

PORTERVILLE COLLEGE
COLLEGE LEARNING COUNCIL

3:00 PM – 5:00 PM • Monday, March 4, 2013 • AC-107

Co-Chairs: Steve Schultz, Susan Lala, Tiffany Haynes

MINUTES

Present:

Kim Behrens, Craig Britton, Genevie Bunch, Vern Butler, Rosa Carlson, David Chamberlain, Chris Craig, Erin Cruz, Bret Davis, Jason Duncan, Antonia Ecung, James Entz, Richard Goode, Lupe Guillen, Virginia Gurrola, Tiffany Haynes, Bill Henry, Resa Hess, Eric Mendoza, Andrew Messchaert, Christopher(Buzz) Piersol, Steve Schultz, Rickelle Syrdahl, Miles Vega, Ann Marie Wagstaff, Joel Wiens and John Word

Absent:

Lorie Barker, Michael Carley, Terry Crewse, Susan Lala, Maria Roman and Arlitha Williams-Harmon,

I. Call to Order

The meeting was called to order by Mr. Schultz at 3:00pm.

II. Adoption of Agenda

Motion was made to approve the agenda.

Motioned: Miles Vega

Seconded: Bill Henry

Ayes: 24 Nays: 0 Abstentions: 0

Motion: Carried

III. Approval of Minutes

Motion was made to approve the minutes from:

February 4, 2013

Motioned: James Entz

Seconded: Bill Henry

Ayes: 24 Nays: 0 Abstentions: 0

Motion: Carried

IV. Information/Announcement Items

A. Instructional Aide Certificate Deletion (1) – Miles Vega

Mr. Vega informed the committee Curriculum will be deleting the Instructional Aide Certificate. In the past 5 years only four students have received this certificate; it is unknown if any students are currently in the program. *Discussion Ensued.*

B. Honors Recognition at Commencement (2) – Joel Wiens/Steve Schultz

The Academic senate approved to accept the same honors recognition policies as BC and CCC.

The new policy will recognize all honors graduates with a cumulative GPA of 3.5 and higher who have completed at least 60 units of degree applicable, letter-grade courses in which 12 of those units have been taken at Porterville College. During this year's commencement, graduates will be recognized has honor students; next year students will be recognized by their GPA standing as follows:

- 3.50-3.69 Cum laude
- 3.70-3.89 Magna cum laude
- 3.90-4.00 Summa cum laude

Handout was provided.

V. Discussion/Action Items

A. Committees Organizational Structure (2) – Rosa Carlson

Dr. Carlson reported all recommended changes made during the December 3, 2012 meeting have been made to the revised Committees Organizational Structure. In addition, Mr. Schultz informed the committee Mrs. Brown will be creating a template for end of the year committee activity summaries made during the last meeting of the spring term to CLC in accordance with committee reporting. Motion: "To approve the Committees Organizational structure."

Motioned: Craig Britton

Seconded: Virginia Gurrola

Ayes: 24 Nays: 0 Abstentions: 0

Motion: Carried

Handout was provided.

B. UOF Process and Procedures (2) – Bret Davis

Mr. Davis drafted an addition he recommends being added to campus policy that addresses UOF approval regarding the concerns off campus vendors and conflicts with Porterville College's commitment and interest. This policy will be added to the UOF contract with outside vendors. Mr. Word will verify that this policy does not conflict with any other policies. Mr. Davis is requesting the committee to review this draft and be ready to vote on March 18th. *Discussion ensued.*

Handout was provided and this will be voted on March 18, 2013.

C. Consultation Council Continuing Cancellations and Lack of Participatory Governance (1) – Susan Regier

The Consultation Cabinet is an opportunity for CCA, CSEA, and Faculty Senate to have a representative, together with the College Presidents, the Chancellor and Vice Chancellors in the District decision making process at Bakersfield College. The meeting is held the last Tuesday of every month.

The Consultation Cabinet has been cancelled four out of the five scheduled meetings; last meeting was held in November, 2012. These cancellations are raising concerns with faculty and classified staff; meetings are being cancelled without input from CCA, CSEA and the Faculty Senate. CCA, CSEA and the Faculty senate feel they are being left out of the decision process, especially in regards to “Achieving the Dream” and are requesting CLC to pass a resolution stating its concern and expect meetings to be conducted regularly. *Discussion ensued.*

The Academic Senate President, Joel Wiens and the CCA President, Susan Regier is in the process of drafting a letter regarding these concerns addressed to Sandra Serrano, KCCD Chancellor. *Discussion ensued.*

Mr. Wiens will coordinate with Dr. Wagstaff, Budget, and Mrs. Regier, CCA, to draw up a letter from the faculty stance. If this issue is not resolved in two weeks to the satisfaction of CCA, CSEA and the Faculty Senate it will be brought back to CLC.

