

**Monday, May 18, 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
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)
Business, Engineering, Technology	Richard Allen Wendy Lucko Jeffrey Winter
CEC: Noncredit	Rhonda Williams Brian Pangan
Counseling	James Aragon Sara Miranda
English	Bryan Gonzalez Tim Melnarik Vanitha Swaminathan
Health Sciences	Paula Vento Blanca Rodriguez
Kinesiology	Terry Stoddard
Languages/ESL	Lindsey Ruiz
Library	Ken Simon
Mathematics & Computer Science	Lyman Chaffee Linda Hintzman Xiaodan Leng Juan Leon
Natural Sciences	Susan Bower Valerie Foster Katie Rodriguez Bryan Wilbur Michael Vendasco
Performing and Communication Arts	Maria Fortuna Dean Eric Larson

Social Sciences

Eduardo A. Cairó  
Jennifer Fiebig

Visual Arts & Media Studies

Dave Cuatt  
Silvia Rigon

### **Absent/Regrets**

### **Guests**

Assistant Supt/VP/Instruction	Dr. Terry Giugni
Asst Supt/VP/College Services	Dr. Michael Bush
Assistant Supt/VP Student Services	Dr. Cynthia Olivo
Dean, Instructional Services	Stephanie Fleming
Dean, Library, Distance Ed	Leslie Tirapelle
Dir. Professional Development	Dr. Jason Robinson
Manger, Internal Auditor	Jessie Wang
Instructor, KHA	Nicholas Hatch
Management Association	Carlos Altamirano
PCCFA President	Mark Whitworth
Associated Students VP	Yarenni Reyes

A. CALL TO ORDER at 3:03 pm

B. PLEDGE OF ALLEGIANCE led by President Henes

C. PUBLIC COMMENT: EACairó stated that President Henes' report at the last Calendar Committee should have simply stated a Yes or No vote without additional comments.

Pursuant to Executive Order N-29-20, dated on March 17, 2020 and signed by Gov. Gavin Newsom, this meeting is being held by a teleconference. Votes to be conducted by roll call. The public had opportunity to submit public commit by email. No emails were received. Public comment received via Zoom from EACairó this date.

D. APPROVAL OF MAY 4, 2020 MINUTES: Approved by unanimous consent.

### **E. CONSTITUENCY REPORTS**

1. PCCFA: Mark Whitworth: Pending one small outstanding issue, negotiations are almost complete. The FA election process begins online this Thursday at 7:00 am. through next Friday. There are two contested positions are Adjunct VP and Director. Candidates statements are available online. Both ballots and instructions were emailed to faculty this date for this on-line and secure procedure.

Computer Loan Program. M. Whitworth to find out who is HR contact for the Computer Loan Program. This item is in the contract and is being honored. Best Buy no longer accepts checks from PCC.

2. Adjunct Faculty Report: B. Constantine: Many adjunct faculty are unhappy with courses they are being offered for summer and fall. Seniority List information should be posted. Rehire rights may need to be revised so they can be applied to both summer and winter. Even after contacting their dean, some adjuncts are left without courses to teach. This matter has been directed to FA.

3. Classified Senate: No Report.

4. Associated Students President. Y. Reyes: Associated Student had a second town hall last week with a focus on Student Services. Campaigning for the AS Executive Board began today with voting to take place May 27 and 28.

There will be a joint meeting with Board of Trustees this week. A congratulations “care package” will be sent to graduating and transferring students.

5. Management Association: C. Altamirano. Management and staff have been working on slowly returning to campus. They are working with their supervisors and VPs addressing budget issues and finding ways to support students and issues needing to be addressed and for what the future may hold.

#### F. STANDING INFORMATION ITEMS

1. Guided Pathways, M. Altounji: Power Point Presentation/Update. Career Community Lead S. Rose has been working with Associated Students and career communities and faculty leads to help develop the kick-off event. Moving into next phase of collaborating on events and planning career planning related events. Next Career Digs to be held April 29. To participate, please contact M. Altounji by email for the link.
2. Program Map office hours are held by M. Altounji on Fridays -- 9am-noon for changes, updates and clarifications of Program Maps. The program maps web links are accessible on main web site towards bottom where it says Career Communities. Dr. Ocegueda has been working with all the Success Centers since March have had 938 contacts. All centers are on line. Next phase is to develop an evaluation process to serve students in best possible way in tutoring. Redesign of Learning Success Centers is underway along with working with Career Communities, Guided Pathways to have Success Centers be comprehensive and work in line with Guided Pathways framework.
3. Accreditation: M. Henes: Standards 2 and 3 introductions are now available for review on the accreditation web site. Go to PCC home Page scroll down, find word “Accreditation” and click on it to read these sections and may provide constructive feedback in a constructive tone is welcomed. Standards 4 and 1 will be looked at next. Timeline requires that all draft work is done by the end of this academic year and by fall the Senate can weigh in as a body.

