

Pierce College

Pierce College Council Minutes

Thursday, December 15, 2016, 2:30–4:30 p.m., CSB Conference Room

Members Present: President: Kathleen Burke; **Administration:** Sheri Berger, Earic Dixon-Peters, Bruce Rosky; Rolf Schleicher; **Academic Senate:** Wendy Bass, Anna Bruzzese, Lyn Clark, Paula Paggi (Clay Gediman), Adrian Youhanna; **AFT College Guild:** Beth Benne, Yeprem Davoodian; Patricia Doelitzsch, Brian Gendron, Fernando Oleas, Brian Walsh; **AFT Staff Guild:** Henry Chang (Lupita Narkevicius); **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: Academic Senate: Paula Paggi, Joseph Roberson; **AFT Staff Guild:** Henry Chang; **Associated Student Organization:** Andre Nechochea Barnett

Guests: Administrative Services: Danny Illouz, Larry Kraus; **Associated Student Organization:** Ali Asgher; **College Project Team:** Ed Cadena; **Computer Science:** J. H. Murphy; **Extension:** Cindy Chang; **Media Arts:** Tracie Savage; **Performing Arts:** Michael Gend; **Public Relations:** Doreen Clay

I. Meeting Openers

- | | | |
|---|--------|---------------------|
| A. Approval of Agenda | Action | Lyn Clark |
| The agenda was approved as written. | | |
| B. Approval of November 17, 2016, Minutes | Action | Patricia Doelitzsch |
| The minutes were approved as submitted. | | |

II. Reports from College Agencies

- | | | |
|--|--------|-------------|
| A. Sheriff's Office | Report | Al Guerrero |
| <ul style="list-style-type: none">• There is no violent criminal activity to report.• A student was admitted on a 5150 hold.• There was a minor traffic collision in which a trash container got loose and rolled down a hill. There were no injuries, but there was damage to a faculty member's vehicle.• Sheriffs issued 180 citations (during a one-month period).• On November 26, 2016, there was a grand theft incident; it was a \$3,500 loss. Some camera equipment was stolen. There was no surveillance of the incident.• On December 1, 2016, some anti-Trump graffiti was discovered. It was subsequently removed by Facilities. There was no permanent damage. No arrests have been made.• Sheriffs will not be citing for parking permit violations for the rest of the year. They will start citing again during the second week of Winter 2017. However, they will continue to cite handicapped placard violations. | | |

B. Bond Construction Projects

Report Ed Cadena

- North-of-Mall, Phase I – There have been significant conversations with the Project Management Office (PMO). One major issue is that the hot and cold dampers are not working properly. Ed believes the dampers are serviceable; they just need to be lubed, adjusted, and serviced properly.
 - Building 800 – Regarding the “super sucker” (the vacuum that’s loosening up the dirt with all the possible contaminants), two-thirds of the operation is completed; the remaining should be done next week. Ed anticipates that the report will be filed with the Department of Toxic and Substance Control (DTSC) on either December 29 or 30. All that’s required for the report to be filed are the project manifests and word that the project has been completed. Ed anticipates a “no further action required letter” from DTSC.
- North-of-Mall, Phase II – The project is over budget. The estimate is at approximately \$17 million right now. There are currently no plans to move anyone out of North-of-Mall, Phase II, buildings into the Village until Summer 2017.
- Agricultural Science – The project is moving along. The second to last concrete pour was done today; the last one will be done next week. We will be entering the framing phase after that.
- Expanded Automotive – Ed, Rolf Schleicher, and others will be scoring Statement of Qualification responses from Design/Build firms.

III. Administrative Reports

Follow-Up on Pending Action Items

Report

Kathleen Burke

President’s Recommendation Regarding Pierce College Seal Submissions

Approve Name Change for Building 4100 (Agricultural Science) to Earth Sciences

The Pierce College seal submissions are still under consideration.

Building name changes can only be approved by the LACCD Board of Trustees.

The President will submit this request for a name change of Building 4100 from Agricultural Science to Earth Sciences for consideration by the Board of Trustees.

IV. Standing Committee and Related Reports

A. Accreditation Steering Committee Report

Report

Berger/Pillado

No report was given.

