

Monday, October 21, 2019
Pasadena City College
Circadian
1570 E. Colorado Boulevard, Pasadena, CA 91106

President	Matt Henes
Vice President	Veronica Jaramillo
Secretary	Gena Lopez
Treasurer	Shelagh Rose
Parliamentarian	John Hanley
Adjunct Faculty	Beville Constantine (PCA)
Adjunct Faculty	Dwane Christensen (Math)
Adjunct Faculty	Gita Endore (CEC: Non Credit)
Adjunct Faculty	Gayane Gerome (Counseling)
Ad Faculty	Deandra Pearce (Cosmetology)
BET: Business	Richard Allen
BET: Business	Mariam Katrjyan
CEC Non Credit	Brian Pangan [Alt]
Counseling	James Aragon
	Sara Miranda
English	Bryan Gonzalez
	Tim Melnarik
	Vanitha Swaminathan
Health Sciences	Blanca Rodriguez
	Paula Vento
Kinesiology	Terry Stoddard
Languages/ESL	Lindsey Ruiz
	Cathy Wei
Library	Ken Simon
Mathematics	Lyman Chaffee
	Xiaodan Leng
	Juan Leon
	Linda Hintzman
Natural Sciences	Susan Bower
	Bryan Wilbur
	Michael Vendasco
	Valerie Foster

Performing and Communication Arts Maria Fortuna Dean
Eric Larson

Social Sciences Jennifer Fiebig
Kathleen Dunn

Visual, Media & Performing Arts Dave Cuatt
Silvia Rigon

Absent/Regrets

BET: Engineering Saeed Abedzadeh
CEC Non Credit Rhonda Williams
DSPS Rosemary Scott
Social Sciences: Thea Alvarado

Guests

Chief Technology Officer/Exec Dir Candace Jones
Chair, Equivalency Committee Susie Ling
Classified Senate President Richshell Allen
Executive Director, Institutional
Effectiveness & Planning Crystal Kollross
Manger, Internal Audit Jessie Wang
PCCFA President Mark Whitworth
Student Services/VP Cynthia Olivo

A. CALL TO ORDER 3:02

B. PLEDGE OF ALLEGIANCE led by L. Ruiz

President Henes requested motion to reorder the agenda to move the President's report to the beginning of the agenda. This would be a suspension of Robert's Rules requiring a 2/3 majority vote.

MOTION made by G. Endore to move the President's reports to the beginning of the agenda.

suspend Robert's Rules (requires 2/3 majority)

VOTE: Motion carries unanimously.

C. PUBLIC COMMENT: None

D. APPROVAL OF MINUTES: Oct. 7, 2019

MOTION made by S. Miranda approving the October 7, 2019 Minutes.

VOTE: Motion carries unanimously.

E. CONSTITUENCY REPORTS

1. PCCFA: M. Whitworth

General Meeting: Tuesday, 102219, 12PM at CEC. Lunch will be provided.

Negotiations: FA came to an agreement on one item: tentative agreement on FLEX.

FLEX day total will now be 6 hours as opposed to 7hrs last semester.

In the contract the original Chancellor's list will be referenced to provide the list of activities approved in-lieu-of FLEX instead of the list created by the District.

Tentative Approval Items

Pre-approval will no longer be required for FLEX activities.

When creating a FLEX proposal not for FLEX Day "you will get credit for 3-1". If presented again next year it will be 2-1 and every year after it will be 2-1. First year of creating and presenting this item will be 3 hours to 1 hour.

The reference to docking pay if FLEX hours were not completed was removed.

Pending Items Include

Agreement on Article 18

There will be a new Distance Ed Article for those teaching online.

Looking at trying obtain District approval for a type of maternity leave.

Will be discussing an investigations article to give faculty rights when being investigated by District.

Working on an article to obtain part-time medical benefits for adjuncts who teach more than one class.

Professor Henes requested a Motion to strike Agenda Item K9

MOTION made by J. Aragon to strike Agenda Item K9.

VOTE: Motion carries unanimously.

2. Adjunct Faculty Report: B. Constantine

Newly appointed Senator Deandra Pearce (CEC Noncredit) was welcomed to the Senate.

At its last meeting the Adjunct Faculty committed discussed possible rules and regulations for the new Faculty Lab.

Need to increase communication between CEC and the main campus.

B. Constantine had a petition to circulate urging support to have health insurance for adjunct faculty.

Point of Clarification by M. Henes: Because this is not a Senate issue per se the petition can be referenced under Announcements.

