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: Earic 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

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

A. Sheriff's Office   Report   Al Guerrero

- 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

- North-of-Mall, Phase I:
  - 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.
  - o 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:
  - o 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.
  - o 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)
  - o The demo operation is continuing and should be done by mid-April.
  - o The large equipment to remove the structures is on the job.
- Expanded Automotive
  - o 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.
  - o They have prequalified four firms to submit a proposal for Design/Build team selection.
- Campus Security
  - o They need to get together with IT to validate switch availability/needs ~150 new security cameras.
- Measure CC and North-of-Mall, Phase II:
  - o 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.
  - o North-of-Mall, Phase II is a good candidate for "drop and replace." Most of the buildings have an FCI of at least 60.
  - o Per Paul, if we can lower the cap load of our buildings to 100%, that would be looked on more favorably.
  - o The supplemental money needed to tear down and replace North-of-Mall, Phase II would come from Measure CC funds.
  - o The Industrial Technology and Child Development Academic Department buildings can meet the above-mentioned requisite criteria.

- o The Digital Arts and Media building as originally envisioned does not meet the criteria.
- o The Horticulture building would not meet the components of the requisite criteria.
- o We could consider having North-of-Mall, Phase II stay where they are while new construction on the old library site is built to replace the older NOM buildings. We cannot demolish the old library building without putting a new building on that site or significantly addressing the hillside.
- o The deadline for the ranking of college bond building priorities to be submitted to District is February 24, 2017.

III. Administrative Reports

Follow-Up on Pending Action Items   Report   Kathleen Burke
President's Recommendation Regarding Pierce College
  Seal Submissions
Approve the Technology Refresh Plan

- • The Pierce College seal is the property of the LACCD and can only be changed by action of the Board of Trustees. The President is preparing the documentation to submit PCC's top-two choices to the Board of Trustees for consideration.
- • The President has made only a few additional minor changes to the Technology Refresh Plan and returned it to the Technology Committee for updating.

IV. Old Business

A. Review of College Bond Building Priorities   Information   Burke/Berger

Ed Cadena's report generated a high level of interest that evolved directly into this topic—the review of Pierce College's bond building priorities. Because of circumstances explained by Ed Cadena, it has been suggested that the college consider erecting a three-story building in the place of the Old Library. This three-story building would contain the square footage allotted for the remaining departments scheduled in Phase 2 of the North-of-Mall project. This includes the Mathematics Department, the Psychology Department, and the Computer Science and Information Technology Department. In addition, it would also allot the same square footage presently occupied by the Media Arts Department and by the Art Gallery to house these two units. The old buildings presently slated for remodel in Phase 2 of the North-of-Mall project would be demolished.

The minutes were amended on March 23, 2017, to add the following sentence: "The motion related to this urgent matter was not presented 72 hours prior to the meeting."

It was moved and seconded to consolidate the four buildings in the Phase 2 North-of-Mall into one three-story building in the place of the Old Library. The new building will house Media Arts, Computer Science and Information Technology, Math, and Psychology. Ideally, the Art Gallery would be located on the first floor. The new building will be combined with the NOM Phase 2 aggregate project.

PCC vote follows: Yes—13, No—0, Abstentions—5. Motion Approved.

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

B. Approve Task Force Report on the Meta-Evaluation of the College's Planning Process and Shared Governance Structure — Action 9 — Berger

The task force report was approved unanimously.

C. Progress Report of Task Forces to Implement PCC 2016-2017 Goals — Information — Berger/Clark/Marmolejo
   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

A. Accreditation Steering Committee Report — Report — Berger/Pillado
   No report given.

B. ASO Report — Report — Amir Haghi
   No report given.

C. Budget Committee Report — Report — Campbell/Schleicher

Information Technology is requesting that the position of instructional Media Technician A shift be upgraded to Computer Network Support Specialist. The duties and functional requirements within this unit have greatly increased from management of media cards and replacing bulbs in projectors to one of maintaining and supporting a complex smart classroom environment. The cost to convert this position is $25,542. A vote was taken and the measure passed.

A recommendation was made by the Business Office to purchase 8 new computers and kiosks and associated costs for extension of power in the Business Office Lobby for student use of student fee payments. The launch of the new SIS system brings with it a change in how the college will process credit card payments to students. The budget impact would be $20,500. The motion was tabled until the next meeting so more research can be done.

DBC- District Office is projecting 2% growth. The Governor's January budget proposal for 2017/18 included no increase in student fees, and an estimated statutory COLA of 1.48%.

D. College Planning Committee Report   Report   Earic Dixon-Peters
   No report given.

E. Diversity Committee Report   Report   Bates/Valada
   The PDC met on February 9th to discuss the following items:

- Several PDC and international students have been affected by the immigration ban. The PDC is trying to find ways to change our culture in order to make our college more hospitable to our immigrant students from the seven banned countries, and particularly our international students. Our international students have no priority to enroll, and it takes time for their visas to clear. By the time they arrive, the majority of our classes are full and they struggle to find a space. This anxiety has been compounded by their new adjustments to our culture and the current political rhetoric. To help solve this problem, we are asking interested faculty to join us in including their names on a list; this list would permit Abby Watson to contact us to see if placements can be made in our classroom prior to the class start date.

- The PDC, Library, Equity Committee, and English Department will be hosting several events this year: (1) showing of the "Hunting Ground," followed by panelists; (2) our Pierce symphony, which will play a piece written to honor Malala (as a celebration of our One Book-One Campus program); and (3) a Comic Con for Black History Month and several films. Please look for updates that we will send out via our campus mail.

- Our new OCOB book for Fall 2017 is *Enrique's Journey*.

- We are changing the structure of our newsletter; several members will be sending out a short overview of topics for the Spring. In the Fall, we will be sharing work and input that reviews the entire year. We invite all PCC members to send in materials; such as reflections, questions, ideas, art, highlights of activities, etc.

F. Enrollment Management Committee Report   Report   Belden/Gavarra-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

- Current Projects
- 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.
  - Review of one-stop help desk.
  - 40% closing rate on work orders – 36 work tickets per tech are completed each month.
- Review of Districtwide standardization, LACCD email.
  - Post LAVC Breach; all IT departments are assessing their networks.
  - Need to create solid segregation between academic and administrative networks.
  - College re-evaluating configuration to follow best practices.
  - 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.
  - Students forget security questions for self-reset.
  - Students did not reset passwords when prompted by the District for new system.
- General committee housekeeping.
  - Review of membership for currency.
  - Review of committee goals.
- IT Scheduling.
  - Review of IT support on Saturdays.
  - Outline of process to add staff for weekend hours.
- Review of Action Items.
  - Change of Media Asst. A shift to CNSS.
  - 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.