Bus in Santa Monica or Culver City transportation.

At this time, students need to be taking 8 units to qualify for the program. It is possible that Metro's board may vote to reduce it to 6 units in December. This is down from the prior requirement of the previous Metro reduced-fare program which was 12 units.

ASO is considering funding to subsidize the cost of the fare, as is Administrative Services. We are also checking to see if any of our other programs can fund the full cost of the U-Pass for their students.

Christine also reported on Pierce's AVR survey. The updated information she provided is listed below:

As of October 31 we reached our AVR response goal of 90% for the 6 a.m. to 10 a.m. window. We have not had enough responses from our adjuncts to reach 60% of our off-peak commuters, so we can't take advantage of any assistance we might get from those numbers to improve our AVR. It does look like we reached the same 1.21 AVR we had last year, which is a good thing. It would be nice to see it go higher.

- C. Budget Committee Report Report Campbell/Schleicher
- The 2015-16 Open Orders and Ending Balances from the Unrestricted General Fund were reported out at the District Budget Committee on August 17. Pierce's ending balance is \$9,581,357. The college will need to use approximately \$6M to support college operations for 2016/17. As of June 30, 2016, the Total Ending Balance (including open orders) for the District's Unrestricted General Fund is \$134,446,247.

The 2016/17 Restricted (Prop 20) Lottery revenue for Pierce is \$945,416. Of this amount \$541,649 has been tentatively distributed, and the remainder, \$403,767, will be distributed.

The 2016/17 Block Grant budget allocation for Pierce is \$2,516,682. In addition, the college has a carry-over from last year of approximately \$308K. At the District Budget Committee meeting on August 17, 2016, there was discussion regarding funding for the LAUSD one-year tuition-free "College Promise." Discussion on the Final Budget for 2016/17 included allocation assumptions such as 2% funded growth, STERS & PERS contributions, and funds for SIS completion.

D. College Planning Committee Report Report Dixon-Peters
The College Planning Committee did not meet.

E. Diversity Committee Report Report Bates/Valada
The PDC met on October 13th to discuss the following items:

- 1) We are in the process of bringing a STEP UP/By-Standard Awareness Program to Pierce. This program is being initiated by Lara Conrady-Wong, who witnessed its success at UT Austin. We are coordinating our efforts with Health Services and other departments on campus. Lara will locate a trainer for the PDC to become trained, along with students and other interested campus members. We will then provide an on-going training for our campus.
- 2) The PDC invited Josey Vargas to overview possible avenues for equity funding. We will apply for funding for the By-Standard Awareness Program.
- 3) We are also thinking about ways to provide further training for our adjunct population. We have discovered that the largest employee group at Pierce is adjuncts, who identify as white males from 60-65 years old. We do not believe institutional change can happen at the campus level unless we are able to offer some form of diversity awareness to all adjuncts. The PDC will be thinking about this issue in our future meetings.
- 4) We reviewed our events for the OCOB Program. For October and November, we are offering two films, one interactive art gallery experience, and one Theater Arts' production. The dates and times are posted on the Library's event page.
- 5) The PDC discussed our newsletter. We would like to invite PCC members to submit materials; these materials can be pictures, art, reflections on books, movies, or society; we would also love for people to submit articles.

Our next meeting will be November 10 from 11:15-12:30 in the ISS Conference Room

F. Enrollment Management Committee Report Report Belden/Gavarra-Oh
The Enrollment Management Committee met on October 6, 2016. At the meeting the EMC welcomed Ashley Alexander and Zahra Bandehyazdani as the new ASO student representatives.

Members of the EMC marketing proposal taskforce reported that they worked on the request for proposal draft, which is now with Senior Staff for feedback

and approval. EMC hopes that it will make the March 2017 board date for approval.

The group reviewed current enrollment data from the District Office for Fall 2016. At the time Pierce's headcount was at 99% and enrollment was at 97% compared to Fall 2015. The breakdown of trends within certain groups was analyzed—such as the decrease in evening students and continuing students. District trends in increases and decreases in enrollment were also discussed. The EMC also discussed the required data and reports to be requested from the Office of Institutional Effectiveness that need to be available at the meeting to track progress toward meeting the Plan for Enrollment Management goals.

Will Marmolejo shared information about the LA College Promise, a new initiative that offers free enrollment at any of our nine campuses to students who graduate from any LAUSD high school. He updated the committee on the Pierce team breakdown and district activities.

Sergio Gonzalez presented an Outreach update. Currently, Pierce is visiting 23 feeder schools on a regular basis, but there are several other locations that we go to on a less frequent schedule (secondary and tertiary schools) for occasional workshops. Also, there are local continuation high schools that are visited as well.

The next EMC meeting will be next Thursday, November 3, 2016.

G. Facilities Advisory Committee Report Report Nieman/Schleicher
The Facilities Advisory Committee did not meet in October.

H. Technology Committee Report Report Rosky/Tchertchian
Meeting date: October 13, 2016

- Membership review and introduction of new ASO members
- Bond status update
 - o Closeout of buildings
- IT Update:
 - o Introduction of new staff
 - o Work orders – completed overview
 - o Work orders – review of aged orders and plan to complete
- Project prioritization discussion – creating a static list twice yearly.
- Review of Technology Committee Self-Evaluation Goals for 16/17
- Review of Tech Refresh plan – ACCJC Compliance
- IT Assessment:
 - o Phase I completed – stability focus
 - o Phase II to be awarded – 5 areas of focus (datacenter, Wi-Fi, help desk, disaster recovery, Microsoft Outlook 365)
- AV Update – training use of Uteology – new smart classroom platform (mandatory or optional)

V. Old Business

- A. Progress Report of Task Forces to Implement PCC 2016-2017 Goals for Fall 2016 Semester Information Lyn Clark
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

Lyn reported that the Mission Statement task force had met and designed a plan for collecting feedback regarding the Mission Statement. Community groups, advisory committees, and the Pierce College constituency groups have been contacted for feedback. The task force needs to work with the ASO president to obtain student feedback.

The task force for the meta-evaluation of the college's planning process and the governance structure met. A questionnaire has been drafted, and feedback was obtained from the task force members. The e-mail questionnaire will be sent out once the appropriate distribution format has been determined.

The evaluation of the Strategic Master Plan has been ongoing. The final phase will be conducted toward the end of the current semester.

VI. New Business

- A. Approve Substantive Change Proposal Action 3 Wendy Bass
Vote was taken: Yes – 17; No – 0; Abstentions – 3

VII. Adjournment

Minutes prepared by Saruka Selva on November 15, 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. Meeting canceled because of Opening Day activities	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, 2:30-4:30 p.m.	Thursday, October 20, 2:30-4:30 p.m. Meeting canceled because of LACCD Summit meeting
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.
Spring 2017 PCC Schedule of Meetings	
PCC	PCC Exec
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.