

Pierce College

Department Council

Minutes

Tuesday, August 12, 2014, 1:30–3 p.m.

CSB Conference Room

Attendees

Chairpersons: Melody Cooper, David Braun, Isidore Goodman, David Schamus, Rudy Dompe, Donna Accardo, Richard McMillan, Paula Paggi, Larry Thouin, Bob Martinez, Jill Connelly, Margarita Pillado (for Fernando Oleas), Wane Perkins, Joan Schneider, James McKeever, Dale Fields, Kathy Oborn, Chad Snow, Michael Gend

Department Heads: Phyllis Schneider, Wendy Bass, Ida Blaine

Administrators: Rolf Schleicher, Donna-Mae Villanueva, Oleg Bespalov, Earic Peters

Other Members and Guests: Margarita Pillado, Stephanie Schlatter, Adam Meyer, Amy Kradolfer, Larry Kraus

The meeting was called to order at 1:32 pm.

No.	Item	Presenter	Time
1	Approval of agenda <ul style="list-style-type: none"> • Approved unanimously 	Rolf Schleicher Lyn Clark	2
2	Approval of July 8 minutes <ul style="list-style-type: none"> • Approved unanimously 	Rolf Schleicher Lyn Clark	2
3	<p>FilmLA—a management organization to assist with filming on the Pierce campus</p> <ul style="list-style-type: none"> • Introduction of Jodie, Amy, and Adam from FilmLA. Pamphlets and business cards were distributed. This is a new program initiative from the District to contract their services which will provide assistance in filming on campus. • FilmLA will follow through with the agents on campus during filming, and will have someone directly in the room providing assistance and clarity to make sure the room is returned exactly how it was found. They will also organize how filming will be interfaced with faculty and staff. • Pierce and Harbor are pilots in this initiative. The idea is to provide a minimal amount of impact to you and your faculty and offices. The Sheriff will have a presence outside the room, but FilmLA will have a monitor in the room to be sure nothing is damaged. Clean up is included, and pictures will be taken so the rooms are returned exactly the way they were or better. • Two monitors are assigned to this location, so they will become very familiar with the campus: Adam Meyer and one other gentleman. • Due to the nature of filming, we are limited when it comes to being notified in advance for use of the rooms. Departments and Deans will always be notified as soon as possible. • Questions and concerns were asked regarding past experiences with filming on campus. Such as, how the monitors will manage on the day of filming if the director chooses to film in an area that wasn't previously cleared. Or to make sure a locked room within a room will not be accessed. <ul style="list-style-type: none"> ○ Academics come first. No classes will be relocated or cancelled. 	Larry Kraus Jodi Strong Amy Kradolfer Adam Meyer	15

	<ul style="list-style-type: none"> • If you have any expensive or hazardous equipment that require security and laws to be abided, share those specifics with Adam. That would be very helpful for documentation and permits. • FilmLA is located in Hollywood and will also be housed in Administrative Services. • Due to construction, photo and film revenue have decreased from \$200,000-\$300,000 to under \$100,000. This money comes back to all of us. 		
4	<p>CopyTech—a self-service plan for instructors</p> <ul style="list-style-type: none"> • Copy Tech will have a new automated program beginning in the Fall semester for the walk-in, self-service machines. • New devices will be installed that allow you to access the copiers using your own login name and password. • It will release 2000 clicks/week, which is roughly 200 double-sided copies/day. If you need to exceed this limit, you go to the counter and they will extend your account. We will try to work out any hiccups since this is a new program. • This limit was adopted by the college several years ago. So instructors who teach face-to-face vs. online will vary. We are trying to better understand and manage appropriately. • The college has an initiative to reduce paper. There is no initiative to reprimand one person or another. The idea is to understand and maintain the degree of how much paper we're using on campus. • At high-demand times such as for syllabi or for exams that will use more than 200 copies, do not use the self-service machines. Instead use the high-speed machines behind the counter with larger engines. • Always consider to send out electronic copies of syllabi, and print on demand. • On the Pierce website there is a location under “Faculty and Staff” for the CopyTech internal submission. This works from a campus computer only. Put in your username and password and access the direct line to CopyTech. Be aware that it times out, so know ahead of time what you want (collate, staple, etc.). 	Larry Kraus	10
5	<p>Enrollment update for summer sessions and the fall semester</p> <ul style="list-style-type: none"> • We were 3% down in seat count at the last meeting, but we have closed that gap since last month. We are 100 FTES higher than we were this time last year. • Fill rate is 3% less than this time last year. If we hit that fill rate then we will have a larger enrollment. • Overall this is positive news. Due to our robust summer we are going into this year healthy. 	Oleg Besimalov	5
6	<p>Opening day schedule and activities</p> <ul style="list-style-type: none"> • 7:30 am - Breakfast. Text book publishers will be in the bookstore. • 8:00-9:50 - Break out sessions • 10:00 - General session in the Great Hall. • 12:40 - Lunch, hosted in Library Crossroads Cafe • 1:30 - Back to Great Hall for last break out session on Safety. • 2:30 - Department meetings • Finalized program will come out shortly • What we will do differently this opening day is to have bios for the 14 	Kathy Oborn	10

