

PORTERVILLE COLLEGE
COLLEGE COUNCIL

3:00 PM – 5:00 PM • Monday, September 16, 2019 • AC120

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

MINUTES

Present:

Primavera Arvizu, Kim Behrens, Tim Brown, Sheri Burgess, Vern Butler, Michael Carley, Todd Dearmore, Chris Ebert, Monserrat Ferrer, Lupe Guillen, Claudia Habib, Kendra Haney, Tiffany Haynes, Sarah Jordan, Jay Navarrette, Stephanie Olmedo-Hinde, Maria Roman, Robert Simpkins, Gregory South, Diane Thompson, James Thompson, Ann VanderHorst, Ann Marie Wagstaff, Kimanthi Warren and Arlitha Williams-Harmon and John Word

Absent:

Rebecca Baird, Joe Cascio, Terry Crewse, Erin Cruz, Vickie Dugan, Jay Hargis, Kailani Knutson, Melissa Long, and Miles Vega

Guest:

Reagen Dozier, Carmen Martin, Roger Perez and McKenna Salazar

I. Call to Order

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

II. Adoption of Agenda

Motion made to approve the September 16, 2019 agenda.

M/S/C: Tim Brown/Maria Roman

III. Approval of Minutes

Motion was made to approve April 1st, April 15, May 6th and June 3rd minutes

M/S/C: Maria Roman/Tim Brown

IV. Information/Announcement Items

A. Data Team Recommendations – Michael Carley (10 minutes)

Pathways, Success and Equity Committee (PSEC) is a sub-committee of CC; the Data Team is a workgroup of Pathways, Success and Equity. The Data Team sends recommendations to PSEC and other groups. Over the years, it was realized that we needed to close the loop, following up with the recommendations and tracking their progress.

The Data Team is a brainstorming group whose recommendations in some cases have been completed and the college has moved on; while other cases it has been decided the recommendations are not what is best for the college. Hence, the Data Team created a tracking form so they could make sure what the resolution was of each recommendation. The tracking form sent to the committee list the recommendations, who it was assigned, which have been completed and the resolution (decision), follow-up data and results.

The tracking form is to provided CC with background information of what the Data Team has been up to over the last few years and which recommendations have gone forward. A lot of the things they have done over the last few years have gone through PSEC; Fifteen to Finish, encouraging students to take English and Math in their first term to name a few.

The tracking form helps close the loop and was thoroughly discussed in PSEC.

Excel spreadsheet emailed to committee.

B. Transfer Fair – Carmen Martin (5 minutes)

The Transfer Fair is important to the college as the number of students who transfer and how many transfer degrees are completed effects funding.

The Transfer Fair is October 31st in the quad from 10am-1pm. We want to transition from this event being a Transfer Center event to a whole campus event. All divisions will be represented and have a table to display the transfer degrees in their area. PC clubs will have food booths, and six UC campus' are coming.

Most student are attending class back-to-back during the time of the event and to help make this event a success; Counselor Martin would like all instructors to consider starting class a little late, ending a little early or making the event a part of their curriculum and bring the class by as a group. The students will not just be attending the fair they will be actively involved. For some this is the only chance they will have to meet representatives from universities.

Handouts provided to committee.

C. Reminder: End of Year Reports Due October 21st – Co-chairs (5 minutes)

At the end of every spring the committees that fall under CC are supposed to submit an End of the Year Report. With everything happening a reminder to complete the report to the committees was overlooked. CC is asking that the report be completed this fall.

The report assesses the goals the committee set for that year, accomplishments, areas for improvement and any recommendations the committee has for CC or the college.

The only committee to submit the report was Budget. CC is requesting all committees submit the report by October 21st. An email will be sent out to the committee chairs needing to submit the report.

IR Director Carley suggested that CC review the End of the Year Report at the beginning of each fall term.

Report emailed to committee.

