



# ASSOCIATED STUDENTS

## PASADENA CITY COLLEGE

Associated Students of Pasadena City College  
Executive Board  
Minutes

Online  
<https://youtu.be/eL2T0rtvLYg>  
Wednesday, September 23rd, 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 12:06pm, 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 23rd, 2020
  - First: **C. Theung**, Second: **C. Zhang**, 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 September 16th, 2020

- First: **D. Ramirez**, 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

- **J. Lopez:** Ujima, Core, Puente, and Cross Cultural panel on Tuesday, October 6th at 12-1pm, as a part of the Building Solidarity Events where student speakers discuss racial justice and building solidarity. ASPCC should possibly integrate awareness and voting in this particular event.

## V. Action Items

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

### A. Approval of ISER

**C. Kollross**

It is recommended that the Executive Board members approve the ISER.

- Presented by **Crystal Kollross** and **Thea Alvarado**
- Group 1:
  - **D. Ramirez** and **A. Quintanar**
  - Feedback:
    - Very clear and easy to follow
    - One comment on the mission analysis identifying the student population since it was not seen as addressed thoroughly
      - Since PCC is an open access institution, they do not have to address a certain population.
- Group 2:
  - **C. Theung, E. Gomez, and C. Zhang**
  - Feedback:
    - Overall concerns tagged on document
    - Concerns on data presentation rather than content
    - Possibly unclear paragraph formatting
    - Standards and mission statements possibly need to be reiterated
    - Want to see more statistics on the student population
    - Learned more about the different committees
    - Would like to see Equity prioritized
    - ED Plan required rather than recommended
    - More inclusion on non-traditional students and those not looking to transfer, graduate, or earn a degree but a goal of taking some classes
      - Accuplacer is not used anymore because it is believed to disproportionately impact students of color.
- Group 3:
  - **L. Panaligan** and **J. Lopez**
  - Feedback:

- Inapplicable A6 standard could be more concise
  - No rubric for hiring processes which leads to questions on how PCC is hiring a more diverse and equity minded personnel
  - Tech, Financial, and Physical components to hiring is unclear
  - Descriptive on hiring part and full-time staff
    - ACCJC board has developed ~120 different standards in order to accredit colleges, they have updated and struck A6. Instead, colleges must provide evidence on how they meet A7 requirements.
    - PCC has no control over the ACCJC template and standards.
    - Evidence should not be repeated by PCC.
    - California Community Colleges all follow the same standard hiring process. In order to become a community college faculty member, you must meet the minimum qualifications decided by the state which usually include a masters degree and sensitivity to diverse populations.
- Group 4:
  - **K. Schmidt, K. Li, and M. Rivera**
  - Feedback:
    - Student Trustee mileage reimbursement is interesting to note
    - College Council can set up Ad Hoc committees which AS board members can be members of but specifics are missing. What are the processes set in place to directly invite students so that they can be involved and given representation for College Council and Ad Hoc committees?
    - In regards to the Flex Advisory Committee, why are students not involved in the formation of this?
    - Why are student trustees unable to be a part of closed door meetings?
    - Why aren't other organizations, such as ASPCC, included in the document with their live board meeting links alongside the Board of Trustees?
    - Minor wording and grammar issues
    - Unclear understanding of policy change process by the President or Superintendent of the college
    - Vague, unspecific term of "equity minded learning community"
    - Several committees mentioned that the President of the college must sit in on that are not well advertised or might not be as inclusive as they are meant to
    - No improvement plan(s) recommended
      - Question regarding the Flex Advisory Committee will be redirected to **Jason Robinson** since he is in charge of this committee.
      - Student trustees are unable to be a part of closed door meetings since they are not elected officials by the taxpayers and the current system in place only allows officials elected by the taxpayers to be a part of those sessions.
      - The reasoning behind other organizations, besides ASPCC, not being included in the document with their live board meeting links

is because they are not elected officials like the Board of Trustees and ASPCC.

- Some committees that the President of the college is sitting on may be at PCC but are not limited to the campus. Other committees are possibly statewide.
- Little to none improvement plans mentioned since PCC has been around for a while and continues to meet the set standards.

