



## Pierce College Academic Senate

November 17, 2014 2:15-3:45 pm

Great Hall

### Minutes

#### Members Present:

- Kathy Oborn
- Izzy Goodman
- Lyn Clark
- Constance Moffatt
- Joe Perret
- Monique Cleveland

- Christine Ersig-Marcus
- Robert Grogan
- Joanna Zimring-Towne
- Moriah Van Norman

- Michael Cooperman
- Cara Gillis
- Constance Kocs
- Bob Martinez

- Wendy Bass
- Blanca Adajian
- Jody LaChance
- Erin Moran
- Monika Del Bosque

- Frank Chartrand
- Diane Kelly
- Lauren Valdes
- Jamie Beavers
- Jacob Veiga

- Amy Sirrott
- Beth Abels
- David Schamus
- Kathy Holland
- Michelle Meyer

- Jeff Favre
- Margarita Pillado
- Lionel Greenberg
- Connie Tiu
- Anna Bruzzese

- Dick Ahrens
- Jill Binsley
- Crystal Kiekel
- Sara Harvey
- Lila Snow
- 

- Travis Orloff
- Mark Levick
- Angela Belden
- Beth Benne
- Denise Gibson

#### Guests:

Kale Braden (ASCCC)

John Stanskas (ASCCC)

Sheri Berger (VP Academic Affairs)

Rolf Schleicher (VP Admin Services)

Ed Cadena (Project Team)

Paul Neiman (DOCF)

Elizabeth Atondo (Articulation Officer)

Ryan Eagle (Physics)

Mitra Navab (Math)

Denise Robb (Poli Sci)

Dennis New (Math)

| Item Number | Item          | Item Type  |
|-------------|---------------|--|
| 1.          | Call to Order | Senate President Kathy Oborn called the meeting to order at 2:15 |

|     |  |   |
|-----|--|---|
|     |  | p.m.  |
| 2.  | <p><b>Approval of the Agenda/aka orders of the day</b><br/> <b>Consent Agenda:</b> enables members to vote on a block of items that are noncontroversial without a lot of time or discussion. Any item can be pulled from the consent agenda and discussed, if so desired.</p> <p><b>Curriculum Committee items – Nov 3, 2014</b></p> <p><b>a. New Courses to Pierce: Kin 332 Step Aerobics</b></p> <p><b>b. Non-Substantive changes to a program: Journalism 219: Non substantive change to journalism transfer degree. Delete: Journ 220 and Broadcasting 10, so Journalism 218 will be the only practicum course option</b></p> | Kathy Holland/Beth Benne moved and seconded; motion carried (“MSC”) unanimously.  |
| 3.  | <b>Announcements</b>   | Mark Levick announced that girl scout cookies were available.   |
| 4.  | <b>Public Commentary</b> – 2 minutes maximum per public speaker on matters related to this meeting’s agenda from the public  | None.   |
| 5.  | <b>Approval of the Minutes</b> from the previous meeting   | 10/20/14 and 11/3/14 Kathy Holland/Margarita Pillado MSC unanimously.   |
| 6.  | <b>College Administrative Report</b>   | <p>VP Sheri Berger gave an update on the District Budget Committee and FPPC hiring list; there are 175 positions district wide; Pierce will ask for 30 positions.</p> <p>Angel Belden asked Sheri Berger about the closing of the Pierce Farm Project; their lease is up and a mediation was completed and is posted on Pierce’s homepage; the land will be used for instructional programs (agricultural, env. sci). Discussion ensued.</p> <p>Ed Cadina (Pierce College Project Team, Director) presented an update on north of mall and the updated 2014 master plan. Questions and discussion ensued.</p> |
| 7.  | <b>ASO Report</b> – Alex Oloo  | None.   |
| 8.  | <b>ASCCC visit</b> – Kale Braden & John Stankas  | Senate President Kathy Oborn introduced Kale Braden and John Stankas. They said hello and explained that they are visiting local senates to explain what the state senate is doing and to answer questions from us. They will be available after the meeting to answer questions.   |
| 9.  | <b>Old Business</b>  |   |
|     | NMPF14-4 [ <a href="#">APPENDIX A</a> ] Request for an outside consultant to review our IT practices and policies – Joe Perret   | Discussion. Everyone voted yes except Kathy Holland; there were no abstentions. Motion carried.   |
|     | FPPC prioritized new faculty hiring list – Constance Kocs [ <a href="#">APPENDIX B</a> ]   | Margarita Pillado/ Kathy Holland moved/seconded to approve the FPPC Prioritized New Faculty Hiring List; motion carried unanimously.  |
|     | APC Proposed Resolution #1 – Support of a Grants person – Lyn Clark [ <a href="#">APPENDIX C</a> ]   | Kathy Holland/Bob Martinez moved to accept/seconded; discussion ensued; motion carried unanimously.   |
| 10. | <b>Discussion Items:</b>   |   |
|     | <b>Pre and Co Requisite Policy</b>   | Constance Moffatt / Elizabeth Atondo gave a presentation about current pre and co requisite policy and stated that Pierce must get in compliance with Title V. Questions and discussion ensued.   |
|     | <b>Current governance structure of our Academic</b>  | Constance Moffatt gave a summary of the CC procedures as relate to  |

