

PORTERVILLE COLLEGE

COLLEGE COUNCIL

3:00 PM – 5:00 PM • Monday, February 1, 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, Joe Cascio, Todd Dearmore, Vickie Dugan, Chris Ebert, Lupe Guillen, Claudia Habib, Kendra Haney, Gered Link, Michelle Miller-Galaz, Jay Navarrette, Frank Ramirez, Thad Russell, Patricia Serrato, Robert Simpkins, Errin Sullivan-Arcos, James Thompson, Miles Vega, Arlitha Williams-Harmon, Shauna Williams and John Word

Absent:

ASPC President, ASPC Vice President, James Carson, Terry Crewse, Johana Fisher, Jay Hargis, Tiffany Haynes, Melissa Long and Erin Wingfield

Guest:

Reagen Dozier and Roger Perez

I. Call to Order

Vern Butler called the meeting to order at 3:01 pm.

II. Adoption of Agenda

Motion made to approve the February 1, 2020 agenda.

M/S/C: James Thompson/Michael Carley

III. Approval of Minutes

Motion made to approve the December 7, 2020 minutes.

M/S/C: James Thompson/John Word

IV. Information/Announcement Items

A. End of the Year Report – Co-chairs

An email was sent to all sub-committee co-chairs on 1/19/21, as a reminder the deadline to submit End of the Year Report to CC is 4/12/21. All reports will be combined and reviewed at the 4/19/21 CC meeting for first read. The second read and approval will take place at the 5/3/21 CC meeting. Were the 2019-20 reports reviewed last spring? Last spring both 2018-19 and 2019-20 reports were reviewed.

18-19 submitted reports: Academic Senate, Budget, CC, Curriculum, Facilities, IT, Outcomes, Outreach, PSEC, and SP (missing: Accreditation, Enrollment Management, Title IX and Grant Oversight)

19-20 submitted reports: Accreditation, Academic Senate, Budget, CC, Curriculum, Distance Ed, Enrollment Management, facilities, IT, Outcomes, Outreach, PSEC, Safety & Security, SP. (missing: Title IX and Grant Oversight)

Who needs to submit the End of the Year Report to CC? All sub-committees or just the ones under CC? These questions will need to be further discussed; at this time all sub-committees will submit the End of the Year Report to CC.

Accessibility Note: If you are an individual with a disability and need accommodations, please contact Jodie Logan at 559-791-2208

B. Governance Structure Update – Primavera Arvizu

Late fall the workgroup informed CC that they were going to be looking at updated the CC agenda as well as the membership. The recommended proposal will be brought to CC in March along with next steps.

C. Equity and Social Justice Report/Update – Frank Ramirez and Miles Vega

Frank will be taking over since Kimanthi Warren's departure.

First meeting of the year was last week. The mission statement and SWOT analysis have been completed and now they will move into the recommendation with an anticipated deadline of February 2021.

Still continuing our partnership with USC Alliance; there are seven sessions remaining (2/18, 3/19, 4/21, 5/4, 6/2, 7/16 and 8/2). Several PC staff have attended the first four session. The team will be working to house all the recorded sessions and materials from the session for others to view through links. The team will be reaching out to those who showed interests in attending the next session.

The team received feedback from the FLEX Day presentation. Most comments were positive with recommendations on how to improve in the future.

PowerPoint presentation.

D. Core of the Core Update – Dr. Arlitha Williams-Harmon

The taskforce has not met this semester, but will get recommendations out to CC soon.

E. HR Staffing Plan 2021-2022 – Dr. Claudia Habib

As reflected in the minutes from the December 7th meeting regarding positions and funding source; since then we have had three new vacancies. We lost the CTE Dual Enrollment Director and Program Director of Equity and Educational Services. These positions do not change the plan; we will go ahead with the original plan and include replacement for the CTE Dual Enrollment Director and Program Director of Equity and Educational Services positions. Currently the Dual Enrollment position is in motion (categorically funded). In addition, we have faculty retirement for English and by recommendations from the Academic Senate that position will be replaced.

F. CC Faculty Co-chair – Dr. Robert Simpkins

Dr. Simpkins two-year term as co-chair is coming to an end and next year he will be the Academic Senate President. Dr. Simpkins asked the faculty to begin thinking who among them will become the CC Faculty Co-Chair to start fall 2021.

This will be revisited later in the semester.