B. ASO Report

Report

TBD

No report was given.

C. Budget Committee Report

Report

Campbell/Schleicher

The Budget Committee (BC) meeting was held on December 6 and called to order at 1:30 p.m. by Rolf Schleicher. Old business consisted of reports by the budget team (review of budget-related data) with mention of the Resource

Priority List (RPL) items that have been funded and/or approved. A list of 28 items were approved by BC, but the president upon a detailed review with senior staff, approved only the first 20 items at that particular time. Then in October she approved up to Item 25 from the RPL list.

New business highlights include Quarter 1 report with a projected ending balance of \$4.2M. Mention was made of the 6% reserve threshold that per the BC bylaws would require the BC to invoke measures to cut costs to maintain the required threshold. The \$4.2M balance is approaching that threshold and the committee is watching the run rate and/or making sure that timelines for revenue receipts from the District match expectations at Pierce College.

Action items were approved for the Campus Tree Committee and the Music Department (budget augmentations) at \$30,000 and \$25,000, respectively. The BC received a presentation on the use of funds and an overview of the GAIN/CalWORKs Program from the program director, Claudia Velasco. Larry Kraus provided an overview of the budget implications surrounding InfoTech/IT reorganization and the Burwood implementation plan using college resources.

The meeting adjourned at 2:45 p.m.

- D. College Planning Committee Report Report Dixon-Peters

The College Planning Committee did not meet.

- E. Diversity Committee Report Report Bates/Valada

The Pierce Diversity Committee (PDC) met on December 8 to discuss the following items:

a) Sanctuary Letter: One of PDC's objectives is to ensure a safe learning environment for all members of our community. With this responsibility in mind, the PDC—with input from other college members—wrote a sanctuary letter that is circulating throughout the nine colleges. The purpose of this letter is to protect our students and co-workers from potential changes in federal policy that would make them feel unsafe on our campus. Currently, under executive order, our Deferred Action for Childhood Arrivals (DACA) students are granted a two-year work permit and the promise that they will not be deported during this time (if they remain in good standing as students and as law-abiding individuals). Also, we have no national registry that identifies either our colleagues or students by their religion/immigration status. Our sanctuary letter is written with the hope that educational centers will continue to focus on teaching, rather than policing, our members. Our hope is in keeping with our mission statement: to welcome all students to a safe, inclusive environment.

Our executive administration has been proactive in their response, and the recent Chancellor's press release, "Guidance Related to Undocumented Students," outlines practices our colleges can pursue. On December 7 the Board of Trustees created a task force to work further on this issue.

Right now the PDC is updating the original sanctuary letter and will have an updated version very soon; the people who have already signed will be able to review the changes before recommitting their support. If a PCC member would like to have input, or has a concern or question, please e-mail Maria Bates.

b) Police Policy on Campus: The PDC will be scheduling a meeting in January to work with our campus police; we want to have a firm understanding of how they plan to respond to potential changes in federal policy, and we will work together to ensure that the campus remains inviting to all.

c) One Book-One Campus (OBOC) Program: The Fall 2017 OBOC selection, *Enrique's Journey*, will be announced in the Spring. We hope that PCC members will support this program by participating and reading the novel.

d) Bystander Awareness Program: Lara Conrady-Wong will be applying for equity funding for a Pierce bystander awareness program, BRAVE.

e) Newsletter: Beginning Fall 2017, the PDC will have one annual publication in which we invite all campus members to submit their reflections, art, ideas, etc. Each spring semester we will provide a short update about spring events and provide our community interviews. If you have an article, photograph, reflection, or comment that you'd like to publish in the fall, please e-mail the PDC: pdc@piercecollege.edu

f) International Students/ESL: The International Student Club, ASO, PDC, and the ESL Club hosted a holiday dinner for F-1 students and other Pierce students. The purpose was to provide a sense of community for students who are far away from home during the holidays.

F. Enrollment Management Committee Report Report Belden/Gavarra-Oh The Enrollment Management Committee met on December 1, 2016.

Yeprem Davoodian, the Honors Coordinator, shared with the committee the status of the Honors Program and information on the honors enrollment cap changing from 30 to 25.

