

**Monday, March 16, 2020 -- REVISED 032320**  
**Pasadena City College**  
**CREVELING: 1570 E. Colorado Boulevard, Pasadena, CA 91106**  
**Attendance: In Person or Zoom**

President	Matt Henes
Vice President	Veronica Jaramillo
Secretary	Gena Lopez (Zoom)
Treasurer	Shelagh Rose
Parliamentarian	John Hanley
Adjunct Faculty	Beville Constantine (PCA)
Adjunct Faculty	Dwane Christensen (Math) (Zoom)
Adjunct Faculty	Gita Endore (CEC: Non Credit): YouTube
Adjunct Faculty	Gayane Gerome (Counseling) (Zoom)
Business, Engineering, Technology	Richard Allen Wendy Lucko(Zoom) Jeffrey Winter
Counseling	Sara Miranda Myriam Altounji [Alt]
English	Vanitha Swaminathan (Zoom)
Languages/ESL	Lindsey Ruiz
Library	Danielle Rapue [Alt]
Mathematics & Computer Science	Lyman Chaffee Linda Hintzman Xiaodan Leng Juan Leon (Zoom)
Natural Sciences	Susan Bower (Zoom) Valerie Foster (Zoom) Bryan Wilbur (Zoom) Michael Vendrasco (Zoom)
Performing and Communication Arts	Maria Fortuna Dean (Zoom)
Social Sciences	Eduardo A. Cairó Jennifer Fiebig
Visual Arts & Media Studies	Dave Cuatt Silvia Rigon (Zoom)
<b>Absent/Regrets</b>	
CEC: Noncredit	Rhonda Williams Brian Pangan
Counseling:	James Aragon

DSPS:	Sara Miranda
English	Bryan Gonzalez
	Tim Melnarik
Health Sciences	Blanca Rodriguez
	Paula Vento
Kinesiology	Terry Stoddard
Library	Ken Simon
	Walter Butler [Alt]
Performing and Communication Arts	Eric Larson

### Guests

Superintendent/President	Erika Endrijonas
Social Sciences	Thea Alvarado
Social Sciences	Christopher West

A. CALL TO ORDER at 3:04PM

B. PLEDGE OF ALLEGIANCE by Professor Fiebig

C. PUBLIC COMMENT: Ann Davis: On FLEX day here area had several break out groups with same concern. STEM courses will be disproportionately hit by current challenges. Would like to explore possibility of students much later in semester being able to drop without a "W" and not have it negative impact their financial aid. If it can't be done here can this question be bumped up and explored.

D. APPROVAL OF MINUTES

MAR 09, 2020 MINUTES:

Revision: Professor Rapue requested an error be stricken from the minutes pertaining to attendance matter. Minutes were approved by unanimous consent.

FEB. 24, 2020 MINUTES Revision to previously approved item: Need 2/3 majority.

W. Lucko: Statement made during calendar discussion.

Correct wording: "We do have the equivalent days off with the Thanksgiving holiday plus some others."

**MOTION** to approve correction to minutes: S. Rose and L. Hintzman.

VOTE: Approved. One abstention (E. Cairó)

F. CONSTITUENCY REPORTS

1. PCCFA:

Comment by Prof. Cuatt.

2. Adjunct Faculty Report: B. Constantine: Still trying to get Adjunct Faculty Committee agenda items.

On FLEX Day could use adjunct office C109 as an adjunct remote instruction office space. Received adjunct faculty concerns about being paid for days the campus is closed and not allowed to hold face-to-face instruction.

3. Classified Senate: Richshell Allen: No report.

4. Associated Students President: No Report.

G. INFORMATION ITEM

1. CalWORKS ([HTTPS://PASADENA.EDU/ACADEMICS/SUPPORT/CALWORKS/INDEX.PHP](https://pasadena.edu/academics/support/calworks/index.php)) h. Jarso

Item removed at request of presenter.

H. INFORMATION ITEM

1. PCC Academic Calendar, E. Endrijonas

This is continuation of a discussion started three weeks ago.

President Henes recommend motion that action not be taken at this time.

E. Endrijonas: Impetus for discussion at hand: Has looked at the calendar. Has concerns with winter intersession largely b/c of when spring semester ends. Hopefully will see a calendar that can end before June 1<sup>st</sup> so students will have opportunity to have internships and summer jobs. There are dual enrollment schedule issues for faculty to be able to teach during these sessions while trying to schedule for winter and spring is difficulty. It is difficult to get final transcripts at end of spring for students to produce transcripts for their transferring institution by July 1<sup>st</sup>. Professor Henes asked could another year of winter be provided for continuity. Both President Endrijonas and Board of Trustees would like to see our graduation in May to allow for student internships and summer jobs.

