# **Monday, Nov 18, 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: Engineering Saeed Abedzadeh

BET: Business Richard Allen

BET: Business Mariam Katrjyan

Counseling James Aragon

Sara Miranda

Myriam Altounji (Alt)

English Bryan Gonzalez

Tim Melnarik

Vanitha Swaminathan

Health Sciences Blanca Rodriguez

Paula Vento

Kinesiology Terry Stoddard

Languages/ESL Lindsey Ruiz

Cathy Wei

Library Walter Butler (Alt)

Mathematics & Computer Science Lyman Chaffee

Linda Hintzman’

Rebecca Courter Alt.

Natural Sciences Susan Bower

Michael Vendrasco

Valerie Foster

Bryan Wilbur

Performing and Communication Arts Maria Fortuna Dean

Social Sciences Jennifer Fiebig

Kathleen Dunn

Patrick Rock

Visual, Media & Performing Arts Dave Cuatt

Silvia Rigon

**Absent/Regrets**

CEC Non Credit Rhonda Williams

DSPS Rosemary Scott

Languages/ESL Cathy Wei

Library Ken Simon

Math & Computer Science Xiaodan Leng

Juan Leon

Performing and Communication Arts Eric Larson

**Guests**

Executive Director, Institutional

Effectiveness & Planning Crystal Kollross

PCCFA President Mark Whitworth

Classified Senate Richshell Allen

Courier Ben Latham

A. CALL TO ORDER at 3:03 PM

B. PLEDGE OF ALLEGIANCEby Maria Fortuna Dean

C. PUBLIC COMMENT: None

D. APPROVAL OF MINUTES: Nov. 4, 2018. No objections -- approved by unanimous consent.

E. CONSTITUENCY REPORTS

1. PCCFA: A negotiation session was held last week, pending legal review of language.

Agreement reached on article dealing with chairs and most of the article regarding adjunct rehire rights.

A DU article was presented. Following the next session, the FA will begin looking at part-time benefits.

There is pending a District response to paternal leave. They are starting to look at evaluations.

Evaluation ideas or concerns for regular, contract or adjunct faculty may be passed along to the FA.

2. Adjunct Faculty Report: B. Constantine: Adjunct Faculty Committee meetings have been productive with discussion centered around use of C109 as an adjunct space. Students will be allowed to meet faculty to some extent. A volunteer has been appointed. They look forward to finding new spaces for adjuncts in 2020. B. Constantine has been working with the Senate Treasurer on possible renovation of C417. W101A has been identified as a possible space.

3. Classified Senate: Comment: Wednesday, 112019, is a Classified Senate Fall General (lunch) Meeting. The Senators are invited.

4. Associated Students: No Report

5. Administration/Management Association: No Report

F. ACADEMIC SENATE OFFICER’S REPORT  
1. President’s Report:

Faculty Hiring and Prioritization Committee. Approved 2019-20 Faculty Hires:

Both the FHPC and President have agreed/negotiated on an approved total of 25 positions [20 agreed on/negotiated positions, plus 5 more (to avoid any Faculty Obligation Number problem) to be flown as possible positions. President Henes to check with Dr. Giugni on sharing the final list with the Senators.

Calendar Survey: The survey has been sent out to faculty. Senators were encouraged to complete the survey and obtain input from their constituents on preferred options for an earlier end of the spring semester before the next Senate meeting.

Senate Website Revision:

President Henes worked with M. Ihrig (Web Administrator) who has updated the Academic Senate website, which shows a record of things the Senate has done (i.e., Standing Rules, Modifications to Robert’s Rules of Order, and approved resolutions)

2. Vice President’s Report: VP Jaramillo: Urged Senate participation in having all divisions send volunteer names for participation on campus-wide hiring committees.

3. Secretary’s Report: No report.

4. Treasurer’s Report: Total Balance: $19,231.25: Checking $4,323.50 plus Savings $14,907.75.

G. STANDING INFORMATION ITEMS

1. Guided Pathways Update: Myriam Altounji.

It is anticipated that in the spring there will be stipend faculty opportunities through work with instructional faculty on learning about market/labor data in their areas and strategizing on how to either market their programs or align their programs with the workforce. Several of the program apps should be up for review after Thanksgiving break with the majority anticipated to be up and running and visit to students by the end of winter. Senators were urged to remind their students to look at their educational plans and the spring schedule. Counseling is available for assistance.

