

Pierce College

Pierce College Council Minutes Thursday, (9/26/13), 2–4 p.m. College Services Building Conference Room

Members Present: Kathleen Burke, President; **Administration:** Anna Davies, David Folloso, Bruce Rosky, Larry Kraus; **Academic Senate:** Wendy Bass, Lyn Clark, Stefanie Frith, Frank Chartrand, Kathy Oborn, Joseph Roberson; **AFT College Guild:** Beth Benne, Patricia Doelitzsch, Fernando Oleas, Chad Snow, Don Sparks, Brian Walsh; **AFT Staff Guild:** Henry Chang; **Associated Student Organization:** Gustavo Sandoval; **Local 99:** Mary Cox; **SEIU 721:** Candy Van; **Teamsters 911:** Marco De La Garza; **Trade Unit:** Dean Kinzel; **Work Environment Committee:** Curtis Smith

Guests: Genna Gold, Paul Nieman, Kari Thumlert, Rashal Ahures, Mitra Hoshier, Cheryl Smith, Barbara Anderson, Doreen Clay, Kate Astor, Mike Flowers, Christine Valada, Mark Henderson, Jose Luis Fernandez, Tom Fortune, Paula Paggi, Shirley Blessing, Stephanie Schlatter

The meeting was called to order at 2 p.m.

I. Meeting Openers

A. Approval of Agenda Action Lyn Clark

The agenda was approved unanimously as presented.

B. Approval of August 15, 2013, Minutes Action Curtis Smith

The minutes were approved with corrections.

II. Reports from College Agencies

A. Sheriffs' Department Information Al Guerrero

Multiple calls have been made on campus, which is good because it means people are paying attention. There were two semi-threats made to the campus but both turned out to be nothing. Crime has been low this semester. There was a "smash and grab" made on this past Sunday.

B. Bond Construction Projects Information Ed Cadena

Handouts were emailed to the members prior to the meeting.

Updates:

- North Of Mall – procurement is progressing. The best and final offer (BFO) report should be out mid-October.
- Stadium project is ready to move forward.
- Performing Arts Building – still a challenge; fifty percent of the outstanding issues were presented to DSA; the completion date given by DSA is a challenge.
- Fence project – a protest has been filed but the Program Management has determined it has no merit so it will go to the Board of Trustees in October. The protestor is taking exception to the dismissal so there is a potential for a challenge at the Board meeting.

III. Administrative Reports

A. Affirmation and Follow-up on August Action Items - none Information Kathleen Burke

None

B. Business Update

Information Larry Kraus

- 2013 Rideshare Survey – 260 people have filled out the survey – that’s a 30% response as of today. The survey needs to be completed by October 10th. Admin Services is responsible for compliance with South Coast Air Quality Management District rules. One of these rules requires us to administer an annual survey about commuting habits of our employees.
- Workplace Harassment Training for Supervisors training – The Office of Diversity Programs announces an online training program titled Workplace Harassment Training for Supervisors in compliance with AB1825, the mandatory training for supervisors. This two-hour course is mandatory for all (LACCD) supervisors. Completion of the course is done online and must be completed by December 31, 2013.
- Food Court – Learned that the Board is proceeding to void the RFP which was issued earlier in the year for a District-wide food services contract. The college will begin to look for an operator to manage and operate the food court in the Library Learning Crossroads building under a one-year STA.
- Emergency Procedures – The College continues to refine and develop contingency plans with regard to emergency procedures. Last week a 2-hour CPR and Automated External Defibrillator (AED) awareness training class was offered. Attendees actually had a chance to work with the AED. Administrative Services is carefully looking at the various emergency scenarios to better understand our resources to provide adequate response, along with convening the Behavioral Intervention Team (BIT) which will help to promote the safety and health of our students.

IV. Standing Committee Reports

A. Accreditation Steering Committee Report

Information Greg Gilbertson

- A review of the three recommendations from the ACCJC was given.
- A timeline necessary for the report was also given. The report is due to the ACCJC on March 15, 2014.
- Lyn will send an e-copy of the recommendations and timeline to the campus.

B. ASO Report

Information Gus Sandoval

- ASO has a new advisor, Curtis Smith.
- ASO now has 36 active/approved clubs.
- There are currently 17 active approved senators, with about 7 still in process; a few of which may need waivers.
- Finance meetings are underway.
- ASO has advertising space within the Roundup for clubs and ASO/student events.
- ASO is working with Admin Services and Student Services to make sure that the Auto Tech area feels re-included on campus.
- The ASO needs a bigger space and this will be taken to FAC’s next meeting.
- ASO is in the process of finding out how best to fund the scholarship in memory of Danielle Martin.

C. Budget Committee Report

Information Don Sparks

At its Sept 3, 2013 meeting the BC revisited academic and administrative supply budgets and were presented with an update of Open Orders and an update on expenditures in Grant and Categorical programs. They were provided the response to the Planning Agenda for Accreditation Items in the area of budget that was presented to the Institutional Effectiveness presentation at the Board of Trustees.

Under new business the BC heard a presentation from Joanna Zimring-Towne on the activities of the Grants Committee in creating a grants handbook. She also explained that the GC does not solicit grants, nor write them; that the committee is waiting on a new hire (Assoc. Dean) as head of grants for the campus. Questions included what will be the role of the committee once/if this person is hired?

