

Academic Senate  
Pasadena Area Community College District

Monday, May 1, 2017 (Revised 051517)

Pasadena City College  
Circadian  
1570 E. Colorado Boulevard, Pasadena, CA 91106

**Members Present**

President	Valerie Foster
Vice President	Shelagh Rose
Secretary	S. Fleming
Treasurer	Jay Cho
Adjunct Faculty	Beville Constantine (Natural Sciences), Mark Dodge (Social Sciences) Erika Ruvell (VAMS), Dwane Christensen (Mathematics)
Business	Dave Evans
CEC	Rhonda Williams
Counseling	Myriam Altounji (Alt)
DSPS	Rosemary Scott
English	Tim Melnarik, Rob Lee
Health Services	Open
Health Sciences	Kristin Hyatt
Languages	Melissa Michelson, L. Persaud, Mary Erin Crook
Kinesiology	Terry Stoddard
Library	Ken Simon
Mathematics	Charlie Hogue, Dan Gallup, Yu Chung
Natural Sciences	Martha House, Peter Castro, Russ Di Fiori
Performing and Communication Arts	Rita Gonzales, Rikki Magee
Social Sciences	EA Cairó
Visual, Media & Performing Arts	Dave Cuatt, Rod Foster, Kris Pilon (Alt)

**Members absent**

Business	Dave Evans, Earlie Douglas
Counseling	Sara Miranda, James Aragon
Engineering	Open
English	Gloria Horton
Health Sciences	Blanca Rodriguez
Social Sciences	Eduardo A. Cairó, Francis Nyong

**Guests**

Assistant Supt/VP	Dr. Terry Giugni
VP/Human Resources	Dr. Lisa Norman
Executive Director, Business Services	Joseph Simoneschi
Institutional Effectiveness	Crystal Kollross, Arineh Arzoumanian
Martha Bonilla	Shared Governance Committee
PCCFA	Mark Whitworth
Courier	Amber Lipsey
Associated students:	Kelly Banh

**A CALL TO ORDER**

The meeting was called to order at 3:00 pm, by Dr. Valerie Foster

**B PLEDGE OF ALLEGIANCE** led by Russ Di Fiori

**C APPROVAL OF FEBRUARY 27, 2017 MINUTES** received with no objections.

**D APPROVAL OF APRIL 10, 2017 MINUTES** with two amendments with no objections:

Page 4 item M1.

Insert before "It is anticipated the FLEX alternative method be available for fall 2017. " the words:  
"M. Whitworth stated that a FLEX day on the Friday before a semester begins will need to be negotiated. Inquiries were received regarding the Calendar Committee ... "

Insert before "Comments received on sending out a faculty survey regarding FLEX day there being a survey about various calendar scenarios. . . ." the following:

". . . Inquiries were made regarding whether this had been approved by the Calendar Committee."

**E PUBLIC COMMENT**

K. Pilon read and presented a handout stating the Senate must maintain minutes that reflect a true and accurate description of all discussion and data based on recordings and hand written notes. She indicated that the March 27 and April 10 need to be revised

**F SPECIAL GUESTS**

Equal Employment Opportunity Plan presentation: Dr. Lisa Norman

The current Plan includes student demographic data and shows how our workforce represents a diverse population and is due to be submitted to the state by June 1, 2017 for

2017-2020. Senators were asked to review and share information from the Plan and today's presentation.

In response to concern about information referenced on page 33, it was noted that a number of areas are being revised and the Plan presented on this date is not the final version.

EEO Hiring Training Levels:

- Level 1: Mandatory training once every two years
- Level 2: (Pending development) Non-Mandatory training to put together a role model or curriculum to address role-playing to identify and address committee challenges. This information will be coupled with feedback (including hiring committees) received this year.

**Pending**

- EEOAC Advisory Committee Survey Monkey will be sent out for input on the EEO hiring training process.
- EEO website being developed to address EEO issues, education, campus and community events

MOTION to extend discussion by 5 minutes made and seconded by R Lee and D Evans.

VOTE: Approved unanimously.

Questions or concerns may be emailed directly to Dr. Norman.

