

Pierce College

Pierce College Council Minutes Thursday, May 25, 2017, 2-4 p.m., CSB Conference Room

Members Present: Administration: Sheri Berger, Earic Dixon-Peters, Bruce Rosky; **Academic Senate:** Wendy Bass, Anna Bruzzese, Lyn Clark, Paula Paggi (Clay Gediman), Joseph Roberson, Adrian Youhanna; **AFT College Guild:** Yeprem Davoodian, Brian Gendron, Fernando Oleas, Brian Walsh; **AFT Staff Guild:** Henry Chang; **ASO:** Amir Haghi; **SEIU 721:** Deborah Hefter; **Teamsters 911:** Donna-Mae Villanueva; **UMCE:** Mofe Doyle; **Work Environment Committee:** Paul Nieman

Members Absent: President: Kathleen Burke; **Administration:** Rolf Schleicher; **Academic Senate:** Paula Paggi; **AFT College Guild:** Beth Benne, Patricia Doelitzsch; **Local 99:** Rodolfo Covarrubias; **Trade Unit:** Mikel McMillan

Guests: Academic Affairs: Sharon Dalmage, Jose Luis Fernandez; Susan Rhi-Kleinert; **Administrative Services:** Larry Kraus; **College Project Team:** Ed Cadena; **Computer Science:** J. H. Murphy; **Library:** Rebecca Bucher; **Media Arts:** Tracie Savage; **Sheriff's Office:** Al Barreras; Al Guerrero; **Student Services:** William Marmolejo

I. Meeting Openers

A. Approval of Agenda Action Lyn Clark

The agenda was approved as presented.

B. Approval of April 27, 2017, Minutes Action Lyn Clark

The suggestion was made that the minutes reflect the reference to a \$400 book was merely a supposition made by a faculty member during the Academic Senate discussion of free and inexpensive class materials for students. This was not an actual case. The membership agreed that this information should be inserted into the minutes. The minutes were then approved with this modification.

II. Reports from College Agencies

A. Sheriff's Office Report Al Guerrero

- We want to make sure that things run more smoothly during graduation this year than they did last year.
- Lot 1 parking is suggested for faculty and staff that day. Lot 1 would also be a little closer to the Great Hall than Lot 7 would be. Exiting from Lot 1 should be easier than exiting from Lot 7.

B. Bond Construction Projects Report Ed Cadena

- North-of-Mall, Phase I
 - There are still 800-900 items on the punch list.
 - The contractor has tendered a list of exceptions that would add scope. The list will be reviewed.

- North-of-Mall-Phase II, Horticulture, and Digital Arts Media Improvements
 - Progress on these projects is pending Measure CC funds disposition.
- Ag Education (corner of De Soto and Victory)
 - Programming and Criteria documents are completed.
 - We have an indicated construction cost of ~\$10 million.
 - It is 50% over budget.
 - The preliminary report from the architect says that the scope creep is due to increased square footage in the building.
 - Budget issue to be resolved prior to presentation to Facilities Oversight Planning Committee.
- Ag Science (Bldg 4100)
 - This project continues.
 - Exterior concrete work is underway.
- Expanded Automotive
 - Submission of proposals from the Design/Build team is approaching.
- M&O Demo
 - As of May 1, substantial completion was achieved.
 - A few punch list items are left.
 - The contaminated soil will be a supplemental contract.

III. Administrative Reports

Follow-Up on April Pending Action Items Report Kathleen Burke

- *Approve Short- and Long-Term Goals for the Two Required College Indicators from the Year Three Framework of Indicators*
- *Approve Horticulture Project Changes to replace the 4900 building with a new building and to rank the project No. 4 in the College Bond Building Priorities List.*

The president has approved these action items.

IV. Standing Committee and Related Reports

A. Accreditation Steering Committee Report Report Berger/Pillado

The ASC met May 17 and conducted a third review of the "Follow-Up Report." The report included the complete responses for the college recommendations for compliance (7 and 8) and for the eight district recommendations for compliance, which had been revised by the District Accreditation Committee on May 9. The report is substantially complete except for the evidence in support of the actions that are in process or about to be completed both at the College and at the District. The ASC approved the draft and has submitted it to the Senate and the PCC for ratification.