#### A. Information Items

1. Discussion about campus status – summer and fall.

Presenters: S. Fleming, C. Olivo, L. Tirapelle, J. Robinson

The Senate Executive Committee has been involved in conversations with Dean Tirapelle and Director Robinson regarding Professional Development needs of and resources for faculty and what might be needed for summer and fall.

Discussion: Instruction, Campus Status, Summer and Fall

Dean Fleming said there is no definitive answer right now on a date when spring grades are due. Work is ongoing with Student Services to figure out how late grades can be delayed. It is hoped there will be an answer this week and it will be communicated out as soon as possible.

Registration has started for summer and is entirely on line. Fall will be primarily on line with a small percentage of courses meeting face-to-face that cannot complete course work in an online format.

Professional Development: Dean Tirapelle: This spring information was received from the Chancellor’s that all classes were to be on line with faculty to be given training to teach in a Distance Ed mode. Starting summer and fall, this is not the case. There is an expectation by the Chancellor’s office and the ACCJC for faculty/classes to meet the standards in Title 5 in Title 4, Section 8 of Rehabilitation Act, Higher Ed Act and the ACCJC guidelines. They are also looking at what is effective for student success (not just meeting regulations) and have developed a plan on how to ensure that all faculty have knowledge of what is expected of their courses and what are best practices for DE to support our students in this mode of instruction. Dean Tirapelle has worked with the chair of Faculty On Line Learning Committee and with DE Department to develop a 5-hour training where faculty receive all content knowledge needed to construct their courses effectively. Good feedback has been received. There has been discussion about policy and process, check-in assignments, attendance per Title 4 for online courses.

The current in-house 8-week training for faculty to complete their certificate requirements to teach in an online format at PCC is not required to have a fall or summer assignment. The minimum 5-hour training is required and can be taken in summer, fall or in future. After this emergency period faculty will need to complete the full 8-week training to receive a DE assignment. All training is based on state standards constructed by At-1 for all California Community Colleges for the 5-week and 8-week trainings.

In response to a question about whether PCC is looking at types of testing security systems for the fall, Dean Tirapelle said there is a group investigating this specifically. They want to understand what the ramifications would be in implanting this type of system or coming up with alternate solutions for faculty and also looking into on-ground proctoring with social distancing, etc. There are a lot of movements not to permit these types. Proctoring tends to lock down browsers for many students because of computer and work area requirements and the need for a stable internet connection.

The Eventbrite registration link for the 5-week training was emailed to all faculty this date (2:09 pm) with detailed options. Registration takes three business days to be added to the course.

**MOTION TO EXTEND** discussion for 5 minutes made and seconded by T. Stoddard and B. Constantine.  
**Approved** by Unanimous Consent without objection.

The course is self-paced and takes an average of 5 hours to complete.

Director J. Robinson: The faculty and staff page of the PCC web site has been revised. Added is a page to support instruction in the remote environment (link provided on page) which includes different aspects of remote instructions, videos and accessible resources for faculty to use now. There is a calendar events section to providing webinars and online events.

Information will be forthcoming regarding ADA compliance training.

There is some basic compliance training and resources to expand faculty knowledge on this item within the 5-hour training. Ally is an accessibility checker that is integrated into Canvas. It will scan a course and provide information as to which items fit or need to be made accessible. Ally training to begin at end of this week. An Ally link will be on all Canvas sections by the end of the week. Tuesday tutoring to be made available during the Ally hour. Students will not see faculty reports or scores regarding accessibility but they will see opportunities to download or receive content in alternate formats such as braille, audio, or HTML formats. Ally will provide access to content being put into a course.

**MOTION** to extend discussion three minutes made and seconded by J. Winter and K. Simon.  
Approved by unanimous consent

Student Services: Dr. C. Olivo -- PCC Student Services Report:

- Academic Counseling
- Lancer Pantry Welcome Center
- Pathways
- DSPS Status from 3/18/20-5/15/20
- Virtual Transfer Workshops; Transfer Advise/Counseling/Transfer support
- as of 5/17/20 CARES awards for CARES auto-awards
- CARES Case by Case (Application based)
- Emergency FDSEOG (application based)
- A & R; Student Equity: Emergency Aid

May 21<sup>st</sup>: On-Line Student Open house on You Tube Live. 1,041 students/parents have signed up as well as 700 students signed up for virtual pre-registration workshop.

