

PORTERVILLE COLLEGE
COLLEGE COUNCIL

3:00 PM – 5:00 PM • Monday, August 17, 2020 • Zoom

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

MINUTES

Present:

Primavera Arvizu, Rebecca Baird, Kim Behrens, Elizabeth Buchanan, Sheri Burgess, Vern Butler, Michael Carley, James Carson, Joe Cascio, Todd Dearmore, Vickie Dugan, Chris Ebert, Lupe Guillen, Claudia Habib, Kendra Haney, Jay Hargis, Gerred Link, Melissa Long, Michelle Miller-Galaz, Jay Navarrette, Frank Ramirez, Thad Russell, Patricia Serrato, Robert Simpkins, James Thompson, Miles Vega, Kimanthi Warren, Shauna Williams, Arlitha Williams-Harmon, Erin Wingfield and John Word

Absent:

ASPC President, ASPC Vice President, Errin Arcos, Terry Crewse, and Tiffany Haynes

Guest:

Reagen Dozier and McKenna Salazar

I. Call to Order

VP Arvizu called the meeting to order at 3:02 pm.

II. Adoption of Agenda

Motion made to approve the amended August 17, 2020 agenda.

M/S/C: James Thompson/Joe Cascio

III. Approval of Minutes

Motion made to approve the May 18, 2020 minutes.

M/S/C: Michael Carley/Jay Navarrette

IV. Information/Announcement Items

A. 2020 Student Remote Learning Survey Results – Michael Carley (10 minutes)

Back in the spring when the college switched to remote learning a student survey and an employee survey were sent out to gauge how the students were handling a virtual platform. The survey covered topics such as technology, access, and online courses. The survey was sent out on April 21st; 966 students responded. IR Director reviewed the Student Remote Learning Survey results with the committee.

Do not take the results too seriously; several bias could have affected the results such as access to computers/internet, life/resources obstacles (like ones addressed in this survey), lives disrupted because of the pandemic and accompanying economic effects, or students who dropped all classes prior to survey may have made it difficult for students to respond.

1) Demographics:

- More females responded than males and other genders.
- Hispanics more unrepresented.
- The 19 years or younger group were a little unrepresented.
- More than 53% of those who responded were Pell grant recipients, which roughly matched the Spring 2020 student body.

2) Before the stay at home order and currently a quarter of our students accessed the internet from their smartphones and 20% were using internet at the college.

- 3) Between “reliable” and “very reliable” internet access at home were well over half. A 1/3 of our student with “reliable” internet access and a small portion with unreliable to no access.
- 4) Most of the respondents are very comfortable with using canvas.
- 5) A significant amount of our student say they have a sufficient data plan while 20% say they do not know.
- 6) The majority of students (60%) are comfortable with using canvas and a third say they are kind of somewhat comfortable.
- 7) 40% of students feel instructors are comfortable using canvas and over half feel the instructors are somewhat comfortable. We have to remember that the majority of our faculty have not used canvas before the transition and had to learn quickly. Faculty did rate themselves a little better which we will get to during the next meeting when we review the employee survey.
- 8) Prior to the stay-at-home order, Hispanic students were less likely than white students to access the internet primarily at home or have a sufficient data plan and reliable internet and more likely accessing the internet from the college.
- 9) Most students felt the communication and responses to questions from the college/instructors during this transition was “good”, “very good” or “excellent”.
 - Hispanic students were less likely than white students to rate the college’s communication as “very good” or “excellent”.
 - Students under age 25 rated the college communication less positively than older students.
- 10) About 80% of our students have a computer (laptop or desktop) at home. 1 in 5 students do not have a computer at home. A higher percentage have smartphones and tablets were a little lower.
- 11) About 60-70% of students say they have the software needed to complete schoolwork and less than 40% have a quiet place to study.
- 12) Below is a chart of student’s equipment and software needs:

Equipment	Software
Computer/laptop (32)	Microsoft Office (12)
Internet (10)	Internet (6)
Printer (5)	Adobe (4)
Webcam/microphone (5)	Cengage (2)
Textbooks (3)	Anti-virus software (2)

- Hispanic students were less likely than white students to have computer/laptop.
 - Women more likely than men to be sharing technology at home.
- 13) The greatest challenge our students faced during the transition/crisis is having too many distractions at home to study (over half), and caring for children/family members while trying to study (40%).
 - On having a quiet place at home to do school work: women less likely than men, Hispanic students less likely than white students, and Pell recipients less likely than non-Pell.

