



# ASSOCIATED STUDENTS

## PASADENA CITY COLLEGE

### Associated Students of Pasadena City College Executive Board Minutes

Online  
<https://youtu.be/qLWaV8YzSNo>  
Wednesday, September 2nd, 2020 | 12 PM

**NOTICE IS HEREBY GIVEN** that the Associated Students of Pasadena City College Executive Board will hold a meeting as specified above. The Executive Board reserves the right to modify the orders of the day at any time during the meeting. No topics or items will be added to this agenda, except as allowed by the Ralph M. Brown Act.

**Pursuant to Government Code §54950-54964:** Members of the public are invited to speak concerning any item of business on this agenda prior to or during the Board's discussion of the item, and always prior to the Board taking action on the item. For matters not listed on this agenda but under the Board's jurisdiction, members of the public are invited to address the Board during Public Comment. **The Brown Act does not permit any action to be taken, nor extended discussion of any topic not on the agenda.** Please limit comments to no more than 3 minutes. Overall public comment time will be limited to 30 minutes per item.

#### ASPPC Executive Board

President	Mackenzie Rivera	Vice President for Public Relations	VACANT
Executive Vice President	Christopher Theung	Vice President for External Affairs	Kelly Li
Vice President for Academic Affairs	Christina Zhang	Vice President of Sustainability	Emmanuel Gomez
Vice President for Student Services	Louise Panaligan	Chief Justice	Kyle Schmidt
Vice President for Business Affairs	VACANT	Student Trustee	David Ramirez
Vice President for Campus Activity	Alex Quintanar		
Vice President for Student Equity	Jasmin Lopez	Secretary	Frances Guzman

#### I. Preliminary Items

- A. Acknowledgment of Native Land - Hahamog'na Tribe of the Tongva Nation
- B. Called to Order at 12:05pm, Roll Call, and Establishment of Quorum
  - Present: **M. Rivera, C. Theung, C. Zhang, L. Panaligan, A. Quintanar, J. Lopez, K. Li, E. Gomez, K. Schmidt, D. Ramirez**
  - Excused: **F. Guzman**
- C. Approval of Agenda for September 2nd, 2020
  - First: **L. Panaligan**, Second: **E. Gomez**, Aye: **M. Rivera, C. Theung, C. Zhang, L. Panaligan, A. Quintanar, J. Lopez, K. Li, E. Gomez, K. Schmidt, D. Ramirez**
- D. Approval of Minutes for August 26th, 2020

- First: **K. Schmidt**, Second: **L. Panaligan**, Aye: **M. Rivera, C. Theung, C. Zhang, L. Panaligan, A. Quintanar, J. Lopez, K. Li, E. Gomez, K. Schmidt, D. Ramirez**

## II. Public Comment on Non-Agenda Items

## III. Introductions and Reports

- A. Board Report
- B. Financial Report
- C. Adviser Report

## IV. Shared Governance Discussion

- **C. Theung** on Flea Market: \$50,000 for Flea Market scholarships, discussion on taking it all away due to COVID and the fact that the Flea Market is closed. **Theung** argued that it was unfair and now, more than ever, students need these scholarship funds. Funds negotiated down to \$20,000.

## V. Action Items

Formal Action by the Executive Board **may be taken** on any of the following agenda sub-items under item IV.

### A. Vacancy Appointment Timeline

| **D. Ramirez**

It is recommended that the Executive Board members approve the timeline of Vacancy Appointments.

- Application Priority Deadline (Rolling): **September 21st, 2020**
  - Workgroups begin meeting to review and grade applications for Business Affairs and Publicity: **September 22nd, 2020**
  - Latest date to apply: **September 23rd, 2020**
  - AS President sends out requests for interviews to eligible applicants selected by workgroups: **September 24th, 2020**
  - Selected individuals begin interviewing applicants (interviewers have to be present at ALL interviews, otherwise they are not allowed to have a role in the process): **September 28th, 2020**
  - Acceptance and rejection emails are sent out. Selected applicants for VP of Public Relations and VP of Business Affairs are asked to attend the October 7th Board Meeting for confirmation and swear in: **October 2nd, 2020**
  - First: **D. Ramirez**, Second: **J. Lopez**, Aye: **M. Rivera, C. Theung, C. Zhang, L. Panaligan, A. Quintanar, J. Lopez, K. Li, E. Gomez, K. Schmidt, D. Ramirez**
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- Suspend the order of the day: First: **D. Ramirez**, Second: **K. Schmidt**, Aye: **M. Rivera, C. Theung, C. Zhang, L. Panaligan, A. Quintanar, J. Lopez, K. Li, E. Gomez, K. Schmidt, D. Ramirez**

### B. Constitutional Amendment regarding VP of Business Affairs

| **K. Schmidt**

It is recommended that the Executive Board members approve the Constitutional Amendment regarding VP of Business Affairs.

- Added Clause 3:

- “The Vice President to Business Affairs shall satisfy all requirements aforementioned in section one clause one and must have satisfactory completed or been enrolled in a financial accounting class by date of candidacy.”
- No action taken

**C. Updated ASPCC Statement of Support for International Students** | **K. Li**

It is recommended that the Executive Board members approve the updated ASPCC Statement of Support for International Students.

