

Pierce College

Pierce College Council Minutes

Thursday, February 23, 2017, 2-4 p.m., CSB Conference Room

Members Present: President: Kathleen Burke; **Administration:** Sheri Berger, Bruce Rosky (Mary Anne Gavarra-Oh), Rolf Schleicher; **Academic Senate:** Wendy Bass, Anna Bruzzese, Lyn Clark, Paula Paggi (Clay Gediman), Joseph Roberson, Adrian Youhanna; **AFT College Guild:** Beth Benne (Phyllis Schneider), 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; **Work Environment Committee:** Paul Nieman

Members Absent: Administration: Eric Dixon-Peters, Bruce Rosky; **Academic Senate:** Paula Paggi; **AFT College Guild:** Beth Benne; Yeprem Davoodian; **ASO:** Amir Haghi

Guests: Academic Affairs: Sharon Dalmage, Susan Rhi-Kleinert; **Accreditation:** Margarita Pillado; **Computer Science Information Technology:** Natalia Grigoriants, J. H. Murphy; **Diversity:** Christine Valada; **Extension:** Cindy Chang; **Media Arts:** Jill Connelly; **PR:** Doreen Clay; **Technology Committee Co-Chair:** Edouard Tchertchian

I. Meeting Openers

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| A. Approval of Agenda | Action | Lyn Clark |
| The agenda was approved as submitted. | | |
| B. Approval of January 26, 2017, 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 |
| <ul style="list-style-type: none">• Some staff carts have been tampered with and/or vandalized, but they are still in working order.• There have been no real issues with traffic control.• They are trying to get more people out on foot patrols. They are trying to hire more cadets, but not many applications are coming in.• A question was raised about dogs in the library. The protocol is that the dog owner is supposed to check in with Special Services beforehand. However, some dogs may not necessarily be service dogs. Rolf mentioned that there needs to be a discussion between the administration, District legal department, and the Sheriff's Office to determine how these situations should be handled. | | |
| B. Bond Construction Projects | Report | Ed Cadena |
| <ul style="list-style-type: none">• North-of-Mall, Phase I:<ul style="list-style-type: none">○ There are some remaining Punch list items to be addressed by the contractor. | | |

- Some issues may be a scope increase and not necessarily a punch list item for the contractor to correct.
 - The doors are intended to self-close. Some doors may not be fully closing due to air pressure in the room or to a minor adjustment needed in the door closure.
- North-of-Mall, Phase II:
 - They are in the middle of a draft of a Board action to reject the contractor's proposal for North-of-Mall, Phase II; the proposal is over budget.
 - Agricultural Science:
 - The framing is scheduled to finish this week.
 - It is moving along, but it is not going as well as forecasted. We have experienced a roof leak and are addressing an existing un-level concrete floor issue.
- Old M&O Site (prep for Expanded Auto Project)
 - The demo operation is continuing and should be done by mid-April.
 - The large equipment to remove the structures is on the job.
- Expanded Automotive
 - They are scheduling a review of the schematics with the master planning committee (FMPOC). The architect, Ed, and Kathleen will be involved in that presentation.
 - They have prequalified four firms to submit a proposal for Design/Build team selection.
- Campus Security
 - They need to get together with IT to validate switch availability/needs ~150 new security cameras.
- Measure CC and North-of-Mall, Phase II:
 - According to Tom Hall, LACCD Interim Chief Facilities Executive, the kinds of construction projects he sees moving forward would meet the following criteria:
 - "Drop and replace" – No additional square footage would be created.
 - Eliminate temporary buildings and replace them with permanent structures.
 - High FTES generation
 - Sensitivity to cap load ratio
 - Facilities Condition Index (FCI) – A building with a score of 50 or greater is a solid candidate for replacement.
 - North-of-Mall, Phase II is a good candidate for "drop and replace." Most of the buildings have an FCI of at least 60.
 - Per Paul, if we can lower the cap load of our buildings to 100%, that would be looked on more favorably.
 - The supplemental money needed to tear down and replace North-of-Mall, Phase II would come from Measure CC funds.
 - The Industrial Technology and Child Development Academic Department buildings can meet the above-mentioned requisite criteria.

