

**PORTERVILLE COLLEGE**  
**COLLEGE COUNCIL**

3:00 PM – 5:00 PM • Monday, May 6, 2019 • AC107

Co-Chairs: Primavera Arvizu, Robert Simpkins, Vern Butler

**MINUTES**

**Present:**

Primavera Arvizu, Sam Aunai, Rebecca Baird, Kim Behrens, Vern Butler, Michael Carley, Joe Cascio, Erin Cruz, Chris Ebert, Jim Entz, Lupe Guillen, Stewart Hathaway, Tiffany Haynes, Bill Henry, Jay Navarrette, Stephanie Olmedo-Hinde, Maria Roman, Robert Simpkins, James Thompson, Ann VanderHorst, Ann Marie Wagstaff, Joel Wiens and Arlitha Williams-Harmon and John Word

**Absent:**

ASPC President, ASPC Vice-President, Tim Brown, Terry Crewse, Vickie Dugan, Glen Hall, Jay Hargis, Jeff Keele, Kailani Knutson, Melissa Long, Diane Thompson, Miles Vega, Kimanthi Warren

**Guest:**

Marlis Brownfield and Reagen Dozier

**I. Call to Order**

VP Arvizu called the meeting to order at 3:00 pm.

**II. Adoption of Agenda**

Motion made to approve the May 6, 2019 agenda.

**M/S/C:** Joel Wiens/Michael Carley

**III. Approval of Minutes**

April 15<sup>th</sup> Minutes not completed

**IV. Information/Announcement Items**

**A. Institutional Effectiveness Partnership Initiative (IEPI) Partnership Resource Team (PRT) and Feedback – Primavera Arvizu/Sam Aunai (20 minutes)**

During March, the PRT came to PC and met with a multitude of committees to get feedback and address some of the gaps providing information and resources during their second visit. The three areas of focus were Enrollment Management, Professional Development, IT and Distance Education.

The Menu of Options are suggestions the PRT provided to PC regarding those gaps and how to address them with approaches, solutions and best practices. PC will receive \$200,000 to spend within one year to close some of these gaps outline in the Menu of Options. PC wants to tackle Enrollment Management, Professional Development, IT and Distance Ed.

The feedback regarding the aforementioned options are:

1. Enrollment Management

- Scheduling Tool (ADSTRA)
- Training or prospective on what other campus' do with their scheduling.

2. Professional Development

- Hire a Professional Development/Flex Coordinator
- Have a tool to track professional development across campus in one central location, who is going where, what is the information they are bringing back to PC and how it is being funded.

- Having a place for faculty to meet and have collegial discussions.
  - Have campus wide forums scheduled at the beginning of the year.
  - Division Chair training
3. Technology/Distance Ed
- Continue periodic training for faculty and adjuncts.
  - Building communities for faculty for online learning.
  - Update computers and technology on campus.
  - Explore multi-purpose room for training and an assessment center for testing.

PSE, the Academic Senate President, and faculty and staff have reviewed the Menu of Options. Please send feedback to either VP Arvizu or VP Aunai.

Once the plan is submitted, PC receives the funding and then we have one year to spend the money and put plans in place. The PRT will return in the fall to see where we are in the implantation and status regarding the plan.

**B. District Strategic Plan Update – Primavera Arvizu/Michael Carley (5 minutes)**

No new updates. VP Arvizu will check with Chancellor Means on the feedback PC gave after initially reviewing the District Strategic Plan.

**C. 100% Tobacco Free Campus – Primavera Arvizu (5 minutes)**

PC held a town hall making everyone aware of the changes coming this fall. In addition, a campus activity was held where the county came out and had a demonstration with a pig lung and lunch was provided for anyone who attended. The county was also present during the Job Fair and Mental Health Conference.

The goal is to implement Fall 2019 a smoke free campus policy. If someone is caught, smoking on campus a discussion will be held but tickets will not be issued to students and the incident will not appear on faculty or staff evaluations.

**D. PC Promise – Tiffany Haynes (5 minutes)**

Promises can vary and the PC Promise is our promise to students on how we are going to help them promote and succeed while at Porterville College. PC chosen to start the program with tuition free assistance through a variety of funding options. Please remember not all Promise Programs are the same and do not confuse with the CA Promise, formally known as the BOGEW or Board of Governors Fee Waiver. Everyone college's promise is different and each college spends the money as they see best helps the students they serve. PC's Promise will use the CA Promise funds, AB19 funds and money raised from a fundraiser PC will hold. Students will receive a welcome letter and will go on our website and complete an application.