2. Accreditation Update: Matt Henes: “We’re writing and it’s ongoing.”

H. APPROVE CONSENT ITEM C: Committee Appointments:

**Approved by Unanimous Consent: No objections to approving Consent Item C**.

1. Hiring Committee.
2. Sharis Amirian, Myriam Altounji, and Taleen Seropian (Counseling) to Career Center Director hiring committee
3. Academic Senate Subcommittees

a. Douglas Cook (BET) to Career and Technical Education Committee

1. Susan Hunkins (Noncredit) to Faculty Committee on Online Education
2. Gena Lopez (Counseling) to Bylaws Rules and Procedures Committee

I. Information Items (with possible action)

1. ASCCC Fall Plenary Report-out, M. Henes: Attended Fall Plenary.

There were approximately 300 in attendance from across the state of California.

President Henes reviewed some of the resolution approval topics, such as plenary focus points included equity, diversity and inclusion, student identification in Canvas and a new ASCCC equity and diversity of inclusion statement; expansion of baccalaureate degree programs and removing the pilot designation and passage of a resolution in which Chancellor Oakley was named.

Some opposition was expressed to having a fully on-line community college: Calbright College.

AB705: Academic Senates to work with their VPs of Instruction to insure that the appropriate amount of pre-transfer level courses is being offered. President Henes supports the convening of a faculty inquiry group to look at data from PCC to offer recommendations to the VP of Instruction regarding how this campus is implementing AB705. A faculty inquiry group will be convened to look at quantitative as well as qualitative data on how our campus is implementing AB705.

In response to a question from the floor on the hiring of more diverse faculty and the impact of this process on the hiring committee, President Henes said information on these two topics will be discussed later in the agenda.

2. Educational Master Plan Update: C. Kollross

PCC’s Progress on Updating the Educational Master Plan (EMP)

Highlights provided on what makes up a strategic plan; where we are in the process; environmental scan update;

A BRAND NEW PLAN

New EMP information and Feedback Session for Academic Senate: Monday, Nov. 18th.

PowerPoint update was provided for Senate review.

Topics: EMP Goals, Strategies, and Tactics

Institutional Priority

1. Equity-Minded Learning Community
2. Academic Programs and Delivery
3. Campus Engagement and Environment
4. Customized Student Support

Academic Senate Guided Interactive Activity: On disiplayed “draft” strategy boards, the Senators posted comments on the displayed “draft” strategy board what’s missing and how are or aren’t students included in the new EMPs.

The stratgies are grouped into the categories of the mission statement. They are then mapped out to the goals.

C. Kollross may be contacted for questions or discussion.

**MOTION** to extend discussion 10 minutes made by G. Lopez. **VOTE**: Approved unanimously.

Crystal welcomes questions – appreciated senators input and time.

J. NEW BUSINESS

1. AP 7420, 1ST Read: J. Wang

Most of the procedures are new and encompass current practices with a few new enhancements.

* Migrating from a $41/meal practice to a per diem reimbursement.
* The IRS rates will be followed, which are much higher than the current $41 (these rates are updated each Oct. 1st)
* The ability to issue pre-payments has been extended or to do a cash advance.

**MOTION** made by L. Hintzman to approve AP7420.

**Discussion:**

Itemized receipts to be held onto until the entire reimbursement process is finished.

3.c: IRS mileage reimbursement rates during non-working days is currently calculated on distance.

**MOTION** to extend by five minutes made by B. Gonzales. No opposition.

* An estimated rental car fee would be inserted onto the estimate request which would be submitted to the supervisor.
* Expenses higher than on the original request require re-approval of paperwork by the VP.
* 6d: Add new wording: “Flight delays can be taken into consideration. “
* Obtaining signatures within 5 days would be difficult.

**MOTION** to extend discussion five minutes made by B. Constantine. VOTE: Unanimously passed.

* Stalling of conference approvals: The new online system will be set-up to send out alerts to both the individuals that are “stalling” approval and to the traveler.
* Request received from President Henes to clarify 8c: “For travel that begins prior to or extends after the date of the conference, excepting one travel day, end of a conference where an employee’s stay exceeds the days required for the conference or meeting, the appropriate type of absence must be charged against the employee’s leave balance and approved by their supervisor.”
* Once approved, the proposed process would go back to College Council to vet again and with the goal to have it implemented by next year.
* Clarification on advance payment process provided.

**MOTION** to postpone this agenda item made by L. Hintzman until a future Senate meeting.

**VOTE**: Motion carries unanimously.

2. Approve Academic Changes of Rank, S. Abedzadeh

The Fall 2019 Change of Rank Advancement recommendations were presented for approval.

20 full-time and 11 adjunct faculty.

