

# PORTERVILLE COLLEGE

## College Council Minutes

3:00PM – 5:00PM • Monday, December 3, 2018 • SM125

**Present:** Bill Henry, Sam Aunai, Arlitha Williams-Harmon, James Thompson, Chris Ebert, Joe Cascio, Jay Navarrette, John Word, Stephanie Olmedo-Hinde, Michael Carley, Jeff Keele, Robert Simpkins, James Entz, Lupe Guillen, Maria Roman, Stewart Hathaway, Joel Wiens, Ann Marie Wagstaff, Melissa Long, Rebecca Baird, Vern Butler

**Absent:** Primavera Arvizu, Kailani Knutson, Kim Behrens, Erin Cruz, Diane Thompson, Anne VanderHorst, Glenn Hall, Vickie Dugan, Tim Brown, Christy Chaves, Myla Paczak

**Guest:** Reagen Dozier, Alex Schultz and Kimanthi Warren

### I. **Call to Order**

Vern Butler called the meeting to order at 3:03pm.

### II. **Approval of Agenda**

Motion made to approve the December 3, 2018 agenda.

**M/S/C:** Joel Wiens/Sam Aunai

### III. **Approval of Minutes**

Motion made to approve the minutes from November 20, 2018.

**M/S/C:** James Thompson/Joe Cascio

### IV. **Information/Announcement Items**

#### A. **District Wide Strategic Planning**

- Tabled

### V. **Discussion/Action Items**

#### A. **ILO #1 Communication (Use language and other modes of expression appropriate to the audience and purpose (Discussion))**

- Follow up discussion on job assignment for 'Actions to help our students meet ILO #1.' Melissa Long presented a chart to demonstrate the Action, Person(s) Responsible, and Completion Date/Progress Check-in Date.
  1. Create a writing center; Ann Marie Wagstaff discussed on the completion date/progress check-in date at the beginning of the spring semester to discuss their progress. Held a work-group meeting to create a proposal to have a writing center in the computer commons in the spring. Create and finish the proposal and submit by the end of the week. A modest proposal to have some hours in the room to be designated for writing center activities for use of the space on Fridays.
  2. Provide more opportunities inside and out of the classroom for students to demonstrate the outcome; Primavera Arvizu and Jeff Keele will provide an update at the next College Council meeting.

3. Increase literacy level; Division Chairs (Sam Aunai) discussed on the completion date/progress check-in date at mid of spring semester to discuss their progress.
4. Increase communication across the disciplines; Division Chairs (Sam Aunai) discussed on the completion date/progress check-in date at mid of spring semester to discuss their progress.
5. Help students to communicate within the college culture; Primavera Arvizu and Sam Aunai will provide an update at the next College Council meeting.

**B. Revised Athletics Program Review (Discussion/Action)**

- Joe Cascio discussed the addition to the goal of the Athletic Program Review page 9.
  1. Improve Completion Rate (transfer, degree, and/or certificate) for student-athletes by 10% per year, with the final goal being 80% completion rate.
  2. Reach 80% completion rate within 3 academic years (2021-2022)
  3. Dedicated Educational Advisor, part-time assistant athletic trainer, updated technology in Student-Athlete Success Center, additional full-time coaches.
  4. Director of Student Programs & Athletics and Vice-President of Student Services
  5. Funding

*“Motion to approve.”*

**M/S/C:** Ann Marie Wagstaff/Lupe Guillen

*Pdf emailed to committee.*

**VI. Sub-Committee Reports**

**A. Accreditation**

- No report

**B. Budget**

- District Budget Committee met last week discussed the district AUR annual area reviews about what dates to get to make the board dates and consultation council. Working on getting the categorical budgets out to the board before the winter break
- New allocation model from the state how it will be mirrored at the college level will review and have more information spring semester. Working with IR on what the funding formula would look like in terms of the college level not just at the district level.
- District office looking into hiring a consult to look on how to charge back the district office costs, currently allocated based on FTE’s just like funding is proceed. Review looking into cost drivers no need to create a funding formula for allocation of funding.