F. ACADEMIC SENATE OFFICER'S REPORT

1. Treasurer's Report: S. Rose

No changes since the last meeting.

Total amount in both accounts: \$18,924 with \$4,341 in checking and \$14,583 in savings.

President's Report: Agenda Item L1: M. Henes

President Henes would like the Senate to "weigh-in" on the Facilities Master Plan, particularly in discussions around instructional spaces. A faculty survey is expected to be sent out next week asking for questions in relation to instructional space use. There will be a week to respond. This time will allow the Senators to receive feedback from which they will be able to representing their areas with feedback to be given at the November 4 Senate meeting. This meeting will be longer-than-usual (3PM-6PM) with half of the time dedicated to Senate issues and half to Q & A with the developers of the Facilities Master Plan.

The Academic Senate Facilities Master Plan Q & A session time is being worked out. The plan is in the investigation stage with an expected date for the first draft to be ready by January 24.

A town-hall-type meeting will be held during the first week of February where all faculty are welcomed to provide feedback on the first deliverable of the Facilities Master Plan. February 24 will be the target done date for the Facilities Master Plan.

Facilities Master Plan: Within the next couple of weeks, architects will be on campus, opening doors, and looking at “mechanical spaces”. They may open doors to classes and have been told to do so quietly and unobtrusively with as little disruption as possible. The senators were asked to relay to their constituents that if there is overt disruption by the architects when entering classrooms, they are to contact President Henes who will then notify the Vice President of Business Services.

Enrollment: PCC has 640 fewer enrollments than the peak of last fall. Enrollment is still on the rise but PCC is not looking at more growth this year.

Calendar Committee will issue a survey to all campus constituency groups to find out what would be the impact of term lengths: six or five-week winter terms, 15 or 14 week main semesters, the impact of finals week, how much down time is needed between terms for classified staff to do what they need to do. All constituent groups, including faculty, will have an opportunity to respond to this survey.

New Senate Bylaws Vote: Approved. Handouts were provided at the meeting and are also available on the Senate’s website.

Strategic Planning: Doing college values – making value statements because the old values are outdated.

C&I: Looking at C & I procedures, course repetition, evaluation requirements for degrees and discipline placement policy for placing courses within disciplines.

Faculty Hiring: Of 63 submitted requests, 33 are replacement requests. President Henes does not have a target faculty obligation number. He was told that campus is projecting 0 growth and the FON is not changing from last year. President Henes does not know how retirements and separations have added up. The goal is not to grow the number of overall full-time faculty we have at PCC because enrollment is essentially flat throughout the state and projected to go into a decline in enrollment.

Facilities Discussion: The Sarafian/U building is part of the Facilities Discussion but is not part of the new Facilities Master Plan because demolition is scheduled for June.

The Calendar Survey is expected to be sent within several weeks. A follow-up will be provided to the Senate to be provided by the Committee or the Senate President who is co-chair of the Calendar Committee.

G. STANDING INFORMATION ITEMS

1. Guided Pathways, Myriam Altounji:

Guided Pathways Career Community sub-working group is working on spring semester week 2 kick-off of all six career communities and will be bridging Welcome Week and Club Week in the spring term. When available, more details to be provided.

The Winter Schedule went “live” today. Student emails notification and information about scheduling registration appointments will be sent out. The winter will provide an opportunity to improve (emails will provide an opportunity to improve their registration date. For the last year and a half students have been nudged to take a look at both the winter and spring schedules, their educational plans, etc. so they can start thinking ahead for registration.

2. Accreditation, Matt Henes

Goal setting for the college is ongoing. It was decided that the base for degrees awarded is 5500 and are projecting growth over the next 2-3 years to 6500. Setting metrics for completion and certification tests in areas where people are expected to take tests before working, such as in nursing and welding.

Writing for the accreditation report will be ongoing through the calendar year. Accreditation does address DE Courses.

H. APPROVE CONSENT ITEM C: Committee Appointments:

Hiring Committees, Academic Senate Subcommittees and Campus Wide Committees

MOTION by L. Hintzman approving Consent Item C.

VOTE: Motion carries unanimously.

I. UNFINISHED BUSINESS

1. Approve a standing rule to allow for videoconference meetings of Academic Senate subcommittees.

On 100719 the Senate Board postponed action on this item pending creation of a Rule Allowing for Videoconference Meetings. A basic rule has been created with possible options to include was read by President Henes.

MOTION to approve the rule made by D. Christensen.

