

PIERCE COLLEGE COUNCIL

July 28, 2011, Meeting Minutes

Chair: Lyn Clark and Co-Chair: Curtis Smith

Present: Beth Benne, AFT; Cheryl Smith (for Kathleen Burke-Kelly), President's office; Lyn Clark, Academic Senate; Chara Coleman-Roberts, Staff Guild; Anna Davies, Academic Affairs; Izzy Goodman, Academic Senate; Dean Kinzel, Trade Unit; Diane Levine, Academic Senate; Madeline Lublin-Kramer, SEIU 721; Joy McCaslin, Administration; Joe Perret, Academic Senate; Florence Robin, AFT; Tom Rosdahl, Academic Senate; Bruce Rosky, Administration; Don Sparks, AFT; Curtis Smith, WEC; Ken Takeda, Administration; Brian Walsh, AFT, Paul Whalen, Teamsters 911

Guests: David Tsao, Swinerton; Carol Kozeracki, Dean; Ed Cadena, Swinerton; Shirley Blessing, Woodland WHHO; Wendy Bass, PierceOnLine, David Schamus, CSIT/ETC; Dr. L. Schusterman, Pierce Foundation; John Millhone, IT

I. APPROVAL OF AGENDA—Lyn Clark

The meeting was called to order at 2:02 p.m., and the agenda was approved as distributed.

II. APPROVAL OF MINUTES—Lyn Clark

The June 23, 2011, minutes were distributed and approved as written.

Standing Committee and Other Reports

III. PROGRESS REPORT ON BUILDING PROGRAM AT PIERCE—David Tsao

David Tsao reviewed a PowerPoint summary of our construction projects.

The library learning center complex project is progressing and is on schedule. The anticipated completion date is October 2012.

LACCD has not heard from the surety company on the results of the horticulture bidding. The best scenario is for someone to come and take over the contract. If not, the choice remains that Pierce take it over and re-bid ourselves.

Stadium improvement project—the field is beautiful. Two days ago DSA approved the official structure package. The project should be finished sometime in October 2011.

The North-of-Mall (NOM) renovation is still moving along well. We have not heard back from DSA in terms of its approval/disapproval of the fire separation detail that was submitted two months ago. The contractor is moving ahead on everything else. Right now we are on schedule to finish the 1st of October.

Solar array or photovoltaic construction for both quads 1 and 8 are underway along with the solar elements.

We are also on schedule with all the work that we are planning to do in the areas associated with the closure and rerouting of Mason Street and the anticipated start of the automotive expansion project.

New Maintenance and Operations (M&O) occupancy is projected sometime in September–October. Depending on the size of the construction project, it will take a couple of months before the space can be occupied after the construction is completed, i.e., furniture delivery, computer setups, etc.

For the past two or three weeks, we have been involved with Build-LACCD and the District responding to a state audit. A district-wide audit was performed by the state controller's office. The findings came out in December of last year; however, we were not made aware of them until July 2. There were a total of five findings from the audit, but the district shared only two with us. The other three did not involve us so we did not have to respond to them.

Finding 1: There was a list of projects published by the audit that might not have been funded or heard as the language of the ballot. They are questioning the legitimacy of money being spent on those projects, and to that extent they are requesting that the College President and the CPM explain the circumstances of those projects. Pierce campus is not on that audit report so we do not have to defend our decisions.

Finding 2: This relates to what they believe is the inappropriate or inefficient use of public funds and lack of administrator's oversight. The finding noted that Pierce had some project expenditures that the auditors felt were a waste of taxpayer money. In reality, 85-90% of the dollar amount at Pierce College came from a 2006 decision by this body when we had gone through a really painful realigning of budget. At the end of that study, two projects from Pierce were put on hold—the Child Development Center and the Technology Building. The decision that was made to take that project design out of DSA cost the program \$1.2 million. The state auditor felt the design process and expenditure and all the associated costs to that effort did not yield a material building. We did not just throw money away; we made a conscious decision by shared governance. We do have to follow policies and procedures, and things will be tightened up so that we are being responsive and responsible for public funds. More transparency will be provided to the interested parties.

IV. BUDGET COMMITTEE REPORT—Ken Takeda

The committee met on July 12 (a week later than usual because of the summer schedule). Ken discussed several of the items in his report including the following:

Item 3a—The first action was to affirm the membership for the committee for the FY 2011-2012 (half the committee turns over every July 1).

Item 3b—The routine charter amendment from Martin Karamian will allow the committee to conduct deliberations and voting on a request without the requestor(s) being present. Tom Rosdahl questioned whether the Budget Committee could make changes to the charter without the approval of the PCC. It was agreed that no change would be made to the charter but that the committee can change its procedures without a charter change.

