

PORTERVILLE COLLEGE
COLLEGE COUNCIL

3:00 PM – 5:00 PM • Monday, May 4, 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, James Thompson, Ann VanderHorst, Miles Vega, Ann Marie Wagstaff, Kimanthi Warren, Shauna Williams, Arlitha Williams-Harmon, Erin Wingfield and John Word

Absent:

ASPC President, ASPC Vice President, Terry Crewse and Melissa Long

Guest:

Elizabeth Buchanan, Reagen Dozier, Roger Perez and Patty Serrato

I. Call to Order

The meeting was called to order at 3:05 pm.

II. Adoption of Agenda

Motion made to approve the May 4, 2020 agenda.

M/S/C: Tim Brown/Joe Cascio

III. Approval of Minutes

Motion made to approve the April 20, 2020 minutes.

M/S/C: Michael Carley/Tim Brown

IV. Information/Announcement Items

A. End of the Year Reports (10 minutes)

The committee discussed whether or not the reports should be voted on and who should actually be submitting reports.

VP Arvizu recommends that the first meeting of Fall 2020 the committee draft processes for the End of the Year Report.

VP Arvizu recommends that all End of the Year Reports be discussed and approved at CC (1st read is Discussion, 2nd read is Action).

It was the consensus of the committee to accept the 2018-19 and 2019-20 End of the Year Reports as is without vote as there is not a policy in place.

Reports emailed to committee

B. DECT Grant – Stephanie Olmedo-Hinde & Reagen Dozier (5 minutes)

The Distance Education Captioning and Transcription grant (DECT), funded by the State Chancellor's Office, provides financial support to California Community Colleges, enabling colleges to make distance education content accessible to all of our students. This grant is hosted by the College of the Canyons and there are two ways they can help use pay for captioning and transcription.

1. Colleges choose to work with a DECT pre-approved captioning vendor, in which case, DECT pays the vendor directly.

2. Colleges choose to work with any captioning vendor and DECT reimburses the college for work completed.

Counselor Olmedo-Hinde recommends we go with the DECT pre-approved vendors for captioning and transcription for any online classes. All online courses have to have captioning due to 508; this is on top of 504 which is done in the DRC.

Program Manager Dozier sent out a google form to see who would like to participate. Program Manager Dozier will resend the form out after the meeting. When the college submits the application, PC has to submit all courses that will be using this service and the total cost in order to be approved for that amount. Please encourage all faculty to submit courses for DECT grant as all online courses must have captioning.

The requirement from the colleges is to complete an end of the year report and the grant requires a primary and secondary person from the college to be responsible for the report. Reagen Dozier and Shauna Williams will make sure that those reports get done for PC.

College of the Canyons hold the grant, PC will be just applying for services.

Handout email to committee

V. Discussion/Action Items

A. 2020-21 Tentative Budget – Dr. Arlitha Williams-Harmon (15 minutes, 1st read Discussion/Action)

The Budget Committee met last Tuesday and went over the information that will be presented in the open forum on Wednesday and the approach to our tentative budget.

Dr. Williams-Harmon is going to be more detailed than in the past as she wants everyone to understand the approach the college is taking and is required of the college.

Based on the Finance Committee and Board of Trustees request, we are required to submit a balanced budget. In years prior, the college has submitted a budget that has been unbalanced for several reasons but we have always managed to add to our reserves throughout the year through management. The college plans a budget based on the best information we have and historically throughout the year we have delayed hiring for a multitude of reasons. In addition, we may have staff that choose to separate whether voluntary or involuntary; we have a staffing mix that changes. We budget based on a plan and are very realistic; we anticipate spending those dollars but plans change (i.e. the college did not have as many events as thought). Often other times we have budgeted instructional items that the college did not purchase. This could be due to receiving another funding source that increased our capacity. It was not that the college was supplanting, we were utilizing other funds to increase our capacity on campus. Other times, the college uses the reserves to fund items; such as when the college used \$1.4 million to redo the parking lots. Dr. Williams-Harmon believes the college used dollars frugally and very fiscally responsible.