Discussion:

B. Constantine urged a “No Vote” because Senators have a responsibility and obligation to physically attend committee meetings.

J. Fiebig said a “Yes Vote” would provide needed flexibility, allowing for more faculty participation.

President Henes: Based on Robert’s Rules, the Senators were asked to not refer to each other by first name (Example: Professor _____; or VP _____, etc.)

PRIMARY AMENDMENT made by V. Foster to add to the suggested options is that the chair of the committee must be physically present.

Discussion and Revision of Standing Rule for Videoconference Meetings

MOTION by J. Aragon to extend discussion for five minutes.

VOTE: Carries unanimously.

VOTE ON APPROVING THE AMENDMENT: Motion carries: Show of Hands: AYE: 19

NO: 14 V. Swaminathan, B. Gonzalez, E. Larson, T. Melnarik, X. Leng, M. Vendrasco, B. Wilbur, S. Bower, K. Simon, S. Rigon, J. Fiebig, B. Constantine, M. Dean, D. Christensen

Revisions in bold are now part of the “rule” (show on projection screen)

Discussion of approving the rules

The floor is open to further amendments.

The postings of meetings (date, time, venue, etc.) are in accordance with the Brown Act.

MOTION by D. Christensen to add the line “Allow each subcommittee to develop its own guidelines regarding number of participants who can participate remotely, physical presence of chair, etc.”

The amendment is shown in **bold** on the projection screen.

Suggestions:

B. Wilbur: to insert each subcommittee is allowed [strike out allow each subcommittee] to develop its own guidelines regarding **the** number of participants who can participate remotely, physical presence of chair, etc.

MOTION to EXTEND for five minutes made by L. Hintzman.

VOTE: Motion carries unanimously.

The secondary amendment now reads: Each subcommittee is allowed to develop its own guidelines regarding the number of participants who can participate remotely.

AMENDMENT made by B. Wilbur to remove the first amendment because it precludes the need for the last line.

FRIENDLY AMENDMENT by G. Endore to insert “.... number of **remote** participants.”

VOTE: Motion carries unanimously

AMENDED: STANDING RULE ALLOWING FOR VIDEOCONFERENCE MEETINGS

Adopted 10/21/2019

Academic Senate subcommittees are authorized to hold videoconference meetings. For purposes of this rule, a “videoconference meeting” is a meeting in which at least one of the members participates from a location other than the physical meeting room on campus. The meeting must be conducted using technology that allows members to see and hear each other at the same time. The technology must allow for simultaneous aural communication during the meeting. Examples of acceptable technology are Big Blue Button (Canvas app), CCC’s ConferZoom, and Zoom. In accordance with the Ralph M. Brown Act, at least one participating member must be on campus in a location that allows access to the public, and votes taken during a videoconference meeting must be done by roll call. Action can only be taken if the total number of physically present and remotely participating members is sufficient to achieve quorum. The chair of the committee must be physically present. Each subcommittee is allowed to develop its own guidelines regarding the number of remote participants.

Discussion on the Rule in general.

Time is valuable when calling a meeting.

There is nothing in the bylaws or Robert’s Rules to ensure a quorum.

MOTION to TABLE discussion made by B. Constantine.

VOTE on MOTION to TABLE: Motion Fails.

Aye: T. Melnarik; X. Leng; L. Chaffee; D. Cuatt; B. Constantine Abstain: 1 No: Majority

VOTE on motion in favor of the Rule: Motion Carries by majority vote.

No: B. Constantine, Abstain: T. Melnarik

J. INFORMATION ITEM

1. Confidentiality in Evaluations –CAFPE ad hoc committee recommendation

M. Henes met with FA president who helped him find an Education Code regarding evaluations between the Academic Senate and the Faculty. This Educational Code section was read/summarized by President Henes as to how it relates to understanding the scope of the evaluation process through the current collective bargaining agreement. This matter is now considered closed, having consulted with

the FA president. This item is not part of the current negotiation calendar to readdress the language on faculty evaluations. If there is another conversation it would be between both the Senate and FA presidents.

2. Robert's Rules of Order, Norms, and Decorum in Academic Senate Board Meetings:

M. Henes presented and reviewed the following: Robert's Rules of Order "Cheat Sheet; Procedure for Handling a Main Motion; How to Accomplish What You Want to Do In Meetings. This information will provide a uniform resource for the Senators to review and refer to during Senate meetings.

Reference provided on how the President and Senators reference each other.

