



**THURSDAY, SEPTEMBER 22, 3:00- 5:00 PM, GRIFFIN GATE**

**MEETING SUMMARY**

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



<b>PRESIDENT, ACADEMIC SENATE</b>	<b>Jeff Lehman for Tate Hurvitz (Co-Chair)</b>	√	<b>Guest</b>  <b>Chris Tarmen, Assoc Vice Chancellor, Research, Planning &amp; Technology</b>		√
<b>AFT REPRESENTATIVES</b>	<b>Jim Mahler</b>				
	<b>Victoria Curran for Judd Curran</b>	√			
<b>CHAIRS &amp; COORDINATORS REP</b>	<b>Evan Wirig</b>		<b>RECORDER:</b>	<b>Patty Sparks</b>	√

Meeting commenced at 3:00 PM.

**I. ENROLLMENT MANAGEMENT UPDATE – KATRINA VANDERWOUDE**

It was reported that the college is having issues with reporting. There are no definitive numbers to date however the Enrollment Management Committee is meeting Friday, September 23, to ensure data reported will be accurate. The Committee is hoping to obtain the numbers within the next week. The additional classes that were added to the schedule are doing well and are at 80% capacity. There was one low enrolled section but was kept open. There is a push for enrollment for the second eight week classes. Deans are encouraged to review waitlists and report back to the Vice President Academic Affairs.

Mike Reese reported that the additional sections, like biology, added in his area are well attended and students have expressed their appreciation. It was discussed that keeping students aware of additional sections is important and must be done proactively. The Council discussed the need for additional counseling and student services. Martha Clavelle reported that Counseling added and extended hours in the front end of the semester. Food and student services also added and extended hours. It was discussed that maybe a task force be implemented to review how well the additional classes are doing and how it affects or not affects traditional sections offered. Katrina responded that Enrollment Services is meeting again next week and this issue can be discussed there. Further Bonnie Ripley is working on student degree maps.

Martha Clavelle stated that an on-line education planning program (software) could be utilized to advise students.

**II. BUDGET UPDATE – LORENZE LEGASPI**

Lorenze provided a handout, *General Fund Expense Analysis*, for the Council to review. He explained that the handout provides a three year snapshot for the years 2013/14, 2014/15, and



2015/16. From 2013/14 to 2015/16 benefit costs have increased 15%. We do not receive funding from the state to offset these costs. The hand out provides actual expenditures for the years indicated. New faculty hires will affect 2016/17 salary expenditures bringing our percentage of expenditures much higher. This will accumulate a higher expenditure, and our budget will grow or shrink depending on FTES.

The College pulled back 662 FTES from summer for the 2016/17 fiscal year. We need to be aware of the impacts. Currently, Lorenze is looking into expenditure processes to best serve the college and right size budgets. The reality is some department budgets have been undersized for years.

### **III. STRATEGIC HIRES – KATRINA VANDERWOUDE**

- **Learning Assistance Center Specialist**

This position will fill a vacancy. This position organizes and coordinates tutorial assistance services. Assigns and coordinates lab tutor schedules, run reports related to tutorial assistance and monitors the program budget. This position supervises student hourlies, NANCE employees and manages office work. Position is already in the budget as on-going.

- **Chemistry Technician**

This is a new position created to serve the chemistry department with lab preparation, disassembly of completed labs, ordering supplies and planning. This position in particular will serve our new Saturday sections and assist with impacted chemistry classes. This is a new but necessary position and will impact the budget.

- **CDC Aide**

This position is vacant and currently filled by a substitute. This position will assist the lead teacher with planning and curriculum, engage children in learning during individual and group activities, supervise activities and support staff health & safety rules. This position is necessary to fulfill the Title V requirements on teacher/child ratios and must be maintained. Position paid for via Head Start funding.

After discussion the Council agreed to recommend these three positions to move forward.

*Action Taken: The three positions above are recommended to the President to move forward.*



**IV. CLASSIFIED STAFFING –LORENZE LEGASPI**

Lorenze Legaspi utilized the overhead to present the Classified Staffing Committee's prioritized list. It was explained that until we know what our numbers are definitively, we will not know how far down the list we can go. There are two categorical funded positions on the list, they are:

- Program Specialist CAFYES
- CalWORKs Administrative Assistant I

These two positions were ranked 6 and 8 however can move forward as they are categorically funded.

**V. DISTRICT INSTITUTIONAL EFFECTIVENESS COMMITTEE PREVIEW – CHRIS TARMAN**

Chris Tarman stated that this Committee will be tasked with ACCJC reports, talk about and review data. The District Institutional Effectiveness Committee will absorb the tasks from the following:

- District Accreditation Coordinating Council (DACC)
- Institutional Research & Planning Committee

Chris further explained we had the Institutional Effectiveness Partnership Initiative (IEPI) goals and this Committee is where it will be discussed. This is a change keeping in line with the colleges and to integrate functions. This Committee will meet twice a semester (in the beginning and towards the end).

**NEXT P&RC MEETING DATE: October 27, 2016, 3 – 5 p.m., Griffin Gate**

**VISION: CHANGING LIVES THROUGH EDUCATION**