- First: **D. Ramirez**, Second: **C. Zhang**

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

## VI. Discussion Items

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

### A. Privacy Working Group

| **C.Theung**

It is recommended that AS discuss the privacy working group's survey questions and timeline.

- Drafted list of questions being sent to **Crystal Kollross** and **Dan**
  - Seed question: Do you [the students] use Zoom or Proctorio?
    - Answer: Zoom
      - Were you aware of Zoom's privacy concerns?
        - Potential lead with the privacy history and violations of Zoom
      - Do you trust Zoom's privacy policy and security practices?
        - Yes or no?
      - Are you comfortable with professors recording Zoom sessions?
        - Checkbox
    - Answer: Proctorio
      - Were you aware of Proctorio's privacy concerns?
        - Potential lead with the privacy history and violations of Proctorio
      - Do you trust Proctorio's privacy policy and security practices?
        - Yes or no?
      - If your class uses Proctorio, which one of these categories is the class?
        - Checkbox
      - Are you comfortable with these proctoring programs recording or surveilling during exams?
        - Checkbox
      -
    - Answer: Any

- Are you comfortable with eye tracking software (such as Proctorio) that reports when you look away from your screen?
  - Yes or no?
- Are you comfortable with most of these exam softwares requiring you to install Google Chrome, which shares your browsing data with Google?
  - Yes or no?
- Are you comfortable holding a form of ID up to the camera, as professors can require you to do before taking an exam?
  - Yes or no?
- Was it disclosed to you that an exam recording software would be used in your class (in a syllabus or discussed at the beginning of the term)?
  - Yes or no?
    - If so, were you familiar with the premise of the software?
      - Yes or no?
- Are you able to consistently find a quiet, distraction-free environment to take your tests from?
  - Yes or no?
    - If so, were you aware that people or bystanders might be recorded?
      - Yes or no?
- Do you have unmet technology needs that do not meet the requirements of the exam proctoring software if it was to be implemented in your class?
  - Yes or no?
    - If so, were you aware that people or bystanders might be recorded?
      - Yes or no?
- Suggestions and Questions:
  - Give viable alternatives that staff can work with
  - Possible socially distanced, safety arrangement on campus for testing
  - Adopt different forms of examination to bypass Proctorio usage
  - How can cheating be seen and how can critical thinking be implemented to explain answers?

## **B. AS Swag**

**M. Rivera**

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

- **C. Zhang, L. Panaligan, J. Lopez, and E. Gomez** in a working group to create and handle AS swag

## **C. Requirement exclusion clause for VP of Business Affairs**

**K. Schmidt**

It is recommended that AS discuss the Requirement exclusion clause for VP of Business Affairs.

- In reference to the VP of Business Affairs being required to take a Financial Accounting class and having experience in Excel and Accounting
- Suggestion:

- Other work experience equivalent with receiving the same skills as taking an Accounting class could be acceptable
  - ~18 months of experience
  - Reference from an employer
- Recommended but not required: Extensive Finance Committee

#### **D. Finance Committee**

**M. Rivera**

It is recommended that the Executive Board members discuss the Finance Committee.

- **M. Rivera** will chair this meeting for the time being
- Suggestion:
  - Put out applications for the committee out then by the time the VP of Business Affairs is appointed, they are able to review the applications, conduct interviews, and select their individuals

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

- Appointed **J. Lopez, L. Panaligan, and M. Rivera** to sit on the Student Activity Fee Fund Committee

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

#### **IX. Bill Acceptance**

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

#### **XI. Announcements**

- Conference from the Chancellor's Office on Pathways to Equity
- UC TAG Workshop on Sept. 24th from 3-6pm
- Mock Trial and PCC Pre-Law meeting on Sept. 29th

#### **XII. Future Meeting Dates and Times**

<b>Date</b>	<b>Location</b>	<b>Agenda Items Due By</b>
September 30, 2020	Online	September 24th, 2020   11:59PM

#### **XIII. Adjournment**

On the motion of **M. Rivera**, first by **K. Schmidt** and seconded by **E. Gomez** at 2:10PM.

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