The 20-21 tentative budget beginning balance amount is based on fiscal year 18-19 ending balance and the chancellor adjusted it based on where he thought the college would end 19-20, so this is just an estimate. Our budget allocation was reviewed at the last CC meeting. The allocation came from the chancellor based on the current FTS funding model. The district has not transferred to the current funding model yet, the district-wide budget committee is still meeting to determine some of the nuances of how KCCD will interpret that model. There are several reasons and the district-wide budget committee will probably adopt a new model in the fall. This allocation the college receives is truly based off FTS and our campus increased a little.

Dr. Williams-Harmon kept expenses consistent to show where the college is reducing and how we will get to a balanced budget. Somethings are changing in supplies and materials, specifically

instructional. Basically, all instructional materials at the end of every year are transferred over to match to our lottery funds in another account (LR). The business managers, VP's and chancellor decided to consolidate that and move all those dollars over to LR instead of doing entries throughout the year. This does not mean anything to the college, it is just an account thing to save on work through out the year. The 205 amount is the lottery expense PC received last year. We do not know what the amount will be for 20-21, but usually it is around the 205 and we won't know until the end of the summer.

The outgoing will remain the same as it is our interest free loan payment on the solar project. Intrafund transfers are the charge backs our portion of the district office expenses. This amount is truly based on their step-in-column of existing staff basically their salary increases and benefits. Anything else that was paid for one-time from the district came from district reserves. Moving on to the Interfund transfers, this is the amount the college estimates for the Child Development Center. This amount is the same budgeted last year to support the Child Development Center. This year we anticipate the CDC will not need an infusion of cash from the general fund.

One of the anticipated adjustments to the budget is labor expenses, the increase in faculty step-in-column, however; there is not a FON compliant requirement this year, the state recognizes that it might be hard to meet FON with the current predicament this year so they are not holding the colleges responsible for FON compliance this year. The college is still monitoring so we know where we fall in regards to FON. FON is our full-time faculty obligation number. The state will calculate based on FTS the amount of full-time faculty a college should have on campus. This year the state acknowledged there was deficit factor and adjusting the FON number accordingly. The other the college is starting to look at is temporary instructional labor. The college is looking at our approach to budgeting on the principles that were established in the Core of the Core. Core of the Core has the team (comprised of faculty, staff, administrators, and students) look at the college as if it was a new college while preserving the core operations which means looking at temporary expenses so staff and our main function can still operator. This is the reason the college looks at temporary instructional labor expenses first when in a decline. We do not have a number because we do not know where we will be, so we continually look to know where to cut and how much. There may be a reduction in adjuncts as well.

Looking at the retirements of the staff for this year and looking at the replacements Dr. Williams-Harmon tried to be realistic based on trends in the past. Then she looked at classified and management staff step-in-column increases and possible classified changes the college might have over the year. The college is looking to hire the open executive secretary position, when we hire and how we hire. Also, looking at the Public Safety Officer; for the past fifteen years the college has used two professional experts to meet our safety needs. We have had issues filling this position because if you have PERS you could not work in this position and were limited in the number of hours. The college looked into consolidating the two part-time positions and making one full-time position, this should not have an impact on the budget. Management changes, the director of Student Services retired and the position is a mandatory replacement for our match with the categorical programs (CalWORKs, EOPS, CARE, DRC, etc.). In addition, the college is hiring a Dean of Student Success and Counseling with only 10% of the position will be funded through GU001. Looked at step-in-column, PERS and STRS are increasing again this year; PERS increased about 15%.