The PC Promise Program will be implanted this fall and is available to any:

- First time student with a GPA of 2.5 or higher
- Maintain student academic progress
- Complete a free application for Federal Student Aid or the CA Cream Act
- The ability to attend full-time (30 units) with on time completers staying with the 15 to finish campaign.
- Declared a pathway or education plan with their counselor
- Current resident of CA (due to funding)

There will be a welcome commitment to the program beginning August once dates are decided. All students in the program are required to complete an INST course, attend Summer Bridge and

workshops throughout the semester and see a counselor through the semester. The program will have program/student mentors to help with the program and mentor students in the program.

**V. Discussion/Action Items**

**A. ILO #2 Cognition (Think independently, creatively, and critically in order to analyze, synthesize, and evaluate ideas and information) – Melissa Long (20 minute Discussion)**

Today the group will develop an implementation plan for ILO #2. As of the last meeting, the plan is vague and we need to explain how exactly we will help our students meet this ILO.

Implementation Plan:

<u>Action</u>	<u>Responsible Person</u>	<u>Check-in</u>
1. Tie into Pirate Maps	Guided Pathway Entry Team	Fall 19
a. Provide tools to help students think critically about their pathway		
• This can be accomplished through the onboarding process using web links, student journey maps, EAB, career assessment and DegreeWorks.		
2. Tie into transfer assistance	Entry Team/Transfer Coordinator	Fall 19
a. Help students to think about their transfer choices from many angles		
• Financial aid		
• Life circumstances		
• Support		
i. Tools - investigate own career by searching universities website to find information for the program needed to achieve the degree for their career.		
ii. Communication		
iii. Workshop		
3. Get away from technology to promote independent and creative thinking	Division Chairs (identify assignments that require critical thinking)	Late Fall 19
a. Assignments		
• Hands on activities, activities that require students to dwell on a topic, treasure hunt, etc.		
b. Faculty sharing best practices		
• Research types of activities promote critical thinking		
4. Promoting classes in art literature/music/etc. as a way to develop critical thinking	Division Chairs	Late Fall 19
a. Discuss on how to promote		
5. Market critical thinking as a career skill	Diane Thompson (JEC) (check back w/Entry Team)	Late Fall 19

- a. Embed something into Pirate Maps and/or the onboarding process from employers that talks about the value of critical thinking
  - JEC
  - Examples on how critical thinking is used in different fields through focus groups and employer videos.
6. FLEX presentation about critical thinking across the disciplines Kathryn Benander Completed 8/23/19
  - a. Introduction to how we will integrate assignments/activities across curriculum by sharing best practices in the classroom
7. Make a connection between critical thinking and parenting Mary Jo Jordan Middle Fall 19  
Karen Ball  
Diane Thompson
  - b. Child Development classes
  - c. Child Care
    - Handout for parents

Action 8 discussed at the prior meeting but not completed during today's planning session.

8. Tie assignments/activities to ILO Kathryn Benander
  - a. Specific assignments/activities in the classroom to foster critical thinking
    - Depository of critical thinking assignments/activities
  - b. Assignments/activities that show critical thinking across the discipline
    - Some multi-discipline assignment/activity.
    - Critical analysis assignments that lead to synthesis with the next step being the evaluative process.
  - c. Metacognition

The group has one check-in for ILO #1 implementation plan:

1. Create a writing center Ann Marie Wagstaff Completed
2. Provide more opportunities Inside and out of the classroom For students to demonstrate The outcome Jeff Keele and Primavera Arvizu Check-in Fall 2019
  - Incorporating co-circular activities with Guided Pathways (onboarding to Pirate Map to completion) where parts take place inside the classroom and other components happen outside the classroom.
3. Increase Literacy levels Division Chairs PC Librarian

- Faculty will model reading. Division Chairs are conversing how to do this effectively. Update on progress fall 2019

4. Increase communication  
across the disciplines

Division Chairs

Check-in Fall 2019

- Create a list of commonly used terms/phrases for each discipline.

5. Help students to communicate  
within the college culture

Sam Aunai and

Primavera Arvizu

Completed/Check-in 5/6

- The glossary before you is a glossary of commonly used terms/phrases within the college setting. Please review and let VP Aunai know if anything needs to be added.

*PowerPoint presentation*

**B. Natural Science Program Review – Joel Wiens (5 minute Discussion/Action)**

Natural Science just completed the first cycle of all SLOs in 2012. In 2017 completed the entire cycle of classes SLOs and reviewed them.