DSPS: Sign up of over 2000 students with various needs and accommodations and class advisements. Faculty are encouraged to look at the personal counseling web site, which provides good information to assist students with health and personal counseling. This presentation will be made available to the Senators.

2. Professional Development Updates. Hatch, Robinson, Foster

a. PCC integration with the Vision Resource Center:

Dr. Foster: presented context of how PD has evolved over past few years, including the Hiring of Director of PD and the opening of a PD office; development of Flex Calendar program; PLOs for entire college; identification of sets of PD developmental experiences for each constituent group.

N. Hatch: instruction and FLEX Program Coordinator. Overview of Vision Resource Center (VRC). Soon to go live at the beginning of June on the faculty/staff web page will be a link to an online platform similar to Canvas or social media platform and to provide centralized access to professional learning services which can be customized by the VRC. This link will be made available inside Lancer Point and on the PD Web Page. Included will be a summary presented on process integration and progress. Screen shot information shared for presentation. A remote PD day is anticipated for the fall. This information to be shared with Classified Senate and Management. This new online platform will help employees keep track of their PD credits.

b. PD Standing Committee outcomes: see 2a above.

H. Approve Consent Item C (Committee Appointments): Executive Committee Recommendations for all Positions President Henes is not aware of the “freezing” of any hiring committee members that the Senate has forwarded.

**MOTION** made and seconded by V. Jaramillo and B. Constantine approving Item H1

This item was voted on two weeks ago and because of a conflict of interest (details explained by VP Jaramillo) an additional vote was required this date.

**ROLL CALL VOTE:** Motion approved by majority vote. Aye: Majority. Nay: W. Lucko. Abstain: R. Allen, G. Endore, V. Foster, L. Ruiz, T. Stoddard, J. Winter.

1. Hiring Committees:

- a. James Aragon (Counseling) and Joe Person (KHA) to Director of Football Operations (Head Coach) hiring committee.
- b. Academic Senate Subcommittees: None
- c. Shared Governance Committee: None

I. UNFINISHED BUSINESS

1. Resolution 20.3 Quality of Instruction via Remote Learning, 2<sup>nd</sup>

Document has not been changed since presented two weeks ago.

This resolution was developed based mainly from anecdotal comments from both instructors and students.

**MOTION** made and seconded by L. Hintzman/L. Ruiz approving I1.

Discussion:

L. Hintzman Math area colleagues felt this Resolution was supportive.

In response President Henes said close to 20% of students said they had not received contact from all of their instructors. The survey results supported anecdotal comments received by President Henes before spring break. He hadn't seen the survey before the first draft of the Resolution was completed.

Professor Melnarik's division was mainly in opposition to the resolution's tone to the majority.

Concern received that less than 10% of students provided survey input and faculty needing help have not been reached out to.

Survey open to weeks between March 27 and April 10.

EACairó Administration and Deans should to provided necessary faculty needed assistance. By now many faculty have received training and faculty would be more proficient at teaching on line at this time.

**MOTION** to extend discussion five minutes made by L Ruiz.

**VOTE:** Approved by unanimous consent.

L. Ruiz stated position of her division faculty is that this document only encourages communication and best practices within this crisis.

S. Rose: This document relates to a (10+1) standard of student success.

Vendrasco: How the 20% number is being interpreted could be confusing.

Y Reyes AS Representative: AS survey indicated there are students have not received instruction or lectures remotely and there is a lack of communication.

G. Endore. This is an unfriendly document and teachers in her area do not feel particularly supported.

**MOTION** to extend discussion five minutes made and seconded by J. Aragon and B. Constantine.

**Approved** by unanimous consent.

B. Wilbur. This item is worthwhile so students will know what is expected to be supplied by instructors.

X. Leng: The resolution is too specific in regard to terminology and “regular and effective contact” in regards to course materials may be unclear to faculty without DE training.

J. Aragon: would prefer a resolution addressing more positive aspects of faculty.

W. Lucko’s faculty don’t see this item as very aggressive. It’s creating norms to have with students.

J. Winter: The purpose of Senate is to make recommendations with respect to academic matters. It item is a good checklist and should pass.