Next, she looked at non-instructional supplies and purchases. The administrators and non-instructional staff are meeting to discuss ways to cut back. They will be looking at renegotiating contracts to get better pricing, looking at the services provided and look for efficiencies and looking at ways to cut 5% and 10% from the budgets. Accreditation fees should be lower this year since we won't have the cost of a visit. PIO Perez is looking at the way the college advertises to try and save advertising costs. Also looking at ways to save cost on the instructional services for the colleges deaf and hard of hearing students as seen in the information item above (item IV.B). Looking at nonessential travel and ways to cut (i.e. trained to trainer).

Then looked at capital expenses and estimated possible equipment purchases. The college does not allow the facilities or our core infrastructure to disintegrate, but looking at what equipment or repairs can be delayed.

This is the approach the college is taking and will have more information forthcoming as new regulations and information comes daily. We are doing everything we can to save while preserving the core functions of the campus.

Dr. Wagstaff believes this is the right approach, we need to plan and stick with it while dealing with the unpredictability of our financial future.

Dr. Williams-Harmon mentioned colleges always get a revise in May but with the uncertainty of everything she is not expecting a revise until August.

The next CC meeting is May 18th but the budget is due on May 16th. Dr. Williams-Harmon is anticipating having this complete by Friday and sending out again to the Budget Committee. The individuals on the Budget Committee will still have an opportunity to see the tentative budget before it is due.

Budget viewed during meeting

B. 2020-21 Core of the Core Task force and Timeline – Dr. Claudia Habib (15 minutes Discussion)

Looking at budget reductions for fiscal year 20-21. The Budget Committee is reviewing mostly non-labor items such as budget request, operational costs, and expenditure reductions (i.e. travel and supplies) for next year.

Also, administrators are working really hard looking at labor and non-labor items and in particular administrators are looking at their individual area to see what administrative reductions the college can afford to have. The college is going to have to look at restructuring to preserve some in the next coming year even if its temporary.

Dr. Habib has instituted a hiring freeze. The college has seventeen positions posted in recruitment before CVOID-19 and post CVOID-19 the college froze eight of those positions.

If you see projects being completed don't think the money is coming from our reserves or GU001 funds; the projects are being funded from our bond money.

Dr. Habib is formally requesting from CC to bring back the Core of the Core taskforce. The Core of the Core taskforce will be charged in looking at budget reductions for fiscal year 21-22 and possibly even into FY22-23. She would like to follow the same model with a few adjustments. Dr. Habib would like to start by establishing a list of the core team that is constituency based like in the past. The team was formed of four administrators, five faculty, two classified, and one student. Dr. Habib made a formal request for the Academic Senate to appoint five faculty members, classified appoint two members, and ASPC appoints one student to the Core of the Core taskforce. She suggested the students appoint an alternate in case the student can't make the meeting. Dr. Habib stated she will follow the prior model and have the three VP's and the Director of Enrollment

Services serve as the administrators. Dr. Habib gave everyone a heads up that this was coming as the process to form the taskforce will move quickly. She does not expect to have the list of names today but would like the names in the next few days.

The first two steps for the group to take will be:

1. Establish the criteria they will use, whether they use the old guidelines or make new ones.
2. Create a tentative timeline of when the work will be done.

Dr. Habib would like the task force to consider the following:

1. As the taskforce thinks about the new context of the institution that the accommodations and outcomes are aligned with the Vision for Success Goals.
2. The taskforce to look at supporting innovation and collaboration.

Counselor Vega encourages everyone to communicate with your representatives so your voice can be heard.

VI. Subcommittee Reports

A. Accreditation

- VP Russell is working to set up meeting schedule for next year.

B. Budget

- After discussed the 20-21 Tentative Budget, the committee was given an update on the DWBC. The DWBC made a recommendation to the Chancellor and Board of Trustees to have a work session to review district reserves, how they are used, if the reserves fall below or go above what the process will be.
- An email will go out sometime this afternoon or early morning about the year end deadlines and timeframes.
- Budget and Facilities Open Forum on Wednesday, May 6th from 4:00pm – 5:00pm. You will get a little more detail on the state outlook, how the college is using stimulus monies to help our students, questions for the Chancellor to answer, have an opportunity to meet the new Facilities Director, and see the update on the facility projects that are still ongoing.