**C. Strategic Planning**

- Reviewing the Athletics Program Review addition
- An email was sent last Friday regarding program reviews due February 1.
- Meeting each week starting January 16, if you have a program reviews that is due this year contact Jodie Logan regarding program review scheduling with the committee.

#### **D. Enrollment Management**

- Received an update regarding Guided Pathways
- Report on AB705 soft rollout of English courses
- Reviewed three options for the scheduling matrix to finalize in the spring semester
- Discussed an area when a new program is being proposed that information should be funneled through Enrollment Management, of how the new programs may impact other aspects of the college and potentially be discussed at College Council.

#### **E. Success & Equity**

- No report

#### **F. Grant Oversight/Grant Progress Reports**

- Reviewing a new grant for the Nursing program

#### **G. Facilities Planning Advisory**

- Met last week reviewed Safety and Security team report from September 27. Reviewed the crisis management team development, preparing training for the team, the assignments and the safety-training matrix.
- Projects completed through the facilities department:
  1. Door hardware replacements
  2. Parking lot projects
  3. Lighting
  4. Tennis court resurfacing-phase 1 & 2
  5. Various building flooring and furniture replacement
  6. Ongoing projects; completion of synthetic turf on College Ave still have fake plants to put in around the monument
  7. Gym floor replacement-design phase
  8. PA system
  9. Math-Science elevator is still not certified
- Wednesday, December 12 reconfigure the Learning Center
- Relocating Security Office over to Maintenance & Operations, preparing the old Security Office for Human Resources and preparing Human Resources area for Student Support Services
- Future Projects (Measure J), design the inter-structure for the college, utilities corridor, restroom reinventions, Academic Center building, include the ali health match for the FPP (final project proposal phase), ball fields restrooms, ball fields irrigation, ball fields fencing, new baseball and softball fields, gym floor and restroom reinventions
- Eric Mittlestead attended the Facilities Planning committee provided a KCCD report about bond and gave a presentation on a software called FacilitySoft, which assists with space utilization and space planning for the college.

#### **H. Information Technology**

- Met last week discussed about the power outage that affected few computers on campus.
- Two projects were submitted to the District Technology Advisory Committee and applied points since PC was the only college that submitted a project.

- Computer Commons area printer issue last week have been resolved because of the printer issue students had to print in the library.
- Received quotes for data drops for the Learning Center, moving the data drop from in the FA lab and the fitness center televisions up and running.

**I. Title IX Advisory/Safety and Security**

- Safety and Security will be having a drill in the Academic Center, Monday, December 10

**J. Outreach**

- No report

**VII. Other Reports**

**A. President**

- Comprehensive Target went through adjustment a couple of months ago the last consultation revised the targets remaining the same. PC is the only campus that is showing growth for the spring semester about 75% of the spring target; for the self-imposed 2% growth.

**B. Academic Senate**

- Went through the ranking process sent recommendations to the Bill Henry. Bill Henry has recommended the SIM Coordinator for nursing and the Art position.
- Currently in the middle of the Faculty Senate President election. One faculty member, Miles Vega is currently on the ballot.
- Discussed faculty concerns regarding exams security with accommodating exams.

**C. Outcomes**

- Ongoing process on discipline specific portions of the Outcomes handbook, each discipline could have their own guide. A 'how' to assess SLO's and PIO's within the discipline and what needs to be done. A draft of twenty-one disciplines guides, Melissa Long requested to assist the outcomes representative of each discipline with information needed with the completion of the guide.

**D. CCA**

- Adjunct representative position is currently open, if any adjuncts are interested.

**E. CSEA**

- Finalize the voting for a proposal for negotiations for the contract, should be submitted to the District next week. Largest change in the contract in the last six years.

**F. ASPC**

- Participating in the KCCD student government annual retreat at Cerro Coso College on January 7, 2019. Ongoing process of community service outreach to visit convalescent homes and to establish a soup kitchen in town.

**G. Other**

- In discussion of changing the benefit provider from Aflac to American Fidelity

**VIII. Future Agenda Items**

**IX. Adjournment**

Meeting adjourned at 3:40pm.

**Next scheduled meeting-Monday, February 4, 2018, at 3:00pm in AC107**