

Monday, March 9, 2020
Pasadena City College
Circadian
1570 E. Colorado Boulevard, Pasadena, CA 91106

President	Matt Henes
Vice President	Veronica Jaramillo
Secretary	Gena Lopez
Treasurer	Shelagh Rose
Adjunct Faculty	Beville Constantine (PCA)
Adjunct Faculty	Dwane Christensen (Math)
Adjunct Faculty	Gita Endore (CEC: Non Credit)
Adjunct Faculty	Gayane Gerome (Counseling)
Adjunct Faculty	Deandra Pearce (BET)
Business, Engineering, Technology	Wendy Lucko Jeffrey Winter
Counseling	Sara Miranda Myriam Altounji [Alt]
English	Tim Melnarik Vanitha Swaminathan
Health Sciences	Blanca Rodriguez Paula Vento
Kinesiology	Terry Stoddard
Languages/ESL	Lindsey Ruiz
Library	Ken Simon
Mathematics & Computer Science	Lyman Chaffee Linda Hintzman Xiaodan Leng Juan Leon
Natural Sciences	Bryan Wilbur Michael Vendrasco
Performing and Communication Arts	Maria Fortuna Dean Eric Larson
Social Sciences	No Representatives
Visual Arts & Media Studies	Dave Cuatt Silvia Rigon

Absent/Regrets

Parliamentarian	John Hanley
Business, Engineering, Technology	Richard Allen
CEC: Noncredit	Rhonda Williams
	Brian Pangan
Counseling	James Aragon
DSPS	Rosemary Scott
English	Bryan Gonzalez
Natural Sciences	Susan Bower
	Valerie Foster

Guests

Superintendent/President	Erika Endrijonas
Assistant Supt./VP	Terry Giugni
Assistant Supt./VP	Michael Bush
Legal Counsel	David Urban
Executive Director, Institutional Effectiveness & Strategic Planning	Crystal Kollross
PCCFA	Mark Whitworth
Classified Senate President	Richshell Allen
Associated Students VP	Yarenni Reyes

A. CALL TO ORDER at 3:02PM

B. PLEDGE OF ALLEGIANCE by Paula Vento

C. PUBLIC COMMENT: Coronavirus: Campus Update/Comments

Dr. Endrijonas

- Ongoing review of reports and of what other colleges are doing.
- In contact with Public Health Department
- Campus will be kept informed through its website, e-mails and every way possible
- Goal: Focus will be on current information and to move forward with what is being planned
- There is a serious situation and the campus is encouraged to stay calm.
- PCC Emergency Preparedness Plan: We are at Level 1 preparation.

A. Boekelheide

We can individually address what's going on through good personal hygiene (washing hands, use hand sanitizer if there is no way to wash hands); stay home if sick; there is ongoing campus discussions about attendance/lengthy absences

Health Updates: <https://pasadena.edu/campus-life/student-health-services/latest-health-updates.php>

- Student health updates and frequently asked questions
- Form to submit both questions and feedback

The PCC Campus Emergency Preparedness Plan is a working document. It may be found at <https://pasadena.edu/police-and-college-safety/emergency-information/medical-emergency.php>

Travel: PCC is currently not curtailing travel, except to Level 3 Countries. Individuals may have their own decisions to make about travel but the college is not in a position to absorb the costs of changes/cancellations.

Public Events to continue as scheduled. Individual event managers may make a determination to not go forward with an event. They will be supported and receive help with changes.

Lyman Chaffee: The University of Washington, Stanford, USC, and Berkley have shuttered their classrooms moved classes on line. A lot of faculty would like to see PCC prepared for this possibility and suggest that the March 12 Flex Day include an emergency plan presentation for online teaching. In response: Dr. Giugni said there is an ongoing conversation between the deans and administration about the coronavirus topic and part of what will be discussed relates to Dr. Chaffee's comments.

