



THURSDAY, DECEMBER 15, 2016, 3:00-5:00 PM, GRIFFIN GATE

MEETING SUMMARY

PRESIDENT	Nabil Abu-Ghazaleh	√	DIVISIONAL REPS (7)	Adelle Schmitt	√
VICE PRESIDENT ACADEMIC AFFAIRS	Katrina VanderWoude			Jennifer Bennett	√
VICE PRESIDENT STUDENT SERVICES	Marsha Gable			Michael Barendse	
VICE PRESIDENT ADMINISTRATIVE SERVICES	Lorenze Legaspi	√		Irene Palacios	√
SR. DEAN OF COLLEGE PLANNING & INSTITUTIONAL EFFECTIVENESS	Aaron Starck	√		Liz Barrow	
DEAN OF CAREER & TECH ED/WORKFORCE DEVELOPMENT	Javiar Ayala	√		Jessica Owens	√
DEAN, COUNSELING & ENROLLMENT SERVICES	Martha Clavelle			Pat Morrison	
DEAN OF ARTS, LANGUAGES AND COMMUNICATION	Susan Schwartz (Interim)	√	BASIC SKILLS REPRESENTATIVE	Beth Kelley	√
DEAN, ENGLISH, SOCIAL/BEHAVIORAL SCIENCES	Agustin Albarran	√	SUPERVISORY REPRESENTATIVES (2)	Genie Montoya	
DEAN, MATH, NATURAL SCIENCES & EXERCISE SCIENCE/WELLNESS	Mike Reese	√		Kurt Brauer	√
DEAN, LEARNING & TECHNOLOGY RESOURCES	Nadra Fareina-Hess (Interim)	√	CLASSIFIED SENATE DESIGNEE	Dana Mints	
SR. DEAN OF ALLIED HEALTH & NURSING	(Interim) Domenica (Dee) Oliveri		CLASSIFIED SENATE REPRESENTATIVE	Brian Lam	
ASSOCIATE DEAN OF NURSING/DIRECTOR OF NURSING	Domenica (Dee) Oliveri		CSEA REP	Will Pines	√
DEAN, ADMISSIONS, RECORDS & ENROLLMENT SERVICES	Amir Law (Interim)	√	ASGC REPRESENTATIVE	TBD	
ASSOCIATE DEAN, ATHLETICS	Thomas Armstrong	√			
ASSOCIATE DEAN OF STUDENT SUCCESS AND EQUITY	Lida Rafia				
DIRECTOR FACILITIES & OPERATIONS	Ken Emmons	√			
PRESIDENT, ACADEMIC SENATE	Tate Hurvitz (Co-Chair)	√	Guests		



AFT REPRESENTATIVES	Jim Mahler				
	Victoria Curran for Judd Curran	v			
CHAIRS & COORDINATORS REP	Evan Wirig		RECORDER:	Patty Sparks	v

Meeting commenced at 3:00 PM.

I. CHARGE AND COMPOSITION - LEGASPI

The Council reviewed the Charge and Composition. The term for participation on this Council is two years. There are some permanent positions required to sit on this Council. There is no real term but the Council discussed that three years may be a good fit as it takes a while to understand all that is discussed and recommended. CSEA has experienced problems placing classified personnel due to the length in time and hours required.

It was suggested that the Council continue to think about this and it be discussed at Academic Senate and Classified Senate.

II. ENROLLMENT UPDATE - VANDERWOUDE

Enrollment campaigns began the week of December 5. We are approximately at 4412 FTES with the need of 2258 FTES to meet our goal. We are waiting for reports with actual numbers but these numbers should be close. The *"We Are All In"* campaign is asking for faculty and staff to assist and promote where possible.

Hiring Adjunct Event:

The college hosted an all-day event on November 19, wherein 400 adjunct faculty prospects attended. CTE hired three of the four interviewed for their department. This was a successful event and very well attended.

Extended Hours:

The College is looking at extending hours at the beginning of the semester and augmenting the hours as needed.

Adult Education Partnerships:

Efforts are continuing. As a note, classes will begin at Los Colinas Detention Center in the spring.



III. BUDGET UPDATE – LEGASPI

Tutoring and supply budgets will be back filled. The College anticipates a budget update from the State sometime in January. More information and data will be provided at the January meeting.

It was discussed that many departments need funding for tutoring and that ASL should be assigned tutoring hours. Legaspi stated all requests will be vetted through the Tutoring Taskforce.

IV. IRC – ACTIVITY PROPOSALS - LEGASPI

Legaspi provided a handout, Activity Proposals 2016/17, for the Council to review. He noted that Activity Proposals should be innovative and be completed in one year.

