

Pierce COLLEGE

Pierce College Council Minutes

Thursday, March 21, 2019, 2:00–4:00 p.m., CSB Conference Room

Members Present: Administration: Sheri Berger, Earic Dixon-Peters, Rolf Schleicher; **Academic Senate:** Wendy Bass, Anna Bruzzese, Jill Binsley (proxy for Lyn Clark), Michael Gend, Joseph Roberson, Eddie Tchertchian; **AFT College Guild:** Beth Benne, Alma Cortes, Brian Gendron (Vice Chair), Fernando Oleas, Brian Walsh (Chair); **AFT Staff Guild:** Miguel Montanez; **ASO:** Isa Pasricha; **SEIU 721:** Deborah Hefter; **Teamsters 911:** William Marmolejo; **UMCE:** Shannon Krajewski

Members Absent: Interim President: Lawrence Buckley; **Administration:** Bruce Rosky; **Academic Senate:** Lyn Clark; **AFT College Guild:** Yeprem Davoodian; **Local 99:** Rodolfo Covarrubias; **Trade Unit:** Mike McMillin; **Work Environment Committee:** Melody Cooper

Guests: Accreditation Steering Committee: Yvonne Grigg; Adrian Youhanna; **Diversity Committee:** Lori Travis; **Institutional Effectiveness:** Amari Williams; **Roundup:** Justin Miranda, Gina Wong

I. Opening Business

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| A. Approval of Agenda | Action | Walsh |
| The agenda was unanimously approved as is. | | |
| B. Approval of February Minutes | Action | Gendron |
| The February minutes were unanimously approved as is. | | |
| C. PCC Chair Election | Action | Walsh |
| <ul style="list-style-type: none"> • B. Walsh’s term as PCC Chair will be ending this year. • B. Gendron has expressed interest in running for the position. • The vice chair is supposed to run the chair election. • However, because it would be inappropriate for B. Gendron to run his own election, the best option would be to have the Academic Senate President (A. Bruzzese) run the election. • The voting will be done at the April 25 PCC meeting. • Interested PCC members should send their statement of candidacy to A. Bruzzese. • B. Walsh will send election information to PCC members after today’s meeting. | | |
| D. Student Economic Security | Discussion | Walsh |
| <ul style="list-style-type: none"> • There have been lots of stories in the news recently about community college students statewide regarding food insecurity, rising housing costs, and homelessness. • AB 302 would open our parking lots for homeless students to sleep in their cars overnight. • The college does not have much in our structures to comply with these mandates. | | |

- B. Walsh recommended forming a task force to address the food insecurity and homelessness issues.
 - The following individuals volunteered to be on the task force:
 - B. Walsh
 - B. Gendron
 - E. Dixon-Peters
 - B. Benne
 - I. Pasricha
 - F. Oleas
 - D. Hefter
 - B. Walsh asked that the volunteers meet with him after today's PCC meeting.
 - It was suggested that D'arcy Corwin (who manages the campus food pantry) be asked to join the task force as well.
- Suggested name for the task force: Student Wellness Committee
- Comments by R. Schleicher:
 - We need to discuss AB 302 regionally.
 - The issue has been discussed in Senior Management meetings.
 - The task force is the right thing to do.
 - Before legislation is pushed out on us, we should figure out our response.
 - We should reach out to agencies (e.g., Salvation Army) that deal with these issues every day.
- I. Pasricha mentioned that ASO has started taking clothing donations.
- Comments by F. Oleas:
 - According to a recent District survey, 62.7% of students surveyed experience food insecurity.
 - Maybe we can have a more solid food pantry and work with the community to help supply it.
 - We should look at what other colleges are doing as well.
- Comments by E. Dixon-Peters:
 - The priorities for the college are important in determining our end goals.
 - Food insecurity and homelessness are barriers to student success.
- Comments by S. Berger:
 - Our mission is to provide education.
 - There are county and city agencies that have the expertise to deal with these issues.
- B. Walsh mentioned that City College has a committee on student homelessness, but it may not be going that well.

II. Reports from College Agencies

- A. Sheriff's Report Sanchez
- An employee's bike was stolen recently.
 - Pierce is the first LACCD campus that is TACT.
 - TACT is the District-wide tactical emergency training.
 - New COMPLUS system for parking citations

- This system makes it easier to pay. You can pay online with a credit card.
- Do not be alarmed if you see an officer or a cadet taking a picture of your car.
 - The picture is an essential part of the process.
- Regarding the motorcyclist who constantly goes really fast down Avenue of Champions, the Sheriffs are aware of this situation.
- Comments by R. Schleicher about the parking situation:
 - The parking task force will be resurrected.
 - An outside agency who performs parking assessments will eventually be coming to FAC to provide assistance in a parking study of the campus. Additionally, the PMO through the LAPC Facilities Master Plan Update will be reviewing our campus roadways as well for possible changes to enhance access.
 - Two Sheriff's Department members are part of the citation system task force.
 - Parking is a difficult issue to appropriately address due to our current traffic flows and limited parking during peak times.
 - Disabled students can park in Lot 1 if they have a placard.
 - The challenge is to monitor placard use without offending people (i.e., having people feel like they are being profiled).
- Comments by E. Dixon-Peters about the parking situation:
 - People who have placards still have to pay for the parking pass.
 - Some students will have an accommodation because of DPSS to park in more lots.