E. CONSTITUENCY REPORTS

1. PCCFA: Mark Whitworth

Expressed appreciation for the coronavirus update. We need to be prepared.

Negotiations: Waiting on evaluations and working conditions. Waiting on a wage counter, a response to part-time benefits and parental leave.

March 12 Flex Day contract's presentation: C325 at 2:30PM.

2. Adjunct Faculty Report: B. Constantine

Currently in process of receiving items from the committee members for their first meeting this semester.

Flex Day invite for all to attend a "soft opening" of the Adjunct Faculty Office in C109 on Flex Day during lunch hour. Feedback is welcomed with the anticipation of increasing these spaces in the near future.

3. Classified Senate: Richshell Allen

The Senate is growing. Last week a new senator was sworn in and they are preparing for upcoming elections.

Once passed by the Classified Senate, they will make an EMP presentation to the Trustees.

There will be a future nomination of a 2020 Classified employee of the year. This nomination will be submitted to both the Trustees and the Chancellor's office.

4. Associated Students Vice-President: Yarenni Reyes

The Associated Students election package for next year is out. A few of her fellow members will travel to Washington to lobby for several bills.

5. Administration/Management Association: None

F. ACADEMIC SENATE OFFICER'S REPORT

FG. President's Report: Matthew Henes

College Council will be resurrecting a shared governance, Sustainability Committee. Its revised charge will be presented for College Council approval. Work with the Associated Students Sustainability Committee is anticipated.

Engineering: Effective fall 2020, Engineering will move from BET to Natural Sciences.

BET: To be split into two divisions -- Applied Technology and Business.

Facilities Master Plan: Information event on Tuesday, March 24, 5PM in Creveling Lounge

Accreditation ISER: The Introduction is ready for campus community feedback. It is accessible through <https://pasadena.edu/accreditation/index.php>. Can also go to PCC home page, scroll down bottom and in fine print there is an Accreditation link. The page contains a feedback section as well as the introduction.

Brief share out information from Senate appointed College Council representatives from the Bookstore Advisory, OER, and the Professional Development Committees.

2. Vice President's Report: VP Jaramillo: No Report.

3. Secretary's Report: G. Lopez No Report.

4. Treasurer's Report: Total PSFCU Balances: Checking: \$4,163.59 Savings: \$16,315.34

G. NEW BUSINESS

1. BP/AP 3900 Speech: Time, Place, and Manner, 1st read: Crystal Kollross and David Urban (Legal Counsel)

Legal counsel provided a summary about his assistance with BP/AP 3900.
Generally challenged are scope and check-in requirements.

Recommendations/Responses

To include the definition of “hate violence” to earlier in the paragraph.
Campus security to remove individuals in violation Board policy.
Request for grammatical correction to AP III, C. 1 that currently reads “...on the west side of campus of the Campus Center.”
Request to have campus notification about who is on campus
Legal Counsel to take another look at wording in item B. 2 about posting.

President Henes asked the Senators to relay this information with their constituents before its second read this month.

K. INFORMATION ITEMS

1. Guided Pathways, Myriam Altounji
There will be lots of learning, games and prizes at the Career Comunidad Event
March 10; 11:30 – 1:30 pm in QUAD and March 11, 3:30 – 5:30 pm in QUAD.
They are still working on program maps and using maps in student counseling sessions with the high schools.
Will resume their meetings with the Guided Pathways core group in a few weeks.

CALL FOR ORDER OF DAY made by W. Lucko.

The 022420 Minutes were approved by unanimous consent.

