

Pierce College

Pierce College Council Minutes

Thursday, December 12, 2019, 2:00–4:00 p.m., CSB Conference Room

Members Present: President: Alexis Montevirgen; **Administration:** Sheri Berger, Rolf Schleicher; **Academic Senate:** Wendy Bass, Angela Belden (proxy for Barbara Anderson), Lyn Clark, Michael Gend, Joseph Roberson, Eddie Tchertchian (Vice Chair); **AFT College Guild:** Beth Benne, Alma Cortes, Brian Gendron (Chair), Fernando Oleas, Tracie Savage, Brian Walsh; **AFT Staff Guild:** Hank Murphy (proxy for Miguel Montanez); **SEIU 721:** Deborah Hefter; **Teamsters 911:** William Marmolejo; **UMCE:** Shannon Krajewski; **Work Environment Committee:** Patricio Gallegos (proxy for Melody Cooper)

Members Absent: Administration: Earic Dixon-Peters, Bruce Rosky; **Academic Senate:** Barbara Anderson; **AFT College Guild:** Alma Cortes; **AFT Staff Guild:** Miguel Montanez; **ASO:** Stephanie Lopez, Vivian Yee; **Local 99:** Rodolfo Covarrubias; **Trade Unit:** Mike McMillin; **Work Environment Committee:** Melody Cooper

Guests: Athletics/Baseball: Bill Picketts; **College Project Team:** Marco Tarantino; **Institutional Effectiveness:** Giselle Calubayan, Amari Williams; **Media Arts:** Jill Connelly; **Public Relations:** Doreen Clay; **Student Services:** Ngan Mork

I. Opening Business

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|--|-------------|---------|
| A. Approval of Agenda | Action | Gendron |
| The agenda was unanimously approved as is. | | |
| B. Public Commentary | Information | |
| None | | |

II. Reports from College Agencies

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|---|--------|-------------|
| A. L.A. Pierce College President | Report | Montevirgen |
| <ul style="list-style-type: none">• The President apologized for not being here last time, but he was listening via phone.• He thanked everyone for the warm welcome that he has received during the last few months.• He thanked everyone for their continued work.• There is so much passion, commitment, and dedication around campus.• He tries to attend as many campus events as possible.• During spring, he will create a trajectory to propel the college forward fiscally and academically and a strategy on how to better meet the needs of our constituencies. | | |
| B. LA County Sheriff's | Report | Sanchez |
| <ul style="list-style-type: none">• Remarks by Deputy Nick Saldivar:<ul style="list-style-type: none">○ We are continuing to find rooms unlocked and left open every night.○ Regarding the transgender restrooms, he suggested trying to lock them | | |

from the outside so that people cannot enter them after 11 p.m.

- However, this approach is problematic because they can still be locked from the inside, and transients can stay inside overnight.
- We will continue to lock down the campus over the next few weeks.
- If you are going to be here during the holidays, please let the Sheriff's Department know.
- Regarding the transient issue, he mentioned that all officers are instructed to ask transients if there is someone that they can call.
 - The officers also give them homeless resources, but there is only so much that the officers can do.
 - R. Schleicher added that transients are going to continue to come to campus. We need to be clear about how we are going to accommodate them.
- A. Belden suggested that the Sheriff's Department should include a note in the Brahma Beat about important information (such as the importance of locking doors).
 - The reminders/information should be sent to D. Clay. She can then disseminate that information to employees via the Brahma Beat.
- Comments from faculty about locking doors:
 - Apparently, some faculty did not know that they are supposed to lock the doors.
 - With the change in the weather, some door closers are not closing as firmly as they used to.
 - Faculty are not necessarily the last individuals to leave the classroom.
- Further remarks by Deputy N. Saldivar:
 - He is conducting 15-20 minute active shooter training sessions in the classrooms.
 - He received some training requests. He emailed those individuals who included their email address. His email to them included his name, phone number, and at what time the training will be.

C. Bond Construction Project Report Tarantino

- NOM II
 - A/V upgrades (This includes all the buildings that need upgrades with new infrastructure).
 - Part II of the A/V upgrades is scheduled to commence and be completed during spring break.
 - At last month's PCC meeting, M. Tarantino mentioned that the work would be completed during winter break.
 - However, since the FF&E scope was approved only recently, the work has now been delayed until spring break.
 - There is a 6-8 week procurement process.
 - A purchase order for the FF&E is in progress.
 - Seating selection is in progress. A seating sample was requested for the BUG's review and approval.
 - E. Tchertchian requested a list of affected buildings. M. Tarantino

will email him the list after the meeting.