The next order of business was to review the priority order of the remaining projects.

1. Digital Arts Media Building now consolidated into the three-story building.
2. Industrial Technology Building (3600)
3. Horticulture Building
4. Child Development Academic Department Building
5. Applied Technology Building (3800)
6. Student Union Building
7. Continuing Education Building
8. Baseball Fieldhouse/Athletic Facilities, and Parking

It was moved and seconded that the Child Development Academic Department Building be elevated to position #2 and the Industrial Technology Building be moved to position #3.

PCC vote follows: Yes—15, No—0, Abstentions—2 Motion Approved

The priority list after this motion was approved follows:

1. Digital Arts Media Building (combined with NOM Phase II aggregate project)
2. Child Development Academic Department Building
3. Industrial Technology Building (3600)
4. Horticulture Building
5. Applied Technology Building (3800)
6. Student Union Building
7. Continuing Education Building
8. Baseball Fieldhouse/Athletic Facilities, and Parking

Upon continuing discussion, it was moved and seconded to move the Continuing Education Building to position #5.

PCC vote follows: Yes—13, No—0, Abstentions—6 Motion Approved

The priority list after this motion was approved follows:

1. Digital Arts Media Building (combined with NOM Phase II aggregate project)
2. Child Development Academic Department Building
3. Industrial Technology Building (3600)
4. Horticulture Building
5. Continuing Education Building
6. Applied Technology Building (3800)
7. Student Union Building
8. Baseball Fieldhouse/Athletic Facilities, and Parking

Discussion continued, and it was moved and seconded to eliminate the Horticulture Building from the list and move the Student Union Building to position #6.

PCC vote follows: Yes—17, No—0, Abstentions—2 Motion Approved

The priority list after this motion was approved follows:

1. Digital Arts Media Building (combined with NOM Phase II aggregate project)
2. Child Development Academic Department Building
3. Industrial Technology Building (3600)
4. Continuing Education Building
5. Applied Technology Building (3800)
6. Student Union Building
7. Baseball Fieldhouse/Athletic Facilities, and Parking

 Discussion continued and the motion was made and seconded to exchange the positions of the Student Union Building and the Baseball Fieldhouse/Athletic Facilities and Parking. (Move Student Union Building to position #7 and Baseball Fieldhouse/Athletic Facilities and Parking to position #6).

PCC vote follows: Yes—12, No—3, Abstentions—3 Motion Approved

Following is the final ranking:

1. Digital Arts Media Building (combined with NOM Phase II aggregate project)
2. Child Development Academic Department Building
3. Industrial Technology Building (3600)
4. Continuing Education Building
5. Applied Technology Building (3800)
6. Baseball Fieldhouse/Athletic Facilities, and Parking
7. Student Union Building

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| B. Approve Task Force Report on the Meta-Evaluation of the College's Planning Process and Shared Governance Structure | Action 9 | Berger |
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The task force report was approved unanimously.

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| C. Progress Report of Task Forces to Implement PCC 2016-2017 Goals | Information | Berger/Clark/Marmolejo |
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1. Review of Pierce College Mission Statement
 2. Evaluate the 2013-2017 Strategic Master Plan
 3. Develop the 2017-2021 Strategic Master Plan

The task forces working on these projects are on schedule. Because the discussion regarding building priorities occupied a major portion of the meeting, these reports were cut short. A more thorough report will follow at the March meeting.

V. Standing Committee and Related Reports

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| A. Accreditation Steering Committee Report
No report given. | Report | Berger/Pillado |
| B. ASO Report
No report given. | Report | Amir Haghi |
| C. Budget Committee Report | Report | Campbell/Schleicher |

F. Enrollment Management Committee Report Report Belden/Gavarrá-Oh
The Enrollment Management Committee met on February 2, 2017.

