Co-Chairs: Thad Russell, Elizabeth Buchanan, Vern Butler

**MINUTES**

**Present:**

Claudia Habib, Thad Russell, Primavera Arvizu, Arlitha Williams-Harmon, Osvaldo Del Valle, Vern Butler, Kim Behrens, Johnathan Miranda, Jasmine Quinones, Frank Ramirez, Joe Cascio, John Ward, Johana Fisher, Jay Navarrette, Michael Carley, Robert Simpkins, Karen Bishop, Vickie Dugan, James Carson, James Thompson, Elizabeth Keele, Patty Serrato, Sherie Burgess, Kendra Haney, Elizabeth Buchanan, Chris Ebert, Jay Hargis, Shauna Williams

**Absent:**

ASPC President, ASPC Vice President, Michelle Miller-Galaz, Tiffany Haynes, Erin Wingfield, Julian West, Errin Sullivan-Arcos, and Melissa Long.

**Guest:**

None

1. **Call to Order**

Elizabeth Buchanan called the meeting to order at 3:03 pm.

1. **Adoption of Agenda**

Motion made to approve the November 15, 2021 agenda.

**M/S/C:** Elizabeth Keele/Primavera Arvizu

1. **Approval of Minutes**

Motion made to approve the October 1, 2021 minutes.

**M/S/C:** Primavera Arvizu/James Thompson

1. **Old Business-Action Items**
2. **HR Staffing Plan-Dr. Claudia Habib (20 minutes/discussion)**

Dr. Claudia Habib provided the council with an update on position recruitment for the upcoming academic year. The Academic Senate provided a list of 18 position recommendations to be considered. For the current academic year there are 8 positions to be filled due to separations or retirements. Due to the decline in registrations the district has only approved 5 of the 8 positions to be replaced. Over the last year the college has lost 23% of enrollments. The district must utilize the FON and 50% law when allocating funds for positions that is based on enrollments. According to our current enrollments, Porterville College should be down 10 faculty positions that would be paid out of general funds. However, the district did not take away positions, but they only approved for 5 faculty replacements. She is very optimistic that this situation will turn around in approximately 2-3 years. Out of the 18 positions recommend by the Academic Senate the top 5 positions were presented to the council.

* History
* Agriculture
* Psychiatric Technology
* Physical Science / Earth Science
* Student Services-Counseling

There is great pressure to increase enrollment by spring. Therefore, she presented the council with recommendation to help grow programs to increase enrollments. The dedications of coordinators to assist in growing programs. The following 2 additional positions were suggested.

* Faculty Director-Public Safety (Fire, POST, EMT)
* Faculty Director-Nursing

Council was asked to think about how to drill down the 7 she presented to 5. Suggestion of hiring 1-year temp faculty positions that will not affect the FON to be able to bring on the 7 positions. Porterville College has invested in Nursing and Athletics with additional buildings and upgrades. Funds outside of general funds are being examined to help bring on more positions.

Future faculty positions for consideration include Ethnic Studies and Industrial Maintenance.

Dr. Claudia Habib also updated the council that the District has proposed a new structure for faculty positions to support the colleges having lead faculty positions at the district level.

Classified positions ~~are~~ do not affect ~~affected~~ ~~by~~ the FON but do impact the ~~of~~ 50% Law (denominator). The following positions are vacancies or retirements that are already in the budget for replacement.

Vacancies / Replacement Positions-General Funds

* Executive Secretary
* Educational Media Specialist (Instructional Designer/CANVAS)
* Learning Center Technician
* Library Technician II
* Learning Center Tech (11mo/19 hr)
* Department Assistant I to II (Counseling)
* Alternate Media Specialist (DRC-COF)

New positions proposed include the following. Some of these positions will use additional funds and assist in Title V compliance.

