Co-Chairs: Ann Beheler, Susan Lala, Tiffany Haynes

**MINUTES**

**Present:**

Lorie Barker, Ann Beheler, Kim Behrens, Craig Britton, Michael Carley, Rosa Carlson, Antonia Ecung, James Entz, Russell Fletcher, Rodney Frese, Richard Goode, Stewart Hathaway, Susan Lala, Valerie Lombardi, Jorge Lopez, Eric Mendoza, Andrew Messchaert, Steve Schultz, Miles Vega, Ann Marie Wagstaff and John Word

**Absent:**

Chris Craig, Terry Crewse, Erin Cruz, Bret Davis, Baldomero Garcia, Virginia Gurrola, Tiffany Haynes, Bill Henry, Resa Hess, Susan Regier, Maria Roman, Leif Syrdahl and Joel Wiens

**Guests:**

1. **Call to Order**

The meeting was called to order by Susan Lala at 3:06 pm.

1. **Adoption of Agenda**

*Motion was made to approve the agenda with the addition of Discussion and Action Items, “Smoking Site Changes” and “Wi-Fi Connectivity”.*

*Motioned: Russell Fletcher*

*Seconded: Valerie Lombardi*

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| *Ayes: 20* | *Nays: 0* | *Abstentions: 0* |

*Motion: Carried*

1. **Approval of Minutes**

*Motion was made to approve the minutes dated May 23, 2011 as amended.*

*Motioned: Russell Fletcher*

*Seconded: George Lopez*

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| *Ayes: 20* | *Nays: 0* | *Abstentions: 0* |

*Motion: Carried.*

*Motion was made to approve the minutes dated August 29, 2011 with corrections.*

*Motioned: Steve Schultz*

*Seconded: Russell Fletcher*

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| *Ayes: 20* | *Nays: 0* | *Abstentions: 0* |

*Motion: Carried*

1. **Information/Announcement Items**
   1. **Accreditation**

Accreditation Steering Committee is meeting tomorrow. All staff has been assigned a committee. The District Board meeting will take place at PC on October 6, 2011. Dr. Beheler expects an Accreditation report draft done by January at the latest. The Final report is due in May.

1. **Discussion/Review Items**
2. **Institutional Research (IR) Office Spring 2011 Program Review (1) – Steve Schultz**

The Strategic planning committee reviewed the IR program review submitted by Mr. Carley. The committee determined that the program review meets or exceeds all areas of the rubric standards and recommends that the IR Spring 2011 Program Review be approved by CLC.

Question: How are you dealing with the time crunch and how can CLC help?

* Mr. Carley identified that there are items on his program review that he will bring back to CLC at a later date.
* The time crunch is a bigger issue because of a greater push of accountability coming down from the State and Federal Government. Mr. Carley mentioned at the district wide level they are trying to automate as much as possible. Mr. Schultz stated the need for time is linked in Mr. Carley’s program review with the request for additional days added to his contract.

Question: Extension of days is indefinite?

* Yes, when Mr. Carley started he was on a 215 day contract; the extension in the review is more realistic.

*Motion: “To approve the IR Program Review.”*

*Motioned: Ann Marie Wagstaff*

*Seconded: Miles Vega*

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| *Ayes: 20* | *Nays: 0* | *Abstentions:* |

*Motion: Carried*

1. **Distribution of MAA Funds (1) – Anja Goebel**

Several staff participated in MAA and there is now concern how this money will be distributed. The concern is will there be appropriate distribution amongst the departments that are receiving the money. It was suggested to possibly create a foundation account. Dr. Carlson says the foundation is separate and the money should stay within the college. As long as the money goes through CLC there are checks and balances. Mr. Vega stated that we need to make sure that the departments that did the work get the money. The only concern is what vehicle is used to distribute the funds. For example: if EOPS works 15 hours, will EOPS get the fifteen hours? Dr. Frese says however it is set up is how it will be distributed. The committee discussed different ways to keep track of what money goes to whom.

Question: What is the timeline for receiving the money?

* About a year.

Mrs. Lala will find the actual motion and the discussion will be brought back to the next meeting for a vote.

1. **Transition Task Force (TTF) (1) – Miles Vega**

The task force is back with new membership and if you are interested in sitting on the task force please contact Mr. Vega.

Question: What is the charge?

* The task force is concerned about all students from the time they are born to graduation/transfer from PC. The task force encompasses all areas of the student to help students succeed; areas such as Matriculation, financial and health.

1. **Student Success Report (2) – Michael Carley**

A workshop was held before fall semester. This workshop discussed the Student Success Criteria, measures, demographics and behavior. Mr. Carley stated they started with 18 criteria and these are the criteria of what the measures should be. The measures were divided into district measures then department specific measures and then to course level measures. The criteria and measures can be used to create a co-hort.

Question: will this be done for both cohort and general?

* Just the co-cohort; a co-hort is created from specific criteria.