V. Discussion/Action Items

A. ILO #3 Information Competency (Utilize research skills necessary to achieve educational, professional, and personal objectives) – Melissa Long (15 minute Discussion)

Professor Long is unable to attend today's meeting, in her place, VP Arvizu will begin discussion on ILO #3.

Today the group will determine if ILO #3 needs changed along with discussing how and where to go about gathering evidence that ILO #3 is being met.

Areas the group can gather evidence to prove ILO #3 is being met:

1. Class/research requirements
2. Student objectives
3. SLOs
4. Personal objectives - INST courses.
5. Courses that have student do research related to majors/degrees and careers that one can get in a certain field.
6. CCSSE Surveys
7. JEC data
8. Library Data – what are students asking for help with?

B. CC Charge and Membership Structure – Co-Chairs (15 minute Discussion)

VP Arvizu reminds everyone; all committees should review their committee charge and membership at the beginning of each fall term.

- Several changes were made last fall prior to Accreditation correcting verbiage.
- All agenda items are emailed to co-chairs, cc secretary, who then meet to create the agenda.
- The Quorum is determined at a regularly schedule meeting by the majority of members present. If a special meeting is called, then the committee needs 50%+1 in attendance. The group discussed, whoever attends will be the voting members when action is taken. For instance, if an item was being voted on and no faculty representation was present the item would still go for vote.
- Discussion ensued regarding classified only having two members on CC and whether those two positions were solely for CSEA members. To clarify, classified representation is CSEA President and Vice-President or their designee. Director Thompson would like to see fair classified representation on CC and would like to see the CSEA officer positions filled. Safety and Security Manager used to be a member of CC and gave a separate report several years ago. This changed with the addition of Title IX on the agenda and the Title IX Coordinator would report. The group stated, Title IX and Safety and Security are two different things and should reflect that on the membership.

Whether classified representation can vote or not was discussed. The committee needs to decide who is a voting member (classified, administrator, co-chairs, etc.).

Motion, “to add Safety and Security Manager to Membership as a voting member.”

M/S/C: Maria Roman/James Thompson

Pdf emailed to committee

C. Mission Statement – Co-chairs (10 minute Discussion)

2017 was the last time the Mission Statement was reviewed and approved by CC. IR Director Carley reminded CC, the Mission Statement needs to be reviewed annually.

VP Arvizu recommended, a workgroup be established to evaluate the mission statement by holding activities, collect information and the voices of faculty, classified and students to document if the mission statement needs revised.

Motion, “to move forward with the workgroup”

M/S/C: Ann Marie Wagstaff/Tiffany Haynes

Workgroup will consist faculty, administrators, classified and students.

- Faculty – John Ghilarducci (Counseling) and Daniel Rice (English)
- Administrator – Tiffany Haynes (FA Director) and Primavera Arvizu (VPSS)
- Classified – Vern Butler
- Students – ASPC and Ambassador (Director Warren will get back with names)

Pdf emailed to committee

D. Survey Policy – Michael Carley (5 minute Discussion/Action)

The first ready was Spring 19 where CC reviewed and discussed the policy. IR Director Carley reminds the group, the policy is not to keep people from doing surveys just to help cut back on the number of surveys done to prevent survey fatigue by staff and students and prevent duplication of questions.

On page two, you can see the exception to the survey policy.

Motion, “to approve.”

M/S/C: Tim Brown/Maria Roman

Pdf emailed to committee

E. Program Review Schedule – Michael Carley (2 minute Discussion/Action)

The Program Review Schedule is just an updated of the three-year cycle of program reviews. You can see the department up for program review this year (2019-20), along with a Kinesiology names change, several programs merging, programs moved to a different area (reorganization) and new programs. The group discussed Community Service completing a separate program review or have it continue to report within the Instruction Program Review. Community Services is getting bigger yet is still too small to warrant its own program review.

It is up to the head of each department to decide if a program needs to have a separate program review. For example, it is up the college president if she wanted Public Information to complete a separate program review. The past PIO’s did not complete his or her own program review because the past president was the PIO and, there was a PIO the position was part-time.

