

**PORTERVILLE COLLEGE
COLLEGE COUNCIL**

3:00 PM – 5:00 PM • Monday, April 20, 2020 • Zoom

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

MINUTES

Present:

Primavera Arvizu, Rebecca Baird, Kim Behrens, Tim Brown, Sheri Burgess, Vern Butler, Michael Carley, Joe Cascio, Todd Dearmore, Vickie Dugan, Chris Ebert, Lupe Guillen, Claudia Habib, Kendra Haney, Jay Hargis, Tiffany Haynes, Gerred Link, Michelle Miller-Galaz, Jay Navarrette, Stephanie Olmedo-Hinde, Maria Roman, Thad Russell, Robert Simpkins, Ann VanderHorst, Miles Vega, Ann Marie Wagstaff, Kimanthi Warren, Arlitha Williams-Harmon, Erin Wingfield and John Word

Absent:

ASPC President, ASPC Vice President, Terry Crewse, Melissa Long, James Thompson and Shauna Williams

Guest:

Reagen Dozier and McKenna Salazar

I. Call to Order

Dr. Simpkins called the meeting to order at 3:01 pm.

II. Adoption of Agenda

Motion made to approve the April 20, 2020 agenda.

M/S/C: Miles Vega/Tim Brown

III. Approval of Minutes

Motion made to approve the April 6, 2020 minutes.

M/S/C: Tim Brown/Jay Hargis

IV. Information/Announcement Items

V. Discussion/Action Items

A. CC End of the Year Report – CC Chairs (30 minute, 1st read Discussion)

As everyone knows all sub-committees have to turn in an End of the Year Report. CC has yet to complete one for this year. Jodie sent last years report out and we want to give the committee an opportunity to give input for this year.

VP Arvizu stated the areas of focus for CC's EYR is the CC Retreat, Pirate Maps and the Guided Pathway process, program reviews, started the Mission Statement review, ILO discussions, and discussed the IPAA document. If VP Arvizu missed anything, please let her know so she can add the information into the report.

VP Arvizu will email the draft before next CC meeting for the committee's review. The draft is due to Jodie by April 28, 2020.

Dr. Simpkins stated that at the next CC meeting Division Chairs need to name next year's replacements.

B. CC Summer Meetings - Chairs (5 minutes, 1st read Discussion)

Jodie will send out a zoom request for summer meetings and we will cancel has needed. Dr. Wagstaff reminded the committee to add the new Division Chairs to the summer meeting requests. Dr. Simpkins asked Professor Vega to send Jodie the list of new Division Chairs to update the committee membership.

VI. Subcommittee Reports

A. Accreditation

- No report

B. Budget

- Budget committee did not meet on April 17, 2020 due to a scheduled District-Wide Budget Committee meeting.
- The DWBC discussed the District Office 20-21 budget variances. The DWBC asked the District Office to go back and revise their budget based on the new information coming out of the state Chancellors Office as a result of COVID-19. The District Office went back and removed all their position (labor) increases, so their budget only reflects the step-in-column of the existing staff. The other addition in their budget was \$250,000 carryover resulting from the Board redistricting. Then there was another item for \$1.2 million related to carryover for IT projects. This gave us a total of \$1.5 million, that increase is related to one-time items only and they will be funded out of District reserves and not pass that onto the colleges as a charge back.
- The Tentative Allocation for 20-21: we received this allocation last week and the DWBC went through the allocation. The beginning balance is the result of our FY18-19 carryover and 19-20 adopted budget. Chancellor Burke took our FY18-19 carryover and added that to our 19-20 budget, subtracted any deficits and the \$7.2 million became our beginning balance for FY20-21. This budget is based on P1 FY19-20 we got from the Governor's Office in March and does not include any cost of living allowance. The cost of living funds was not included in the allocation because at this point they will probably not materialize. The charge backs were related to step-in-column increases. PC percentage of the charge backs increased about .4% as a result of our FTES increasing slightly.
- Now the Dr. Williams has the allocation, she is working on putting the budget together.
- The budget committee will meet next week to address the proposed items. The Chancellor asked us to prepare scenarios for a balanced budget, 5% and 10% reduction. At this time, we do not know what the budget will be; additional information will be forthcoming. Dr. Williams will send a doodle poll for best possible date and time.
- Another item that came up for discussion was the district reserves. Some felt the reserve is too high and that the District should not have a reserve as high as the District adopted last year between 15 and 20%. The DWBC is requesting a work session with the Chancellor and the Board Finance Committee to talk about the district reserves. The work session will discuss mechanism for if the reserves get below 15% and go over 20%. This was DWBC recommendations from last fiscal year but was stopped to adopt the new Student Center Funding Formula Model. We continue to work on a new funding model.
- Dr. Wagstaff feel it is worth mentioning how the one-time items will be funded with district reserves this year. The whole topic of how the district reserve are used is going to be coming very important in the next year or so. During the great recession we had a very high level of reserves and the Board did not use it which resulted in the colleges turning many students away. We are going into a period that somewhat resembles the great recession. The upside is that we came out better than other districts that did not have that high of reserves to begin with and/or spent a good portion of their reserves during the recession. Those questions are going to come up again, so one of the things the colleges need to be watching is the decisions made regarding those reserve. There are reasons for maintaining a healthy reserve and there