* Instruction Office Specialist (19 hr)
* Gear Up Program Tech (COF)
* Financial Aid Program Tech (COF)
* Library Tech II (Evening)
* Athletic Trainer (10-Month)
* Department Assistant PT or FT Athletics

Proposed Reallocation/ Reclassification Classified Positions

* Athletic Trainer (Re-Classification from 10-Month to 11 or 12 Month) this would not work as seasons overlap and increasing 1 trainer to 12 months from 10 months would not cover the overlap of sports.
* System Support Specialist I Tech (Vacancy PT to FT) with the increase of need for computer technology on campus this position would be beneficial.

Management Positions include:

* Director of Nursing-Allied Health (Proposed in the 7 recommendations earlier)
* Director of Enrollment Services (Interim) (Replacement of Erin Wingfield, currently has interim)
* Gear Up Program Manager (COF)
* Budget Analysist (Partially COF)

Council was asked to have these positions defined by the December 6, 2021 College Council meeting so HR can move forward with hiring process.

1. **PUENTE Community College Program-Dr. Arlitha Williams-Harmon (10 Minutes/informational)**

Dr. Arlitha Williams-Harmon updated the council that the PUENTE grant was presented at the grants committee who recommended that Porterville College moves forward with the application. Julian West, Program Director, Equity and Educational Services will move forward with application process and implementation for next fall 2022 if application is accepted.

1. **Student Housing Grants- Dr. Arlitha Williams-Harmon (10 Minutes/Informational)**

Dr. Arlitha Williams-Harmon updated the council about the Student Housing Grant, a fast moving grant that has moved into the approval stages and the Chancellor’s office and has been included in the 21-22 budget. Porterville College is preparing to be granted approximately 3.1 million dollars if awarded. Funds will help with future master plan. This grant will grant opportunity to provide for student housing term to term allowing housing while they are taking 12 units per semester. Rent will be low income rent. Board is currently moving forward with this grant and it has already been implanted at Bakersfield College.

1. **Basic Needs for Postsecondary Student Program- Dr. Arlitha Williams-Harmon (10 Minutes/Informational)**

Dr. Arlitha Williams-Habib informed the council that the Postsecondary Student Program grant that Michelle Miller-Galaz and Primavera Arvizu are working on in collaboration with Tiffany Haynes to gain additional opportunities for Basic Skills is in the planning review stage of the application.

1. **New Business-Announcement/Information/Discussion Items**
2. **ILO’s – Melissa Long (15 Minutes/Discussion/Action)**

Melissa Long was absent but asked the council to be reminded to send evidence for ILO #5 and that those who have tasks for ILO #4 to continue to work on their priorities.

1. **Porterville College Mission Statement (10 Minutes/1st Read/Discussion/Action)**

Mike Carley presented a power point presentation to the council with the new DRAFT Mission Statement that the mission statement task force has developed. Council was asked to submit any comments or changes directly to Mike Carley prior to the next College Council meeting for final read and approval. This will be taken to the ASPC Executive meeting for student input prior to the next College Council meeting.

1. **DRAFT Strategic Plan (20 Minutes/1st Read/Discussion/Action)**

Mike Carley presented the council with a power point presentation with the updated DRAFT Strategic Plan asking for comments or changes to be directed to Mike Carley prior to the next College Council meeting for final read and approval.

1. **College Council Charge (5 Minutes/1st Read/Discussion/Action)**

Primavera Arvizu updated the council presented the council with the updated College Council Charge verbiage. This will be brought back to next College Council meeting for further discussion due to time constraints.

1. **Subcommittee Reports**

Elizabeth Buchanan asked the council for feedback or comments on the submitted Subcommittee Reports. No feedback or comments were received from the council.

1. **Other Reports**
2. **President**

No Report.

1. **Academic Senate**

**Nominees for faculty emeritus were forwarded to the president. New election for academic senate president is currently in process and council will be updates at next meeting.**

1. **Outcomes**

Absent.

1. **CCA**

No Report.

1. **CSEA**

No Report.

1. **ASPC**

Working Mental Health Awareness Campaign via Instagram page content is being developed. ASPC representative has been assigned for College Council and should be in attendance at next College Council meeting.

1. **Future Agenda Items**

None.

1. **Adjournment**

Meeting adjourned at 4:59 pm.