- Updated ASPCC Statement of Support for International Students including the most recent guidelines issued by the US Immigration and Customs Enforcement regarding Student and Exchange Visitor Program (SEVP) unnecessarily preventing new international students, from March 9th, 2020 and forward, from attending Pasadena City College
- Changed wording to include new policy and rephrase past events
- Added:
  - “By disregarding the diversity, talent, and efforts of incoming international students, we are greatly depriving our campus of intellectual and cultural wealth. The new ICE guidelines limit the opportunities for incoming international students and undermine the ability of colleges to include these talents into our communities.”
- First: **K. Li**, Second: **K. Schmidt**, Aye: **. Rivera, C. Theung, C. Zhang, L. Panaligan, A. Quintanar, J. Lopez, K. Li, E. Gomez, K. Schmidt, D. Ramirez**

**D. Establishment of a Working Group for Privacy Policy** | **M. Rivera**

It is recommended that the Executive Board members approve the Establishment of a Working Group for Privacy Policy.

- **J. Lopez, C. Zhang, K. Schmidt, C. Theung**, and **Jordon Orozco** as the Working Group for Privacy Policy
  - Works on collecting data and providing information to students on their rights concerning remote learning
- Working group to develop a Policy to give the college student’s perspective
- Recommendation to Academic Senate to develop their own Privacy Policy

**VI. Discussion Items**

No action will be taken by the Executive Board on any of the following items under agenda item VI.

**A. Appointment Rubric** | **D. Ramirez**

It is recommended that the Executive Board members discuss the Appointment Rubric.

- Tabled
- First: **D. Ramirez**, Second: **C. Theung**, Aye: **M. Rivera, C. Theung, C. Zhang, L. Panaligan, A. Quintanar, J. Lopez, K. Li, E. Gomez, K. Schmidt, D. Ramirez**

**B. Institutional Self-Evaluation Report (ISER)** | **Crystal Kollross**

It is recommended that the Executive Board members discuss the Institutional Self-Evaluation Report (ISER).

- **Crystal Kollross**: Executive Director of Institutional Effectiveness and ALO, Accreditation Liaison Officer for the College

- Why is Accreditation Important?
  - Title IV funding (financial aid)
  - Transferability of our credits
  - Community credibility
  - Eligibility for Federal grant funds
- Accreditation is a college-wide function that needs everyone's participation
- Acronyms:
  - ISER: Institutional Self-Evaluation Report
  - ACCJC: Accrediting Body
  - ALO: Accreditation Liaison Officer
  - FAC: Faculty Accreditation Coordinator
  - ASC: Accreditation Standing Committee
- Accreditation and the ISER
  - Accreditation is a 7-year cycle
  - The ISER was written by, and with contributions from over 100 people on the campus
    - This includes your Student Representative on the Accreditation Standing Committee
  - Reviewed over 1,000 pieces of evidence
- The Standards
  - Mission, Academic Quality, and Institutional Effectiveness and Integrity
  - Student Learning Programs and Support Services
  - Resources - Human, Physical, Fiscal, Technology
  - Leadership and Governance
- Quality Focused Essay (QFE)
  - An opportunity for the college to engage in a deeper focus on an area or areas that will improve institutional effectiveness
    - QFE Topics
      - Focusing on our part-time students
      - Collegiality and communication across the campus
- Timeline
  - Full Review by Executive Committee: **08/17/20**
  - Review ISER and Preparing People for Visit by Flex Presentation: **08/21/20**
  - 1st Read by Classified Senate: **09/02/20**
  - 1st Read by Academic Senate: **09/14/20**
  - 2nd Read by Classified Senate: **09/16/20**
  - 2nd Read by Academic Senate: **09/28/20**
  - ISER Approved by Academic Senate
  - ISER Approved by Classified Senate
  - 1st Read by Associated Students: **09/02/20**
  - 2nd Read by Associated Students: **September**
  - ISER Approved by Associated Students
  - Info. Item by Management Association: **September**
  - ISER Approved by College Counsel: **10/22/20**
  - ISER Approved by Board of Trustees: **11/10/20**
  - ISER Submitted to ACCJC: **12/20/20**
  - ACCJC Site Visit: **March 8-11th, 2021**

It is recommended that the Executive Board members discuss the Fall Planning Retreat.

- Adding components: Ask departments and units to reflect on the Transition to remote and to provide planning strategies for reopening the institution
- **Friday, September 18th from 9am-12pm**

#### **D. Creation of Student Survey**

**E. Gomez**

It is recommended that the Executive Board members discuss the Creation of a Student Survey.

- Topics:
  - WiFi Lot
    - What if students do not have vehicles?
  - Housing
  - Emergency Funding
  - Hotspots at Home
- Suggested
  - Printed materials containing resources sent to students
  - Instagram Poll
  - Technology Service Feedback

#### **E. Invited Guests**

**M. Rivera**

It is recommended that the Executive Board members discuss the Invited Guests.

- No invited guests or discussion

#### **F. AS Training**

**M. Rivera**

It is recommended that the Executive Board members discuss the AS Training.

- No discussion

### **VII. Appointment to College Wide Committees**

### **VIII. Appointment to A.S. Committees**

### **IX. Bill Acceptance**

- AB 376: Student Loan Servicing (Student Borrower Bill of Rights)
  - No motion

### **X. Public Comment on Non-Agenda Items**

- Public Comment #1: "Is the Fall Retreat For PCC students, or AS only?"

### **XI. Announcements**

- ICC Meeting from 12-1pm
- Meeting with Candace on September 3rd
- College Council's first meeting for the semester is September 17th

**XII. Future Meeting Dates and Times**

**Date**

September 9, 2020

**Location**

Online

**Agenda Items Due By**

September 3rd, 2020 | 11:59PM

**XIII. Adjournment**

On the motion of **M. Rivera**, first by **K. Li** and seconded by **L. Panaligan** at 2:19PM.

- Aye: **M. Rivera, C. Theung, C. Zhang, L. Panaligan, A. Quintanar, J. Lopez, K. Li, E. Gomez, K. Schmidt, D. Ramirez**