|     |  |  |
|-----|--|--|
|     | <b>Senate – what is the role of our senate standing committees: curriculum, prof dev, outcomes, DIETC, Ethics, etc</b>   | the Senate; the question open for discussion was: should Senate accept CC reports without a “vote,” or should new courses and new programs be put on the consent calendar, allowing Senate to “vote” on them? Senate President Kathy Oborn reiterated that CC is a sub-committee of Senate.  |
|     | <b>DE Handbook</b> – Margarita Pillado<br><a href="#">[Draft]</a>  | Margarita asked that everyone review the handbook and offer suggestions. Please make sure that the handbook is clear and helpful and then send questions or comments to Mike Cooperman or Wendy Bass or the DE committee. Timeline: after DE gets feedback (shooting for Spring) DE Committee meets the first Wednesday of the month in the Pierce Online Conference Room.   |
|     | <b>Discontinuance of double classes</b> – Fernando Oleas   | Kathy Oborn explained the meaning of “double-classes (sections)”; Izzy Goodman, point of information: are double classes for double class credit (pay?); answer: yes. According to Kathy Oborn, there is a “rumor” that these will be discontinued for Fall 2015; questions and discussion ensued.   |
| 11. | <b>Academic Senate President Report</b> – Kathy Oborn  | Deferred her report due to time constraint.  |
| 12. | <b>Academic Senate 1<sup>st</sup> VP Report</b> – Lyn Clark  | Lyn Clark announced that APC didn’t meet.  |
| 13. | <b>Academic Senate 2<sup>nd</sup> VP Report</b> – Connie Moffatt   | Connie Moffatt gave a brief report.  |
| 14. | <b>Academic Senate Treasurer’s Report</b> – Joe Perret   | Joe Perret gave a brief report. <a href="#">[APPENDIX D]</a>   |
| 15. | <b>Accreditation Chair</b> – Margarita Pillado – New Manual for Self-Evaluation  | Margarita Pillado gave an update on the ASC. <a href="#">[APPENDIX E]</a>  |
| 16. | <b>Academic Senate Committee Reports</b><br><b>DEITC</b> – Margarita Pillado on behalf of Mike Cooperman<br><b>Student Success Committee</b> – Crystal Kiekel<br><b>Outcomes Committee</b> – Monique Cleveland<br><b>Professional Development</b> – Kathy Holland<br><b>Professional Ethics</b> – Cara Gillis<br><b>Faculty Position Priority Committee</b> - Constance Kocs | Monique Cleveland announced that COC will have a special meeting on 11-25-14 from 2:30—3:30 to vote between TracDat and eLumen outcomes software. Friday, 11-21-14 both companies will be at Pierce in the online training room to give demonstrations and answer questions. (10 a.m. – 5 p.m.) Questions and discussion ensued. Blanca Adajian/Kathy Holland moved/seconded to extend the meeting 10 minutes. Motion carried.<br>Margarita Pillado, on behalf of Mike Cooperman, gave a brief report. Bob Martinez announced that the Equity Report will be finalized at the next Student Success meeting.<br>Kathy Holland announced that voting is open for the Hayward Award for adjunct instructors. The next Prof Dev meeting is December 2, 2014. |
| 17. | <b>Campus Reports</b><br><b>Articulation Officer</b> – Elizabeth Atondo<br><b>Transfer Center Director</b> – Sunday Salter<br><b>Distance Education Coordinator</b> – Wendy Bass   |  |
| 18. | <b>Public Open Forum</b><br><i>Permits anyone to bring to the floor matters not currently on the agenda, though action may not be taken on any item. 2 minutes maximum per speaker.</i>  |  |
| 19. | <b>Adjournment</b>   | Blanca Adajian/Kathy Holland MSC to adjourn; meeting adjourned at 3:55 pm.   |

**Academic Senate Meetings for Fall 2014 in the Great Hall**  
**9/8, 9/22, 10/6, 10/20 (- CSB), 11/3, 11/17, 12/1**

**Pierce Academic Senate  
Notice Motion Proposal  
F14-4**

**BACKGROUND**

Inadequacy of Campus IT Systems to Support Student Success

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WHEREAS, Network connectivity via hardwire and wireless are essential to the Pierce College mission of educating our students.