Clay Gediman presented information on Open Education Resources (OER). OER policy states that the college should label or identify all courses that exclusively use digital course materials (usually online courses) that are free of charge, so students can choose classes based on whether there is a cost for the textbooks or not. Even if the course does use digital materials, there may also be **low cost** print versions available of some of the texts in case students want or prefer a hard copy. These materials must comply with ADA and Federal copyright laws in order to be open source; and students must clearly be able to tell, when checking the class schedule, if the course materials used in a particular class are free of charge. He presented suggested schedule layouts on how OER can be indicated on the courses.

Winter 2017 enrollment data was provided to the group. At the time Pierce was at 96% headcount and 93% enrollment compared to Winter 2016. Enrollment data updates covering Plan for Enrollment Management goals were shared on the following: gate-keeper courses over the past three years and their success rates, four-year enrollment reports, Monthly Student Services Student Contacts Reported in DEC.

Mary Anne Gavarra-Oh shared the LA Promise Plan provided by Will Marmolejo that the taskforce submitted to the District on 11/30/16. She informed the group that the District will be reviewing the campus plans and that revisions can still be suggested, if necessary.

The next EMC meeting is scheduled on Thursday, February 2, 2017.

G. Facilities Advisory Committee Report Report Nieman/Schleicher
There is no report for December.

H. Technology Committee Report Report Tchertchian/Rosky

Below are the items discussed at the December 8 Technology Committee meeting:

- Review of NOM:
 - Eutology connectivity
 - Disconnect/reconnects for move
- IT Update, primary focus of resources:
 - Break/fix
 - NOM move
 - Discussion of new IT space constraints to fit all new personnel
- Tech Refresh Plan
 - Review of updated plan
 - Discussion on level of detail of equipment to be refreshed
 - Vote to recommend to PCC
- IT project ranking
 - Review of ranking criteria presented by IT
 - Discussion of 6-month lock-in of priorities
 - Discussion of prioritization process (IT manager/Committee/Senior Staff)
 - Project Dashboard for college review
- Wireless access points—discussion of timing to address Wi-Fi
- Third-party assessment update:
 - Status of implementation contract
 - Discussion of college implementation and use of previously approved funds

V. Old Business

- A. Progress Report of Task Forces to Implement PCC 2016-2017 Goals for Fall 2016 Semester Information Berger/Clark/Pillado
1. 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
 1. The task force for the review and revision of the Pierce College Mission Statement met and reviewed all the suggestions submitted. The task force then selected those suggestions it thought to be reflective of changes in the college culture during the past four years and incorporated them in a revision, which it will be submitting to PCC today.
 2. The task force to conduct a meta-evaluation of the college's planning process and governance structure met to discuss the procedures for conducting the meta-evaluation. As a result, an e-mail survey was distributed in December to all Pierce constituents using Survey Monkey. The results of this survey will be analyzed at a task force meeting scheduled for January.
 3. The task force for the evaluation of the Strategic Master Plan will meet in January to review and complete the dashboard instituted by the Office of Institutional Effectiveness (OIE).

VI. New Business

- A. 2016-2017 Resource Prioritization List Information Schleicher
The President has approved the first 25 items on the Resource Prioritization List to move forward for purchase.
- B. Approve \$25,000 Budget for Applied Music Action 5 Gend
Instruction for Music Majors
Vote was taken: Yes – 22; No – 0; Abstentions – 0
Motion passed.
- C. Approve \$30,000 Budget for a Campus Tree Action 6 Nieman
Program
Vote was taken: Yes – 22; No – 0; Abstentions – 0
Motion passed.
- D. Approve the Pierce Mission Statement Update Action 7 Pillado/Clark
The Pierce College Mission Statement update was not approved. It was suggested that the update be reviewed first by the constituent groups who had offered suggestions and then be returned to PCC for action.
- E. Approve the Technology Refresh Plan Action 8 Rosky
Vote was taken: Yes – 18; No – 0; Abstentions – 1
Motion passed.

VII. Adjournment

Minutes prepared by Saruka Selva on January 20, 2017.

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.