Motion, “to approve.”

M/S/C: Kendra Haney/Tim Brown

Pdf emailed to committee

F. CC Retreat – Co-chairs (3 minute Discussion)

The chairs want to discuss holding a CC retreat to the true role of CC, what is the goal of this committee, how do we make the connection to being the advisory to the president and making recommendations, how items are approved. VP Arvizu encourages the group to take a deep dive into what the committee does and what they want that to look like.

Dr. Habib asked how much CC has reviewed its role. She believes the retreat would be good to assess changes within CC, if any.

The consensus of the committee is to have a retreat and an outside facilitator. Professor Thompson suggested the best time for faculty to attend is the week before the spring semester.

G. Nomination of Faculty and Classified Co-chairs – Co-chairs (5 minute Discussion)

Bob Simpkins and Vern Butler term ended at the end of Spring 19 so the faculty and classified co-chair positions are up for nominations.

Dr. Wagstaff nominates Bob Simpkins as faculty co-chair.

Vern Butler is nominated as classified co-chair by default. Vern will reach out to classified and see if any other classified would like to serve as co-chair to CC.

VI. Subcommittee Reports

A. Accreditation

- Virtual visit is Tuesday, September 24th regarding the recommendations from the last team visit. Once PC receives, the list of individuals the team would like to meet with, outlook request will be sent.
- Initiating the Accreditation Steering Committee meetings. VP Arvizu is in the process forming the committee and scheduling meetings.

B. Budget

- The committee went over the adopted budget and annual calendar. This year, the Budget Calendar includes District annual review dates. This gives the colleges an opportunity to let the District know what is needed and get those needs cooperated into the District budget.
- PC submitted paperwork for instructional dollars and the state gave us approximately \$10,000. Dr. Harmon recommends we use the money to continue to replace classroom projectors and instructor computers across campus (last year projector replaced eight classrooms).
- The PC budget had a \$600,000 deficit, which was not as large as anticipated. Very few changes from the tentative to adopted budget, most was adding money the Chancellors Office put back in our allocation. Over the summer, the colleges were asked to project a balanced budget with a 2% and 3% reduction of funds. Most increases were in labor, FON (full-time faculty obligation number) and step in column.
- In the upcoming weeks, the process for the 2020-21 budget begins. Dr. Harmon wants to stress how important we tie everything to the Student for Success Goals set by the State Chancellor as our funding is being based on these goals. Even though the State has not yet said they want the colleges to collapse their budgets into those categories we all know it is heading in that direction.

C. Strategic Planning

- Fine and Applied Arts Program Review after a few corrections will be headed to CC for approval.
- Continuing work on the Program Review Handbook and should be done in the next couple of meetings.

D. Enrollment Management

- Discussed classroom utilization, IEPI plan, scheduling, evaluations and staff development.

E. Pathways, Success and Equity

- This committee is the one that works with the pirate maps and they have been working on the major clusters, with journey mapping workgroups, communications, marketing, and focusing on the two-year plans.
- The committee is also working with IR Director Carley with ATD and applying for Leader College.
- Every time they meet, they are working on different phase of the pirate mapping, equity and student success.

F. Grant Oversight/Grant Progress Reports

- The committee has not yet met.
- Reagen Dozier was the lead in the application for the HSI Stem Grant. The grant is through National Science Fund (NSF)
- Reviewing some smaller grants we want to apply for, just looking to see if they are worth pursuing.

- A goal this semester is to create a list of all the grants PC has received; it's hopeful this will help identify additional grants we can receive.