WHEREAS, wireless network connectivity requirements by students, staff, and faculty continue to increase with the use of BYOD devices such as smart phones, tablets, and computers.

WHEREAS, wireless network connectivity at Pierce College is nonexistent, sporadic or unreliable.

WHEREAS, wireless network connectivity issues have continued to be an unresolved problem for several years.

Be it resolved that:

The Academic Senate of Pierce College asks the college administration to employ the services of an outside consultant to:

- Assess:
  - The overall network connectivity issues and the underlying infrastructure
  - The wireless coverage available and requirements
  - Organizational structure, management, and staffing of the Information Technology Department
- Recommend:
  - To rectify immediately the inability to connect to the hardwired and wireless networks
  - Infrastructure projects needed to provide reliable wired and wireless network services to meet the college's projected needs for the next 5 years
  - Wireless connectivity projects to meet the college's needs for the next 5 years
  - Organization changes needed to implement the recommended projects

Be it further resolved that:

- The recommendations of the consultant be implemented by incorporation into the colleges planning process for AY 14 through AY16
- This project be given the highest priority and attention and considered "mission critical"

**Ratified by the Pierce Academic Senate this \_\_\_\_\_ day of \_\_\_\_\_, 2014.**

**APPENDIX B to 11-17-14 Senate Meeting Minutes**

| <b>RANK</b> | <b>Position</b>          | <b>TOTAL</b> | <b>Avg</b> | <b>Comment</b>                       |
|-------------|--------------------------|--------------|------------|--------------------------------------|
| 1           | History                  | 52.00        | 4.00       | Auto - Loss of tenure track employee |
| 2           | CSIT.csit                | 50.50        | 4.00       | Auto - Loss of tenure track employee |
| 3           | MEDIAARTS.cinema         | 50.00        | 4.00       | Auto - Loss of tenure track employee |
| 4           | COUNSELING.NewStudent    | 50.00        | 3.85       |                                      |
| 5           | COUNSELING.general       | 47.00        | 3.62       |                                      |
| 6           | MODERNLANG.asl1          | 46.00        | 3.54       |                                      |
| 6           | PHYSPLANSKI.physics      | 46.00        | 3.54       |                                      |
| 8           | MEDIAARTS.journalism     | 45.50        | 3.50       |                                      |
| 8           | THEATR&DANCE.theatre     | 45.50        | 3.50       |                                      |
| 8           | AGRICULTURE.animalsci    | 45.00        | 3.46       |                                      |
| 11          | INDUSTRIALTECH.auto      | 44.50        | 3.42       |                                      |
| 11          | MATH.math1               | 44.50        | 3.42       |                                      |
| 13          | PHILSOC.sociology        | 43.50        | 3.35       |                                      |
| 14          | CHILDDEVCTR.cdcenter1    | 42.50        | 3.27       |                                      |
| 14          | ENGLISH.english          | 42.50        | 3.27       |                                      |
| 14          | MUSIC.piano              | 42.50        | 3.27       |                                      |
| 17          | CAOT.businessed          | 41.50        | 3.19       |                                      |
| 18          | AGRICULTURE.horticulture | 40.50        | 3.12       |                                      |
| 19          | BUSINESSADMIN.business   | 39.50        | 3.04       |                                      |
| 20          | ART&ARCH.studioart       | 39.00        | 3.00       |                                      |
| 21          | MODERNLANG.spanish       | 37.00        | 2.85       |                                      |
| 22          | THEATR&DANCE.dance       | 36.00        | 2.77       |                                      |
| 23          | MODERNLANG.asl2          | 34.50        | 2.65       |                                      |
| 24          | PHYSPLANSKI.astronomy    | 33.00        | 2.54       |                                      |
| 25          | CHILDDEVCTR.cdcenter2    | 32.50        | 2.50       |                                      |
| 25          | MATH.math2               | 32.50        | 2.50       |                                      |
| 25          | LIBRARY                  | 32.50        | 2.50       |                                      |
| 28          | BUSINESSADMIN.acctg      | 31.50        | 2.42       |                                      |
| 29          | ART&ARCH.architecture    | 31.00        | 2.38       |                                      |
| 30          | PHILSOC.philosophy       | 29.50        | 2.27       |                                      |
| 31          | MATH.math3               | 27.00        | 2.08       |                                      |