2. Accreditation, Matt Henes: Covered in President’s report (Agenda Item F/G).
3. Nominations for 2020-2021 Academic Senate Officers
Dave Cuatt: Nominations and Elections Committee Chair
President: Matt Henes
Vice President: Veronica Jaramillo
Treasurer: Shelagh Rose
Secretary: Gena Lopez and Sara Miranda (self-nomination from the floor)
March 11, 12PM: Candidates Statements (optional) are due
March 13: Platform statements to be emailed to FT faculty
March 16: Ballot distribution
April 1: 2PM Return deadline
April 2: Ballot Count
April 6: Ballot result presentation to the Senate Board

I. APPROVE CONSENT ITEM C (Committee Appointments)

1. Hiring Committees
 - a. Margaret Boles (Math and CS) and Ana Ramos (Counseling) to Director, Technical Services Hiring Committee
 - b. Kathleen Hogue (Math and CS) to Educational Advisor-Upward Bound Hiring Committee
 - c. Jacob Tucker, Thomas Thoen, (Amendment) and Wendy Lucko (BET) to Applied Technology Dean Hiring Committee
 - d. Myriam Altounji (Counseling) to Programmer Analyst Hiring Committee

APPROVED BY UNANIMOUS CONSENT

2. Academic Senate Subcommittees: None
3. Shared Governance Committee: None

J. INFORMATION ITEMS

1. 2020-21 Academic Calendar

President Henes: The Superintendent/President will recommend to the Board of Trustees is the one recommended by the Calendar Committee. College Council had changed the start date for the winter intersession but the Executive Committee of the College, after consulting with Admissions and Records, thought it would be best to start the winter intersession on January 6th.

Winter Intersession will have 25 instructional days.

There is a day break from winter to spring.

Last finals to occur after commencement.

Comments/Concerns:

MOTION made and seconded by E. Larson and L. Hintzman to hear from Dr. Giugni.

VOTE: Approved unanimously

Dr. Giugni: Referenced the California Community Colleges Attendance Manual, the Chancellor's office and State Ed Code, etc. show that a session starting January 6th and ending February 10 is a six-week winter session. Based on historical data, having a start date of January 6th instead of 4th allows Admissions and Records to receive grades and determine pre-requisites.

MOTION to extend discussion by five minutes made and seconded by B. Constantine and W. Lucko.

VOTE: Approved unanimously.

President Henes: Two surveys went out to students. Consensus from the first survey was to keep winter. Responses to the second survey noted that students took winter classes mainly "to keep up with their educational timeline."

M. Henes:

By next week he should have information regarding the length of classes, the month, hours and week.

There were three students in attendance at last Thursday's Calendar Committee meeting. The focus of the calendar discussion was mostly on June instead of January/February.

MOTION to hear from an outside public member made and seconded by L. Hintzman and T. Melnarik.

VOTE: Unanimously approved

Having historical data about why have a Jan 6th and not 4th start date would show transparency.

V. Jaramillo: The Senate is being presented the calendar information to be presented by the Superintendent/President and the Senate is not approving the calendar.

MOTION to extend discussion five minutes made and seconded by B. Constantine and W. Lucko.

VOTE: Approved unanimously.

The Board of Trustees implement a calendar. The Senate has a voice through its representatives on the Shared Governance Calendar Committee.

President Henes said the Feb 24 Senate calendar conversation was about forming a decision for the 2021-22 academic year.

Going from six to five-week session is major for every student and faculty member.

K. NEW BUSINESS

1. Facilities Master Plan (EMP) 1st Read: Dr. Bush

This document is 215 pages: It outlines PCC's campus current state, guiding principles plus collected data and recommendations for future state of PCC's three campus.

Complete Plan is available at: www.pasadena.edu/FMP or may review hard copies available in the Library.

Dr. Bush summarized the FMPs various sections: Guiding Principles, Assess Current State; Existing Career Communities; Enrollment Growth; Calendar and Program Growth; Facilities improvements and additions; recommendations; space recommendations, wayfinding; parking and transportation; sustainability; demolition, improvements, adding and modernizing existing buildings.

Campus recommendations: Foothill, Rosemead and Northwest

Guiding principles were developed through town halls, executive committees, focus groups, Academic Senate and Student Government.