X. Leng: So far has not had a single student who has been denied internship or jobs. Sees the balance between need for students to have internships and jobs and for winter to allow students opportunity to finish certain classes.

Professor Endrijonas open to research but can't collect research without a calendar adjustment to see how it would work.

X. Leng: Wants to see what is the balance between having early spring versus need for students to be able to have internships, etc.

L. Ruiz: 100% of ESL/Languages and non-credit responded that having winter intersession is critical. Not opposed to contracting winter to a 5-week session.

L. Chaffee: Would prefer to see not having spring break than lose winter. And also use this next winter as part of data gathering aspect.

Professor Henes: Calendar Committee surveyed the campus. Among choices, shortening winter, removing spring break and finals week. Constituency group did not agree with this. When counted out weeks in calendar there turned out to be larger issues. Both 14 and 15 week calendars are problematic. Eliminating finals week could possibly be an option.

President Endrijonas. The calendar is about maximizing summer months and providing more options.

L. Hintzman: Need to address data showing number of students we have in fall and don't return in spring. What can be done to not lose so many of them. President Endrijonas: this is an issue with student success.

In response to E. Cairó: President Endrijonas does not have specific information on internships and dual enrollment. Dual enrollment student numbers are growing. To complete transcripts is easier to use existing staff rather than "staff up" to process transcripts.

**MOTION to EXTEND** discussion by 10 minutes. S. Rose and V. Jaramillo

**VOTE:** Motion passed by majority. Two objections Four Abstentions.

**POINT OF ORDER** from: L. Hintzman

E. Cairó: Requested number of transcripts that could not be sent.

Should have data from last second summer to make a comparison.

With three years a change could occur and we could have a different president with different vision and goal.

President Endrijonas articulated her desire to be at PCC and see various projects forward and to share in a long-term vision.

W. Lucko: Many high-unit CTE courses and more students would benefit from having a tri-semester calendar. Her area is one of the oldest internship classes. There are a number of external internship opportunities. A lot of students are lost in both winter and summer.

V. Jaramillo: For Natural Sciences she has received three flyers for internships but most students cannot lose classes to be able to apply. Most chemistry/biology internships start in May. Difficult to add a wide variety of classes for instructors during the winter.

B. CONSTANTINE: how much input from students would be incorporated on the calendar decision.

Professor Henes: Student Calendar Committee representatives did participate. They have not been asked about keeping winter. At last BOT meeting Associated Students did not have official stand.

## I. INFORMATION ITEM

### 1. Diversity in faculty hiring, Dr. C. West

Asked for those in attendance to pair off with someone in room:

- How feel about events happening around you within the world now.
- When faculty diversity comes up, what comes to mind to you?
- If on zoom, please take an opportunity to write notes to yourself.
- Feedback in 5 minutes.

Thoughts and reactions about today or on diversity and hiring:

L. Hintzman: Interesting to have participated with a recent hiring committee experience with blind paper screening which assisted in bringing forth a diverse pool of applications. Position was for Director of HR.

B. Constantine: From a personal perspective said he could count on one hand faculty of African diaspora. He himself has faced discrimination elsewhere and there's a lot more that goes into diversity. Need to level the playing ground to see more ethnicities in relation to faculty.

Dr. West: Moments that happen in class are magnified by engagement/connection with students. Referenced student interaction with an extraordinary instructor, club advisor and developer of a cohort base model with participation and engaged in community. Successful completion numbers. Referenced: Professor Anthony Francoso. There is 100% completion of achievement gap. In Francoso's program. Video presentation. Challenged Senators to create a process that happens in their division that happens with seminars. Request Senators to reach out via email about available seminars for an opportunity to view collectively and provide an opportunity for feedback. We can connect with other faculty members online about something that is critically important in a world that is going to change over the next 3-4 weeks. This will affect every new hire. This will allow us to move forward and create an opportunity for engagement for dialog. The future of the institution is based upon faculty hiring.

Responses:

S. Rose: Asked Dr. West to provide two available resources as faculty: Prison recruitment tool and training modules out of Center for USC Center for Urban Education.

### 2. Campus coronavirus response, M. Henes and A. Boekelheide

Professor Henes: Attended a meeting this afternoon which included many managers.

Request received at last Senate meeting to receive regular updates.

Professor Henes shared part of campus response:

If travelled to a highly impacted country or have been exposed to COVID 19:

Rooms are being sanitized nightly. Discussion of bolstering cleaning efforts in evening.

Employees will be informed about which entrances are open. Staff will be notified. This helps campus police know which doors to watch for authorized personnel/employees. Bring staff ID to campus if asked to present. Facilities is developing a list of rooms which do not need to be accessed allowing for other targeted cleaning. Faculty asked to remove piles of paper from their desktops (physical, not computer). Piles of paper will not allow Facilities to clean/sanitize desktops.