	<p>new hires in the programs instead of each Department making individual introductions.</p> <ul style="list-style-type: none"> • The Leadership retreat is August 21st at the Woodland Hills Country Club. • Any new hires or new classified staff can join the campus tour Aug. 25th at the New Faculty Orientation. • Adjunct Orientation is on the 26th • Go Days are on the 26th and 27th. • If faculty are interested, they can volunteer to where “Ask Me” buttons or “I am Pierce” t-shirts and help orient students during the first week. 		
7	<p>2013-2014 budget outlook and Resource Advisory Task Force priority listing</p> <ul style="list-style-type: none"> • We ended the year with \$8 million. \$58 million will be allocated, but we run on \$61-62 million. This is due to our high labor costs. Our FTES is at about 14,700. • Come to the Budget Committee if you wish to know more. • The APP process used to go to RAC, but now it is a taskforce (RATF). RATF does the same as before and prioritize as one group rather than with different committees where there can be a disconnect. We are improving budget management by familiarizing with the planning between different organizations (RATF, Budget Committee, etc.) and having more robust discussions. • The 14-15 RATF prioritized list was shared. • The sales tax of prop 30 sunsets in 2016 and the income tax component in 2018, so we will put measures in place with new revenue streams. We will spend some of our reserves but not all. We are in a good position compared to some other colleges. 	Rolf Schleicher	15
8	<p>Accreditation in progress</p> <ul style="list-style-type: none"> • ACCJC adopted new standards which were released on their website in July. This coincided with the Accreditation Steering Committee’s new charter, which was recently approved. • Now that the charter and committee membership are established, we are meeting weekly on Wednesdays. We are determining and identifying co-chairs for each standard and discussing the new standards in depth so that we become familiar with them. • The presentation and rubric are the same, but the language is more specific in what they require. • The accreditation website, as with all PCC committees, will be moved to the SharePoint environment. The basic template will be figured out by the beginning of September. We are working with Carlos to build the template and metadata that both the co-chairs and standards committee will be sharing and eventually producing the evaluation document. 	Margarita Pillado	10
9	<p>Leadership Conference reminder—August 21</p> <ul style="list-style-type: none"> • The theme will be navigating in a climate of accountability for student success. • The areas that will be discussed are: <ul style="list-style-type: none"> ○ Accreditation ○ Leadership ○ The new student experience 	Rolf Schleicher Earic Peters	5

	<ul style="list-style-type: none"> ○ Pathways to student success ○ Student success, accessibility, and accommodations. ○ Assessment processes and procedures ● Talk to each other to come up with ideas and strategies. Have fun, be engaged, and get us talking. ● The agenda will be sent out in the next several days. ● It will be held at the Woodland Hills Country Club from 8:30-4:00. 		
10	<p>Report on Pierce Building Program</p> <ul style="list-style-type: none"> ● There was an update to the Board on all college accomplishments from 2013-2014. Our campus is quiet, but we are pushing as hard as we can to roll out construction. ● AECOM, our new PMO district level firm, recently concluded a Risk Assessment Study. Regardless, the college is making it known that we need further execution on our projects, including NOM. We are pushing hard to get our programs initiated and completed. ● We participated in a 50 Architect selection process. This exercise has been completed and the result is that approved vendors can bid on future design projects. We also hope to have our contractor RFPs back by end of December and then potentially commence the work by March of 2015. ● Long-term warranties and maintenance were discussed and requested to be included with the project. ● The Food Court may not be used the way it was designed since vendors cannot get the return on their investments. 	Ed Cadena Rolf Schleicher	15
12	<p>Due dates: October 3, 10 a.m., at ECD Tech Review stop—COR revisions due for Fall 2014 October 6, to Dean—2015–2016 Annual Program Plan</p>		

Adjourned at 3:05 pm.

Department Council Meeting Dates

2014	2015
August 12	January 13
September 9	February 10
October 14	March 10
November 4	April 14
December 9	May 12