- Parking Lots and Roadways
 - The gate arm in the Industrial Tech area (off of the Mason reroute) is almost complete.
 - The exit gate works.
 - The entrance gate does not open and close automatically.
 - The communication fiber and reader extenders were installed.
 - Some wires were shorted during the installation due to a bad power supply.
 - The vendor will repair this issue during winter break to avoid disrupting final examinations.
- Security cameras system
 - The punch list work should be finished by January 2020.
 - After the BUG and TFL approve the corrections, a commissioning meeting will be scheduled.
- PAB swing space
 - Currently in construction
 - The block wall, covered shed, and asphalt topping slab at tent location have all been removed.
 - The Contractor is backfilling electrical conduit trenches.
- Expanded Automotive
 - FMPOC approved the \$1.8 million overage on November 20.
 - The Board approved it on December 4.
 - Currently working on finalizing the contract amendment with the contractor.
- Central Plant Expansion
 - Will go into fabrication as soon as the seventh Construction Change Directive (CCD) is approved by DSA. The first six CCDs have already been approved.
 - There will be some impact on parking, but we will try to minimize it.
 - P. Nieman mentioned that the contractors will be told not to park in staff lots, as they will be ticketed and/or towed.
 - He will disseminate the information about the affected areas ahead of time.
- SLE-SOM
 - Submitted to DSA on December 4
 - DSA acknowledged receipt and has started its review.
- Digital Arts & Media Improvements
 - Submitted to DSA on Tuesday, November 26.
 - FF&E meeting scheduled for December 17.
- CFS
 - The building design is almost complete.
 - Scheduled to be submitted to DSA on December 23
- Door locks
 - The contractor will be here next week to finish installing the required ADA exit device thumb turns on 38 doors.

- Demo of old library
 - Currently in design
 - Surplusing of all FF&E will continue until March 30, 2020.
- Multipurpose Academic Education Workforce Building (MPAWE)
 - Currently in planning/programming
 - The last two borings with bucket auger have been completed.
 - A student workshop was held on December 6.
- Industrial Tech
 - The Programming and Project Criteria (PPC) kick-off meeting was held last Tuesday, December 10.
- Child Development Academic Facility
 - The PPC Architect RFP was issued yesterday.
- Remarks by the President regarding MPAWE and Facilities Master Plan (FMP)
 - He recently met with BUGs for the departments that are going into MPAWE.
 - He also invited students. About six attended.
 - He had people focus on the needs for their departments in any building they would be moving into.
 - He is tasking PMO to take that feedback and come back with different options as to what is feasible.
 - He asked for a cost/benefit analysis and a risk analysis.
 - He asked PMO to do this analysis right now so that we will have more information at the beginning of next year.
 - M. Tarantino mentioned that this analysis includes scope, schedule, and cost.
 - Regarding swing space, he said that anytime buildings are placed on campus, they have to be reviewed by DSA and cleared for occupancy.
 - The President said that he told students that we cannot easily put a student union into MPAWE. But, we can take a look at the FMP.
 - M. Tarantino added that it is an appropriate time to look at the FMP.
- Other comments about MPAWE
 - It was suggested that the President should also invite classified staff from outside the affected departments to the BUG meetings.
 - The President said that he will try to get one representative from each department at BUG.

III. Administrative Reports

A. Action Item #5, 6, 7 Follow-Up Report Montevirgen

The President approved all of these items:

- #5 (Approve Midterm Report)
 - He has signed the report.
- #6 (Approve process to review and recommend revisions to Facilities Master Plan)
- #7 (Approve PCC audio recording protocol)

IV. New Business

- A. The Role of College Planning Committee (CPC) Information Dixon-Peters/Williams
- CPC started the discussion last year regarding its role.
 - CPC reviewed the charter.
 - CPC's original purpose was to keep the college on track with the accreditation cycle. CPC was supposed to keep track of the planning cycle and make sure that all the documents were prepared. It was sort of a policing committee. It is now up to the President to determine its purpose.
 - It was mentioned that CPC does not necessarily have authority over certain committees and that we do not necessarily need a committee to police these issues.
 - In response to a comment that there are technically no records of any CPC meeting since 2017, A. Williams said that CPC has met and there is evidence. However, CPC has had issues with posting documents on the SharePoint site.
 - According to R. Schleicher, the Accreditation Steering Committee does a good job of keeping us on track.
 - A motion was then put forward and seconded to dissolve CPC.
 - A vote was taken: Yes – 15; No – 3; Abstentions – 0
 - The motion was passed.
- B. Student Equity & Achievement Programs Information Dixon-Peters/Mork
- N. Mork gave a PowerPoint presentation.
 - B. Gendron will post it on the SharePoint site.
 - Remarks by R. Schleicher:
 - We have a RPL process, so we have to look at our redundancies in funding.
 - It is important that everyone understands where the money is being spent.
- C. Strategic Master Plan Status Update Information Williams
- A. Williams distributed a handout ("Strategic Master Plan Scorecard, 2017-2021").
 - As part of accreditation, we should have a check-in about where we are with the SMP.
 - Outside of the financial situation, we are in pretty good shape regarding most of the metrics.
 - We do not necessarily need to wait until 2021 to start thinking about the SMP.
 - B. Gendron mentioned that we will continue this discussion next month.