is nobody on the DWBC that doesn't support that, but there has been issues before when there are times when the district reserves could have been used in ways that would have been more beneficial to students when we had ample reserves. This is a different Board now but this is an area we will want to pay attention to as we move forward.

Dr Habib echoes Dr. Wagstaff's comments. She also asked that while Dr. Habib feels we should be outspoken regarding our feedback, it should be done in a respectful way and be a consensus of our constituents.

People need to be more informed so they can advocate for Porterville College.

C. Strategic Planning

- Met last week
- Going over plans for next year such as updating our IPAA document and sending out reminders to those responsible for plans that are due in the upcoming year. The plans that are due next year include the strategic Plan, IT Plan and the Distance Ed Plan. Please begin to think about what needs to be updated.

D. Enrollment Management

- Met last week.
- Spent the bulk of the meeting discussing changes in instruction since moving courses to online only. It was an opportunity for division to hear from other divisions about those efforts. Some good, some bad and some learning moments.

E. Pathways, Success and Equity

- The committee prepared to have a workshop (discussion) regarding Pirate Maps and collaboration and how that would work keeping the momentum since now we are on a virtual platform.
- Dr. Al Solano facilitated discussion on what happens now. The committee has action items and several items to review with the committee tomorrow in regards to student success teams and moving forward with the major clusters. Friday's discussion gave the committee more of a perspective on how to have these discussions and how to keep the momentum moving forward.

F. Grant Oversight/Grant Progress Reports

- Two CC meetings ago we discussed bringing back the grant flow process. Dr. Williams is working on requirements and additional information regarding the grant flow process.

G. Facility Planning Advisory

- Last week there was two pre-construction meetings. 1) Phase 1 is the AC exterior, President's, and Gym foyer restroom remodel project which kicked off today. Phase 2 is the FA restrooms and interior AC restrooms. 2) A/C project, replacing all the exhaust fans on the SM building and new heaters for the TI building.
- Last week we had a site visit for another A/C project to change out one of the air handlers in the SM building and put in a new A/C inside the LRC main server room.

H. Information Technology

- Meeting this week if everyone is available.
- Still working on checking out equipment such as laptops to faculty, staff and students.
- Working on getting the WIFI to reach into the AC parking lot.
- Dealing with the day to day IT issues of everyone working remotely.

- There is an IT person on site Mon-Thurs first part of the morning.

I. Title IX Advisory/Safety and Security

- Security has been on campus. Safety and Security Manager Dearmore wanted to thank everyone for keeping him informed of when you are on campus and when you leave.
- Going forward with the sexual assault awareness. So far there have been a couple of lunch-n-learns with domestic violence, dating violence and Family Service came to campus to present a Sexual Assault Awareness Workshop.
- April 15th a Raise your Voice and Consent virtual training was emailed out to all faculty, staff and students.
- April 22nd a Pdf on Sexual Harassment will go out via email.
- Gender Based Harassment information will be sent out.
- May 6th Stalking will be covered.
- Sent out an informative video on smash and grabs to help protect yourself.