B. ASO Report Report Amir Haghi

- The below issue involves many students and is not specific to ASO:
 - Honors, PACE, and nursing students have not been able to register for their Fall 2017 classes due to issues with the new PeopleSoft system.

- Sheri and Will said the issue is being worked on. Hopefully, it will be resolved by the end of the week.
- ASO is holding their year-end banquet today from 5-8 p.m.
- Catering on campus
 - Amir attended the SAC meeting downtown recently.
 - Falafelicious is filling out paperwork in order to stay on campus.

C. Budget Committee Report Report Campbell/Schleicher
Budget Committee Notes from May 30, 2017

2016/2017 Third Quarter Review (as of March 31)) - The college projected revenue is \$81,579,678. Total net expenditures with benefits is \$76,973,195, leaving a projected ending balance of \$4,606,483. The District projected revenue is \$81,433,995, with projected expenses of \$77,558,595, and a projected year-end balance of \$3,875,400.

BC self-evaluation for 2016/17 has been submitted. The committee's two goals for 2017/18 are increasing ASO's participation in shared governance committees, and maintaining the financial reporting process for more accurate budgetary forecasting.

DBC Report – It was reported that Bill 1356 was introduced in February 2017. This is a 1% sales tax on the wealthy to fund higher education. Based on the Governor's May revise, the unrestricted general fund shows 1.56% COLA, 1% funded growth revenue, \$17.4M in base augmentation funding for support of District general operating expenses; in the restricted general fund, \$12.8M for Guided Pathways, \$4.4M for energy efficiency projects (Prop 39), \$900,000 in Scheduled Maintenance & Instructional Equipment.

D. College Planning Committee Report Report Earic Dixon-Peters
No summary report was submitted.

E. Diversity Committee Report Report Bates/Valada

The Pierce Diversity Committee met on May 11. Following is a summary:

- 1) The PDC is beginning a task force to help serve our low-income and homeless students. Anafe Robinson is lending her expertise. We welcome all input.
- 2) We are working on a diversity/equity syllabus statement to help students feel secure and supported.
- 3) There will be the first BRAVE training on June 16. We are asking that PCC members also attend this opportunity.
- 4) We have our last One-Book, One Campus events on June 1 and 2 from 6:15-8:30 in the Performing Arts Center, Mainstage. Students will represent the voices of different leaders throughout the world, followed by musical pieces that reflect these leaders' cultures. We hope that PCC members will join us and pass on the information to their classes and/or colleagues.

5) Our *PDC Newsletter* will come out this fall; all are welcome to submit reflections, articles, photographs of their work or students' work/events, etc. Please send material to pdcc@pierceland.edu.

6) We are excited that Michael Habata and Josey Vargas will be co-chairing the Diversity Team in the fall. Christine Valada is retiring after many years of service; we are thankful for her presence and her work on our committee. Maria Bates, the current co-chair, will help in the fall to ensure a smooth transition, and she is looking forward to working with these wonderful diversity leaders.

F. Enrollment Management Committee Report Report Belden/Gavarrá-Oh
The Enrollment Management Committee met on May 4, 2017.

Angel Belden announced that she was stepping down as EMC co-chair. Sunday Salter will be the new EMC co-chair for 2017/2018. Larry Kraus reported on the status of the college marketing Request for Proposal (RFP). The RFP is currently awaiting posting by the district office; it will be posted for three weeks and should go for Board Approval after July 1 with the new Board of Trustees.

Abigail Watson and Donna Covarrubias gave a presentation on International Students. They presented on the current recruitment efforts for the program, which is mainly recruiting at local language schools because of the program's limited budget. They have been successful in establishing partnerships with eight language schools, including CSUN's Intensive English Program.

Information on historical enrollment and number of applications received were also shared with the group. There was a discussion on how we can recruit, possible use of agents, and looking at efforts of other colleges such as West LA College.