After review it appears that only five proposals meet the requirements for funding. Requests for classroom supplies (operational supplies) necessary to run classrooms should not be included in this process.

Instructional Equipment:

Instructional equipment is equipment that is to be used solely in the classroom and directly used by students. We are working diligently on an equipment request process. We need to incorporate the need and/or purpose with funding requested.

Operational Requests:

Operational requests are operational needs to maintain a functioning program.

A large amount of the Activity Proposals submitted were for space, staffing, and program development that do not meet the criteria for the IRC processes. Many of these require on-going funding. There is an existing process for program development.

The Council discussed the handout and agreed it was easy and simple to follow/understand.

The Council discussed the need to manage one-time funds and implement practices for funding budgets appropriately. The idea to incorporate needs and requests through annual program review that tie into our College and District's Strategic Plans.



Aaron Starck is working with TracDat to develop a more user friendly format through TracDat for annual program review. The system can be reworked and will hopefully be able to fulfill the planning needs college wide.

V. SHARED GOVERNANCE AND ORGANIZATIONAL STRUCTURE - HURVITZ

There has been discussion with Senate Officers and President's Cabinet looking to solve some core issues with Planning and Budget. Members were asked to think about this Council's structure and whether these meetings take too much time away from planning. One idea was to consider a Budget Council and a College Council. The College Council will deal specifically with planning. The Budget Council would keep the budget transparent with a good flow of information back to the College through its members.

It was discussed to possibly form a task force to draft the Charge and Composition for these two Councils then allow broad input.

The Council agreed to move this item forward for further input.

VI. PRINTED SCHEDULE - LEGASPI

The Council requested at the last meeting to have printed schedules available for distribution to be delivered to outside locations. It was discussed that this is a great marketing tool and 1,000 copies were made and are now ready for distribution. Legaspi requested that they be picked up in the Instructional Operations area.

VII. FACILITIES - VANDERWOUDE

Library Chairs:

The chairs that students are using upstairs in the Library are old and degraded. They are ripped and some are unsafe. This request was reviewed by the Facilities Committee and had their recommendation to move forward. It is now here for this Council's recommendation to move forward. Farina-Hess provided pictures for the Council. Replacements for these chairs will cost approximately \$50,000. The chairs selected have been very well researched by Ken Emmons and have a lifetime warranty. Funds have been identified for this.

The Council recommends that chairs for the library be purchased.

VII. FACULTY STAFFING - VANDERWOUDE

VanderWoude utilized the overhead projector to review with the Council the 2016/17 Faculty Staffing Prioritized List. This is a year of uncertainty and once the State provides solid numbers



(after Adopted Budget) we will not know how far down the list we can go. Notifications will be sent to those requesting positions and to the Faculty Staffing Committee. The Council agreed to move forward with the recommendations as presented when funding is determined.

IX. MUSIC DEPARTMENT – PIANO REQUEST - SCHWARZ

Susan Schwarz is requesting the Council to consider recommending the purchase of two pianos. Currently, if the department purchases these pianos timely they come at an extreme discount. This purchase falls within the departments planning and program review.

Action Taken: The Council recommended that the pianos be purchased.

X. DISTANCE EDUCATION NEEDS REQUEST – HURVITZ/VANDERWOUDE

Hurvitz provided a handout, *Proposed Use of Savings from the Canvas Transition*, for the Council to review.

The process we used to facilitate the move from Black Board to Canvas resulted in cost savings. The ASCCC state wide recommendation was to apply cost savings from Canvas to Distance Ed. After some research, there is a need to provide training to faculty on Canvas. Canvas does provide one-year of unlimited training. Janet Gelb (CSIS) and others will be designated leads/mentors to train faculty.

Farina-Hess wanted to express the need for tutors that can sign (ASL). There is some training for ASL Faculty tomorrow, Friday, December 16, an any unused hours can be rolled over. Along with NetTutor, it does have WhiteBoard which is another resource that can be utilized. These are the kinds of costs we are looking at and we are paying BlackBoard for faculty support.

Kelly stated that there is a lot of information for the Tutoring Task Force from Basic Skills. Kelly will email Katrina with the information.

Hurvitz stated that the training will cost approximately \$37,000. This proposal has been vetted through Distance Ed and TTLC and is now here.

Action Taken: The Council agreed to recommend training for faculty at a cost of \$37,000.

Thomas Armstrong suggested that discussion regarding dropping students for 2 or 3 absences should be reconsidered. We do not want to turn kids away. The Council suggested that a



communication to all faculty and staff regarding the importance of recruiting and retaining students be developed.

Meeting adjourned: 5 p.m.

NEXT P&RC MEETING DATE: January 26, 2016, 3 – 5 p.m., Griffin Gate

VISION: CHANGING LIVES THROUGH EDUCATION