**G ACADEMIC SENATE SUBCOMMITTEE REPORTS**

Martha Bonilla: Chair, Shared Governance Committee

Handout Presentation and Review:

The Brown Act

The Key; What does the Brown Act cover? Agendas; Meetings; Enforcement

Remarks to the Senate May 1 2017

Role of Standing Committees; Shared governance Committee's Mission Statement; Procedures.  
The duties of the Shared Governance Committee are that of a standing and not an ad hoc committee.  
Warned the Senate to not vote on new actionable items after the first read.  
Senators should report back to their constituent Division members.  
Actionable items on an agenda should "have a first reading at a meeting before action is taken at the subsequent meeting."  
Action should not be taken on new business items.  
To better understand the rationale and intent behind the Senate's April 10, 2017 vote concerning AP 7210.

President Foster:

The Shared Governance Committee was last active in 2011. It is to be determined if its duties are more of an ad hoc nature or broader.

The April 10 Senate action on Agenda Item M2 approved the strikeout of Section 10 *Equivalency Criteria and Procedure* in AP 7210 which "just defined equivalency".

President Foster will send M. Bonilla an editable copy of Policy AP 7210.

From The Floor:

There is a need for First and Second reads on policy items.

Committee presentations should be made from more than one committee member.

Additional suggestions or comments may be emailed to either M Bonilla and/or President Foster.

MOTION to extend discussion five minutes made and seconded by M. Dodge and D. Gallup.

VOTE: Approved unanimously

MOTION to extend discussion by 5 minutes made and seconded by M. Dodge / K. Puglia.

VOTE: Approved unanimously.

## H CONSTITUENCY REPORTS:

### H1 PCCFA REPORT: Mark Whitworth

Division meetings are continuing.

A FACCC representative will discuss the May revise at the May 18 PCCFA General Leadership Meeting.

PCCFA representatives attended the last CCCI conference in San Francisco.

Enrollment is down at many independent community colleges.

### H2 Adjunct Faculty Report: M. Dodge

The Adjunct Faculty Issues Committee meets on demands.

### H3 Classified Senate: No Report

### H4 Associated Students: Kelly Banh

AS lobbied in Washington last week for OER (the Bridge Act: legislation replacing DACA) and to oppose no funding for sanctuary campuses.

### H5 Administration/Management Association: none.

## I ACADEMIC SENATE OFFICER'S REPORTS

I1 President Foster: College Council presentations: Approved unanimously was Dr. Storti's presentation to establish an irrevocable trust fund to sustain health benefits after retirement. There was the EEOC Plan presentation by Dr. Norman.

I2 Vice President Report: No Report

I3 Secretary's Report: No Report

I4 Treasurer's Report: No Report

## I EXECUTIVE COMMITTEE RECOMMENDATIONS (Hiring Committees)

**J1 Approve Faculty Rank Advancements.**

MOTION made and seconded for approval of J1 made and seconded by M. Dodge and R. Gonzales.

VOTE: Approved unanimously.

**J2 Create Ad Hoc Committee on Academic Honors System**

MOTION made and seconded by R Lee and M Dodge approving J2.

VOTE: Approved unanimously.

**K EXECUTIVE COMMITTEE RECOMMENDATIONS (Shared Governance Committees)**

**K1 Approve P Wilkinson (Computer Sciences) the Health and Safety Standing Committee.**

MOTION made and seconded by D. Gallup and R. Gonzales approving K1.

VOTE: Approved unanimously.

**L. NEW BUSINESS**

**L1 Approve 2017-2018 Calendar: Posted Academic Calendar**

Proposed Flex Dates: are Friday August 25, 2017 (Friday before students return to campus – this date would require renegotiation) and March 15, 2018

From the Floor:

Time is requested to provide this information with faculty in divisions.

The calendar has gone through the shared governance process and approval of the proposed recommendation would be a formality and assure that all are on the same page before submission of Flex Day paperwork to the Chancellor's office by June 1st.

MOTION to extend discussion by five minutes made and seconded by M. Dodge and T. Stoddard.

VOTE: Approved unanimously.

Review of this item could continue after negotiation and obtaining clearer definition between the union and administration.

Dr. Giugni said the Calendar Committee approved a calendar with the August 25 FLEX Day. The spring date was added and approved by College Council. Submission of FLEX Day plans to the Chancellor's must be followed or PCC would be in violation and would have to pay money back to the state. FLEX days are required for full-time faculty.