The committee reviewed and completed the 2016/17 self-evaluation form. Enrollment updates were provided. The "2016/17 Period FTES Report" was distributed. Sheri Berger pointed out that the district has reported officially that it will make base, but it will not be growing; therefore, the state will not be giving the LACCD any growth funds for this year.

Giselle Calubayan also shared information regarding weekend sections (Summer 2014–Spring 2017). The report covered the number of sections scheduled, how many were canceled, how many were offered, and the most popular start times. Handouts on Associate Degrees for Transfer, AA Degrees, Certificates of Achievement, and Skills Certificates broken down by discipline were also distributed. It was interesting to see the notable increase in ADT awards earned during the past five years compared to the traditional AA degrees.

Based on information from the Office of Institutional Effectiveness, the committee updated the items remaining from our last meeting concerning the

Plan for Enrollment Management Dashboard. For the most part the committee was on track, but it needed more detailed data.

The next meeting will be on September 5, 2017.

G. Facilities Advisory Committee Report Report Nieman/Schleicher

- Update to FAC on Action Item #04182017-1 [action taken by PCC]
- Approved committee self-evaluation
- Report on SMP/Deferred Projects
- Report on Bond Projects
- Other—Temporary landscape project on east side of Buildings 1300 and 1400 to be created and implemented by FMO Gardening Department.

H. Technology Committee Report Report Tchertchian/Rosky

Date of Meeting: May 11, 2017

Bond projects/NOM update

- NOM AV—IT working to resolve kinks
- IT staff attended training in Utology
- AV settings will return to default upon reboot

IT Report

- Desktop refresh 75% complete
- Workorder efficiency—23 work orders per tech, an increase of 1.09%
- Workorders relating to network are improving at a slower rate; however, progress is being made
- Help Desk—up and running. New extension. General discussion on how help desk is working and how it links to workorder completion
- Student EMAIL/SIS password reset process reviewed
- Maintenance Schedule—data center shutdown June 8—Telephone system issues—reviewed/voted/approved

IT Project Ranking will be presented in June meeting for the July–December 2017 timeframe

CFS Utology Update

- Proposed standardizing Utology Platform across campus—possible use of Block Grant funds
- Academic Senate would need to review
- Proposed cost \$650,000
- Math Department lacks smartboards—but does have projectors; needs interim solution
- Michael Gend will vet proposal to APC
- Proposal to be discussed again in June meeting

Self-Evaluation

- Review of 16/17 goals
- Review of last year's recommendations
- New goals will be distributed to all members via E-mail for review

V. Old Business

A. Approve 2016-2017 PCC Self-Evaluation Action 20 Lyn Clark

No additional goals were received by Lyn from PCC members.
A vote was taken, and Action 20 was unanimously approved.

VI. New Business

- A. Approve the 2017-2021 Los Angeles Pierce College Strategic Master Plan Action 21 Sheri Berger
Will Marmolejo
- Will gave a summary of the SMP.
 - There are four parts of the SMP (Completion, Accountability, Partnership, and Student Success).
 - The SMP committee looked at the previous goals. They looked at where we are now and where we want to be in four years.
 - Sheri mentioned that there are a lot of items that will not be in the SMP. The SMP is supposed to give us direction and a sense of what is important to the campus.
 - PCC voted on the version of the SMP that was approved by the SMP Task Force on Monday (May 22).
 - Action 21 was unanimously approved.
 - The SMP will now be forwarded to Kathleen, who will then take it to the board.
- B. Approve the 2017 Follow-Up Report to ACCJC Action 19 Sheri Berger
- District's recommendations were technology-related.
 - Recommendation 7 is about allocating resources through the technology refresh plan.
 - We have almost doubled our IT support.
 - A vote was taken, and Action 19 was unanimously approved.
- C. Approve Revising the Integrated Planning Calendar to realign the evaluation cycle of the 2017-2019 Integrated Plan (Basic Skills, Equity, Student Success) Action 22 Sheri Berger
- SSSP, Basic Skills, and Equity are being rolled into one timetable.
 - This will be a two-year plan.
 - A vote was taken, and Action 22 was unanimously approved.

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.