Item 3c—College mission/committee goals for 2011/12 in part are accreditation driven. The college's mission was revisited and its relationship to the committee's goals and charter along with possible goals for 11/12. This will be continued at the August 16 meeting.

New Business

- 4a) These are all action items that are addressed later in the meeting.
- 4d) Monthly Projection for June—The latest submittal of the college's monthly plan and projection was forwarded to the district. It appears the college will end the year on a break-even basis.
- 4e) FY 2011/12 Budget—The 400000 expenditures, printing and supplies budget, were reviewed. The college went through a zero-based budget exercise for the 400000 budget. Submittals were received from most departments on campus. The submittals were not loaded because they must be scored and evaluated. This task will be done by the Resource Allocation Committee (RAC). The fiscal year is being started with 10/11 final expenditures for all the departments in the 400000 GL series. Fifty percent of the 10/11 final expenditures have been loaded into those department budgets. Once the actual budgets have been determined, these accounts will be adjusted accordingly. The 640100 and 642300 accounts will also be evaluated by the RAC.
- 4f) Accreditation will be a standing topic at all Budget Committee meetings until our actual accreditation occurs in 2013. The Budget Committee examined a questionnaire from the accreditation commission. The focus was on financial resources and the processes that need to be in place and some of the evidence that needs to be generated.

V. TECHNOLOGY COMMITTEE REPORT—Bruce Rosky

The Technology Committee met on July 7. Guests at the meeting were from Apple Computer. They shared some of the things Apple can offer at no cost and some of the things they can offer with little cost. District policy has been not to support Macs on campus. Ken believes the district has surrendered on that position. IT staff can now be trained. Mark Henderson will be reviewing all requests for Mac purchases.

Smart phone—Mark Henderson is continuing to gather information on our needs and also collecting data on costs. This should be available by the middle of August.

The district will be using eDiscovery to keep a record of all e-mails. Please make sure you use your college e-mail for college related communications. The practice of monitoring e-mail is required by the Brown Act so that the District can respond to requests for public information. E-mail accounts can also be subpoenaed as part of a lawsuit. Carol Kozeracki related that it may be worth sending e-mails periodically to everyone about this practice.

Anna mentioned that if faculty members use their personal e-mail address in communications with students or regarding college work, their personal e-mail account could be subpoenaed.

Bruce will discuss the e-mail issue at the Technology Committee Meeting.

Bruce reviewed the Bond Project Liaison Report.

Smart Classroom Spec—The bid for NOM A/V is supposed to go out this week.

Joe related that there was a misstatement in the Technology Committee Meeting Minutes. The ETC has not voted to re-form as a distance education/distributive education committee. Bruce stated a correction would be made.

At the August meeting the committee will be reviewing the Technology Master Plan and will make any needed adjustments.

Beth Benne stated that the Medical Department records must have a set, written procedure or protocol to ensure that records are backed up. We also need to make sure HIPPA and FERPA standards are being observed. Ken will take this to Mark Henderson.

VI. ACCREDITATION REPORT—Mia Wood

There were three Valley colleges at the board meeting to make presentations. Every committee is up and running and there were a lot of questions. Valley is proceeding along well.

VII. DIVERSITY COMMITTEE REPORT—Sylvia Silva

No report was given.

VIII. ASO REPORT—Gabriel Mellibosky

No report was given.

Old Business

IX. FOLLOW-UP ON JUNE ACTION ITEMS - Kathleen Burke-Kelly

Kathleen has approved the budget transfer referred from the June 23 meeting.

X. UPDATE ON CUSTODIAL STAFFING AND CAMPUS RECYCLING— Paul Nieman

Lyn reported there were three bids for shirts for the custodial staff.

XI. REVIEW OF PIERCE COLLEGE MISSION STATEMENT—Carol Kozeracki

Lyn pointed out that the top of the statement reflected the current mission and the revised, proposed mission statement was at the bottom of the page.

Carol indicated that the proposed mission statement was started and worked on by the Standards I Committee. Some of the changes included the following:

- 1) Adding an opening statement that Pierce is student-centered;
- 2) Stating that we are dedicating our resources to assisting students in identifying and achieving their goals and providing opportunities for lifelong learning and economic and workforce development; and
- 3) Adding *a variety of enrichment activities* to make the mission statement more comprehensive.

Lyn asked the committee members for any questions, comments, or objections before Carol takes the proposed statement back to the standards committee in September. There were none.