Talk of locking down student parking lots because there are members of public taking advantage that Wi-Fi spills out into parking lots.

Staff parking lots access may be consolidated. Will be notified by email.

Students troubled not being able to get Wi-Fi, Spectrum and Comcast each have a free Wi-Fi offer available.

Associated Students need to meet and are working through some of the same issues that the Senate and BOT is working through about having a Brown Act meeting open to public if campus is closed to the public.

BOT will meet on Wednesday, March 18.

President Henes did ask if "W's" could be excused at this time.

Multiple Vice Presidents throughout state have asked about Withdrawal criteria.

Recommendation made that if a student drops now or in May it's still a "W". WAIT until we get information regarding specific withdrawal information.

Conversation on how to make up classes that can't go on line, such as Auto and Welding

PCC website is updated regularly.

Decisions made re: decision Points

Timeline has been set up along with decision points

Resuming operations on April 20

Decision has to be ahead of time as to whether or not April 20 will still be date to resume operations.

We are asked to check e-mails regularly for information. This is a request.

Dr. Endrijonas

At about 5PM an email will go out with most of this information.

Yesterday was a Governor's press conference. He laid out information about task forces meeting now.

Referenced many guidelines will go out Tuesday.

Recommended all individuals 65+ as well as those with underlying health conditions home isolate.

Guidelines will be coming out about those in need of receiving food.

Group numbers guidelines keep changing.

PCC has staff and administrators over 65 along with other conditions.

Campus officially closed 3/17 thru 4/20 to students (30,000) and public.

Individuals will be on campus and will be flexible with those who can work remotely.

Working on how student employees can do remote work. Seeking guidance on this group getting paid.

Putting together a mobile (drive-thru) food pantry.

Trying to figure out technology needs (referenced Spectrum Wi Fi)

Please read emails.

Will work on sending to faculty the emails that are sent to students.

MOTION to EXTEND by 10 minutes E. Cairó and L. Chaffee

VOTE: Approved by majority. 1 Opposed.

BOT meeting will be in Creveling on Weds.

Unless feel have to be at BOT meeting, asking for attendance of those that only need to be there.

Looking at how we are impacted in terms of some programs may or may not be able to continue. Having an issue with clinically based programs because there is not personal protective equipment for students. Need guidance from Chancellors and Board of Nursing.

Colleges to think about doing virtual graduations.

Need to think about what is a permanent solution for this and other academic years.

This is a dynamic situation.

Appreciates input and questions and suggestions may be forwarded on the campus website.

Another email will come out this afternoon.

ZOOM comments or questions:

S. Rigon: This precaution is necessary. It is known that many infected are asymptomatic. Need to be aware of good hygiene practices.

Campus will be going forward with hiring.

E. Cairo: When campus is open, perhaps certain doors could be left open to avoid touching handles.

He has a very old computer without a computer. Best Buy no longer accepts PCC checks on campus loan program. Wondering if college could suspend some issues of giving checks to Best Buy and give checks to faculty. There are no more MAC laptops available for him to use.

E. Endrijonas: Asking faculty to be in contact with their deans. Sometimes cameras can be attached. Ultimately campus needs to manage / support equipment that is purchased.

D. Rapue: Re Spectrum or Comcast Wi Fi opportunities. Does campus have plans to offer campus Wi-Fi hot spots because the buildings are "closed". Pres/Supt: Plans about this will be included in email going to students today. Information about internet. Working on areas of deploying laptops to faculty/counselors will be collecting data on student laptop demand.

**MOTION TO EXTEND 10 MIN:** J. Winter and S. Rose. Approved by Unanimous consent.

M. Altounji: FA: email went out re Pass / No Pass which highly impacts students transferring.

Pres/Supt Endrijonas: Those institutions on the receiving end may not accept this or might take a different turn. Encourage students to wait to make a decision to withdraw pending more information that will become available from state and federal level.

R. Allen: Will Cosmetology students be allowed to their area tomorrow to gather up their belongings?

President Endrijonas: Yes

President Endrijonas: Emphasized importance to deep clean and disinfect desks.

Ended by saying she is proud of the Senate.

2. Distance Education, T. Alvarado

Title:

She chairs Faculty Committee for Online Education and Campus Distance Education Committee. Their priority is for them to not leave students hanging. Emphasized starting point of first instructor to student contact.

Second priority is replacing seat time. Whatever student outcomes had for course, find a way to give students this instruction. Developed a worksheet to help faculty think through process of face-to-face on line. Resource information has been emailed out to faculty. Check CANVAS comments for resource information, You Tube Videos, OER Resources, Library Resources, Publisher Materials for quizzes, exams, lectures. The faculty committee will meet tomorrow 12-1 in C315. Can join in person or via zoom at 192-644-010 Public comments are welcome.