Margarita Pillado, with Giselle Calubayan, reviewed the Plan for Enrollment Management Dashboard progress. At the time, there was limited data from the Office of Institutional Effectiveness to update fully the dashboard progress. The committee will revisit the dashboard at the next meeting and will have regular ongoing discussions to track progress on the 13 goals.

Kalynda McLean shared information on the UMOJA program, a new Equity project being launched this Summer 2017. It is an academic learning community and resource dedicated to enhancing the cultural and educational experience of African American students, but is open to all students interested in learning about the African diaspora. UMOJA advances academic excellence, community building, and student leadership as its program goals. UMOJA students will receive academic support, social support, and student engagement. The academic support will include embedded tutoring and peer mentoring; and, social support and student engagement will include HBCU and other college and university tours.

The group reviewed Winter 2017 and Summer 2017 enrollment data. For the winter semester, headcount was at 102% to the District average of 105%; enrollment was at 99%. Day students grew by 10% and new students grew by 14%. Spring 2017 numbers show that Headcount and Enrollment are both at 99%. Scheduled Sections are at 101% and Enrollment/Scheduled Sections is at 29.2 which puts Pierce at 98%. In comparison to the other campuses, Pierce is doing well. District trends in increases and decreases in enrollment were also analyzed. There were discussions on the possible enrollment impact of the travel ban on Pierce students and undocumented students.

Will Marmolejo spoke about the Pierce Promise, which is a one-year program that will give qualified students priority registration, guaranteed enrollment in English and math classes, and free tuition of mandatory fees for one year (up to 30 units including Winter & Summer). He discussed program qualifications, expected number of students, financial aid, and other program details.

Sergio Gonzalez then presented an update on Dual Enrollment. For Non CCAP, Birmingham and El Camino have approached Pierce to join the existing 13 Non CCAP campuses. For CCAP, Canoga, Chatsworth, and Taft are interested; so, right now they are gathering information from these 3 schools to see what areas they concentrate on that have high enrollment. There are potentially 10 high schools that could come on board as CCAP, so Pierce now has 3 out of 10 high schools committed at this time.

G. Facilities Advisory Committee Report Report Nieman/Schleicher
The Facilities Advisory Committee met on February 21, 2017.

- Student Housing Issue
- Food Service Provider District RFPO
- Scheduled Maintenance Project Status
- Bond Project

- o Current Projects
- o Measure CC
- Discussion of a "Campus Architect"

H. Technology Committee Report Report Tchertchian/Rosky

- Update on NOM and AV. Review of technical challenges and training provided for NOM AV.
- More trainings are planned as part of professional development.
- Committee reviewed the effort that IT put forth to get NOM AV up and functional.
- Review of Work Order status.
 - o Review of one-stop help desk.
 - o 40% closing rate on work orders – 36 work tickets per tech are completed each month.
- Review of Districtwide standardization, LACCD email.
 - o Post LAVC Breach; all IT departments are assessing their networks.
 - o Need to create solid segregation between academic and administrative networks.
 - o College re-evaluating configuration to follow best practices.
 - o WI-FI challenge – and custom configuration developed to meet needs of diverse departments. Nothing should be wide open that can go to the district Network. WIFI network:
 - ✓ New protocols rising out of the security breach will reduce WIFI domains and may result in less convenience.
 - ✓ Waiting for DISTRICT to take the lead and establish standard for WIFI domain separation.
- Review of student e-mail resets – causes reviewed.
 - o Students forget security questions for self-reset.
 - o Students did not reset passwords when prompted by the District for new system.
- General committee housekeeping.
 - o Review of membership for currency.
 - o Review of committee goals.
- IT Scheduling.
 - o Review of IT support on Saturdays.
 - o Outline of process to add staff for weekend hours.
- Review of Action Items.
 - o Change of Media Asst. A shift to CNSS.
 - o Establishing IT refresh budget.

VI. New Business

- A. Approve Instructional Media Technician A Shift Action 10 Larry Kraus
 Be Upgraded to Computer Network Support Specialist (CNSS).

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.

Minutes prepared by Saruka Selva on March 15, 2017.