

**Monday, Nov 4, 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
Counseling	James Aragon
	Sara Miranda
	Gayane Jerome (Alt)
DSPS	Rosemary Scott /Absent
English	Bryan Gonzalez
	Tim Melnarik
Kinesiology	Terry Stoddard
Languages/ESL	Lindsey Ruiz /Absent
	Cathy Wei / Absent
	Xiu-Zhi ZoeWu (Alt)
Library	Ken Simon
Mathematics	Lyman Chaffee
	Xiaodan Leng
	Juan Leon
	Linda Hintzman
Natural Sciences	Susan Bower
	Michael Vendrasco
	Russ Di Fiori [Alt]
Performing and Communication Arts	Maria Fortuna Dean
	Eric Larson

Social Sciences	Jennifer Fiebig Kathleen Dunn Adora Nuttal [Alt]
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Visual, Media & Performing Arts	Silvia Rigon
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**Absent/Regrets**

BET: Engineering	Saeed Abedzadeh
CEC Non Credit	Rhonda Williams
Vanitha Swaminathan	
Health Sciences	Blanca Rodriguez, Paula Vento
Languages	Lindsey Ruiz, Cathy Wei
Natural Sciences	Valerie Foster, Bryan Wilbur
Social Sciences	Thea Alvarado
Visual, Media & Performing Arts	Dave Cuatt
Associated Students President	Dionne Shelton
Classified Senate	Richshell Allen
PCCFA President	Mark Whitworth

**Guests**

Assistant Supt/VP Business & College Services	Dr. Michel Bush
Student Services/VP	Dr. Cynthia Olivo
Executive Director, Institutional Effectiveness & Planning	Crystal Kollross
AB4225 Presentation	Sharon Bober
Courier	Ben Latham

A. CALL TO ORDER 4:40

B. PLEDGE OF ALLEGIANCE led by Russ di Fiori.

C. PUBLIC COMMENT: None

D. APPROVAL OF MINUTES: Oct. 21, 2019

**MOTION** approving Agenda Item D made by L Hintzman **VOTE:** Unanimous consent

**E. CONSTITUENCY REPORTS**

1. PCCFA: No report.

2. Adjunct Faculty Report: B. Constantine There has been a soft opening of the adjunct faculty office space. A decision on where office hours should be conducted is anticipated by their next meeting.

3. Classified Senate: No report.

4. Associated Students: AS President Dionne Shelton announced beginning this month there will be a campaign on shared governance to encourage student involvement. This AS have created and approved a Mission Statement.

**MOTION** made by J. Aragon to table the AS report (pending reading of the Mission Statement).

**VOTE:** Unanimous consent.

5. Administration/Management Association: No Report

## F. ACADEMIC SENATE OFFICER'S REPORT

### 1. President's Report:

Faculty Hiring Application Update: On 110519 the Faculty Hiring and Priorities Committee, the College President, VP of Instruction and the Deans will sit down to reconcile their lists.

Calendar Survey is being developed and will be worked on 110519.

ASCCC Fall Plenary Nov. 7-9: President Henes to attend.

HGA Sustainability crews will be on campus at 9am 110519 to discuss sustainability issues for Facilities Master Plan.

Facilities Committee: Web site ticket requests made to emailed by staff or students to [facilities@pasadena.edu](mailto:facilities@pasadena.edu) for thermostat adjustment. The use of doorstops is not recommended.

If facilities personnel observe any doors propped open with wedges, they will be removed.

**MOTION** made by J. Leon to pick up from the table the AS presentation. **VOTE**: Unanimous consent. Associated Students President D. Shelton read their Mission Statement.

**Point of Information** by L. Hintzman regarding statement's availability. It is currently not on line but is available in the PCC campus planner.

A Fall 2019 Student Services Newsletter will be provided to the Senators at the end of the meeting.

### 2. Vice President's Report: None

### 3. Secretary's Report: None

4. Treasurer's Report: Total Balance: \$19,267.15: Checking: \$4,359.40 Savings: \$14,907.75 (increase represents \$329.50 in dues and a \$.62 dividend) Senators asked to encourage their faculty members to contribute directly to Senate at-large and/or to the scholarship fund through automatic payroll deduction forms available in Academic Senate Office.

## G. STANDING INFORMATION ITEMS

### 1. Guided Pathways Update: Myriam Altounji.

- The 2020 First-Year Experience program kick-off to include serving incoming "new to PCC" and "new to college" students. Developing information to be shared. Both full-time and adjunct faculty interest has been received regarding the Career Community Lead stipend positions, which will develop programming around career communities on campus. Winter schedule will go live within a few days for review by faculty before going live to the students.
- The STEM Success Team has been defined to be created around each of the six career communities. Future presentations will be made to the divisions.
- Transfer Month Activities:
  - November 6: University Night
  - Various dates: Application workshops.
  - November 30<sup>th</sup>: Application deadline for UC and CSU applications

### 2. Accreditation: Crystal Kollross welcomed Thea Alvarado to the Accreditation team.

Summary presentation about accreditation process, timeline, and Accreditation standing committee work. The timeline began in Fall 2018 and is anticipated to end in March 2021. ACCJC is helping PCC through a partnership process ("portfolio" model) to help PCC become successful through compliance and improvement. The four main standards are: 1) Mission, Academic Quality Institutional Effectiveness and Integrity; 2) Student Learning Programs and Support Services; 3) Resources; 4) Leadership and Governance.