- On having too many distractions at home: women more likely than men, Hispanic more likely than white, and Pell more likely than non-Pell.
 - On caring for children or others: women more likely than men, and Pell recipients more likely than non-Pell.
- 14) Over 50% of students felt “somewhat confident” they had what they needed to succeed online learning, while just under 40% felt “very confident” and under 10% were “not confident at all”.
- On being “very confident” in being able to succeed in an online environment: women less likely than men, Hispanic less likely than white, and older more confident than younger students.
- 15) The majority of our student were “somewhat” to “very” concerned about COVID-19.
- Hispanic students were more likely to be “very concerned” about their health or that of their families.
- 16) Over 90% of our students prefer and more likely to take in the future traditional, on-campus classes over hybrid or online.
- On the likelihood of taking certain types of classes in the future: Hispanic students more likely than white students to take hybrid classes, and female students more likely than male students to take fully online classes.
- 17) Hispanic students more likely than white students to have lost work, while white students more likely to feel socially isolated.
- 18) Below is a chart of responses to open-ended questions regarding the transition to an online environment:

Category	Number of mentions
General dislike of online format	31
General compliments/praise for college/faculty handling of transition	20
Amount of work being assigned	18
Children/family/distractions at home	18
Expressions of anxiety, stress, depression	18
Faculty communication	16
Test/quiz policies; timing, proctoring, software	13
Work schedules	10
Faculty understanding/use of Canvas, other technology	10
Science lab or “hands on” classes difficult to adapt to online	10
Financial aid communication	6
Requests to increase class sizes for online classes	3

IR Director Carley encourages everyone to look through the comments on the survey. The survey report can be viewed online on the survey reports page on the college website. VP Thad commented on the amount of work being assigned and stated that it is possible instructors added more work to make up for the week students were off during the transition from on-campus to online classes.

PowerPoint emailed to committee

B. Budget Update – Dr. Arlitha Williams-Harmon (10 minutes)

Below is the revised Budget Calendar for assembling and preparing the adopted budget. As a reminder the Chancellor’s Office extended the deadline because of COVID and our tentative budget was adopted in July and now the Budget Calendar has been extended to October 31st.

Current Date	PROPOSED New Date	Tasks	Responsible Party
31-Jul-20	28-Aug-20	Publish Notice in newspaper of general circulation of dates and locations for public inspection of Final Budget	CFO
26-Aug-20	23-Sep-20	Finalize & Assemble Final Budget	CFO & VPs Admin Svs
3-Sep-20	1-Oct-20	Final Budget available for public perusal	CFO
10-Sep-20	8-Oct-20	Final budget presented to Governing Board for adoption	CFO, VPs Admin Svs, & Presidents

Budget committee will be meeting on September 4th. We are still in the prior year budget making a few tweaks and normally around this time we are wrapping up. We are also looking at a new budget software. More information about the budgeting process to come.

The District-wide Budget Committee will be meeting and when the faculty return a poll will be sent out with suggested meeting times. The consulting agreement with Cambridge West has been extended to help finish the new budget model.

V. Discussion/Action Items

A. Core of the Core Summer Recommendations – Dr. Arlitha Williams-Harmon (10 minutes, 1st read Discussion)

The Core of the Core historically convenes when there is an economic downturn or a fiscal crisis as a way to be proactive. The taskforce met over the summer to provide these recommendations. Dr. Williams-Harmon will talk about the institutional planning, the Child development background, review what was discussed on Athletics, and review the remaining schedules that will be completed this fall.

