

**Porterville College
College Learning Council
Minutes
August 25, 2003**

Present: Co-Chairs: Dr. Ron Glahn and Vice Pres. Steve Schultz, Virginia Gurrola, Barbara Braid, Miles Vega, Anne Marie Wagstaff, Kathy Bennett, Muriel Josten, Susan Regier, Janet Hawkins, Diane Thompson, Young Kim, Jeff Gervasi, Andy Messchaert, Chris Piersol, Bill Henry, Gary Wallace, Dr. Andrews, Michael Carley, Mary Jo Jordan, Val Lombardi, Lorie Barker, Baldo Garcia

I. Call To Order: 3:04 p.m. in AC-117

II. Approval of Agenda: Changes to agenda were as follows: Young Kim requested the subject of personal mail be added at the bottom of V. New Business; Dr. Andrews III. Reports c, d, f, and g be moved to the top since he needed to leave for another meeting.

Vincent Velasquez introduced himself as the ASPC student representative and the ASPC vice president.

III. Reports

- a. **Dr. Andrews reported on the following:** President's Cabinet-Discussed restricting smoking areas on campus; administration coverage during evening classes; use parking funds for 19 hour security officer for the evening classes; student workers funded by the general fund and categorical funds vs. federal work study students. CSEA concerned about student workers being used to do classified jobs after layoffs. No new information on this year's budget. BATF continues to meet with the district and Tom Burke. Student enrollment going well. Academic Senate is discussing the faculty evaluations process. ASPC is working with I.D.E.A.S. No information on Title V yet.
- b. **Susan Regier**-Academic Senate discussing some new changes for faculty evaluations already approved by BC and CC.
- c. **CSEA**-nothing to report.
- d. **Curriculum Committee**-Buzz Piersol-first meeting tomorrow, plan to discuss courses that have not been revised in 10-15 yrs. and distance learning courses need to be reviewed.
- e. **CCA**-Buzz reported discussion proceeding on the new evaluation process for division chairs, which the Deans will initiate. Deans will also need to contact division chairs regarding evaluations for adjunct instructors.
- f. **IT**-None
- g. **BRTF**-Dr. Andrew BRTF will proceed with the re-hire priority list to fill positions as the budget allows and will be involved developing the budget if reductions are required. This process will involve faculty if severe reductions are needed. It was suggested that BRTF view videotape from CC on budget

allocation. A State budget workshop will be held in Sacramento and down south September 12 and 25.

- h. **BATF**-Dr. Andrews reported above.
- i. **Other**: Add ASPC and Program Reviews to the Reports category.

IV. **Old Business**-None

V. **New Business**

- a. **Midterm Accreditation Report**-Steve handed out a copy of the first draft of the midterm report. CLC members need to review it and return by Sept. 5.
- b. **Program Review Modification Proposal**-Michael Carley and Anne Marie-A new time line for every department's program review was distributed, discussed, and approved. The reviews are added to update the Master Plan.
- c. **Educational Master Plan Update**-Dr. Andrews stated the master plan must justify the need for staff, equipment, faculty, etc. The division program managers should be reviewing and updating it. Maas & Co. predicts our enrollments will more than double in 10 yrs.
- d. **Evening Security Position**-position's range of responsibilities was discussed. Gary will work with Human Resources to begin the hiring process.
- e. **Evening Coverage**-Steve reported all on CLC should participate in evening coverage until the position is filled. Each week a list will be emailed to all of those on duty. Carol Wilkins and Maria Roman will rotate every Tuesday evening. Shift begins at 6:30 so you can have dinner but you are on call between 5:30 and 6:30 p.m.
- f. **Facilities Planning Sub-committee**-Dr. Andrews-Sub-committee will be formed of CLC members along with faculty chairs, two classified representatives, ASPC president/vice president or designee, one administrator to lead discussion in planning for future growth and the remodeling strategy for the LMC. A list of responsibilities will be presented at the next CLC meeting.
- g. **Replacement Consideration for Tom Howell, Kelly Leslie, and Jeff Spalsbury**-Dr. Andrews stated the three positions need to be filled by next fall with either fulltime permanent or fulltime temporary faculty. Position announcements should be available by the holidays to recruit the best candidates.
- h. **Occupational Advisory Committees**-Steve provided a handout listing all committees and their members for review.
- i. **Work Experience Consideration**-Muriel Josten suggested work experience classes are focused on specific programs and departments for relative experience for the students and to help faculty with workload. Lengthy discussion ensued. Muriel will follow up with more information to avoid possible CSEA conflicts while she and Mary Jo develop the CDC work experience format.
- j. **Deans of Learning Reorganization of Duties**-Hold until next meeting
- k. **Dealing with impact of budget cuts on services (Blackboard, counseling counter, custodial duties, etc.)**-Blackboard experienced severe problems this week for students and faculty alike. A temporary solution has been found to rectify the problems. Any other problems resulting from budget cuts need to be

brought forward to the administration for feedback. Some of the decisions made by shared governance regarding areas cut in the budget may not have been the right decisions. Needs must be addressed and available funds used to deal with the problems. The counseling center has no one to help students at the counter. The athletic fields are not being maintained as they have been due to the lack of grounds men. Only 1.5 grounds men on staff for entire campus.

1. **Addition to Agenda Item**-Personal mail no longer being handled by M&O. Staff concerned that personal mail may not be distinguished from business mail. Steve will discuss the situation further with Gary Wallace for clarification.

Meeting adjourned at 4:40 p.m. Contact Ron and Steve with agenda items before the next meeting on September 8, 2003, at 3 p.m. in AC-117. Minutes submitted by Nikki Stevenson.