H. APPROVE CONSENT ITEM C: Committee Appointments:

1. Academic Senate Subcommittees

- a. Deandra Pearce (CEC) to Adjunct Faculty Issues Committee
- b. Jennifer Fiebig (Social Sciences), Loknath Persaud (Languages and ESL), Charlene Potter (Languages and ESL), and Zachary Matthews (PCA) to Learning Assessment Committee
- c. Terry Stoddard (KHA) to Faculty Hiring Priorities Committee
- d. Salvador Diaz (BET), Joseph Keane (BET), and Shelagh Rose (Languages and ESL) to Career and Technical Education Committee
- e. Zeudi Bernardo (KHA) to Adjunct Faculty Issues Committee

**MOTION Request** from President Henes to add Dice Yamaguchi as an appointment to the to the Accreditation Standing Committee. MOTION made by J. Fiebig seconded by B. Gonzalez

**VOTE:** Unanimous Consent.

**MOTION to CONSENT ITEM C AS AMENDED** by R. Di Fiori VOTE: Unanimous Consent.

I. UNFINISHED BUSINESS

1. BP6700, 2<sup>nd</sup> read: Civic Center and Other Facilities Use: Dr. Bush

**MOTION** by L. Hintzman to approve BP6700

Dr. Bush provided clarification and feedback on this item. PCC cannot discriminate against outside organizations who abide by BP6700 and are allowed to use our facilities. In turn, those permitted to use our facilities cannot discriminate against groups while using our facilities. The Schedule of Events calendar is a public document provides the name of groups using the campus facilities. The AP is in development.

**CALL THE QUESTION** by R. Di Fiori:

**VOTE:** Approved by majority. Abstain: K. Dunn, T. Melnarik, B. Constantine, B. Gonzalez and G. Endore.

I 2. AP 7210, AP 7211, AP 7211.1 2<sup>nd</sup> Read

REQUEST TO REMOVE FROM AGENDA by President Henes. The topic is not ready. There are some items to be worked out with administration before approval of AP 7210.

**MOTION** made by K. Simon to remove Item I2 from the Agenda. **VOTE:** Unanimously approved.

Agenda Item K3: President Henes requested Item K3 be moved up and taken out of order.

**MOTION** made by L. Chaffee to approve that K3 be moved up on the agenda.

**VOTE:** Approved by majority. Abstain: J. Aragon

K3. Approve special rule allowing the President to use the pronoun "I".

**MOTION** made by G. Endore approving Agenda Item K3.

**AMENDMENT TO MOTION** by X. Leng to add the words Academic Senate in front of president.

**VOTE on AMENDMENT:** Unanimously carried

Discussion: The purpose of the requested rule is not an attempt to circumvent objectivity but to simply reflect what currently does happen and for ease of speech. If the body is habitually not going to follow a particular rule it should be recorded. J. Aragon stated the purpose of the chair is to remain objective.

**VOTE on AMENDED MOTION:** Unanimously approved.

### 3. ASCCC Fall Plenary Resolutions:

9.01: F19 Local Determination of International Baccalaureate Credit at California Community Colleges.  
Request for Senate update following ASCCC action

16.01 F19: Develop Standards of Practice Resource for Learning Assistance and Tutoring in the California Community Colleges, including the role of Learning Skills Coordinators or Instructors, and Tutoring Coordinators: A "YES" vote requested by the PCC Library on behalf of Senator Ken Simon

### J. INFORMATION ITEM

#### 1. New Library search tool: W. Butler

The library will be moving to a new catalog system late December 2019. This is a statewide effort to place all community college libraries on the same system. The new system will be available through the library's website during Winter session. Faculty who have links to the current library catalog can begin to update their links during Winter session by visiting the new system. Any handouts should also be updated at that time. The current catalog system will become inactive June 2020.

### K. NEW BUSINESS

#### 1. AP 4225, 1<sup>st</sup> Read: Course Repetition: Presenter: S. Bober

This AP has been reviewed by C & I

**MOTION** to approve K1 by L. Hintzman.

**VOTE:** Motion carries by majority. Abstain: G. Lopez

#### 2. Faculty Recognition Certificate for Tamara Knott-Silva read by V. Jaramillo

on behalf of the Academic Senate of PCC recognizing Ms. Knott-Silva's significant leadership and long-standing service by faculty.

- L. Chaffee: "Tammy is awesome!"
- T. Knott-Silva will attend her last C & I meeting Thursday, Nov. 7<sup>th</sup>.

**VOTE:** Unanimously approved.

### L. PROPOSED FUTURE AGENDA ITEMS: None received.

### M. ANNOUNCEMENTS/EVENTS

VP Jaramillo: Discussion about using sabbatical leaves to create OER materials is still in progress.

R. Allen: The "Million Meals" program has begun. Senators were asked to encourage their students to bring in food donations to the Lancer Pantry as well as to the food banks. They can also bring in pet food which will be donated to the Humane Society to help those might not have enough money to feed a pet. There is a healthy competition between divisions, which provides a big trophy for the division winner providing the most donations. Kinesiology has been a long-standing winner. The trophy award presentation will be the Saturday before Thanksgiving.

N. ADJOURN MEETING: **MOTION** made by L Hintzman at 5:50 PM. **VOTE:** Unanimously approved.