The Core of the Core Taskforce is examining operational niches and economic projections to prepare the college for the anticipated funding reductions. The taskforce goal is to see new ways of providing academic and support services to students by looking beyond the current environment through a new set of eyeglasses and structure the college to be a learning-centered institution. The taskforce considered the college’s mission, vision statement, and the Chancellor’s Vision for Success when making their recommendations.

The committee recommended creating informed and clear pathways. The taskforce’s priorities follow Guided Pathways and the Vision for Success initiatives and are:

- 1) Significantly increase transfer and completion of certificates and degrees
- 2) Enhance and diversify the college’s academic offerings through the lens of Guided Pathway
- 3) Provide learning and support services, eliminate achievement gaps, ensure equity to enhance student success
- 4) Create programs and services that address state and local priorities
- 5) Respond effectively and responsibly to workforce development needs by preparing students to obtain gainful employment
- 6) Enroll matriculated students that are informed of the college’s educational opportunities and pathways

Child Development Center:

The taskforce approach was to continue the work and not what for all the stakeholders to return in the fall. They first looked at Child Development, creating a summary of all that has transpired in

Child Development over the years. Looking back for the renegotiation that occurred with CSEA in 2009, then moving forward to 2012-13 when the Date Street off campus infant program was discontinued.

The taskforce went on to look at the evolution of the Child Development Center programs reaching out to Jessica (CC CDC Executive Director) and Mary Jo Jordan (PC Child Development Program Professor) to provide changes coming in response to COVID-19. The former CDC Director, Karen Ball, was also contacted with questions.

The taskforce summarized best practices and the work that was done with Achieving the Dream and Institute for Women's Policy Research.

The additional funding the Child Development Center received from the county was reviewed; these funds (\$25,000) still remain and can be spent on improving the physical infrastructure of the program.

They also reviewed the current program review looking at the student learning outcomes, mission statement and analysis of current performance.

The taskforce found looking at the budget the majority (94%) of the cost is related to the CDC staff. They also reviewed the summary of staffing positions, and enrollment numbers in the CDC in March (7 toddlers and 9 preschoolers). Two families were paying fees and the rest were full-time enrolled students.

The taskforce looked at the possibilities with partnering with PUSD.

Then they looked at the deficit of the CDC and how much the general fund has been supporting the Child Development Center over the past several years. Every year the CDC has been in deficit between approximately \$210,000 and \$275,000.

The 2012 recommendation was that the Child Development Center should be self-supporting and not be receiving a general fund subsidy as was done in the past with the cafeteria and bookstore. Despite all the things that were done with the restricting, closing of the off-campus infant center, utilizing special funding to offset the deficit in the CDC the college is subsidizing the CDC with an average of \$240,000 annually.

The Core of the Cores recommends suspending the CDC program and working with Porterville Unified School District for possible alternatives after the COVID-19 recovery.

Athletics:

The taskforce looked at the Athletic Program Review, their mission, vision, statement of philosophy, program level outcomes, program analysis and trends, and the sports we have on campus.

It was apparent as the taskforce met at the end of summer the CCCAA Board had met and decided the fall sports would be postponed until spring. The conversation changed based on the CCCAA decision due to the uncertainty of the future. The taskforce included the information from the CCCAA, student eligibility, and other things that were changing in this report. They did not want to lose sight of having the Athletic review so what was recommended is to discuss the Kinesiology faculty position that was temporarily placed on hold.

All sports will be moved to the spring semester; there will be an early and late session. New legislation came out this morning regarding eligibility and a timeline of requirements from an academic standpoint for out student athletes moving forward.

The Core of the Core recommends that the Budget Committee and College Council continue to review the program for fiscal and operational efficiencies but suggests no specific changes at this time.

Process:

The process is to report to CC, take feedback from the committee, then the taskforce will reconvene or if CC recommends the report will move forward to the president. Another portion to this report will come to CC once completed. After all reports have been completed, reviewed by CC and the president then an open forum will be held.