**APPENDIX C to 11-17-14 Senate Meeting Minutes**

**Los Angeles Pierce College  
Academic Senate Electronic Accountability Form  
Proposed Resolutions**

**Approved by Academic Senate November ?**

*This section to be completed by Initiator*

|  |  |
|--|--|
| <b>Initiator</b> (Committee, person, etc.)               | Academic Policy Committee<br>Bob Martinez  |
| <b>Date of Submission</b>                                | November 4, 2014   |
| <b>Resolution</b><br>(Please be specific)                | <b>Whereas</b> many faculty and chairs are experiencing complications and delays in the administration of grants,<br><b>Whereas</b> Business office personnel, although very good at their assigned duties, say they do not have the expertise needed to administer grants when complications arise, and faculty and classified staff certainly do not have such expertise,<br><b>Whereas</b> LACCD district fiscal regulations concerning the execution of grants are cumbersome and involve various quarterly reports and critical technicalities, and due to this many faculty and chairs are not receiving their grant funds in a timely manner, or not receiving them at all,<br><b>Whereas</b> the current roster of deans have a full duty list and helping administer grants is an over burden for them, and they do not have grant expertise,<br><b>Therefore be it resolved</b> that the Pierce College Senate support the hiring of a Grants Specialist. It is not part of this motion whether the hire would be at the administration level or a faculty member level. Note: This motion was unanimously supported by the APC (the chair group) on 10/28/14. |
| <b>Rationale</b><br>(Include desired measurable outcome) | The support of a grants person would encourage more faculty to apply for grants and bring in additional funds to the campus.   |
| <b>Budget Impact</b>                                     | Salary of a faculty member or administrator.   |

E-mail form to Academic Senate President, Kathy Oborn, ObornKM@piercecollege.edu.

**Only forms received electronically will be considered.**

*This section to be completed by Academic Senate Secretary*

|   |  |
|---|--|
| <b>Academic Senate Action Date</b>  |  |
| <b>Academic Senate Action</b>   |  |
| <b>Date Senate's Action Reported to Initiator</b>   |  |
| <i>This section to be completed by the Academic Senate if recommendation approved and requires additional action.</i> |  |
| <b>Assigned to</b>  |  |
| <b>Date to Be Completed</b>   |  |
| <b>Specific Action</b>  |  |
| <b>Expected Outcome, If Applicable</b>  |  |

*This section to be completed by Assignee*

|   |  |
|---|--|
| <b>Action Assigned to</b>                                 |  |
| <b>Specific Action Required</b>                           |  |
| <b>Date to Be Completed</b>                               |  |
| <b>Evaluation of Outcome</b>                              |  |
| <b>Date Outcome Reported to Academic Senate President</b> |  |

*This section to be completed by Academic Senate upon completion*

|   |  |
|---|--|
| <b>Date Completed</b>   |  |
| <b>Evaluation of Outcome</b>                                      |  |
| <b>Date Outcome Reported to Academic Senate</b>                   |  |
| <b>Academic Senate Recommendations for Further Action, If Any</b> |  |
| <b>Date Action Item Report Posted on Academic Senate Web Site</b> |  |

Upon completion of recommendation, e-mail form to Academic Senate president, Kathy Oborn, ObornKM@piercecollege.edu.

## APPENDIX D to 11-17-14 Senate Meeting Minutes

Treasurer's Report – November 17, 2014

### Treasurer

- Checking Balance: \$ 6,908.57
- PayPal Balance: \$ 405.35
- Dues Paying Members: 20
- Balance in College holding account: \$2,500
- Checks to write: None
- Deposits: Have 4-check to deposit from dues

### Budget Committee – Met November 4<sup>th</sup>

#### Task Force Report

- RATF List validation and account set up- going out this week
- Cutoff date to spend funds is March
- \$700K for Academic Affairs
- Will notify departments funds are available for AY 14-15
- With additional funds from State most items will be funded
- Discussed schedule for inputs for AY 15-16 RATF – Oleg to follow up with schedule
  - October – App's due
  - Feb – Start – Prioritized Division List
  - March – Consolidated List
  - April – RATF published
  - May – To Budget Committee
  - Jun – To PCC