D. Campus Safety and Emergency Procedures (1) – Miles Vega

Mr. Vega has been discussing some safety issues on campus with other colleagues. These issues were brought to the attention of Mr. Word, chair of the Campus Safety and Security Committee. A meeting is being scheduled; additional concerns should be forwarded to Mr. Word. *Discussion ensued.*

E. Emergency One-Time Budget Request for Natural Science & Mathematics (1) – Arlitha Williams-Harmon/Ann Marie Wagstaff

The Science Department is requesting \$1400 in emergency one-time monies to replace the Micro Biology refrigerator and the spoiled supplies. The estimated cost of the refrigerator is \$900, plus \$500 for product replacement.

Motion: “To approve the emergency request for \$1400.”

Motioned: Virginia Gurrola

Seconded: Miles Vega

Ayes: 24 Nays: 0 Abstentions: 0

Motion: Carried

Handout was provided.

VI. Subcommittee Reports

A. Budget Committee

The budget Committee has divided in to groups and is in the process of reviewing all departments' budget request for 2013-14 using the newly created rubric. *Discussion ensued.*

Dr. Wagstaff announced Jodie Logan and Charlene Whitfield as the new classified representatives on the Budget Committee.

B. Strategic Planning Committee

During the last meeting Strategic Planning discussed ACCJC's recommendation #3. They are also currently reviewing the Science/Math Program Review. *Discussion ensued.*

C. Enrollment Management Committee

D. Grant Oversight/Grant Progress Reports Committee

E. Facility Planning Advisory Committee

M & O will be replacing the AC and Heater units on the Fine Arts building. The job walk will be March 20, 2013 with a scheduled start date for July 22, 20123 and completion date of August 5, 2013. Over Spring Break, March 25-29th, M&O will be trimming trees along College Ave, along with replacing the Cafeteria's metal doors. Mr. Word recognizes and thanks the Foundation for their benches and picnic table donations to the college, also; he thanks Tom Cemo and his students for assembling them.

F. Information Technology Committee

Graphics is trying a new procedure with print jobs to limit copier break down.

Mr. Craig and Mrs. Syrdahl in connection with the Distance Education Committee are working on the response to College Recommendation 5 for the follow up report. *Discussion ensued.*

PC will not be moving to Windows 8 or the new Microsoft office for another year.

G. Title IX Advisory Committee

H. Marketing & Outreach Committee

Marketing and Outreach is proud to announce Anja Goebel as the February, 2013 employee of the month. Mr. Vega is asking for donations for the employee of the month fund; donations can be drop off in the business office.

VII. Other Reports

A. President

The State of California is discussing moving Adult Ed to community colleges. Dr. Carlson stated if Adult Ed is moved toward community colleges her solution would be to partner up with the K-12 schools to offer Basic Skill classes. Currently PC does not have the staff, facilities or money to meet the needs of Adult Ed students. *Discussion ensued.*

Dr. Carlson reported on the accreditation status at COS; they are being asked for two reports. The first is "Plans for Improvement" and the second a "Closure Plan". PC will be impacted whether or not COS closes; PC needs to stay on top of COS's Accreditation status. *Discussion ensued.*

B. Accreditation

Mr. Schultz read to CLC the reaffirmation letter from ACCJC. The Steering Committee has begun strategizing how the follow-up report (due October 15th) will be completed. In this report PC must respond to three (recommendation 3, 5 and 7) of the seven college recommendations and all four of the District recommendations; all recommendations from ACCJC will need to be responded to in the 2015 Mid-term report. *Discussion ensued.*

Two handouts regarding the 2015 Mid-term report and 2018 Accreditation report/visit were provided, reviewed and discussed by CLC. *Discussion ensued.*

- Accreditation Calendar Check

C. Academic Senate

The Academic Senate is in the process of discussing Flex Day/Professional Development at Rio Hondo Community College. They have a large website of many activities which are approved. The Senate also talked about policy and procedures of the AS Basic Skills Sub-committee and the appropriate level of faculty input versus administration input. Achieving the Dream and whether it is appropriate for Porterville College was discussed. Concerns were funding, benefit versus money spent, and benefit versus time commitment. *Discussion ensued.*

- **Curriculum**

The Curriculum Committee continues to evaluate course updates and work on the curriculum handbook rewrite.

- **Basic Skills**
- **Student Learning Outcomes**

D. CCA

CCA elections are approaching; any faculty interested in running see Dr. Wagstaff or Mr. Crewse.

E. CSEA

CSEA is currently in the middle of two grievance process. The first is regarding the fluctuating hourly and the second is regarding health and welfare for the prorated benefits employees. Also, CSEA is currently in the process of negotiating reorganization for the Cerro Coso campus.

F. ASPC

On behalf of the students ASPC asks CLC to do what they can to keep the library open.

The Following events will take place March 18th:

- ASPC free lunch with card or \$5.50 without. Hamburger, chis and water.
- CDC Oatmeal Cookie Day.
- All PC clubs will be having a Saint Patrick's Day Fair.

Future/Current Events:

- February 25th-March 8th, advertising elections.
- March 11th-21st, candidates fill out forms.

- April 1st-12th, campaigning
- April 16th-17th, Elections

G. Other

VIII. Future Agenda Items

A. Matriculation Advisory Committee (1) – Virginia Gurrola

B. Program Review Forms Changes (2) – Michael Carley

IX. Adjournment

Meeting was adjourned at 4:12p.m. by Mr. Schultz.