There are two Programs offered by Natural Science, the Associate of Science degree in Biological & Physical Science. This is to serve students interested in careers in the biological and physical science fields such as biology, chemistry, physics and geology. This is the pre-med major's dentistry, pharmacy, physical therapy and teachers of science classes. The Associate of Arts in Biological & Physical Science are for students interested in Allied Health careers such as nursing, x-ray tech, dental hygiene and occupational therapy fields. A third one is soon to be available, Associate of Science for Transfer in Biological & Physical Science, which has been approved by the Curriculum Committee and waiting C-ID.

2018-19 the Natural Science Department is finishing up PLOs 3 and 4; in September the division will meet to record and analyze the PLOs.

Some changes over the last three years: the science technician position was increased to 11-months, the division hired another full-time biological science faculty, and some classes have been combined and taught in the forum with the labs separate, informational papers have been provided to inform counselors and students of the proper order to take classes for best chance at success.

The challenge for increasing degree completion is not having enough space to add additional courses. There has been increase in Biological & Physical Science majors from 296 to 407. The division is providing classes at varied times, including evening classes, allowing students to schedule their classes around other activities.

Areas of improvement: decrease waitlist and hired adjunct faculty to teach the classes. Even though the current lab tech hours increased, there is a need for an additional part-time lab tech to help with the work as more sections are offered.

Goals: working to articulate C-ID approved Physical Science with Fresno state to offer an AA-T in Elementary Education, develop a certificate of achievement for Allied Health and a science career, offer more science classes, and increase lab resources.

Facilities/IT/Safety requests: more laptops, electrical outlets, screens, projectors, etc.

*Motion, "to approve."*

**M/S/C:** Stewart Hathaway/Maria Roman

*Pdf emailed to committee*

**C. M&O Program Review – John Word (5 minute Discussion/Action)**

The theme of the program review is to make improvements across campus and improvements to processes.

Changes: installation of air conditioning for gym and new roof, all parking lots have been completely upgraded or replaced, drought resistant landscaping has been installed in front of the campus along College Ave, all exterior lights have been changed to energy efficient LED fixtures. In 2017, Measure J Bond was passed allowing funding for additional facility and capital improvements, such as replacing the softball and baseball fields.

Areas of Improvement: based on the size and square footage M&O needs more custodial staff and at least one more maintenance staff to keep up with maintenance and cleanliness. Improve the Asset Management software for better tracking of district property.

Goals: improve cleaning standards and work order completion, improve grounds and in-house maintenance, update vehicle fleet, prune trees across campus, connect all campus building Energy Management System to a monitoring center, replace furniture and flooring, shade structures, etc.

Staffing: requesting two replacement (Custodian Supervisor, Custodian 1) and two new (Skills Crafts Worker 1, Grounds 1) positions.

Facilities/IT/Safety requests: software for systems (Event Management, Asset Management) and security surveillance system.

Budget: The budget increased by approximately \$232,000.

Motion, “to approve.”

**M/S/C:** Lupe Guillen/Joel Wiens

*Pdf emailed to committee*

**D. Finance & Administrative Services Program Review – Arlitha Williams-Harmon (5 minute Discussion/Action)**

This program review covers budgeting, safety and security and auxiliary services (Bookstore and Cafeteria).

Changes: In response to the 2018 staff development survey, PC has given a safety presentation during Flex days, and filled the interim safety and Security Program Manager position. In addition, PC will be working with a consultant on the crisis management plan and having additional exercises on incident command structure. Social media, cyber security threats and bystander intervention trainings were held at the district. Fully implemented Barnes and Noble contract.

Strengths: PC has a contract with PPD to have a police presence on campus, B&N offer textbook orders (pick-up/shipping), and budget transparency.

Areas for Improvement: Need full-time safety and security staff, addressing the issues with the communications (PC Alert) and software, and find a permanent cafeteria presence.

Goals: Improve emergency preparedness, increase uniformed security officer presence, increase parking revenue to fund security staff, provide a comprehensive range of food services, etc.

Staffing: requesting the replacement of the safety and security program manager and one new position (security officer).

Motion, “to approve.”

**M/S/C:** Ann Marie Wagstaff/Joe Cascio

*Pdf emailed to committee*

**E. Wellness Center Program Review – Marlis Brownfield/Kim Behrens (5 minute Discussion/Action)**

SAOs are focused on student awareness of the services provided by the Wellness Center and how much it is being used.

Services provider are basic first aid, minor illness and injuries, workshops and events such as the blood drives, health fair, and clinics. Nurse Brownfield uses surveys to see what the students know about the Wellness Center. The Wellness Center also provides Student Health 101, an online magazine.

Since the Wellness Center was moved to an area where a bathroom was available, it is not very visible and we need to do a better job of promoting the Wellness Center (update web page, create brochures, etc.). Increase awareness to Student Health 101 by making it part of the onboarding process. Another improvement is to update the Wellness Center to offer privacy for students who are being seen and the ones waiting to be seen such has a separate room or privacy curtain. There is also no clean prep area such as a sink and/or area to prep.