C. Strategic Planning

- Has not met.
- There are still two program reviews that need submitting and the committee will probably get those over the summer or beginning fall.
- IR Director Carley has also contacted those responsible for the three plans that need updated next year (Strategic Plan, IT Plan and Distance Ed Plan).

D. Enrollment Management

- Met last Monday and got an update from Student Services on grades and refunds.
- Then spent considerable time discussing fall instruction. Out of that discussion it was decided to continue meeting through the summer as optional instead of required. Also, discussed core of the core.

E. Pathways, Success and Equity

- Committee met a couple of times to really zone in and discuss completion teams and next steps.
- Also, discussed major clusters, marketing and backward design establishing a timeline.
- Will send additional information to Enrollment Management so they are aware of the outline PSEC wants to move towards.

- Possible summer projects working on the Pirate Map process.
- Committee meets again tomorrow.

F. Grant Oversight/Grant Progress Reports

- No report

G. Facility Planning Advisory

- Demolition for the AC and Gym restrooms are well underway.
- The TI Building heater demo will start Monday.
- Project to replace the air handler in the SM/Forum/HR Building has been awarded to American Air and there is a precon scheduled.
- PC Executive meeting on Wednesday.

H. Information Technology

- Met Friday, April 24th
- Discussed all the issues going on with support for CVOID-19 as far as remote access, checking out equipment to staff and students.
- Discussed all the precautions that need to be taken.
- Talked about the upcoming WIFI project for the AC parking lot.

I. Title IX Advisory/Safety and Security

- Met Thursday, April 30th.
- Discussed and reviewed the training completed in 2019. Then discussed current training and development for the rest of 2020.
- Discussed the initial action training and they are going to try to work around in this new environment to get the message out and identify the two mandated trainings a year.
- Discussed mercy drills and creating safety tips about COVID-19 and send out to the campus community.
- Key topics: to meet more than once a semester, continue to send emails out conducting virtual workshops, after workshops will send an email thanking the participant for their participation with a list of resources available in the community and creating a training action plan.

J. Outreach

- Looking at couple of recruitment tools since the teams are not out in the communities and high schools.
- Scheduling three different virtual registration events in June, July and August called Pirate in a Day to help drive enrollment numbers up.
- Met regularly to discuss market strategies.
- Next meeting is scheduled for May 21st.

VII. Other Reports

A. President

- Dr. Habib stated that PC's enrollment numbers for summer and fall are down, while other colleges numbers are up.
- Students are anxious to hear what PC will be doing for fall and Dr. Habib would like to wait until the end of May to see what information comes from the state.
- Dr. Habib encourages the faculty and deans to explore all the options in case we are still a virtual campus come fall.
- Please make sure to follow zoom protocols so your zoom meetings do not get zoom bombed.

B. Academic Senate

- Working on ways to support faculty in this new era and making sure their needs are met.

C. Outcomes

- No report

D. CCA

- No report

E. CSEA

- In two days, negotiations start.

F. ASPC

- Next meeting Thursday.
- The goal is to start wrapping up all their pending transactions and process for the spring term. Part of that wrap up includes the recruitment for ASPC; all the cabinet members will either be graduating or transitioning to a four-year university.
- A few ASPC/PC Ambassador members were selected to participate in the census ambassador program. This is a great opportunity for them to promote the awareness of census as well as the benefit of why we would want our community to be involved. An email went out to all PC students regarding census.
- Working with advisors from both CC and BC regarding the ASPC retreat hosted by PC in the spring. The retreat was such a success that this fall's retreat will be hosted by CC.

G. Other

VIII. Future Agenda Items

A. Mission Statement Evaluation Results

IX. Adjournment

Meeting adjourned at 4:34 p.m.