Discussion/Action Items

A. ILO #4 Social and Cultural Responsibility (Demonstrate sensitivity to and respect for others, both locally and globally, and participate actively in group decision making) – Melissa Long (15 minutes Discussion)

Professor Long was unable to attend the meeting and wanted to remind the committee of the following:

- 1) Look for evidence from your areas that we are giving students the opportunity to demonstrate ILO #4.
- 2) Consider the statement for ILO #5 (Personal Development: Demonstrate self-management and ethical awareness through practices that promote physical, mental and emotional well-being) and whether it needs to be revised before the committee assess.

B. Goals Crosswalk – Michael Carley (1st read/Discussion)

The Crosswalk was developed by in the summer 2019. The Crosswalk as been reviewed in CC, Enrollment Management, Strategic Planning, PSEC and Accreditation and some made small edits and changes.

The Crosswalk is coming to CC for a first read and then back at the next meeting for approval.

The goals crosswalk takes the various goals from all the many plans and tries to pull all the goals together in one document, while pulling together some of the themes the goals share.

The document includes information on how the goals line with the student success journey and where the data came from. The crosswalk was designed to make sure we do not have the same goal in two different places saying two different things; we want to be consistent. VPSS Arvizu likes the matrix, how the plans align with the goals and be observed in an overview and we are meeting those goals.

Dr. Habib likes the use of the student journey language.

PDF was emailed to CC prior to meeting.

C. Guided Pathways self-Assessment Report – Primavera Arvizu (1st read/Discussion)

The Self-Assessment report is a report we submit to the State Chancellors Office. We have to look at ourselves to see where we are in the college with each pillar. Right now, VPSS Arvizu is still working on completing Pillar 4: Ensure Learning section.

She wants to thank all the faculty and leads that have been helping with gathering information. The draft report has been shared with Academic Senate, Enrollment Management and PSEC who oversees Guided Pathways on campus. She also thanked IR Director Carley for the information from the focus group for the student engagement portion of the report.

Another section we are focusing on are course alignment and student success sections.

Since there is not an additional CC meeting this February and the report is due to the State Chancellor's Office in March, VPSS Arvizu would like to propose doing an electronic vote on the Self-Assessment report in February.

Motion, "to approve by electronic vote"

M/S/C: Dr. Arlitha Harmon/Joe Cascio

The report will be sent to Academic Senate then the electronic vote will be sent out; within the next two weeks.

An electronic vote was taken and results tallied on Wednesday, February 24, 2021; with a majority vote the Guided Pathways Self-Assessment Report was approved.

Word document was emailed to CC prior to meeting.

D. CCCC Credit for Prior Learning Toolkit – Miles Vega (1st read/Discussion)

The Credit for Prior Learning and Title V have been given a new charge. Part of the charge is to look at the Credit for Prior Learning definition, assessment methods and to develop a local policy and how to implement the policy.

Information will be sent to CC, Enrollment Management, Academic Senate and Curriculum as the taskforce moves forward. The taskforce will discuss a timeline for project completion, discussion with Division Chairs, possible training for faculty regarding Credit for Prior Learning, working on next steps and webpage.

This is very important for faculty to be involved and Professor Vega encourages faculty to attend the meetings and participate giving input and feedback.

V. Subcommittee Reports

A. Accreditation

- Met couple weeks ago
- Spent bulk of time reformulating/reconstituting the committee structure to look more like the standards committees. This was forward to Dr. Habib for review.

B. Budget

- Meeting this Friday
- Budget worksheets will be sent out today. Instruction first then management, you will have a window to complete them and send them back. Last semester (November 2020) you received the information for the instructional budget and that will also be due. Dr. Harmon will meet with budget managers to review budgets and answer questions.

- The Governor provided information for the Governor's 2021-22 budget. There was a joint analysis that was released by the Governor and that information will be presented at this week's budget meeting.
- For transparency a budget bulletin will be coming out from the District's CFO Office with an addendum to focus on what we have been doing on campus.

C. Strategic Planning

- Continuing to go over program reviews. The committee has assessed four so far, with three more scheduled.
- The deadline to submit your program reviews is today, 2/1/21. At least half are already in, if you have not turned yours in please do so today to Nora Figueroa to be scheduled.
- JEC and Foster Youth will be coming to CC shortly.

D. Enrollment Management

- Met last week.
- VPSS Arvizu reported on the GP Scale of Adoption.
- Spent a considerable amount of time discussing enrollment, scheduling, expectations and forward-looking assumptions regarding what the summer/fall might look (enrollment, instruction modalities, etc.).
- Presentation from Dr. Queenan regarding high-flex courses, which would provide a single course that students would have the option of attending any part of it face-to-face or online. The committee had a serious discussion and is looking at what that might look like moving forward.