There are still several areas (Student Services/Instruction/Administrative Services) that need to meet and be reviewed.

Taskforce Schedule:

Below is the schedule for the remaining areas that still need to meet. Although Institutional Research does not show on the schedule, it will meet and be reviewed. Every aspect of the college is looked at.

DEPARTMENT & DIVISION DISCUSSION SCHEDULE

Topic	Taskforce Leader(s)	Expert	Date/Time
Administrative Services	Arlitha	John & Todd Randy Rowles (DO) Joe Grubbs (DO)	August
IT, IR, Print Shop, Public Info	Arlitha/Vern	Roger/Felisa	September
Student Services Categorical & Grants	Primavera/Erin	Program Directors	Fall 2020
Student Services Counseling	Primavera	Patty/Miles/Erin	Fall 2020
Student Services AR/Financial Aid	Primavera/Erin	Tiffany	Fall 2020
Instruction & Instruction Support	Thad/Miles	Division Chairs Deans/Judy/McKenna	Fall 2020

VP Arvizu stated that CC usually has a first read, then a second read before making any recommendation or approvals. However; due to the timeline and so the taskforce stays on track, she feels CC should move forward with its recommendation.

Motion, "recommend to move the report forward to the college president"

M/S/C: Joe Cascio/John Word

PDF emailed to committee

B. Governance Structure – Primavera Arvizu/Dr. Claudia Habib (10 minutes, 1st read Discussion)

Dr. Habib stated this is not a first read, more a proposal or idea for the committee to consider. She thinks CC should look at the governance structure to streamline some of the work as during these times of zoom meetings everyone is bogged down with meetings. She recommends that the college review the number of meetings held each month and even look at other colleges models to see how they structure their committees.

After much discussion, the committee believes that committees should be reviewed and made more efficient. However; CC should review all committee charges/memberships before deciding to

dissolve any committee. Some feel that the answer is to get more faculty involved having different faculty for each committee. Professor Thompson stated the decision should be made by each committee as some need to meet on a regular basis due to the amount of work they need to complete. Dean Cascio feels there is too much repetitiveness of the agenda items and that maybe we should have a clearing house for agendas so that if an item was discussed in Enrollment Management then it will not be discussed in CC. VP Arvizu agrees and stated CC should come to CC has an agenda item and what should go to EM.

The co-chairs will meet and set a date for to bring back to CC.

C. Centennial Vision – Dr. Claudia Habib (10 minutes, 1st read Discussion)

Dr. Habib recommends renaming the building to names that are a cultural value to PC in case in the future the building is used for a different purpose. The Health Careers building is scheduled for construction and she would like to name it something else instead of naming it Allied Health. The architect needs to know within the next month, Dr. Habib knows this is short notice but hopes we can decide.

The committee was open to the idea; not the timeline (2 months). Dr. Simpkins suggested the buildings be named after towns in our services area. The only time you need Board approval for name/remaining a building is if we use people's names.

A taskforce will be established to lead this campaign. The taskforce will be called Building Naming Campaign Taskforce. The taskforce members are: John Word, Jim Carson, McKenna Salazar, Lupe Guillen, Mike Carley, Patricia Serrato, and Frank Ramirez. The taskforce will meet, research, reach out to community/staff/faculty/students through surveys, and bring back a list to CC of themes for naming the building. CC will then decide which theme works best for PC.

The Building Naming Campaign will be brought back on September 21st.

VI. Subcommittee Reports

A. Accreditation

- No report

B. Budget

- See item IV.B above

C. Strategic Planning

- No report

D. Enrollment Management

- Discussed fall enrollment and fall instructional adjustments

E. Pathways, Success and Equity

- The Inquiry Completion Team met for a kick off meeting and are still looking for two faculty to join.