G. Facility Planning Advisory

- The gym floor is 100% complete, a new PA system installed, and coaches row floors done.
- Stage floor is done, new curtains and LED lightening (theater seating area) installed.
- Fitness floor is also done.
- Had a series of planning meeting with Allied Health for the new building. There is hope that plans will be submitted to the State late January.
- Looking at economical ways to fix the issues with the Kitchen plumbing.
- Restroom remodel is in the working drawings at DSA. This project includes the outside AC restroom, AC lobby and president's restrooms, and the gym restrooms. If there is enough money the FA outside restrooms.
- Completed an assessment of the campus' utility corridor and currently going through the report. This report will tell us the conditions things are in so we know where to focus our repairs.
- Safety and Security meeting schedule October 24th.
- New lease vans are going out for stenciling.

H. Information Technology

- First meeting September 27th
- Installation of projector and PA system in the SCCR will begin soon, making sure to have wireless connection.
- Windows 7 support is going away and we still have many computers on campus with windows 7; IT staff is assessing which computers to update first. Please be aware that the computers will not stop working, just the support is no longer available for windows 7.
- Finished wiring in the Student Athletic Center. The room can now accommodate up to 45 computers.

I. Title IX Advisory/Safety and Security

- New Safety and Security staff: Moises Zuniga and Darrel Giefer
- You will notice a uniform change: solid red shirt with a PC badge on the left arm and khaki pants.
- Trying to implement as much training as possible from instant command to stand down training. Since June, multiple bulletins have been put out regarding dating violence, sexual assault, stalking, and active assailant. Working on additional topics.
- Participating in the Great Shakeout and domestic violence awareness
- Having an active shooter training on December 13th

J. Outreach

- October 10th – College and Financial Night. John Ortega will reach out to Division Chairs to see if you want a table set up from 5:30pm – 7:00pm. The workshops start at 7:00pm.

VII. Other Reports

A. President

- The temporary district wide freeze has been lifted, and we are going out for four positions. Those positions are Interim Athletic Director, Executive Secretary for Foundation, Custodial 1, and Web Content Editor.
- Board Meeting hosted at PC on October 10th starting at 1pm in SCCR
- Fresno State event at PC on October 24th
- Senator Melissa Hurtado to tour PC on October 29th form 11:00am – 1:00pm
- If you would like to check out the new Gym floor with its air conditioning, PC Volleyball Team is playing against Cerro Coso right now.
- Working on partnerships with Tulare and Kings County Collaborative and Tulare office of Education
- Have been touring the PUSD schools and next week Dr. Habib and Dr. South will be touring the Military Academy.
- Today Dr. Habib visited with Burton Schools Superintendent
- Received the degree and awards summary. PC had a 38% increase in awarded degrees and certificates.
- PC enrollment has grown by 3.5% on FTES and 7% on headcount

B. Academic Senate

- No report

C. Outcomes

- No report

D. CCA

- No report

E. CSEA

- June started contract negotiations and they are not looking good.

F. ASPC

- Director Warren has taken over the lead for Student Programs (ASPC and clubs)
- Working with the student government is professional development, student leadership, and mentorship. A lot of the conversation with ASPC have been associated with that.
- ASPC just participated in a retreat with Cerro Coso and Bakersfield colleges. During the retreat, all the ASPC members had an opportunity to review the Vision for Success, identify how they as student leaders on campus could have an opportunity to incorporate an element of support to that vision. They students came up with some great ideas on how they can influence the Vision for Success with other students.
- A similar model was done with the Student Ambassadors
- Planning a club rush September 24th – 26th in the quad from 9am – 1pm.
- Meet and Greet September 20th for those students interested in joining ASPC
- Looking at four clubs having food booths at the Transfer Fair
- ASPC members are developing a constitution. They want a simplified version of the bylaws they now have.
- In addition to the regular meetings every Friday, the ASPC cabinet has implemented a cabinet meeting every other Thursday

G. Other

- If you have not seen the AC lobby, please go check it out. M&O repainted and put in new lighting over the summer, along with the new banners the PIO purchased.

VIII. Future Agenda Items

A. End of Year Reports – October 21, 2019

IX. Adjournment

Meeting adjourned at 4:35 p.m.