E. Pathways, Success and Equity

- Last meeting concentrated on reviewing and updating the Guided Pathways self-Assessment Report.
- Looking for a faculty co-lead for Guided Pathways; internal announcement to come soon.
- Upcoming meeting will focus on IR Director's student Focus Report as well as his Data Team recommendations.

F. Grant Oversight/Grant Progress Reports

- Continue to review grant awards.
- Several members of the committee participated in the District-wide fiscal grant training that was held last week.
- Looked at the CalFresh grant that will provide additional support for outreach to assist students in food security. The grant is being submitted today.
- The other grant discussed was the Central Valley Higher Ed Mini Corp grant. It was received and supports faculty training and stipends.
- The committee is pursuing two additional grants are TRIO Talent Search grant (due later this month) and MASA grant (Math and Science) through the Chancellor's Office. The letter of intent for the MASA grant has been submitted. The TRIO grant will be a reapply; the campus has not had TRIO for several years.
- The CAPP grant was submitted today.
- Several other grants were looked at and not recommended for pursuing by the campus because of the number of awards or demographics.
- Working on finalizing the list of priorities and things we should be looking for as we go out to supplement the dollars we have through the general fund.

G. Facility Planning Advisory

- Phase 1 and 2 of the restroom remodels is complete.
- Working on plans for the Student Center restrooms; in the working drawing phase.
- In architect selection process to design the Athletic Fields PC will build on the new land south of the college.

H. Information Technology

- Met 1/22/21
- Discussed what was done over the winter break and support of all the laptops for student check out (worked on about 200 laptops).
- Worked on the implantation of the Microsoft teams and the District is wanting to slowly roll that out.
- Emails are going out regarding the 15-character passwords, the committee discussed what the entails. You can change your password at anytime but come March 1st if you haven't changed your password in the last year you will be prompt you for the change.
- Discussed the College Accessibility Taskforce and what IT has in accessibility.
- Looking to replace the main battery backup unit in the main LRC data room; working with electricians.
- Next meeting 2/26/21

I. Title IX Advisory/Safety and Security

- Meeting 2/16/21
- Several incidents on campus: 1) a couple weeks ago someone came on campus and stole several catalytic converters (over a \$1,000 worth of damage), 2) last night someone attempted to steal multiple college vehicles and unsuccessfully attempted to force entry into M&O, and 3) batteries were stolen from vehicles.
- A lot of the burglaries and vandalism are taking place between the hours of 2:00 am and 6:00 am. We will continue to see this happen at a high cost to the college unless we reinforce where we keep our vehicles or have 24-hour security.
- Trying to fill four Public Safety Officer 2 substitutes (Todd will complete training). An application process for one FT Public Safety Officer 2.
- This month's workshop Understanding and Consent is tomorrow and will send it out as a safety campaign on Thursday.

J. Outreach

- No report

VI. Other Reports

A. President

- Dr. Habib expresses her appreciation for all the FLEX Day presentations; has received great feedback. Kudos to Ethan and the Equity Taskforce.
- As we prepare to receive the additional COVID relief funds Dr. Habib and the VP's are working on priorities and the things we need to take into consideration; where we need extra support as we return to campus this fall. Different constituency groups will be reached out to for feedback.
- ACCJC is working to update their standards (done every 10 years) and posting new standards in 2024. ACCJC is making a call to the field (faculty, classified and administrators) to volunteer to

be part of the taskforce to review the standards can apply on the website. If you are interested apply by the end of February.

- The District Consultation Council is working with the union and Academic Senate on reviewing the language in the board policies on chapter 8; also reviewed chapters 4 and 5.

B. Academic Senate

- Professor Vega encourages faculty to participate in the hiring committees. Send responses to Miles Vega. Will need faculty for English and Student Life Coordinator.

C. Outcomes

- No report

D. CCA

- No report

E. CSEA

- No report

F. ASPC

- Hoping to post for a Program Manager for Student Life and Leadership.
- ASPC elections were held; VPSS Arvizu will be going through the results and fill some of the ASPC seats.
- VPSS will be serving on the committee for elections of the student trustee. That committee meets this week.

G. Other

VII. Future Agenda Items

VIII. Adjournment

Meeting adjourned at 3:47 pm.