F. Grant Oversight/Grant Progress Reports

- No report

G. Facility Planning Advisory

- The first phase of the restroom modernization project (AC exterior restrooms, the President's restroom, and the Gym foyer restrooms) is near completion. Phase two is the interior AC restrooms and the FA restrooms and will be completed in the daytime with inspection August 26th.

- Utilities project: replacing water valves across campus and high voltage wires. After the water valves are replaced there will be a short period of time you will not be able to drink the water (notices will go out).
- Kitchen Plumbing Project: replacing sewer drain system in the cafeteria kitchen including a new floor which will be extended out into the serving area and painting the kitchen walls.
- Stadium Project: giving the field a face lift, adding bleachers on the visitor side, and painting the existing bleachers. The plans are in DSA.
- Allied Health Building: Plans have been sent to DSA
- New CTE building project planning has been sent to the state.
- There have been a lot of visitors on campus and M&O wants to track who is on campus, when and where they are going so they know what areas need cleaning/sanitized after. Please be sure you complete the Access to Campus form 3 days prior to coming on campus. Also, remember to complete the Self-Assessment form 1 hour before coming on campus. M&O will be setting up specific days of the week people can come in based on department to check mail to help eliminate so many requests. There will be a Monday group and Tuesday group to access the mailroom, M&O Manager Word will send the schedule out once it is finalized.

H. Information Technology

- The front parking lot has full Wi-Fi coverage and just received the signed contracts back from the district to continue Wi-Fi in the back-parking lot by Health Careers.
- Been busy checking in/out hotspots and laptops to staff and students. End of May IT purchased 100 laptops for students and will begin checking those out for this fall through the lending library.
- There is a waitlist for laptops but the lending library has several hotspots left. PC is looking to hand out vouchers to students through the CARES Act to help purchase laptops (more information to come).
- EOPS/CalWORKs is looking into their budget to purchase laptops for those students.
- Continuing remote support for staff and faculty.

I. Title IX Advisory/Safety and Security

- Worked with Health Careers to set-up temperature stations.
- Safety/security Manager Dearmore is providing COVID safety presentations; contact him to attend your staff meeting.
- Please remind your staff if faced with a life threatening situation to call 911 otherwise call safety and security for any incidents.

J. Outreach

- Set up most contracts with the marketing vendors (radio stations, billboards, and buses).
- Communicating with the high schools in planning and recruiting.
- Staff have been taking items to rural communities to drop off flyers to reach those students.
- Heavy presences on social media.
- Successful ESL summer enrollment events and three virtual Pirate in a Day events.
- Had many phone campaigns throughout the summer.
- Working with staff to set up matriculation outreach with the high schools virtually.

VII. Other Reports

A. President

- Today the governor announced rolling power outages starting at 3pm and could last up to six hours that could affect us temporarily.

B. Academic Senate

- No report

C. Outcomes

- CC in the process of revising the Institutional Level Outcome #4 when we left off in March. CC voted to revise the statement and brainstormed the new statements. They are listed at the link below.

<https://docs.google.com/document/d/1ilxKWF1D9--QTckahpZPJwubTvb8TB5Oz1oV1-vswGw/edit?usp=sharing>

D. CCA

- Negotiated a contract for the next few years and an MOU to hold salaries at where they are now. Faculty will see the new contract and voting on it within the first few weeks of the semester.

E. CSEA

- At an impasse and due to have mediation at the end of this month.

F. ASPC

- SGA fall 2020 Retreat was held today and was hosted by Cerro Coso (PC assisted in coordination).
- ASPC presented at Promise Days and Student Services Information Sessions and obtained 15 new member interest request for ASPC and student clubs.
- Kimanthi worked with Kevin to remove outdated information on the website and working to revamp the student page to make it more engaging.
- Secured ASPC Alumni to come back as guest speakers for the ASPC Informational Sessions/Launch Meeting.
- ASPC elections will most likely take place in October.

G. Other

VIII. Future Agenda Items

A. Mission Statement Evaluation Results

B. End of the Year Report Process (Fall 2020)

IX. Adjournment

Meeting adjourned at 4:59 pm.