

**PORTERVILLE COLLEGE**  
**COLLEGE LEARNING COUNCIL**

3:00 PM – 5:00 PM • Monday, September 9, 2013 • AC-107

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

**MINUTES**

**Present:**

Lorie Barker, Kim Behrens, Craig Britton, Vern Butler, La Tishsa Carballo, Michael Carley, Rosa Carlson, Chris Craig, Erin Cruz, Bret Davis, James Entz, Val Garcia, Richard Goode, Jay Hargis, Tiffany Haynes, Bill Henry, Christopher (Buzz) Piersol, Steve Schultz, Rickelle, Syrdahl, Miles Vega, Ann Marie Wagstaff, Joel Wiens and Arlitha Williams-Harmon

**Absent:**

Katherine Carlson, David Chamberlain, Terry Crewse, Lupe Guillen, Resa Hess, Susan Lala, Eric Mendoza, Maria Roman and John Word

**Guest:**

James Thompson

**I. Call to Order**

The meeting was called to order by Mrs. Haynes at 3:02pm.

**II. Adoption of Agenda**

Motion was made to approve the agenda.

Motioned: Bill Henry

Seconded: Chris Craig

Ayes: 20      Nays: 0      Abstentions: 0

Motion: Carried

**III. Approval of Minutes**

Motion was made to approve the minutes from:

June 3, 2013

Motioned: Bill Henry

Seconded: James Entz

Ayes: 20      Nays: 0      Abstentions: 0

Motion: Carried

August 26, 2013 as amended

Motioned: Miles Vega

Seconded: Craig Britton

Ayes: 20      Nays: 0      Abstentions: 0

Motion: Carried

#### IV. Information/Announcement Items

##### A. Send Silence Packing (2) – Susan Lala

Send Silence Packing will be on campus September 30, 2013. This event is to raise awareness about suicide and will take place in the quad; approximately 1000 backpacks will be displayed across the quad. Each backpack will have a story attached about someone who died from suicide.

##### B. DRAW Program (1) – Susan Lala

Tabled. Next meeting, 9/16/13.

##### C. ATD Update (1) – Dr. Rosa Carlson

Achieving the Dream update was presented by Dr. Carlson. She went over the preliminary outline of the prospective institutional activities, delegations and timelines to improve student success. One such goal is the restructuring of committees on campus. *Discussion ensued.*

#### V. Discussion/Action Items

##### A. 2013 ACCJC Follow-Up Report (2) - Steve Schultz

Mr. Schultz made a few minor changes to the table of contents on page 2 and changed the list of evidence aesthetics throughout the report. The report will be forwarded, reviewed and approved at the October 10<sup>th</sup> Board Meeting. On October 11<sup>th</sup>, four hardcopies and the flash drive with the evidence will be sent to ACCJC. *Discussion ensued.*

Mr. Schultz compiled the actionable improvement plans from the 2012 Self Evaluation Report in hopes to facilitate the different college departments in goal planning. He will forward a copy of the actionable improvement plans to the committee, and hard copies will be available at the next meeting.

Motion: "To approve the ACCJC Follow-Up Report."

Motioned: Christopher (Buzz) Piersol

Seconded: Richard Goode

Ayes: 20      Nays: 0      Abstentions: 0

Motion: Carried

*Handout provided.*

##### B. Selection of 2013-14 CLC Co-chairs (1) – Steve Schultz

CLC Administrator Co-chair.

Motion: "To nominate Bill Henry for the 2013-14 CLC administrator co-chair."

Motioned: Arlitha Williams-Harmon

Seconded: Richard Goode

Ayes: 19 Nays: 0 Abstentions: 1

Motion: Carried

CLC Classified Co-chair.

Motion: "To nominate Tiffany Haynes for the 2013-14 CLC classified co-chair."

Motioned: Ann Marie Wagstaff

Seconded: Christopher (Buzz) Piersol

Ayes: 19 Nays: 0 Abstentions: 1

Motion: Carried

CLC Faculty Co-Chair.

Motion: "To nominate Susan Lala for the 2013-14 CLC faculty co-chair."

*Mr. Vega contacted the faculty nominee, verified Mrs. Lala accepted the nomination due to her absence and the vote went forward.*

Motioned: Christopher (Buzz) Piersol

Seconded: Joel Wiens

Ayes: 20 Nays: 0 Abstentions: 0

Motion: Carried

**C. Cafeteria Closure on Friday (1) – Christopher (Buzz) Piersol**

Mr. Piersol stated some concerns with the closure of the cafeteria on Friday. Dr. Carlson informed CLC that when the college looked at sustainability, it was decided that the auxiliary services were draining our resources and the bookstore and cafeteria would be outsourced. During the bidding process for the cafeteria Porterville Unified School District won the bid. PC entered into a 5yr. contract with PUSD, which states either party can pull out at any time. Instead of pulling out, PUSD decided to reduce hours and close the cafeteria on Fridays. In the efforts to provide students with food PC will add vending machines and the bookstore started selling more snacks. Later PUSD and PC will reassess the sustainability of the cafeteria, and mutually decide what the next step is. *Discussion ensued.*

**VI. Subcommittee Reports**

**A. Budget Committee**

Budget met Friday, September 6, 2013 and has begun the process of updating the budget worksheet. A sustainability section was one of the changes added to the worksheet. Once the worksheet is updated, it will be sent to all budget managers. The worksheet is due back to the Budget Committee prior to October 15, 2013.

During the September 23<sup>rd</sup> Enrollment Management meeting Mrs. Williams-Harmon will review the worksheet with budget managers.

*A draft of the worksheet was provided.*

- B. Strategic Planning Committee**
- C. Enrollment Management Committee**
- D. Grant Oversight/Grant Progress Reports Committee**
- E. Facility Planning Advisory Committee**
- F. Information Technology Committee**
- G. Title IX Advisory Committee**
- H. Marketing & Outreach Committee**

**VII. Other Reports**

**A. President**

The next KCCCD Board meeting will be at the district meeting on September 12, 2013 at 1:00pm. The Board of Governors is still discussing adult education, and if it will stay with K-12 or community colleges will be taking it over.

**B. Accreditation**

- **Calendar Review**

**C. Academic Senate**

Mr. Wiens reviewed the online teacher handbook updated by the Distance Ed Committee. Forward any comments to Buzz.

*Handout provided.*

- **Curriculum**

Mr. Thompson introduced himself to CLC as the new curriculum chair. He informed CLC a new version of CurricUNET coming. Mr. Thompson presented to CLC a new template the Curriculum Committee created and approved for course justification. *Discussion ensued.*

*Handout provided.*

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

**D. CCA**

CCA is looking for an Election Officer.

**E. CSEA**

**F. ASPC**

**G. Other**

**VIII. Future Agenda Items**

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

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

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

**D. End of the Year Committee Reports (quick review) – (September 16, 2013)**

**E. Fail to Withdrawal Policy (1) – Erin Cruz**

**IX. Adjournment**

Meeting was adjourned at 3:49p.m. by Mrs. Haynes.