Carol stated that once the standards committee gives its approval, the mission statement will be brought back to PCC for approval.

XII. BUILDING NAMES FOR NORTH-OF-THE-MALL BUILDINGS—Barbara Anderson

Diane presented on behalf of Barbara Anderson. An overhead presentation was shown on the names that were going to be considered for the North-of-the-Mall buildings. Lyn asked that Diane e-mail her copies of the names, and they will be forwarded to the members.

New Business

XIII. ITEMS FROM BUDGET COMMITTEE—Ken Takeda

There were three Budget Committee recommendations from its July 12 meeting that needed to be voted on by PCC. The ballots were distributed to voting members. After voting, Paul and Florence tallied the ballots. The results are listed below.

Action Item 2: \$6,942 to purchase 25 microphones for the sound system in the Great Hall.

Results: 11 Yes, 6 No. The action item recommendation was approved by the PCC membership.

Action Item 3: \$9,979 for additional Sheriff's personnel for the opening of the Fall 2011 semester— this need occurs at the beginning of the fall and spring semesters when we have to bring additional officers on campus for the first two or three weeks to help with traffic control at intersections and parking lots. Typically the bond program picked up more than half of this expense. The other money has to be drawn from the college operating budget by moving money into the parking fund.

Results: 14 Yes, 3 No. The action item recommendation was approved by the PCC membership.

Action Item 4: \$82,160 for accessible van service—This provides accessible service for students around the campus. At the beginning of the semester, it provides service for anyone coming from a parking lot. For the Summer 2011 and Fall 2011 semesters, the cost is \$44,240 from the college budget. The bond project will no longer be picking up the expense. The service was in response to a lawsuit that maintained that parts of the campus were not accessible. This service will continue until we build the Digital Arts and Media Building pathway up the hill.

Results: 16 Yes, 1 No. The action item recommendation was approved by the PCC membership.

XIV. PIERCE COLLEGE PLANNING HANDBOOK—Anna Davies and Carol Kozeracki

Carol provided a brief description of the handbook and its purpose; a discussion followed. Carol would like the committee members to review the handbook and provide feedback on the contents via e-mail. There should be focus on checking for any missing information and any erroneous information so the handbook will accurately reflect Pierce College.

She would like to receive the comments in time for review at the August 18 meeting.

Lyn reiterated Carol's request and added that members should distribute the handbook to persons they feel would be interested in its contents. PCC members should assist in making this handbook up-to-date and reflective of Pierce.

Beth stated that after briefly scanning the booklet, she did not see comments on students being involved in this process. Carol stated that ASO is in the organizational piece. A suggestion was made that there be more places where students can be involved in the planning and decision-making process.

Ken mentioned that on page 3 under "Guilds, Unions and Union Organizations" the building and construction trades were omitted. Carol asked that Ken put his observations in an e-mail to her so a correction can be made.

Joy asked if she could share this information with the Standard IV committee because their purview is governance. Carol stated that would be great.

XV. MEMBERS OF COLLEGE PLANNING COMMITTEE—Lyn Clark

Lyn reviewed the list of the college planning committee members distributed at the start of the meeting. This committee will be implementing the Pierce College Decision-Making and Planning Handbook.

XVI. SELF-EVALUATION OF PCC 2010-2011—Lyn Clark

The four-page self-evaluation document was sent to members for their feedback. Lyn asked for any questions or comments on the evaluation form.

Standard IV specifically requires the committee to self-evaluate. We need to decide if all committees should do a self-evaluation.

President Burke-Kelly would like an outside party to evaluate us.

Action Item 1: Recommendation—PCC approve the 2010-2011 Self-Evaluation document as a basis for setting 2011-2012 goals and for improving the self-governance process through PCC.

A motion was made for approval and forwarding to President Burke-Kelly. The motion was moved and seconded. 16 Yes, 0 No. There were no abstentions. The action item recommendation was approved by the PCC membership.

XVII. REMOVAL OF NONOPERATIONAL COMMITTEES FROM PCC CHARTER— Lyn Clark

Action Items 5 and 6: These items were tabled and postponed until next month's meeting because there were not a sufficient number of members present (17 present, 18 required).

Other

Lyn shared that this is David Tsao's last meeting with us and there would be a short break in the meeting for members to express their appreciation and share a snack with him. Joy added that the reason we were not in the audit and *LA Times* series is because of David. Ed Cadena will be the new CPM.

A motion was made and seconded to adjourn.

The meeting was adjourned at 3:55 p.m.

Minutes prepared by Karen Murray, August 10, 2011