



ASSOCIATED STUDENTS

PASADENA CITY COLLEGE

Associated Students of Pasadena City College
Executive Board
Minutes

Online
<https://youtu.be/cp8n3fZXYLA>
Wednesday, November 25th, 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 | Philycius Tjong |
| 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 | Michael Garcia | 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, M. Garcia, A. Quintanar, P. Tjong, E. Gomez, K. Schmidt, D. Ramirez**
 - Late: **J. Lopez, K. Li**
- C. Approval of Agenda for November 25th, 2020
 - Move Discussion Items before Board Reports
 - First: **D. Ramirez**, Second: **C. Theung**, Aye: **C. Theung, C. Zhang, L. Panaligan, M. Garcia, A. Quintanar, P. Tjong, E. Gomez, K. Schmidt, D. Ramirez**
- D. Approval of Minutes for October 28th, 2020

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

E. Approval of Minutes for November 18th, 2020

- Tabled
- First: **D. Ramirez**, Second: **A. Quintanar**, Aye: **C. Theung, C. Zhang, L. Panaligan, M. Garcia, A. Quintanar, J. Lopez, P. Tjong, 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

V. Action Items

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

A. Finals Relaxation Week Incentives Budget

L. Panaligan

It is recommended that the Executive Board members approve the Finals Relaxation Week Incentives Budget.

- Budget Breakdown:
 - 4Imprint (Beanies/Hats, Face masks, and Sticky Notepads): \$2,200
 - Amazon (Hand sanitizer, candles): \$400
 - Ikea (Blankets): \$270
 - Hot chocolate and cookies: \$100
- Approved the Finals Relaxation Week Incentives Budget not to exceed \$2,999 coming from the Incentives Budget
- First: **L. Panaligan**, Second: **C. Zhang**, Aye: **C. Theung, C. Zhang, L. Panaligan, M. Garcia, A. Quintanar, J. Lopez, P. Tjong, E. Gomez, K. Li, K. Schmidt, D. Ramirez**

B. Finals Relaxation Week Postage Budget

C. Zhang

It is recommended that the Executive Board members approve the Finals Relaxation Week Postage Budget.

- Budget Breakdown:
 - Postage: \$700
- Approved the Finals Relaxation Week Postage Budget not to exceed \$700 coming from the Postage Budget

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

C. Finals Relaxation Week Programming Budget | **C. Zhang**

It is recommended that the Executive Board members approve the Finals Relaxation Week Programming Budget.

- Budget Breakdown:
 - Speaker (Time management, mental health, and yoga): \$300
- Contracts for speakers not created yet
- Approved the Finals Relaxation Week Programming Budget not to exceed \$300 coming from the Programming Budget
- First: **C. Zhang**, Second: **L. Panaligan**, Aye: **C. Theung, C. Zhang, L. Panaligan, M. Garcia, A. Quintanar, J. Lopez, P. Tjong, E. Gomez, K. Li, K. Schmidt, D. Ramirez**

D. Finals Relaxation Week Subscription Budget | **C. Zhang**

It is recommended that the Executive Board members approve the Finals Relaxation Week Subscription Budget.

- Budget Breakdown:
 - Forest App Subscription: \$150
- Approved the Finals Relaxation Week Subscription Budget not to exceed \$150 coming from the Subscription Budget
- First: **C. Zhang**, Second: **K. Li**, Aye: **C. Theung, C. Zhang, L. Panaligan, M. Garcia, A. Quintanar, J. Lopez, P. Tjong, E. Gomez, K. Li, K. Schmidt, D. Ramirez**

VI. Discussion Items

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

A. Privacy Policy | **Crystal K.**

It is recommended that the Executive Board members discuss the Privacy Policy.

- Presented by **Stephanie Fleming** and **Crystal Kollross**
- Piloting Proctorio in math, natural sciences, statistic, and business courses
- Proctorio is optional, not mandatory for faculty to use
- If Proctorio is used, an alternate testing method must be provided if a student has concerns or is unable to use Proctorio because of a technology barrier
- There will be a survey for students and faculty for using Proctorio on how to improve it or if there are any concerns
- For Proctorio, faculty have the option of setting the sensitivity
- Feedback for the first pilot program was positive since the standard was the same for everyone while reducing cheating
- Alternatives to Proctorio:
 - Zoom exam

- Oral exam
- The videos are also able to be used as evidence of whether or not a student has cheated
- The survey is important to get the student experience documented so that it can be used to inform the next steps moving forward
- Important to strike a balance so that everyone feels as safe and secure while using the software as they possibly could
- Currently working on classes that would have to require Proctorio
- Suggestion:
 - Is there a way that students can see if the class will be using Proctorio when registering for it?
- Working on a standard of communication that needs to come out from the faculty members to the students on the first day,

B. Invited Guests

| M. Rivera

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

- **Silvia Talaoc:** One of the co-chairs for the Facility Standing Committee
- Regarding the recommendation by the Facility Standing Committee for the expansion of the Black Student Success Center
- This recommendation supports PCC's mission to create an equal minded learning community and efforts to close equity and opportunity gaps and degree completion and transfers
- The proactive and intentional goal of addressing the needs of black and African American students at PCC has led to the commitment of expanding the Black Student Success Center
- Recommendation consistent with the Educational Master Plan, Statewide Vision for Success Goals, and the 2019 Equity Plan
- The Facility Standing Committee wants to implement a phased approach to gain insight into the process
- Project Goals:
 - Phase 1 for the Black Student Success Center
 - Parallel Effort for Facilities Master Plan
 - Minimal renovations
 - The proposed budget of Phase 1: not to exceed \$10,000
 - The permanent location would be determined by the Facilities Master Plan
- Locations Considered:
 - CC Building (Lancer Pantry)
 - Pros:
 - Proximity to current BSSC
 - Adjacent Conference Room
 - Cons:
 - Service capacity, offices, tutoring, personal counseling
 - Renovation cost
 - Low visibility

- L Building (Career Center)
 - Pros:
 - Service capacity, offices, tutoring, personal counseling, workshops, events
 - High visibility
 - Minimal renovations, furnished
 - Low-cost modification capabilities
 - Cons:
 - Conference room
- R Building (R523)
 - Pros:
 - Service capacity, tutoring, workshops, events, conference room
 - Cons:
 - Substantial renovations
 - High-cost modifications
- D Building (LAC D-300)
 - Ruled out due to current usage demands
- The research has shown that the creation of highly visible locations on college campuses that foster a sense of belonging which directly correlates to the increase of student retention academic achievement and persistence to degree attainment
- The Facility Standing Committee recommends the vacant Career Center as the optimal space for Phase 1 for the Black Student Success Center
- Expected Date: February

C. 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

X. Approval of ICC Funding

XI. Public Comment on Non-Agenda Items

XII. Announcements

- PCC pre-law club just had our first practice competition scrimmage getting ready for our mock trial competitions in February. Two spots are open

- PCC social services are doing a housing workshop today from 3-4:30pm
- Submit your UC applications

XIII. Future Meeting Dates and Times

| Date | Location | Agenda Items Due By |
|--------------------|-----------------|-------------------------------|
| December 2nd, 2020 | Online | November 26th, 2020 11:59PM |

XIV. Adjournment

On the motion of **M. Rivera**, first by **E. Gomez** and seconded by **D. Ramirez** at 1:56PM.

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