J. Outreach

- The last two weeks Student Services staff had a phone campaign reaching out to students (627 contacted) to see how the college can support them and what challenges they are currently facing. This morning the results were sent to VP Arvizu.
- Now they are working on a new outreach to students who have dropped this semester. We want to reach out to them and see how we can support them with summer or fall enrollment.
- Last weeks meeting was cancelled but there are plans to connect and discuss how to handle outreach virtually.
- ESL campaign going right now (last week and this week) where we are express enrolling the ESL population.
- Handling issues for students you do not have the technology to register. Student can take a picture of their registration forms and send it in to A&R who will manually enroll those students.
- Counselors, advisors and front-line staff have been assisting students and answering questions.
- Getting ready to assist the dual and concurrent enrolled students with paperwork as we move into summer and fall registration.
- April 27th concurrent registration begins. Doing work arounds on how A&R will handle signature on the forms.
- Working with PIO Perez on marketing updating the billboards (ESL, Native American and general students) on HWY 65 and HWY 190.
- Updating Student Success Handbooks for fall.
- Looking at a few different ads to go out to promote enrollment. Messages are going out on social media regarding registration assistance.
- Counselor Vega asked for clarification on the drop policy. Director Wingfield has been working with the PAC team and we are sending out an email to students regarding the excused withdrawal. With COVID-19 we are doing things different this semester, those students that dropped between March 16th and April 9th with a regular W have been converted to excused withdrawal and those students who have paid enrollment fees will have a refund sent to them except parking fees. We know that there will still be students who will drop after April 9th. Students dropping beyond the April 9th deadline can still drop but will use a special drop code

and they can drop through May 15th. The email encourages students to speak with faculty and counselors before making the decision to drop.

VII. Other Reports

A. President

- Sending survey out tomorrow to assess the transition to online in our efforts to improve services to students.
- There will also be a survey going out next week to faculty and staff to assess technology and our own transition.
- Received the CARES Act funds, these emergency funds will be used to help support student's emergency needs and the cost to colleges for transitioning to online. The students who qualify for the funds are students who qualify for financial aid. Student Services is working to find funds to help assist the Students who did not qualify for financial aid.
- Enrollments are low, there is a big campaign for registering. Please encourage students not to delay in registering for summer and fall to prevent classes from being cancelled due to low enrollment.
- Due to COVID-19 Commencement has been cancelled but the college is still planning on doing something special for graduates. There will be an ad in the Porterville Recorder listing the name of graduates including a photo. We would also like give special recognition for Scholar of the Year, medals of distinction, and Dual Enrollment graduates. Veterans, Cum Laude, Magna Cum Laude, and Summa Cum Laude graduates will be recognized with a symbol next to their name. Since space is limited we ask that each division pick one medal of distinction recipient. The academic Senate and Division Chairs voiced that some divisions have more than one discipline and one discipline should not get recognition over another. The divisions feel that there could be two students in one division but from two different disciplines that are equaling deserving of a medal of distinction they both should be awarded the medal instead of making the division only pick one student from one discipline. Academic Senate is working on setting policies regarding this issue. *Discussion ensued.*

It was pointed out that PC has never used the titles Cum Laude, Magna Cum Laude and Summa Cum Laude but recognizes honors through Dean and President's Honors list. Also, during Commencement President Honor Students are called out and recognized as such. President's Honors is in the catalog whereas the others are not and if we are going to switch then we need to come up with criteria for those. We are late in the game to change and maybe at this point we can keep it the same this year. *Discussion ensued.*

B. Academic Senate

- Started last week a virtual faculty lounge to communicate with faculty and support each other personally and professionally. Two meetings have been held thus far with 20 logging in including adjunct. There is one tonight at 8pm and another tomorrow morning.
- There is some concern about communication and who is being represented. The Academic Senate wants to make sure that communication is flowing freely and accurately. Working on putting steps together to make sure information being spread is accurate.

C. Outcomes

- No report

D. CCA

- Published Evaluations MOU.

E. CSEA

- Negotiating MOU regarding remote work schedules, virtual participation and summer session hours.
- Negotiating current contract that expires in July.

F. ASPC

- Working to establish a virtual meeting schedule for the cabinet members. So far, they have had three meetings and the discussion has been what ASPC wants to do to support the initiative of school and student success in the transition to an online platform.
- Discussed creating a virtual member meeting where students get an opportunity to check in with ASPC members, letting students know what is happening, what is in the works for replacing cabinet members in the fall and that they are concerned about the student's vision for progressing ASPC. They feel this is important as they did a lot of work to grow ASPC before the transition to a virtual campus and do not want to lose the momentum with getting students excited about being a part of ASPC.
- In the process of doing an inspirational student voice/life video. Cabinet members will get an opportunity to share an inspirational quote or message that aligns with the over campus message.
- Working to recruit for positions, we currently have four cabinet members and three of them will be transitioning this year.

G. Other

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VIII. Future Agenda Items

A. Mission Statement Evaluation Results

IX. Adjournment

Meeting adjourned at 4:18 p.m.