S. Rose: Has met with a number of non-credit Adjunct Faculty who were asking if their contact could be through personal emails with students.

Response: Through Canvas Shell or PCC Email or forward to their personal address through PCC email.

Can reach out directly to Distance Education staff by "popping" into one of their weekly workshops this week.

MOTION to hear from member not of this body: L. Hintzman/E. Cairo.

VOTE: Approved.

J. Hanley: CANVAS for teachers site is available for help to set up a CANVAS shell. Google "CANVAS for teachers".

B. Constantine: We are asking students to submit assignments on line. What message should be recommended if student without recording and uploading experience. Response received from T. Alvarado about several options.

L. Hintzman: There are many You Tubes on video regarding CANVAS, uploading videos, etc. Share tips with colleagues.

J UNFINISHED BUSINESS:

1. BP/AP 3900 Speech: Time, Place and Manner, 2<sup>nd</sup> read. Will not be addressed at this time.

K. NEW BUSINESS

1. EEO Plan (<https://pasadena.edu/hr/eoo/>) Update sent out with agenda packet. This is not a voting item and because of current state of affairs, all Senate representatives (to be followed by email) and alternates asked to email Professor Henes directly. Have a deadline of next Friday to offer recommendations. They will be incorporated as appropriate.
2. Academic Senate Elections, D. Cuatt: Election committee has all paper ballots ready to be distributed tomorrow. Possibility if approved by Senate to move online but does not how to do this. Professor Henes asked if there are any objections for paper ballots. One response: G. Lopez. Some will not be back on campus. How can they vote? D. Cuatt: Senate would have to find a way to move elections on line. Professor Henes: Bylaws state elections need to be completed by Spring Plenary which may be postponed.

W. Lucko: If there was a way to move elections if can't find a safe/feasible way to handle elections on line.

L. Chaffee: maybe could agree or vote now to say "assuming that the powers that be move the spring plenary then the voting date be moved forward". Professor Henes: This would be a vote based on a contingent occurrence. S. Rose: Have a deadline when the elections will need to be completed by? Associated Students hold their elections on line (it is not foolproof). President Henes: Bylaws state election results are to be announced before spring Plenary. Comment received from the floor L. Hintzman: could ballots be mailed to Senators Homes? Professor Henes. There is a cost associated with this. This is a possibility then ballots would be returned via mail to campus. D. Cuatt. This matter is up to the Senate.

Professor Henes: timeline and procedure to be determined by Senate. Does not know when it has to be decided. Next meeting is a week from today. At least one person has to be in a location accessible by public. Everyone else can be a remotely participate if you would like. It's got to be a location open to the public.

**MOTION** made and seconded by D. Cuatt and S. Miranda Senate election ballots to be sent via USPS.

J. Winter: Email would be easier, quicker and cheaper.

L. Hintzman: Vote confidentiality would be voided.

X. Leng: Wants to make sure there is enough time for this process.

D. Cuatt. May want to extend for two weeks.

President Henes requested amendment to change timeline for Senate election in event the ASCCC Spring Plenary is postponed.

**MOTION ON AMENDMENT** made by L. Hintzman to change timeline for Senate election in event the ASCCC Spring Plenary is postponed.

**VOTE:** Unanimously approved.

**MOTION/Recommendation** to hold Senate Elections via postal mail.

D. Cuatt. Need a specific deadline.

President Henes: will count 10 working days (5 days each way)

Ballots to be postmarked by or before April 10<sup>th</sup> and received on campus by April 15

**AMENDMENT** made and seconded by J. Winter and X Leng for ballot envelopes to be mailed to PCC with a postmark on or before April 10:

**VOTE:** Unanimously carried

**VOTE ON MAIN MOTION** TO HOLD ACADEMIC OFFICER ELECTIONS VIA POSTAL MAIL TO BE POSTMARKED ON OR BEFORE APRIL 10<sup>TH</sup>: Unanimously carried.

Election Postage: In response to S. Rose and L. Chaffee, President Henes said the Senate will pay for postage both ways.

L. ACADEMIC SENATE OFFICER'S REPORT

1. President's Report: None
2. Vice President
3. Secretary
4. Treasurer

M. PROPOSED FUTURE AGENDA ITEMS: Not addressed

N. ANNOUNCEMENTS: None received.

O. ADJOURN MEETING: Meeting Adjourned.

President Henes thanked all the Senators for their participation, Staging Services and Judy Benson.

All were encouraged to think about those who don't have the same means and infrastructure to do what has been done by the Senate this date.