Rolf discussed the current budget deficit of the bookstore and mentioned that district discussions are in

process about the whole idea of bookstores in the Amazon age, etc.

A year-end variance report for all funds was provided and discussed as well as a late August memo from the district on the final budget allocation for all campuses which included funded open orders and ending balances and other changes to the allocations including adjustments to COLA and funded growth revenue. Pierce's number is about \$64.5 million.

Finally a DBC report was provided—highlighted by the discussion of five district office positions that apparently were agreed upon between the outgoing chancellor and the Board of Trustees, bypassing the usual shared governance step at DBC.

D. College Planning Committee Report Information Bruce Rosky

The college planning committee met twice in the month of September, on September 11, and September 25. The committee reviewed their charter to ensure integrated planning and alignment with the college's mission. There was extensive discussion on designing the membership to insure college wide participation from critical stakeholders and informed leadership. Additionally, the committee reviewed the 2012/2013 Shared governance self-evaluations and validations report. Both of which were approved to move on to PCC for recommendations to the president. Both the accreditation chair and the office of institutional effectiveness were present at the September 11, 2013 meeting. Requests were made for all meeting minutes to be completed so timely upload to the website could be accomplished.

E. Diversity Committee Report Information Mitra Hoshiar

The committee met on 09/12/13.

1. The committee made two changes to its current charter
 - a) The mission statement was revised
 - b) In order to have an odd number of voting members in the committee, one voting member was added to the AFT Faculty Guild Representative (from 1 to 2)
2. The committee worked on "The Guidelines for Collegiality" (attached document) and presented it to the PCC on 09/27/13.
3. The committee is going to host the "Diversity in Harmony" event on November 7th, 2013 from 1-4 in the Great Hall. Professor Diane Kelly (famous singer/songwriter) volunteered to participate in this event.
4. Due to her new responsibility as the Director of Honors Program, Mitra is not going to serve another term as the chair of PDC. Christine Valada and Maria Bates will co-chair the Committee.

F. Enrollment Management Committee Report Information Barbara Anderson

- Final revisions of the Plan for Enrollment Management were approved.
- The option of a one-year enrollment plan was discussed and approved.
- Possible factors for the approximately 250 to 300 FTES shortfall projected for fall 2013 was discussed.
- After a lively discussion, the EMC recommended a robust summer 2014 session to recover the lost FTES; however, after discussing the issue with the management team, the decision to move forward with a winter session is in the best interest of the college and students.

G. Facilities Advisory Committee Report Information Paul Nieman

- Received a BOND update from Ed Cadena – this was an informational item.
- Recommendation from the Super BUG group: Ed Cadena presented the recommendation from the Super BUG; the item was discussed and then voted on. The item passed and therefore was prepared as a recommendation from the FAC to the PCC.
- New ID Cards: Larry Kraus showed the committee what the new ID cards will look like; this is part of complying with the new LENEL security system standard. This led to a brief discussion of how and where the new security standard will be implemented at the college.

- Membership: The AFT has now filled their seat on the committee and Gus Sandoval (ASO President) is attending the meetings as he stated he would. The importance of student participation was discussed.

H. Resource Advisory Committee Report Information Marco De La Garza
No report was given.

- I. Technology Committee Report Information Wendy Bass/Bruce Rosky
- An IT Open House will occur every 4th Thursday of every month from 12:00 – 1:00 PM in the CSB. This is an opportunity learn more about IT on campus and how it is run.
 - We have two more wifi towers; one was put outside the Freudian Sip and the other will be placed at Auto Tech.
 - The requirement of authentication for logging onto wifi on campus is being worked on - this pertains to faculty and staff as well as students – which will help with overuse of bandwidth.
 - Ways to encourage students to check their LACCD email accounts more is being worked on. A reminder will be posted on the Moodle home page.

V. Old Business

A. PCC Committee Self-Evaluation Validation Process Information Deferred

VI. New Business

A. Budget Committee Funding Proposals None
None

B. Discussion of Pierce Proposed Planning Calendar Discussion Kathleen Burke

A breakdown of how the plan will work on a four-year basis when making the Strategic Plan the overarching plan, which covers more of the college.

A vote was taken to vote on the plan now – unanimously approved.

A vote was taken to make the Strategic Plan the overarching plan and to adopt the 4-year basis plan cycle:

Yes – 21 No – 0 Abstain - 0

C. Pierce College Non-smoking Regulation Action Item 2 Beth Benne

Beth took the new regulation to WEC and they approved it. She will be attending a webinar on E-Cigs and their possible role in nicotine replacement therapy.

- No smoking symbols will be posted on the LAPC homepage with a link to the regulation.
- A class is being developed on how to approach violators.
- Only Sheriffs can ticket violators.
- No health fees were used to establish and educate on this regulation.

A vote was taken to adopt the non-smoking regulation:

Yes – 20 No – 0 Abstain - 1

D. FAC Request for Super BUG Recommendation Support Action Item 3 Paul Nieman

The FAC committee has voted to accept the recommendation of the Super Bug group and recommends to the PCC that it also accepts this recommendation.

- Accepted the proposed methodology for WSCH calculations.
- We will:
 - Build a design for Auto Tech,
 - Build a design for Digital Media Arts