* **Professor:** Dr. Rita D’Amico; Dr. Boglarka Kiss; Dr. Robert Oventile; Dr. Krista Walter
* **Associate Professor:** Dr. Richard Abdelkerim; Jamal Ashraf; Sarah Barker; Katharina Rodriguez; Seung Yang
* **Assistant Professor**: Rosemarie Cervantes; Jocelyn Chang; Miriam Hartman; Trisha Herrera; Nathan McIntire; Dr. Maribel Morales; Christopher O’Leary; Adrine Reganian
* **Adjunct Assistant Professor:** Zaruhi Abgaryan; Frank Catalano; Joseph Gooden; Dr. Jorge Iniguez; Lisa Matthews; Lulu Yamashita

**MOTION** made by L. Chaffee to approve the Fall 2019 Change of Rank Advancements.

**VOTE**: Approved unanimously.

1. Academic Senate Bylaws updates, G. Lopez

The Bylaws approved earlier this year still need revision

Examples include:

* to reflect College Council guidelines regarding faculty co-chair appointments and attendance for College Council subcommittees;
* to have attendance policies for the Academic Senate subcommittees;
* lengthening the terms of the Executive Committee from one year to two years and the modality of how voting occurs

The Senators were encouraged to read through the bylaws and identify any areas that they think should be revised so they can bring it to the Board for discussion. “As the campus and community progresses, so should our bylaws.”

**MOTION** made by G. Lopez to direct the Bylaws Committee to begin work on revising the bylaws.

Discussion

Point of Information: V. Foster: Are additional suggestions being asked for?

President Henes: Accepted V. Foster’s suggestion to email suggestions to him.

D. Cuatt, Bylaws Committee Chair: The Committee welcomes additional committee volunteers.

Dave Cuatt. Bylaws welcome additional committee volunteers. Will meet early in spring.

**VOTE** on motion: Motion carries by majority. Abstain: B. Wilbur.

1. Academic Senate Subcommittee Cleanup, V. Jaramillo

VP Jaramillo has put together a Senate subcommittee listing of its operational, standing and ad hoc committees.

* Currently reviewing committees’ list to see if they are active or just on the books.
* Senate subcommittees can only be dissolved following a second read if it is the intent of the committee.
* Minutes and agendas are to be posted per the Brown Act.
* Committee chairs are to maintain committee web postings which includes members, meeting dates, agendas and minutes.
* VP Jaramillo may be contacted to provide assistance with committee web updates.

**MOTION** made by V. Foster to add to the next Academic Senate agenda to dissolve the Shared Governance Committee as a first read.

**Point of Information** by S. Miranda in regarding notification to the Shared Governance Committee members, or would they come before the Senate.

* President Henes stated the need to notify or how the notification is to be heard should part of the Senate’s discussions.

**MOTION** by L. Hintzman to extend discussion ten minutes. **VOTE**: Unanimously approved.

**AMENDMENT 1 TO ORIGINAL MOTION** by S. Miranda to notify the committee chair of the agenda item if the original motion is approved.

**Point of information by** L. Hintzman. Asked how many amendments can be made.

Clarification by President Henes: There can be two levels of amendments. The addition of another motion to dissolve a committee would be made by a different amendment.

**Point of Information** by B. Wilbur. In response, President Henes said the amendment could be “voted down.”

**VOTE** on Amendment: **Unanimously Approved**

Discussion: Original Motion

D. Cuatt: There should not be a vote based on anecdotal comments and no data.

G. Endore: data is needed on how many committees are functioning and up to date on line.

**AMENDMENT 2 TO ORIGINAL MOTION** by L. Hintzman to include inviting chairs from any subcommittees that either have no meetings listed on the website and/or have not met in 2019.

**Clarification of Amendment Wording Received and seconded:**

To include any committee that has not met in 2019 or who doesn’t have any information posted on their website to be dissolved for the next agenda item as a first read and to invite the chairs of these committees.

Discussion an amendment to expand the original motion.

S. Bower: Would be less threatening to contact the chairs before putting them on the agenda as being placed in discussion to be dissolved. These committees may be meeting and the Senate doesn’t know about it.

S. Rose: The Committee to Support Committees has spent years in reaching out to various Senate committee chairs and there has been with a significant lack of response to attend trainings or report out to the Senate.

**VOTE on Amendment 2:** Approved by majority. Abstain: 1

**VOTE ON ORIGINAL MOTION AS AMENDED:**

Point of Clarification: B. Gonzalez: Committees put on notice will have an opportunity for Senate discussion.

President Henes: Correct.