ROLL CALL VOTE: Motion carries. Aye: Majority. Nay: J. Aragon, E. Cairo, D. Cuatt, G. Endore, B. Gonzalez, E. Larson, T. Melnarik, T. Stoddard, V. Swaminathan, M. Vendrasco, P. Vento. Abstain: L. Chaffee, B. Constantine, X. Leng, S. Miranda.

2. Proposed COVID-19 Grading Policy. 2<sup>nd</sup> Read S. Fleming

Final grades process at this time follow Chancellor’s guidelines. Information provided within Agenda Packet.

Spring Grading details to be relayed to the deans for distribution to instructors.

Deans have worked with faculty whose courses are unable to meeting final grades requirements. These faculty will be worked with individually by the deans.

The petition to convert or identify pass / no pass be extended two weeks after final grades are due.

Student Services will be worked with on this. Dr. Olivo added at this point students requested EW would have to submit a petition before finals week.

Ramifications being explored for financial aid.

This matter is being presented for Senate approval before going to College Council because it is a 10+1 item.

This item is for spring 2020 only. There will be a future conversation for summer and fall.

**MOTION** made and seconded by V Foster and L Ruiz approving Item I2.

President Henes: If things happen outside of this semester the Senate Executive Committee acts on behalf of Senate as a whole.

**VOTE:** approved by unanimous consent.

**Thank You** extended by President Henes to Dean Fleming, Dr. Olive and others for their work on this process and to the Administration of the college for deciding this matter come to the Senate before going further.

## J. NEW BUSINESS

Subsequent to continuing no objections received to hear Dir. Robinson then take a three-minute break.

### 1. Guidelines for FIGS at PCC, 1<sup>st</sup> read, (handout provided)

N. Hatch: Introduced summary entitled Faculty Inquiry Group (FIGs) at PCC – DRAFT Guidelines.

Summary provided: Purpose; Selection Process; Funding guidelines.

**MOTION** to approval made and seconded by L. Hintzman and L. Ruiz.

Discussion: Division Feedback is still needed from several areas. S. Rose stated a number of adjunct faculty are inquiring about this item and several weeks have passed since the last meeting for senators to bring this matter to their constituents.

President Henes: for clarification, the selection process intentionally been left vague.

**CALL FOR THE QUESTION** made and seconded by S. Rose and L. Ruiz.

**ROLL CALL VOTE** to Call The Question **Fails:** Nay: Majority. Aye: R. Allen, S. Bower, B. Constantine, , J. Fiebig, V. Foster, S. Rose, L. Ruiz, K. Simon, J. Winter. Abstain: D. Christensen, V. Jaramillo, G. Lopez, B. Wilbur.

**MOTION** made and seconded by L. Hintzman and J. Aragon to postpone vote until the next meeting.

**VOTE:** Motion carries by unanimous consent.

S. Bower: Document is to provide guidance for those interested in starting a FIG.

Questions may be forwarded to N. Hatch, Dr. Foster or Director Robinson to expedite process of revising this at the next Senate meeting.

Dr. Olivo: Faculty inquiry is one of main ways to address equity gaps.

**MOTION** to take a three-minute break made by G. Endore. **VOTE:** approved by unanimous consent.

### 2. Board Policies and Administrative Procedures (30 minutes)

Dr. Bush presented review of and purpose of the legally required policies for 2a, b, c, d, and e.

**MOTION to approve Items 3a, b, c, d, and e made and seconded by L. Chaffee and T. Stoddard.**

Discussion:

Item d is an exception, which allows Foundation to serve alcoholic beverages as long as this beverage is not main fundraiser. Serving must only be through the Foundation. Culinary area is currently not part of the policy. Could be added in regards to serving and does not apply to wine used in cooking.

Firearms: If student is a member of law enforcement and they must carry a concealed weapon as part of their job – yes. District owns several types of firearms to be handled during District’s course on firearms.

**ROLL CALL VOTE:** Motion carries. Aye: Majority. Nay: none. Abstain: E. Cairo. To be presented at Thursday’s College Council meeting.

a. BP 3518 Child Abuse Reporting (M. Bush)

b. BP 3520 Local Law Enforcement (M. Bush)

c. BP 3530 Weapons on Campus (M. Bush)

d. BP 3560 Alcoholic Beverages (M. Bush)

e. BP 7600 Police Departments (M. Bush)

h. AP 6302 Purchases of Food and Refreshments (J. Wang) See Jessie’s notes.

