

Monday, August 31, 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	Gita Endore (CEC: Non Credit)
Adjunct Faculty	Gayane Gerome (Counseling)
Adjunct Faculty	Deandra Pearce (CEC)
Business, Engineering Technology	Richard Allen Jeffrey Winter Mark Keene [Alt] Milan Ayers [Alt]
CEC: Noncredit	Brian Pangan
Counseling	Taleen Seropian Armia Walker Sara Aldas [Alt]
English	Tim Melnarik Vanitha Swaminathan
Health Sciences	Blanca Rodriguez Paula Vento
Kinesiology	Terry Stoddard
Languages/ESL	Lindsey Ruiz Jennifer Garson Loknath Persaud [Alt]
Library	Ken Simon John Hughey [Alt]
Mathematics & Computer Science	Lyman Chaffee Juan Leon

Donna Nordstrom
Joshua Hidalgo [Alt]

Natural Sciences	Susan Bower Valerie Foster Katie Rodriguez Michael Vendrasco Bryan Wilbur Michael Vendrasco
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Performing and Communication Arts	Eric Larson
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Social Sciences	Eduardo A. Cairó Jennifer Fiebig Anthony Francoso Thea Alvarado [Alt]
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Visual Arts & Media Studies	Silvia Rigon Christopher O’Leary [Alt]
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Absent/Regrets

Guests

Superintendent/President	Dr. Erika Endrijonas
Assistant Supt/VP/Instruction	Dr. Terry Giugni
Associate VP/ITS	Candace Jones
Management Association	Carlos Altamirano
Classified Senate President	Ernesto Partida
PCCFA President	Mark Whitworth
Associated Students	Christina Zhang
VP of Academic Affairs	

Pursuant to Executive Order N-29-20, dated on March 17, 2020 and signed by Gov. Gavin Newsom, we are modifying the way that the public will participate in Academic Senate meetings during the Spring 2020 semester. As part of its response to the ongoing coronavirus outbreak, the Academic Senate provides members of the general public the opportunity to make comment on agenda items or items not on the agenda. Public comment can be submitted via email to mthenes@pasadena.edu, and submissions will be read aloud in their entirety at the public meeting. Such submissions must be received prior to the start of the board meeting. The guidelines for the time and quantity of public comment remain in effect.

- A. CALL TO ORDER at 3:05 pm
- B. PLEDGE OF ALLEGIANCE led by President Henes.

C. PUBLIC COMMENT: None.

D. APPROVAL OF JUNE 1, 2020 MINUTES:

Minutes were approved without objection, as submitted by unanimous consent.

E. SPECIAL GUEST: Superintendent-President, Dr. Erika Endrijonas welcomed all back to Fall 2020. Expressed appreciation for Senators' hard work and keeping students engaged. PCC will be online for winter. Discussions are ongoing about the spring courses and athletic programs. Sept 1 Position advertisement to come out for Assistant Superintendent/VP/Instruction position

Sept 22 1PM: Dr. Endrijonas' Zoom-Drop-In Faculty Office Hours

Sept. 30 PCC to receive the 2020 John D. Rice Award at the Chancellor's Equity Success Conference

Oct 6-8 Aspen Visit

Accreditation: Dr. Endrijonas has read and encourages faculty to read the very well-written Institutional Self-Evaluation Report.

F. CONSTITUENCY REPORTS

- **PCCFA**

Mark Whitworth: Contract negotiations are completed on contracts that will run through 2022 and will be sent out for ratification within a few weeks. The recently completed MOU for the COVID pandemic enable most faculty to be compensated for transitioning their classes on-line since the pandemic started at \$300/unit and \$150/unit for transitioning hybrid classes.

Evaluations: Tenured Faculty or Part-Time Faculty evaluations will probably not be evaluated in fall. Tenure track faculty have to be evaluated. The rest of faculty will be done through mutual agreement with dean if they want to delay their evaluation. Can be evaluated if they choose. There is faculty rights language when campus reopens. PCCFA's first general meeting will be September 10, 12PM, via ZOOM.

Thank you from President Henes to FA and the District for negotiating the MOU.

- **Adjunct Faculty Report**

B. Constantine:

Social unrest within society these past few weeks has been a challenging to himself and the community.

Encourages PCC and the Academic Senate to address these issues and hopes they can find a way to work collectively in the 10+1 to address some of the issues as they relate to PCC and to address hiring needs and to increase opportunities of access to those from the African diaspora.