Comments addressed

- Class assignment/space utilization
- Classroom modernizations
- Planning perspectives, such as pool relocation
- Master Plan is a 10-year project with six phases
- Program relocation to be discussed for later part following design of buildings.
- The culinary program location will be a part of future discussion
- Maxing out of current non-credit program areas
- PCC is estimated to grow about one-half percent every year
- Demolishing of V & W buildings
- Separating Culinary Arts from the Campus Kitchen area is being looked at.
- C building classrooms need to be expanded and modernized.
- Urban planning to be addressed during the design phase.

MOTION made and seconded by V. Jaramillo and G. Lopez to extend discussion by 10 minutes.

VOTE: Approved with no objections

MOTION made and seconded by T. Stoddard and B. Constantine to hear from non-body member.

VOTE: Approved.

In response to a concern from E.A. Cairó about moving the pool involve discussion of needs versus replacement and from a planning perspective. A large, centralized academic building would replace the pool, which is in need of maintenance.

MOTION to extend discussion by five minutes made and seconded by G. Lopez and T. Stoddard.

VOTE: Approved by unanimous consent.

MOTION to hear from non-member of the Senate body made and seconded by T. Stoddard and B. Constantine.

VOTE: Approved unanimously.

In response to E.A. Cairó, Dr. Giugni said where certain programs are to be relocated is not yet known.

In response to S. Rigon about if there is anything in particular the faculty should look at regarding feedback: Dr. Bush said faculty feedback is welcomed for technical feedback, concerns with continuity of data and urban planning.

AGENDA GOING OUT OF ORDER AT THIS POINT:

H3. EEO Plan Update: President Henes

Senators and alternates received as a separate attachment from the agenda packet the EEO Plan for 2017-2020. This will be an agenda item for discussion on the March 16 agenda. The Senators were requested to consult with and receive input or feedback to be presented on March 16 to go into the next draft, as appropriate.

President Henes:

Working on having hiring diversity placed on a future agenda.

Taken under advisement: To insert as an ongoing item under Public Comment: coronavirus updates

Question received from S. Rigon how the Senate meeting would continue in case of a college shutdown.

President Henes: Short answer is that it can't continue. If campus is shut down and the Senate does not have access to a meeting facility they cannot meeting. The meetings/locations have to be publicized. Remote attendance would require on the agenda the address of every remote location (i.e., home address, various Starbucks locations, etc.)

I. PROPOSED FUTURE AGENDA ITEMS: None

M. ANNOUNCEMENTS: Secretary Lopez:

- Friday, March 13: PCC is hosting an African American High School conference.
- Senators invited to stop by for lunch and a meet and greet of potential PCC students in Creveling and different areas on campus.
- Faculty won the faculty/staff (including B. Constantine) and Ujima Students Basketball Game.

Cancellation of Math and CS "Pi Day": X Leng announced it will be postponed to a later date.

H2. AP 4020 Program, Curriculum, and Course Development, 1st read, S. Bober

Checked on what is listed and does it reflect what is current within Curriculum and Instruction.

S. Bob summarized the AP4020 changes.

B. Constantine: asked what is the procedure to move a course to its previous department course after being moved into another area.

S. Bober: In response -- when discipline placement gets updated (happens every year) sometimes it is possible for a course to fall under a different discipline or there are questions about where the course should reside. If a course is going to be updated, then a proposal would be submitted and once discipline is in the rationale, then the committee could place this matter on the agenda for open discussion. The state Academic Senate has addresses this type of matter in plenary sessions.

S. Bober: If the course in question is a transfer level course an Articulation Officer would be involved in helping decide with input on discipline placement.

Request received from the floor to review 3 b.1. and rephrase to say there would be tenured or tenured track faculty are wanted from each division.

This item to be presented next for a second read.

N. ADJOURN MEETING: **MOTION** to adjourn made and seconded by J. Winter and J. Leon. **VOTE:** Approved.