This is a uniform policy drafted to address this area. This AP 6302 outlines the dos and don’ts when making decisions to purchase food with District fund. However, before we dive in deeper, if the money comes from a grant from the State or Federal agency, the rules that accompanies these grants will supersede this AP. AP6302 outlines that food and beverages are permitted to be purchased when it is necessary, infrequent and not extravagant. “For example – When a meeting takes place during lunch time, where it prevents attendees from breaking for lunch. Then it would be allowable for food and beverage to be served for this particular function. On the other hand, if meal is regularly

served to a reoccurring meeting to the same group of folks, then the allowability would be in question. It may be more appropriate in this scenario to not use general fund (tax payer money), instead to use foundation or other local, less restrictive source. "

**MOTION** approving AP6302 made and seconded by L Ruiz and L Hintzman:

The determination of lavish/extravagant expense to be determined by the common sense test.

The campus has not had a standardized policy. This document will provide more transparency. Past decisions have been made on a case-by-case basis. This AP mainly helps to determine if I8 or another vendor will need to be brought in. I8's contract will be up in June. Other options to be considered.

**VOTE** motion carries.

***President Henes: AP&BPS could be handled by unanimous consent at direction of Senate.***

3. Faculty Committee for Online Education Recommendations: Thea Alvarado

- a. 108 DE Conference Hours
- b. 109 DE Teacher Load
- c. 116 DE Faculty Evaluation
- d. 117 Support Services for DE

Background provided from Committee of online Education. Last updated and approved by Senate in 2010. Recommendations are not binding but are used to inform negotiations and can be updated.

**MOTION** made and seconded by T. Stoddard and T. Melnarik approving recommendations 3a-d

Lot of discussion is required and comments received for this item to be discussed at June 1st meeting.

Reference to 66% should be struck out.

Division deans and chairs schedule courses.

**MOTION to Extend Discussion** by five minutes made and seconded by L. Hintzman and S. Rigon.

Strike out reference that office conference hours must be scheduled over at least 2-3.

Clarification provided in reference to teaching 100%.

**MOTON** made and seconded by L. Chaffee and L. Hintzman to postpone until next meeting.

**VOTE:** Motion carried by unanimous consent.

President Henes to obtain document with current strike-outs.

President Henes:

The crux of 7350: VP referenced by President Henes

One delegates authority to the Superintendent/President to authorize employment, fix responsibilities and other personnel actions.

BOT has authority to delegate authority to one person – being the Supt/President

Second VP: The Board shall accept resignation of any employee and sets time when it will take effect. Timeline stipulated.

Resignations to be forwarded to Board of Trustees for ratification.

After accepted by Supt/President A resignation is and may not be rescinded.

Due to an emergency Dr. Blizinski is unable to attend/present at today's meeting and agenda items J2, f and g will be addressed in two weeks.

1. President's Report: There has been a hiring freeze placed on faculty hiring positions. The approved faculty number of 25 has been changed to 20 positions of which Eight perspective new faculty members have been offered/accepted employment. The State is not fining colleges for FON until next year. If not met this year, the fine will come up if not met eventually. There is current advocating for a nursing and psychology instructor. Henes and VP of instruction are advocating for a nursing and psychology position. He has requested the psychology position be reconsidered. Supt./President will take under advisement. The Senate approves hiring committee members and not faculty hires.



Concern expressed with who is making these decisions and impacts. Reference made to position of football coach.

Hiring decisions to be made by the Administrative Executive Committee with the final decision to be made by the Superintendent President.

The list of positions offered and accepted before current crisis are show below.

There will be an extended revise in August.

Business math

Women's soccer coach

ASL

Computer Science

Biology

Chemistry

Engineering and

Child Development

If students have been caught cheating, instructors ask their constituents to fill out the college form on this matter.

2. Vice President: No Report.

3. Secretary: No Report.

4. Treasurer: Shelagh:

As of May 4 the total amount for checking and savings: \$20,821.87

As of May 14<sup>th</sup> the total amount for checking and savings: \$21,176.37, for an increase of \$354.50.

L...Proposed Future Agenda Items: None

#### M. ANNOUNCEMENTS

T. Stoddard: Kinesiology, Health and Athletics are working with the Foundation to have a virtual 5K walk run.

Sign-Up: Go to PCC Foundation website for instruction. Sign of Fee is \$40 and a T-shirt will be provided.

Run Date: June 12, 13 and 14<sup>th</sup>.

N. ADJOURN MEETING: Meeting adjourned. June 1<sup>st</sup> will be the last meeting of this semester.