Committee to find a much more equitable solution to address adjunct faculty member re-hire rights.

Senator Constantine reiterated the need for to seek understanding and work with African faculty, staff, students who often deal with racism on a daily basis.

- **Classified Senate**

Classified Senate President Ernesto Partida took office this July. At the Classified Senate retreat in early August, year-long goals were established including the reintroduction of the Classified Senate Scholarship for Classified Staff and students.

During the Classified sessions on Professional Development Day, there were discussions centered around the theme, specifically focusing on racial inequities and institutional barriers. The Classified Senate will continue to find new ways to support our colleague in continuing this conversation with the PD office. Mr. Partida was welcomed to the Senate by President Henes.

- **Associated Students**

Christina Zhang, AS VP of Academic Affairs said Associated Students are working hard with training and planning. Faculty and staff have been invited to their meetings. They worked with the Freeman Center Welcome Day event. She has meet with some members of the executive board about the Privacy issues regarding Zoom and Proctorio. Associated Students are seeking interested students who would like to help with them in contributing to overall student welfare. Senators were encouraged to notify their students to contact Associated Students at aspcc.czhang@gmail.com. Welcome from the Academic Senate was extended from President Henes.

- **Administration/ Management Association:**

Carlos (Tito) Altamirano extended a Fall semester welcome to all.

Management is continuing its conversation and focusing on topics of anti-racism and anti-blackness. This includes the establishment of reading circles amongst the ranks of management. Academic management contracts are being finalized. There will be performance evaluations for all managers. The college is providing COVID-19 tests and will be producing campus information signs for all areas across campus.

G. Academic Senate Officers' Reports:

1. **President Henes:**

Annual Update: There have been changes to the annual update and task stream to better align with the EMP. The Strategic Planning Committee is working on a "Vision" statement for the college. At the end of spring the Academic Senate appointed a new faculty co-chair (Silvia Talaoc) to the Facilities Standing Committee. They are investigating solutions for having a black student success center. An August 20 email was sent out by President Henes listing Academic Senate President office hours.

Winter 2021 will look like fall and will be primarily on line.

2. Vice President Veronica Jaramillo:

Hiring Committees: Because of the new email distribution rules, President Henes will send out hiring committee email requests and responses of interest are to be forwarded back to Veronica Jaramillo.

Requested changes to this procedure would be forwarded to President Henes.

3. Secretary Gena Lopez:

No report. Extended a "Welcome Back" greeting to the Senators.

4. Treasurer Shelagh Rose:

Current Checking/Savings combined total through August 18, 2021 of \$21,176.37 (net change: -\$109.29).

H. STANDING INFORMATION ITEMS

Guided Pathways, M. Altounji:

Social Justice Conference for faculty, staff and students to be held on Tuesday, September 15-17.

Career Community Coordinator, Shelagh Rose, works with a team of appx 20 faculty Career Community leads and a student advisory group. They are bringing career community support to the students. For Example: LatinX students will receive assistance with career and major decision choice matters. A number of panels will be provided by both the Freeman and Transfer Center. Those interested in volunteering as assistants (faculty / alumni) may contact Professor Rose. The Keynote address is scheduled on Wednesday, September 16, 5-6PM, Dr. Caesar Cruz from Harvard University.

Accreditation: Matt Henes:

Accreditation: At the next Senate meeting, there will be a 1st read of the Self Evaluation. It is a good solid document that speaks to accreditation standards. PCC's virtual visit will be in March.

I. INFORMATION ITEMS

1. Review of Summer 2020 Executive Committee Actions

- Approve change to AP 4100
- Appoint Gena Lopez (Counseling) and Natalie Galindo (PCA) to New Faculty Coordinator hiring committee
- Appoint Angela Ceballos (MACS) to Facilities Standing Committee
- Appoint Anthony Francoso (Social Sciences) and Veronica Jaramillo (Natural Sciences) to Title V Faculty Lead: Gateway Course Development hiring committee
- Appoint Susie Ling (Social Sciences), Gena Lopez (Counseling), and Valerie Udeozor (Health Sciences) to Chief Diversity Officer hiring committee

J. Approve Consent Item C (Committee Appointments): Executive Committee Recommendations for all positions.

1. Academic Senate Subcommittees
 - a. Claire Baker (VAMS) to Career and Technical Education Committee
 - b. Monica Tantlinger (KHA) and John Davis (English) to Learning Assessment Committee
 - c. Eduardo Cairo (Social Sciences), Rohan Desai (Counseling), John Hanley (Natural Sciences), and Jay Cho (MACS) to Bylaws, Rules, and Procedures Committee
 - d. Sashur Henninger-Rener (Social Sciences) to Committee on Academic Freedom and Professional Ethics

Approved by unanimous consent with no objections.