President Henes: The motion is to add an agenda item to a future agenda to dissolve committees that have not met in 2019 or have no meeting information on their web sites and invite the chairs for discussion.

**VOTE**: Unanimously approved

Gavel passed to VP Jaramillo

5. Resolution 19.2 Increasing Faculty Diversity, 1st read, M. Henes

After attending the ASCCC Fall Plenary, President Henes has ideas on how to incorporate equity at PCC.

Having a focus regarding diversity on the part of hiring committees could be in order.

Slide: Chancellor’s fall 2020 office data mark for fall 2020

Gender demographics show part-time and full-time faculty. PCC has alignment with this data among our faculty compared to our students. Our administrative and classified staff more resemble the demographics of PCC’s students than do the faculty.

Resolution 19.2 Read by President Henes

**MOTION** by B. Constantine to approve Resolution 19.2

**MOTION** **TO AMEND** by D. Cuatt to add “**and adjunc**t” after the words full-time in the second-to-the-last Resolved:

**VOTE**: Approved unanimously.

Discussion on the overall motion

Request for data showing if progress has been within the past ten years.

The words “race” and “ethnicity” should be reference.

**MOTION** by S. Rose to extend discussion by ten minutes. **VOTE**: No objections.

**MOTION TO AMEND** by K. Dunn to add “expanding racial and ethnic diversity” of the faculty to the resolution.

**FINAL MOTION AS AMENDED** to add to the second Resolved “to increase recruiting for full-time and adjunct faculty positions in ways that support expanding the racial and ethnic diversity of applicant pools; and reflecting this as well in the second Resolved, “the need for racial and ethnic diversity among the PCC faculty.”

Discussion

Discussion from the floor on whether or not to reference racial and ethnic diversity.

President Henes recommended adding words “in terms of race, ethnicity, gender and sexual orientation.

The spirit of this resolution is holding PCC accountable in regards to race and ethnicity, which is a problem throughout higher education.

In following the CCC guidelines this resolution is “superfluous”.

**VOTE (roll call) on Motion** to include “race, ethnicity, gender and sexual orientation” in the verbiage for describing our diversity. **Motion Fails**

**VOTE (raise of hands) on Motion** to include **“**Race and Ethnicity”**: Motion Carries**

**MOTION** by B. Constantine to extend discussion by five minutes. Unanimously carried.

Discussion on original motion to adopt Resolution 19.2

It is important to look at breakdown of the hiring committees.

Senate should encourage Human Resources to prepare strategies for better hiring pools.

Interest expressed in tightening up EEO language to provide HR with more direction in regards to what they’re currently doing about this topic.

Concern expressed with having to rely on a smaller group to do more of the work.

The Foothill Campus needs more instructors who speak Mandarin on their campus.

**AMENDMENT ON FINAL MOTION** by President Henes in the first “Resolved” to urge the office of Human Resources to continue to explore and implement and explore ways to promote diversity. No objections.

**CALL THE QUESTION** by: L. Hintzman VOTE: Unanimous.

**VOTE ON FINAL MOTION**: Passed unanimously.

6. Resolution 19.3 Shared Governance Committee Representative Share-Out Resolution 1st read: M. Henes

**MOTION** made by S. Rose to approve Resolution 19.3

**MOTION** by L. Hintzman to reverse the verbiage throughout the document where it says “members or faculty co-chairs” to “faculty co-chairs or members”. This puts an emphasis on the duty of the co-chairs.

**VOTE** on amendment: Approved unanimously.

Point of Clarification response to J. Fiebig from President Henes:

It is easier to receive information posted to the Senate committee websites from one person.

**VOTE on MOTION** approving 19.3: **Approved unanimously**

K. PROPOSED FUTURE AGENDA ITEMS: NONE

L. ANNOUNCEMENTS:

MARATHON FOOD DRIVE: Sat Nov. 23 and Sunday Nov. 24: 11am at PCC Lot 1 (Corner of Hill and Colorado Blvd.)

R. Allen asked for Senate participation. There is also division participation. Donations are asked for non-perishable unexpired food and pet food accepted. Collections to benefit PCC Lancer Pantry and area Food banks and the Pasadena Humane Society Pet Food Bank.

STEM BANQUET: Dec 6: 5pm-7pm (Social) 7pm-9pm Banquet

COSMETOLOGY DEPARTMENT ALUMNI TALKS: Dec. 3, 7PM, CEC Scott Multi-Purpose Room:

Student open forum; informal hair show, celebrity stylists, DJ and light appetizers.

M. ADJOURN MEETING: MOTION to adjourn made by G. Endore. VOTE: Accepted unanimously.