

PORTERVILLE COLLEGE
COLLEGE LEARNING COUNCIL

3:00 PM – 5:00 PM • Monday, September 16, 2013 • AC-107

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

MINUTES

Present:

Lorie Barker, Vern Butler, La Tishsa Carballo, Michael Carley, Katherine Carlson, Rosa Carlson, David Chamberlain, Chris Craig, Erin Cruz, Bret Davis, James Entz, Val Garcia, Richard Goode, Lupe Guillen, Tiffany Haynes, Bill Henry, Jay Hargis, Resa Hess, Susan Lala, Christopher (Buzz) Piersol, Rickelle Syrdahl, Miles Vega, Ann Marie Wagstaff, Joel Wiens, Arlitha Williams-Harmon and John Word

Absent:

Kim Behrens, Craig Britton, Terry Crewse, Eric Mendoza, Maria Roman, Steve Schultz

Guest:

Giovanni Ruiz

I. Call to Order

The meeting was called to order by Mrs. Lala at 3:00pm.

II. Adoption of Agenda

Motion was made to approve the agenda.

Motioned: Miles Vega

Seconded: La Tishsa Carballo

Ayes: 16 Nays: 0 Abstentions: 0

Motion: Carried

III. Approval of Minutes

Motion was made to approve the minutes from:

September 9, 2013

Motioned: Bret Davis

Seconded: Christopher (Buzz) Piersol

Ayes: 16 Nays: 0 Abstentions: 0

Motion: Carried

IV. Information/Announcement Items

A. End of the Year Committee Reports (Quick Review)

Tabled to the next meeting, October 7, 2013.

B. DRAW Program (1) – Susan Lala

The three goals of the Depression Reduction Achieving Wellness (DRAW) Program are:

1. Offer mental health in a natural community setting,
2. Reduce the mental health stigma so students feel more comfortable accessing mental health services, and
3. Reduce the number of untreated cases of depression that may require a higher level of care and decrease the instance of suicide.

The plan is to provide preventive education, early intervention and training.
Handout provided.

C. A&R/Financial Aid Suggestion – Complaint Box (1) – Erin Cruz

A&R and the Financial Aid departments placed suggestion/complaint boxes in their areas to find ways to better serve students. Mrs. Cruz is requesting instructors and staff to offer suggestions and inform students of the boxes.

D. Failed to Withdrawal Policy (1) – Erin Cruz

The Financial Aid departments at Bakersfield, Porterville and Cerro Coso colleges, are required to report return to Title IV funds to the government. Calculating the exact portion of funds to return becomes difficult when financial aid does not have an exact date when a student ceases to attend, refer to the failed to withdrawal policy.

Mrs. Cruz is requesting all instructors enter the date when a student is dropped. The drop date will assist financial aid in the return to Title IV calculations. She is aware at this time there is no place to enter a drop date; until the issue is resolved email Erin Cruz the information. *Discussion ensued.*

V. Discussion/Action Items

VI. Subcommittee Reports

A. Budget Committee

The Budget Committee will meet this Friday, September 20, 2013.

The budget worksheet will go out to all managers this week and training available during the September 23rd enrollment meeting. Worksheets are due October 15, 2013 to the budget committee. Program reviews must reflect any/all instructional material requests and increases or decreases to budget.

The KCCD Board approved PC's budget during the September 12th meeting.

B. Strategic Planning Committee

C. Enrollment Management Committee

Meeting September 23, 2013.

D. Grant Oversight/Grant Progress Reports Committee

E. Facility Planning Advisory Committee

Safety & Security's first meeting is October 1, 2013.

M&O is currently finishing some projects left over from the summer construction.

The PC alert notice went out today and reached 74% on voicemail, 84% on text and 100% on email. *Discussion ensued.*

F. Information Technology Committee

Meeting this Friday, September 20, 2013.

G. Title IX Advisory Committee

H. Marketing & Outreach Committee

Meeting this Friday, September 20, 2013 at 9am.

VII. Other Reports

A. President

KCCD Board member Stuart Witt resigned after 11 years. He announced during the September 12th board meeting that it was his last meeting, and he no longer would be the Cerro Coso representative. The board has been given two options regarding Mr. Witt's seat; 1) assigning a temporary member through the duration of the term or 2) holding a special election.

The fire Lane project was pulled from the September 12th board agenda. Dr. Carlson is unsure why this happened and will look into it.

B. Accreditation

- **Calendar Review**

C. Academic Senate

Mr. Piersol stated the KCCD Board meeting budget presentation was concise. His concern is why the full-time faculty obligation number (FON) has decreased and how this will affect Porterville. The money paid out by the State is based on enrollment (FTES), and since overall enrollment went down due to budget cuts and fewer sections, the allotted amount of money went down. *Discussion ensued.*

Last year the senate approved an equivalency policy; Mr. Piersol will find out where it goes next and keep CLC up to date on its progress.

Mrs. Williams-Harmon answered some concerns regarding the vending machines and the lack of available water on Friday. She is working with the vendor to insure all vending machines have card readers. As for the drink machines, this issue is with the vendor district wide and Mrs. Williams-Harmon is doing all she can to get Coke on campus.

A listserv was created for adjunct faculty, pc_adjunct_faculty@portervillecollege.edu; division chairs, senate representatives, Deans, Vice President, President and administrative support staff can use it. The listserv is automatically updated through banner. As adjuncts are hired or leave via the HR process, banner is triggered to add/delete their email.

- **Curriculum**
- **Basic Skills**
- **Student Learning Outcomes**
- **Distance Education**

D. CCA

CCA's first negotiation meeting was Friday, September 13th.

There is over a million dollars in the health reserve fund, and there is no chance in the near future that faculty will have to pay deductions out of their check.

E. CSEA

CSEA is currently working on contract reopeners for the next year.

F. ASPC

ASPC met twice since the start of the semester. Meetings are held Fridays, and a lot of events are in the works.

G. Other

VIII. Future Agenda Items

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

B. Mission Statement (3) – Co-chairs (Fall 2013)

C. CLC Membership & Committee Outline (1) – Co-chairs (review/update specific task, etc.)

IX. Adjournment

Meeting was adjourned at 3:34p.m. by Mrs. Lala.