- Shared Governance Committees (College Council Sub-Committees)
- Approving and reapproving membership. (see agenda packet attachment)

Approved by unanimous consent all appointments.

K. NEW BUSINESS

1. Approve Veronica Jaramillo to call meetings for the Nominations and Elections Committee and the Bylaws, Rules, and Procedures Committee.

MOTION made and seconded T. Melnarik and J. Winter approving Dr. Jaramillo to have ability to call meetings for both Academic Freedom and Professional Ethics Committee to have a chair.

VOTE: Approved unanimously.

2. a. BP 3720 Computer and Network Use, 1st read (10 minutes for items 2(a) and 2(b))
2. b. AP 3721 Electronic Communications, 1st read 3. Academic Senate subcommittee report-outs and web materials maintenance

Candace Jones, VP of ITS, introduced BP 3720. There are clarity and administrative changes related to computer network use and electronic communications. New additions address the forwarding of emails and technology procedures. There is “risk” associated with forwarding campus email to a personal account. ITS is advocating that PCC email be used for official business. Additions are in **bold**. Mass emails to require approval and authorization.

From a policy perspective, emails within local divisions are under local authority. President Henes: Existing practices are to be followed when communicating with constituents.

C. Jones: PCC is required by law to have a procedure. Local management is “up to our discretion”.

Emails outside the divisions would have to first be submitted to the “owning” office. Some conversations would have to be vetted at several higher levels before being sent.

Secretary G. Lopez expressed concern that the proposed procedure is a form of censorship.

MOTION to extend discussion ten minutes made and seconded by G. Lopez and B. Wilbur.

VOTE: Motion carries unanimously.

Human Resources has concurred with President Henes' concerns that email distribution lists must be kept up to date.

- B. Constantine: What is being presented is an issue because of a Black Lives Matter statement that was distributed then followed by numerous racist responses.
 - President Henes: Commented on a former campus-wide email about Women's restrooms in the W Building.
 - C. Jones: PCC cannot legislate people's actions.
 - Walker: stated "why now"? The proposed action sends covert messages to the black campus community and those sending racist comments are not being punished.
 - C. Jones: Need to separately figure out where there is a need and/or solution for certain dialogs to happen. There is a path to get these messages out. She understands that because of campus history there has been a lack of trust. Local authority refers to when communications extend outside of one's group.
 - VP Jaramillo: stated blind cc copies allow for communication without excessive emails.
 - L. Chaffee. One's ability to email shouldn't be limited until some mechanism is put in place and unless there is some outstanding or imminent legal issue.
 - Constituent email list distribution is covered under local authority.
 - C. Jones: broad email distribution has also gone through A. Boekelheide.
 - B. Wilbur: The Campus Newspaper is an alternative means of communication.
 - B. Constantine: many rely on email for messaging versus the campus newspaper. Need to effectively send messages to right people.
- End of First Read
 - Second Read to be scheduled for September 14.

Senate Retreat to be held after this meeting.

- Academic Senate Subcommittee report-outs and web materials maintenance
VP Jaramillo has emailed various Senate Committee chairs for follow-up about their mission, function, goals and how they plan to report-out to the Senate and if they need committee support. Four responses (out of 12) were received. There are approximately two dozen sub-committees.

Treasurer S. Rose: Presenting a written report once a semester with rotating presentations would seem appropriate. Could possibly have two presentations per meeting. J. Fiebig suggested receiving a report-out each semester. G. Endore

suggested having a meeting with the committee chairs to see who is willing to stay involved with this process.

This agenda item (K3) will be considered as first read and will be brought back.

L. PROPOSED FUTURE AGENDA ITEMS

B. Constantine: Requested the discussion of changes to PCC's hiring process.

V. Foster: Requested a standing item to share out what PCC is doing about policy and procedures related to Black Lives Matter, and the hiring of faculty and administration on a more diverse level.

ANNOUNCEMENTS: None

N. ADJOURN MEETING: Meeting adjourned. 4:33 PM