1. **Proposal to Revise the Program Review Process Including Alignment of Budget and Strategic Planning Calendars (2) – Ann Marie Wagstaff**

Dr. Wagstaff stated that Budget has four recommendations for CLC to vote on. Mr. Goode proposed a change to program review process and an additional program review process for budgetary purposes. The Budget committee would like to propose that on the normal 3 year cycle the program review approval process starts with the originator then to appropriate dean for discussion and alignment with the strategic plan then on to the Vice President then to Strategic planning, CLC and finally to budget.

*Motion: “The budget committee recommends that the step in the program review process called completion of program review include consultation and sign off by appropriate administrator(s) to determine that goals and budget requests are reasonable and necessary.”*

*Motioned: Stewart Hathaway*

*Seconded: Andrew Messchaert*

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| *Ayes: 19* | *Nays: 0* | *Abstentions: 1* |

*Motion: Carried*

The Budget Committee has come up with an improved annual program review update. This form is to be done every year and due to the budget committee by October. This form is simple and can be completed quickly. Budget wants the updated form to go through the same approval process as the program review.

*Motion: “Approval of the Annual Program Review update.”*

*Motioned: Valerie Lombardi*

*Seconded: Rod Frese*

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| *Ayes: 20* | *Nays: 0* | *Abstentions:* |

*Motion: Carried*

The first recommendation is that the budget planning process begins in October instead of February and changed on both the Strategic Planning flow chart and on the planning calendar. The second recommendation is the budget planning calendar date changes.

*Motion: “Motion to approve both concepts.”*

*Motioned: Miles Vega*

*Seconded: Jim Entz*

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| *Ayes: 20* | *Nays: 0* | *Abstentions:* |

*Motion: Carried*

1. **Wi-Fi**

Mr. Fletcher and other students have noticed that they are losing Wi-Fi connect ability in the west part of the SM building, forum, CT section, middle of campus, student union, and the AC area. As PC transitions to newer technologies and relying more and more on cloud computing we need to update our technology to compete with other universities. EBooks is starting to take off with the addition of Barnes and Noble on campus, Dr. Keele is using the clicker and with students using netbooks and laptops; all this can come to a halt without the connectivity. PC needs to look into upgrading or hiring a part time person to keep connectivity up and going.

Dr. Beheler mentioned more than likely something needs to be repaired or too many users are on the access point and/or not big enough band width. Mr. Fletcher stated the problem is not with band width the problem is access points. Dr. Beheler mentioned that this issue needs to be brought up with Mr. Craig and the IT committee.

The aforementioned issue will be brought up to Mr. Craig and the IT committee.

1. **Smoking Site Changes (1)**

Dr. Hathaway passed out the map indicating the change in smoking areas.

Question: Did anyone mention to the Human Services students the proposed change?

* Not specifically but it was mentioned to Phillip Duncan. ASPC stated the feedback they received was; the majority of the students are not totally in agreement with the move but understand why the smoking area is being moved. As long as they have a place to smoke with shade and protection from the rain they are okay with it.
* The four sites are Health Careers (won’t move), mailroom which will be moved further back behind LRC, eliminate the Cafeteria site and AC/SM building site will be moved to a central location by the Library.

*Motion: “Approve the new smoking site changes as shown on the map provided.”*

*Motioned: Ann Marie Wagstaff*

*Seconded: Miles Vega*

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| *Ayes: 19* | *Nays: 0* | *Abstentions: 1* |

*Motion: Carried*

1. **Subcommittee Reports**
2. **Enrollment Management Committee**

Enrollment met a week ago today and went over the ARCC SPAR study that was done throughout the district.

1. **Grant Oversight Committee/Grant Progress Reports**

Grant Oversight will meet the 1st Tuesdays of each month however, the district is meeting on Tuesdays and this may change Grant Oversight and Basic Skills meeting dates.

1. **Budget Committee**

Dr. Frese says the Budget committee has been very active and has great leadership.

1. **Strategic Planning Committee**

Yolanda Vasquez has been added to this committee.

1. **Other Reports**
2. **President**
3. **Accreditation**
4. **Academic Senate**
5. **Curriculum Committee**
6. **Basic Skills Committee**

Basic Skills submitted a report to CLC. The committee will still meet the 2nd Tuesday of every month at 4pm.

1. **Student Learning Outcomes Committee**
2. **Facility Planning Advisory Committee**
3. **Marketing and Outreach Committee**
4. **Information Technology Committee**
5. **CCA**

CCA is still in mediation and trying to get the district back to the table. CCA is ready when the district is. The Board meeting will be at PC on October 6th and CCA will try to very clearly state this.

1. **CSEA**
2. **ASPC**

Mr. Fletcher stated they are planning on being very active this year. Coming up this month ASPC will be having a tug of war event.

1. **Other**

Mrs. Lala motioned for Action items to be incorporated with Discussion Items to help streamline meetings. After an item is discussed if the committee chooses to vote they may do so at that time. Each item will reflect the number of times it has been brought to CLC, and usually a vote will be taken the second time.

1. **Future Agenda Items**
2. **Adjournment**

Meeting was adjourned at 4:32p.m. by Susan Lala.