B. Bond Construction Project Report Darling

- R. Darling was not present at today's PCC's meeting.
- R. Schleicher mentioned the following:
 - He is working on replacing Ed Cadena.
 - The projects seem to be going according to plan.
 - He does not have a full report.
- It was mentioned that at a recent meeting with PMO regarding Multi-Purpose Academic and Workforce Education Building (MPAWE), the faculty did not get the information they thought they were going to get.
 - In response to the above situation, R. Schleicher said that he would convey to senior staff that PMO is not providing the information that is being requested.
 - F. Oleas mentioned that the faculty would like to know the following regarding construction projects:
 - The current status
 - Where is the money?
 - What is being done now and what will be done in the near future?
- S. Berger said that she was at the FEMPOC meeting yesterday.
 - Michael Habata was there too.
 - SOM was considered and approved to move forward.

- F. Oleas providing the following update about NOM II A/V:
 - Faculty members have been meeting.
 - The final schematics look like the final plan will be more sophisticated than anything already on campus.
 - He thanked R. Schleicher for his help.
 - The project is moving forward.

III. Administrative Reports

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| A. President's Report | Report | Buckley |
| No report was given. | | |

IV. New Business

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| A. CPC – Vision Goals | Action | Williams |
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Recommendation: Adopt CCCCO Vision for Success measures in degree/certificate completion, UC/CSU transfer, average unit accumulation, and CTE job placement in field of study as college-wide stretch goals for 2021-2022.

Rationale: All CA Community Colleges are required to submit, for Board of Trustees approval, an alignment document detailing college goals that support the District Strategic Plan and the CCCCO's five system-wide student success goals for 2021-2022.

Budget Impact: N/A

A vote was taken. The action item was unanimously passed.

V. Standing Committee and Related Reports

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| A. Budget Committee | Report | Tchertchian/
Schleicher |
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- The committee met on March 5, and the following issues were discussed:
 - Q2 review
 - Review of year-end transactions
 - Discussion about RPL
 - Accountability measures
 - Beta test for micro-marketing
- The committee will meet again on March 27.
- Comments by R. Schleicher:
 - District's biggest concern is that its reserves will drop to approximately \$22 million in 5 years due to new proposed changes to the new funding formula.
 - The trend is that we are spending more than we are taking in.
 - The reserves are rapidly being depleted.
 - We will ask for \$1.6-2 million back from District.
 - We are only giving out 95% of the total budget.
 - We are trying to do more marketing.
 - Structurally, we are \$4 million+ over where we should be.
 - We have to cut back in some areas.

- We may want to advocate for a LAPC faculty member to rejoin the District Budget Committee (DBC).
 - Joe Perret used to be on DBC.

B. Enrollment Management Report Salter/Gavarra-Oh
 EMC was held on 3/7/19.

At the meeting, the following items were discussed.

- Spring 2019 Enrollment Update/Beta Test Comparison
 - Pierce is the only college in the District at 100% enrollment. The districtwide average was at 96% on 3/6/19.
 - Amari Williams did further analysis on the beta test Facebook/Instagram boost efforts. He was able to match up 25 classes that were not in the beta test to 25 similar beta test classes.
 - The difference in average enrollment growth between the beta test group and comparison was significant (+12 students/class for beta test group vs. +1 student/class for comparison group)
 - Difference in avg FTES growth between beta test group and comparison was significant (~1.3 FTES/class for beta test group vs ~.8 FTES/class)
 - If you assume that all the classes that participated are standard 3 unit courses and that all students are students for whom the college would get apportionment, then that would come to about 57 FTES across all those classes. In terms of what the college would receive after the District gets it cut, at would come to about \$153,000.
- Sunday discussed the CSUN Connections/Reverse Transfer program. She informed the committee that there are about 300 potential students from CSUN who are near completion. The group also discussed the results of the Secret Shopper Admissions applications where members applied to Pierce College and another college. They analyzed the time taken to complete the applications, response time as well as the different communication received from the colleges. Improvements and follow-up actions were discussed.
- Kalynda and Eddie presented on the Onboarding Lifecycle and the strategies involved, what progress we have done so far and what actions need to be taken. Data on the Applicant-to-Admit-To-Enrollee was also analyzed including a breakdown on the applicants from the top 10 area high schools.
- The next EMC is scheduled on April 10.