Motion, “to pass a resolution to form a workgroup that will look into the problems related to communicating to students about the Wellness Center and looking into what can be done about the facilities.”

**M/S/C:** Ann Marie Wagstaff/Joe Cascio

Received certification to be able to do pregnancy and blood glucose testing. Want to increase student awareness with the services provided and student engagement with Student Health 101. Started emergency preparedness plan at the administrative level and Nurse Brownfield is doing inventory to have some sort of emergency cart ready and available. She is also working on medical and injury policies.

Motion, “to approve.”

**M/S/C:** Ann Marie Wagstaff/Sam Aunai

*Pdf emailed to committee*

**VI. Subcommittee Reports**

**A. Accreditation**

- September 23<sup>rd</sup> is the virtual follow-up visit.

**B. Budget**

- Got allocation Friday afternoon. The Chancellors Office does not have enough money to give all the college the money they were anticipating. The State is restraining the districts that are growing to give money to the districts that are not growing. This means KCCD will not be getting the allocation we anticipated this fiscal year. We are anticipating receiving an additional \$878,000.
- VP Williams-Harmon has been working through the fixed salaries looking at the benefits. The increase in academic salaries is the increase in faculty pay offset by some changes in release time for certain faculty members and change in division chairs. Our non-academic salaries

include classified step in column increases. PERs and STRs are the most increase for employee benefits.

- In regards to supplies and materials (4000), VP Williams-Harmon took what was on the budget update sheets and keeping those amounts.
- We do not anticipate getting instructional money this year but we really do not know at this time.
- VP Williams-Harmon put what was in the budget update for other operating expenses (5000, 6000).
- Outgoing is no change as this is our debt payment for our solar. At this time, we do not know what charge back increases will be from the district, if any.
- Anticipating our reserve for 18-19 will be a little higher since we are getting money back for projects that were not completed, however; we will need to spend some of our reserves this year.

#### **C. Strategic Planning**

- Still finishing program reviews.
- During the fall, the committee will assess the program reviews we were unable to get to along with creating a program review handbook.

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

- Discussed the spring 2020 schedule that is due from the divisions on September 16<sup>th</sup>.
- Adopted a Division Chair handbook.

#### **E. Pathways to Success and Equity**

- Reviewed and finalized the case statement and the IEPI PR Team Menu of Options.
- Received a mapping update and update from the entry team.

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

- No report

#### **G. Facility Planning Advisory**

- Got an 83% approval rating on the electronic garage tables and will move forward with purchase.
- HR area is nearly complete
- Tile flooring in Coaches row started this morning.
- New PA system installation starts next week.

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

- Discussed the new laser projectors, which have been purchased. Received 10 projectors and will start to install them in classrooms.
- The full-time technician position closes May 8<sup>th</sup>.
- Part-time media specialist position also closes May 8<sup>th</sup>.
- A vendor is coming out May 23<sup>rd</sup> to do an evaluation on our Wi-Fi for upgrades.

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

- No report

#### **J. Outreach**

- Several radio announcements, working with KJUG for the summer concert series through September promoting summer and fall registration.



- Doing a lot of ESL outreach in different communities marketing and advertising.
- Pirate in a Day June, July and August. The dates are still to be determined.
- The week before school begins in August, a meet and greet for faculty and students will be held.
- Working on promotional videos for AB705, ESL, Veterans and Guided Pathways.

## **VII. Other Reports**

### **A. President**

- We are on weather watch for Commencement. Nursing moved into the Gym for Thursday night's ceremony. At this time, Commencement is scheduled for Friday; any changes will be communicated in advance. Right now 391 students will walk at Commencement.

### **B. Academic Senate**

- No report

### **C. Outcomes**

- No report

### **D. CCA**

- Held new elections and all officers stayed the same with exception of Neil Blaikie becoming the new adjunct representative.
- Ann Marie Wagstaff received the WHO award for her work with CCA.
- New legislation coming out to increase adjunct faculty assignments to 80-85%

### **E. CSEA**

- Thursday voting for approval of the 4-10 summer schedule dates May 20<sup>th</sup> – August 2<sup>nd</sup>.
- June starts contract negotiations.

### **F. ASPC**

- Please RSVP for the Grad Brunch.

### **G. Other**

## **VIII. Future Agenda Items**

### **A. CC Structure & Membership – Co-chairs** (review/update specific task, etc.)

### **B. Review College Mission Statement**

### **C. End of Year Reports**

## **IX. Adjournment**

Meeting adjourned at 5:02 p.m.