MOTION made by J. Aragon to extend discussion 5 minutes. **VOTE:** Motion carries by majority. No: 1
Discussion:

Norms were adapted from norms for College Council subcommittees.

Point of Clarification/ L. Ruiz: Can the penalties be enacted retroactively after area of concern has happened? V. Jaramillo: They can be put in retroactively.

L. Ruiz: Felt that during a point in the last meeting the norms just discussed were ignored and felt her time was being wasted. There was a lack of basic collegiality and respect. Retroactive penalties should be explored.

Point of Information/S. Miranda: Asked for reference stating penalties within Senate board meetings can be handled retroactively.

Professor Henes: Robert's Rules does not preclude revisiting the occurrence of a "breach".

For Clarification: T. Stoddard said he would assume this would refer back to all action taken by the Senate and any action could be revisited appropriately.

MOTION by G. Lopez to extend discussion ten minutes.

Point of Order/ J. Aragon: Robert's Rules requires that a Senate office must remain neutral in discussion when holding the gavel.

VOTE on MOTION: Carries by a majority. No: 2[S. Miranda, J. Aragon]

President Henes stated he was mistaken when he stated improper conduct at a meeting could be handled retroactively. Robert's Rules was referenced.

J. Aragon: A committee chair can state when discussion/debate is not following meeting norms. Senators should feel comfortable knowing sometimes errors and mistakes are made within meetings.

MOTION made by B. Constantine that participation in discussion from all Senators at the meetings be added to the norms.

MOTION FAILS for lack of a second.

K. NEW BUSINESS (Discussion and possible action)

1. ASCCC Fall Plenary Resolutions, 1st read: President Henes will be attending the ASCCC Fall Plenary next month. The Senators were asked to review and share this information with their constituents in advance of the discussion that may occur at the next Senate meeting.

MOTION by L. Chaffee suspending Robert's Rules that doesn't allow President Henes to refer to himself as I (for remainder of this meeting). **VOTE:** Unanimously carried.

2. AP5130 Financial Aid: 1st Read: Presentation by: M. Cerda followed by discussion.

MOTION by L. Hintzman approving AP 5130

VOTE: Motion carries unanimously

3.... BP 7420: Employee Travel 1st Read Presentation by J. Wang followed by discussion.

MOTION by L. Hintzman approving BP 7420.

MOTION by P. Gonzalez to extend discussion 5 min **VOTE:** Approved unanimously.

VOTE on MOTION for approval: Carries unanimously

MOTION by T. Stoddard to combine Agenda Items K4 through K7 [BP/AP3720, AP3721, AP3722, AP3723]

VOTE: Carries unanimously

Presentation by C. Jones, followed by discussion

4. BP/AP 3720 Computer and Network Use: 1st read

5. AP 3721 Electronic Communications: 1st read

6. AP 3722 Data Classification Standards: 1st read

7. AP 3723 Remote Access: 1st

VOTE on MOTION: Items K4 through K7: Approve unanimously.

8. AP 7210/AP 7211/AP 7211.1, 1st read: Presented by S. Ling

MOTION to approve K8 made by T. Stoddard Motion Carries. Abstain: 1 Majority: Aye

Changes articulated by S. Ling.

Previously, equivalency required a unanimous vote of six people.

Currently, the committee recommends a simple majority vote, which is now defined as 4 out of 7.

Suggestion received from the floor for vote to be 5 out of 7.

MOTION to POSTPONE by B. Wilbur

MOTION by J. Aragon to extend discussion by two minutes. **VOTE:** Carries unanimously.

VOTE on MOTION to POSTPONE: AYE: Carries by majority. No. 1

L. ACADEMIC SENATE OFFICER'S REPORTS

1. President's Report
2. Vice President's Report
3. Secretary's Report

M. PROPOSED FUTURE AGENDA ITEMS:

President Henes asked Senators for items they would like to see on future agendas.

N. ANNOUNCEMENTS/EVENTS

- 10/22/19 – 12-1:30 PM in Circadian: Seminar – Responding to LGBTQ Micro Aggressions
 - 10/23/19: Evening Town Hall at Cerritos College for Chancellor Oakley
 - 11/23/19 LGBTQ+ Summit at UC Riverside
 - Transfer Center Workshops re: CSU application processes
 - 10/26/19 at home of J. Aragon: Fundraiser for Safe Zone Coalition
- Donations will go to student scholarships

O. ADJOURN MEETING:

MOTION to adjourn by J. Leon **VOTE:** Motion carries unanimously