C. Facilities Advisory Report Nieman/Schleicher
 No report was given.

D. Technology Report Tchertchian/Rosky

- The IT team is working on work orders.
- There is a 25% return rate of tickets not addressed yet this month.
- The tech refresh is almost done.
- There is an issue with emails sent though Canvas getting delayed.
- The new email system
 - It will kick in on April 8.
 - IT cannot support checking email on phones with the new system.
 - All administrators and classified staff members must log into email in SIS before April 8.
 - Everyone who does not have a SIS account will need to get one. Every District employee should have one.
 - R. Schleicher has asked District for YouTube instructional videos.
- Everyone should have received an email containing a survey about Wi-Fi from District.
- The committee is working on its self-evaluation for 2019.

E. Guided Pathways Report Youhanna

- The following report was provided:
We are planning a GP retreat, which will include all Student Services divisions, Administrative Services “front facing” divisions (e.g. the business office, the bookstore, brahma café, etc.), Academic Affairs volunteers. Save the Date 4/26/19 and look for more information as the event gets closer.
- Comments from today’s PCC meeting:
 - Regarding the upcoming Guided Pathways retreat on April 26:
 - The three VPs are on board, and we have their support to attend.
 - The Chancellor will kick off the event.
 - A formal invitation from the President’s Office should be coming soon.
 - Please pass along the information about the retreat and encourage people to attend.
 - The Guided Pathways implementation team met recently and broke people up into teams.
 - Please contact A. Youhanna or Angel Belden if you are interested in participating in Guided Pathways activities.

F. Accreditation Steering Report Berger/Grigg

- The committee met yesterday and the following issues were discussed:
 - Update on SLOs
 - The SLOs for Administrative Services are done.
 - Discussion about revising the ASC charter to open up two faculty seats to one faculty and one non-faculty.
 - The charter was last updated in 2004.
 - The voting on the revised charter will done in the next ASC meeting in April.
 - Mid-term report
 - There was a writing kick-off event on Friday, March 8.

- Team 4 will be meeting tomorrow to discuss writing.
- The deadline to put everything on SharePoint is May 15.

G. ASO

Report Pasricha/LeFort

- ASO has been working on a draft of a document about organizing social media.
- It has come up with a plan on using social media to advertise our campus.
- Last week, ASO held an event to appreciate the custodial staff.
 - There were food and T-shirts.
- There will be a social media campaign on April 9.
- ASO scholarships are now open.
- The competition to run for student speaker at Commencement is now open as well.
- There is a referendum to be discussed at the next District Board of Trustees meeting regarding increasing tuition by \$13 per term.
 - Because the ASO would rather increase the Student Health Center fee from \$11 to \$20 than increase tuition, it is leaning toward not voting on the referendum at all.
- Please follow ASO on Instagram.

H. College Planning

Report Dixon-Peters/Williams

Please refer to Section IV.A.

I. Diversity

Report Habata

- The committee will be celebrating Asian Pacific Heritage Month next month.
- Multicultural Day will be on April 18.
- The date for next year's Multicultural Day has been decided: April 23, 2020.
- The book for One Book, One Campus for next year will be about homelessness and food insecurity.
- The diversity statement is being revised.
- There are initial talks in progress about the possibility of having an LGBTQ center on campus.

VI. Adjournment

Action Walsh

Fall 2018 PCC Schedule of Meetings	
PCC	PCC Exec
Thursday, July 26, 2-4 p.m.	Thursday, July 19, 2-4 p.m.
Thursday August 16, 2 - 4 p.m.	Thursday, August 6, 1-2 p.m.
Thursday, September 27, 2-4 p.m.	Thursday, September 20, 2:30-4p.m.
Thursday, October 25, 2-4 p.m.	Thursday, October 18, 2:30 - 4 p.m.
Thursday, November 29, 2-4 p.m.	Thursday, November 15, 2:30-4 p.m.
Thursday, December 13, 2-4 p.m.	Thursday, December 6, 2:30-4 p.m.

Spring 2019 PCC Schedule of Meetings	
PCC	PCC Exec
Thursday, January 24, 2-4 p.m.	Thursday, January 17, 2:30-4 p.m.
Thursday, February 28, 2-4 p.m.	Thursday, February 21, 2:30-4 p.m.
Thursday, March 21, 2-4 p.m.	Thursday, March 14, 2:30-4 p.m.
Thursday, April 25, 2-4 p.m.	Thursday, April 18, 2:30-4 p.m.
Thursday, May 23, 2-4 p.m.	Thursday, May 16, 2:30-4 p.m.
Thursday, June 27, 2-4 p.m.	Thursday, June 20, 2:30-4 p.m.