A flexible FLEX Day process will be developed as an option for both full and part-time faculty to show how they can meet their required hours.

President Foster will forward to the Senators the Chancellor's Office Flexible Calendar Guidelines document.

MOTION to extend discussion five minutes made and seconded by M. Michelson and Terry Stoddard.

VOTE: Approved unanimously.

From the Floor:

In the past faculty submitted a summary of their FLEX day activities, hours and dates with their annual evaluations so this is possible.

The Chancellor's office requires identification of both FLEX day activities.

A request for time to vet with faculty occur before a second read. President Foster noted that this may require an emergency meeting.

M. Whitworth said the Association prefers a Flexible versus a mandatory faculty Flex day prior to the semester starting. Asked for clarification of what has to be submitted to the Chancellor's Office on June 1.

Dr. Giugni sent a Chancellor's Office Flexible Calendar information page link to President Foster to forward to the Senate.

President Foster: A faculty survey sent out last year received 15-20% response with a slight majority in favor of having a FLEX Day in before the start of the semester rather than in the middle. A flexible Flex calendar process would have to be worked out and shared with the Senate. The Senators were asked to share today's information with their constituents before being agendaized on May 15. Questions may be forwarded to President Foster via email.

L2: Approve BP/AP 6530 Use of Drones: Joe Simoneschi

A policy procedure has been developed related to drones and the use of drones on campus, specifically for the instructional divisions. Approximately two years ago two grants were approved to purchase drones for two academic divisions for geographic surveys by the sciences area. A policy procedure is needed in response to an influx of claims and lawsuits against community colleges relating to privacy infringement. PCC refined the San Mateo College policy, making it specific to PCC. It would allow it to obtain Federal Aviation administration approval (certificates of authorization) for the use of a drone for instructional purposes and provide one point of contact between the District (Risk Management) and the FAA. Check-In and Check-Out procedures for the assets (drones) are being put in place. Because of their cost the drones are considered assets. The District is trying to protect itself from hobbyists who want to use the District space in operating drones.

J. Simoneschi said the policy only addresses drones, not other recording devices.

Certain certificates may not be required for the use of District drones off campus but instructional plan approval is needed. Policy approval is by the Trustees and Risk Management would approve administrative procedures. Safety and Risk Management processes are in place.

The school's insurance policy cover employees, unless the employees intentionally did something they knew was wrong. In response to D. Evans, the policy does not cover ownership of data collected. Would assume the data collected during the process of using the drone would be the District's. The policy separates out the hobbyists for referral to the Civic Use Office.

The FAA has released new parameters for the use of drones. It may be updated again within the next 12-18 months. Pending policy approval, J. Simoneschi asked Yu Chung Chang to reach out to Risk Management for what the process FAA response and approval is approximately six – eight weeks.

This item is to be shared with the Senators' constituents and will be brought back for a second read.

### **L3: TOP, CIP, SOC, SAM code clean-up (Information Item) Crystal Kollross and Arineh Arzoumanian**

Powerpoint Presentation: Alignment Project Spring 2017 Presentation Topics:

Purpose: Faculty-led process for examining the report codes (TOP, CIP, SOC, and SAM) that have been assigned to CTE courses and program awards, to ensure that they appropriately match the content of the curriculum; Code Descriptors; Why are the codes important; Federal and State Code Descriptors; and Who will be involved in the process?

Dr. Giugni: Code verification is necessary for program data and affects funding.

### **L4: Discussion on How to Engage Faculty in Setting Institutional Effectiveness Partnership Initiative (IEP) Indicators:**

President Foster said these are indicators that are submitted every year.

Both a one-year and a six-year goal are submitted for skills or outcomes.

Faculty need to be informed about this process for review and input on stretch goals to set numbers and include Indicators which would extend over different college functions. Classified and managers should have similar

President Foster requested direction from the Senate.

From the Floor:

- This matter could be a FLEX day discussion; part of an SLO conversation or an annual update program review.
- A robust conversation on standards and parameters is needed.
- To develop a template for each department to submit necessary IEP information for input and review.
- Present to faculty indicator information (optional/required).
- Crystal said she could provide indicator information.

**M. ANNOUNCEMENTS: None**

**N. ADJOURN:**

MOTION to adjourn made and seconded by M. Dodge and S. Fleming. VOTE: Unanimous.