#### New Business:

- Interdepartmental Budget Transfers routine to realign budgets as funding comes in

#### SFP Grant Overview:

##### SSSP/Student Equity Budget Augmentation –

- \$5 M for district. Allocated based on FTES.
- (Aside movement in DBC to redo this formula next year to give more to developing colleges, based on need.
- Pierce \$1.1 M – some use for adjunct councilors
  - Will get breakdown of the budget
  - Funded requests must address issues and gaps

##### Prop 20 – Instructional Material

- \$570 K this year (was \$425K)
- Offset core requirement to free up college funds
- Rules are <\$200 per item and must be consumed in one year (difficult)
- Cannot be used for equipment
- **Plan needed** on how to spend this money

#### Monthly Projection

##### First Quarter Projection

- Revenue \$68M
- Expenses \$ 61M
- Projected Balance \$ 7M

#### Student Tracking Software (future Maint.)(Oleg Bepalov)

- Purchase software on Grant Money
- Will have yearly maintenance (license) fee ~40K
- 2- vendors competing for this
- Reason given in need to de-aggregate SLO data by student
- Neither vendor has this feature yet, but it is promised
- BTW – not sure DAS or AFT agree this will be a faculty requirement

#### IT 3<sup>rd</sup>. Party Assessment

- Discussed in general, no proposal yet
- Estimate is \$100K

### District Budget Committee – Met November 12th

#### Committee Reports & Recommendations

##### Board Budget and Finance Committee

- Nov 5<sup>th</sup> Meeting, went over board report. Selling more Bonds ,good rates. RFP- to sell Bonds, Board weighed in to move around chosen banks to distribute more to community businesses.
- 1.92% -5.2 M address unfunded pensions with CALPRS.

- 50 -100K for audit costs.

#### ECDBC Reports and Recommendations (No Report)

#### Enrollment Planning and Fall Enrollment Update (Pearl)

- Meet with colleges as part of Q reviews.
- Finishing this week – then will have data

#### FON Planning for Fall 2015 (Dr. Román)

- FON- Last week, met with Presidents
- Pierce 14 projected retirement, 12 for FON, 1-Incentive Position, 3-Just in case (no show)
- = 30 total Must do 27 to avoid potential penalties.
- Projected faculty go from 202 to 215 FTEF

#### 2014-15 First Quarter Financial Status Report (J. Gordon)

##### Revenue

- Revenue is projected to be \$547 M
- Expenditures with 4% salary increase \$562 M
- Loss is \$15M
- Some more money coming in COALS \$ 4M plus Funded Enrollment Growth \$ 13M and another \$4M State Mandated Reimbursements – should cover the wage increases.

##### FTES

- 2014-15 99.6 K FTES
- 2015-16 104 K FTES
- 4.75% Growth
- State funded – 2.75%
- District will fund 2,324 FTES up to 2% additional growth with reserves

##### Reserves

- General Reserve 6.5%
- Contingency Reserve 3.5%
- Deferred Maintenance Reserve 1%
- Total \$59 M
- East and Pierce money is in both 1 and 2
- Without East and Pierce there would be no reserve
- \$25 M at East and \$5 M at Pierce

##### Other

- 1.7 M in FON penalties will probably be paid back in 3 yearly installments
- \$100k to cover Accreditation expenses.
- Deficits – still projecting deficits in some colleges.

#### DBC Recommendations to the Chancellor

- Resolution on make part of FON targets as incentive with no penalty

#### Items to be addressed by ECDBC (Discussion)

- David – Student Equity
  - How to distribute funds based on FTES is not fair
  - Plan was to use growth money to balance the formula
  - Could do this with Student Success money to do this
  - Dave likes higher ed experience per service area

Want to send this to DBC Exec for consideration

Joe Perret



## APPENDIX E to 11-17-14 Senate Meeting Minutes

Accreditation Update

Self Evaluation Report Progress

Standard I.B..6.

Quality Focus Essay

[www.piercecollege.edu](http://www.piercecollege.edu)

Margarita Pillado, Faculty Accreditation Coordinator

d:\Users\claydj\Desktop\POWER POINT Project Pierce Slide Master & Title Page Oct 2014\4 BEST COLLEGE LOGOS  
EPS\PIERCE\_COLLEGE\_WHITE.eps  
ISER Progress

.FirstdraftdueNovember19

.Half of the Standards Teams are going to meet the deadline

.Absolute deadline before Thanksgiving

.There is still time to contribute!

Standard I.B.6.