V. Standing Committee and Related Reports

- A. Budget Committee Report Tchertchian/Schleicher
- The majority of the meeting was spent in a discussion with S. Berger, Wiley Brown, and Mon Khat regarding the strong workforce fund.
 - Remarks by R. Schleicher:
 - We do not have enough fiscal resources for what we are planning.

- We should break even at the end of this year.
- Going into the next fiscal cycle, we will probably start planning earlier.
- In the future, we are going to have planning sessions earlier so that S. Berger and her staff do not plan for classes that they cannot deliver on.
- The committee will be meeting in January.
- The Presidential budget task force is on hold right now.
 - There have been four well defined meetings. The college has not fully embraced the fiscal situation it has been in for the last 4 years. We need more specific action to grow revenue and limit expenses.

B. Enrollment Management Report Salter/Gavarra-Oh

- The following issues were discussed at the December 5 meeting:
 - Winter 2020 numbers
 - There are only 189 sections. This is more effective than last year.
 - There are 12% more students than last year.
 - Class enrollments have been increased from 32 to 34 students.
 - Distance education
 - From 2010 (when W. Bass arrived) through 2019, the number of online courses has increased from one section to 486 sections.
 - Currently, about 12% of all the classes we offer are online.
 - The success rates and retention rates of online classes are keeping on track with in-person classes.
 - SIS update
 - SEM Academy update

C. Facilities Advisory Report Nieman/Schleicher

The following issues were discussed at the FAC meeting:

- Bond construction report from M. Tarantino
- Parking

D. Technology Report Tchertchian/Rosky

The committee had a joint meeting yesterday with DITECH and discussed the following issues:

- Committee goals for 2019-2020
- The charter
- Adobe software suite
- IT work orders
- IT reorganization

E. Guided Pathways Report Youhanna

No report was given.

F. Accreditation Steering Report Berger/Grigg

The following standards were discussed at the ASC meeting:

- 1A (Mission statement)
- 1B (SLOs)
- 1C (Catalog)

G. ASO Report Yee

No report was given.

H. College Planning Report Dixon-Peters/Williams
Please refer to Section IV.A.

I. Student Support Committee Report Gendron

The Student Support Committee met on December 6, 2019. The procedures for chair election were discussed, and a vote is to take place at the January meeting. The committee discussed the creation of a syllabus statement regarding student services at Pierce, and hopes to receive Senate endorsement in the spring semester. The creation of a survey was also discussed in order to address student needs, as well as awareness of current resources. The current state of the food pantry was discussed, as was the potential of creating a career closet. The need to provide a central location for students to locate resources on our website was discussed. Finally, the issue of campus housing was raised as a potential way to address housing insecurity amongst our students, and will continually be discussed at future meetings.

J. Diversity Report Habata

Several faculty members from Pierce College attended a district training workshop on promoting diversity in faculty hiring on November 15th. The committee has talked with English faculty member David Gonzales who is also interested in how the composition of both full-time and adjunct faculty at Pierce can be encouraged to better reflect the student population of the college.

The committee continues to plan for Multicultural Day on Thursday, April 23rd. About 8 faculty members from multiple disciplines have committed to having special diversity- or inclusion-related presentations during the 9:35-11:00 time block in their classrooms on campus. A keynote speaker for the Great Hall at approx. 11:15 am will most likely speak about gender identity issues. In the afternoon, the Performing Arts department will host a program with dance, music, and theater performances and ASO student clubs will host booths featuring multicultural foods and culture.

VI. Items from the Floor Information
None

VII. Adjournment Action Gendron

PCC	PCC Exec
Thursday, July 25, 2-4 p.m.	Thursday, July 18, 2:30-3:30 p.m.
Thursday, August 29, 2 - 4 p.m.	Wednesday, August 14, 2:30-3:30 p.m.
Thursday, September 26, 2-4 p.m.	Thursday, September 19, 2:30-3:30 p.m.
Thursday, October 24, 2-4 p.m.	Thursday, October 17, 2:30-3:30 p.m.
Thursday, November 21, 2-4 p.m.	Thursday, November 14, 2:30-3:30 p.m.
Thursday, December 12, 2-4 p.m.	Thursday, Dec. 5, 2:30-3:30 p.m. (1004A)

Spring 2020 PCC Schedule of Meetings	
PCC	PCC Exec
Thursday, January 23, 2-4 p.m.	Thursday, January 16, 2:30-3:30 p.m.
Thursday, February 27, 2-4 p.m.	Thursday, February 20, 2:30-3:30 p.m.
Thursday, March 26, 2-4 p.m.	Thursday, March 19, 2:30-3:30 p.m.
Thursday, April 23, 2-4 p.m.	Thursday, April 16, 2:30-3:30 p.m.
Thursday, May 28, 2-4 p.m.	Thursday, May 21, 2:30-3:30 p.m.
Thursday, June 25, 2-4 p.m.	Thursday, June 18, 2:30-3:30 p.m.