

Academic Senate  
Pasadena Area Community College District

Monday, September 11, 2017  
Pasadena City College  
Circadian  
1570 E. Colorado Boulevard, Pasadena, CA 91106

President	Valerie Foster
Vice President	Shelagh Rose
Secretary	S. Fleming
Treasurer	Kathy Kottaras
Adjunct Faculty	Beville Constantine (Natural Sciences) Erika Ruvell (VAMS) Dwane Christensen (Mathematics)

Business	Earlie Douglas
Counseling	James Aragon, Myriam Altounji (Alt)
DSPS	Rosemary Scott
Engineering	Saeed Abedzadeh
English	Rob Lee, G Tim Melnarik
Health Sciences	Blanca Rodriguez, Paula Vento
Languages	L. Persaud
Kinesiology	Terry Stoddard
Library	Ken Simon
Mathematics	Dan Gallup, Linda Hintzman, Donna Nordstrom
Natural Sciences	Peter Castro, Martha House, Russ Di Fiori
Performing and Communication Arts	Rita Gonzales
Social Sciences	Kaitzer Puglia, David Uranga
Visual, Media & Performing Arts	Dave Cuatt, Rod Foster, Kris Pilon (Alt)

**Members absent**

Counseling	Sara Aldas
English	Gloria Horton
ESL	Melissa Michelson
Non Credit	Rhonda Williams
Performing and Communication Arts	Rikki Magee
Social Sciences	Eduardo A. Cairó; Bucky Bakhtawar

**Guests**

President Superintendent	Dr. Rajen Vurdien
Assistant Supt/VP	Dr. Terry Giugni
Exec. Dir., SC&M	Alex Boekelheide
Dean, Social Sciences	Jeffrey Archibald
Dean, Library & Distance Ed	Leslie Tirapelle
PCCFA	Mark Whitworth
OER Grant Presentation	Walter Butler
CAFPE Committee	Carol Curtis Ana Ramos

**A. CALL TO ORDER**

The meeting was called to order at 3:02 pm, by Senate President, Dr. Valerie Foster.

**B PLEDGE OF ALLEGIANCE** led by Mark Whitworth

**Dr. Vurdien:**

- Reflected on the remembrance of those who lost their lives in New York's 9/11 attack.
- The senators were wished a great semester and year.
- PCC is offering 2,740 sections and is now one of the largest community colleges in California.
- The Accreditation Mid-Term Report will be prepared and submitted under the direction of Lynora Rogacs.
- Development of a PCC learning center in northwest Pasadena is pending PUSD approval.

**President Foster** requested several agenda changes

H2 was approved earlier in the spring.

I1 should read Library Technician III

**MOTION** made and seconded by R. Foster and D. Uranga approving the proposed changes.

**VOTE:** Approved Unanimously

Request for the Senators to move item K1 above the Agenda Item E.

**MOTION** made and seconded by L. Hintzman and R. DiFiori. **VOTE:** Approved unanimously.

**C JUNE 5, 2017 MINUTES** were approved as submitted with no objections.

**D. PUBLIC COMMENT:** None

**K1. Grant Permission for the OER Student Success subcommittee to apply for a follow-up grant:**

Walter Butler presented information on an OER initiative grant initiative (second part of an existing grant). This last phase of the grant is to apply for additional funds to support implementation of a degree pathway (\$150,000).

**MOTION** made and seconded by R. Gonzales and R. DiFiori approving Agenda Item K1.

**VOTE:** No objections for discussion.

Discussion: Faculty stipends would be through their personal development within OER for their courses.

**VOTE ON MOTION:** Approved by majority vote. One abstention (T. Melnarik)

**ACADEMIC SENATE and SHARED GOVERNANCE COMMITTEE REPORTS**

**E1 Kathy Kottaras:** Ad Hoc Safe Learning Environment Committee.

Ms. Kottaras, chair of the Ad Hoc Safe Learning Environment Committee, presented DACA information guidelines (handouts) as a visual 5-step process to assist faculty with following protocol if attached by immigration officers.

The Dream Center has been approved for a soft opening in November (to support undocumented and LGB&Q students) through Safe Zones Coalition, followed by a grand opening in spring.

Senators were asked to relay to their faculty information about student equity and future Center trainings scheduled for Friday, September 15, 12pm to 1pm and on Thursday, September 21 during the College Hour.

In reference to handling DACA concerns. Protocol was partly modeled from resources from the University of California Chancellor's office and how other campus' protocol was handled.

PCC's protocol has been approved by legal counsel through the President's office to assist faculty.

Documentation of immigration inquiries to faculty should be relayed to both the President and Campus Security.

**MOTION** to extend discussion moved and seconded by P. Castro and R. Lee.

**VOTE:** approved unanimously.

Comment from floor: ICE agents should not be allowed to enter certain spaces for students (classrooms, possibly the library or gym, etc.)

## **F      CONSTITUENCY REPORTS**

### **F1      PCCFA Report: R. Foster. M. Whitworth**

The administration of insurance plans is being changed (not the plans). Everyone has to re-enroll.

Negotiations have not progressed for about two months. Updates will be sent.

PCCFA is looking into personnel issues. An area of concern has been campus investigations following faculty accusations.

PCCFA information meeting scheduled Thursday, 9/14/17. A light lunch will be served.

### **F2      Adjunct Faculty Report: None**

### **F3      Classified Senate President, Graciela Caringella was introduced by President Foster.**

Caringella. Approved August 16, 2017: New Classified Senate Bylaws

Classified professional development workshops will be scheduled as well as the sending of out a newsletter.

### **F4      Associated Students: No Rep**

### **F5      Administration/Management Association: None**

## **G      ACADEMIC SENATE OFFICER'S REPORTS**

### **G1      President's Report: President V. Foster**

The Fall Planning Retreat to kick off the annual update planning process is scheduled September 15, 9am-3pm in Creveling. Two additional Senate reps, besides the Senate Executive Committee members, are needed to attend. Attendee names may be forwarded to President Foster.

#### September 9, Academic Senate Retreat Discussions:

Goals: It was a consensus that the accreditation goal was achieved. There was partial achievement for the remaining goals from last year which were "rolled over" with some revisions made to the wording. It was decided to add a goal about chairs. These goals will be presented for review and approval at the September 25 meeting.

Shared Governance: An email will be sent out this week asking for committee volunteers. Focus was on putting together a protocol to improve communication between both the Shared Governance and Senate representatives. The Senate Committee to Support Committees, of which Rob Lee is chair, will draw up shared governance communication protocol that could possibly be on the September 25 agenda.

Focus on course completion goal. Will be planned to have a student panel address the Senators and planning to have a speaker come in.

### **G2      Vice President's Report: S. Rose.**

Campus-wide hiring committee: It has been difficult to staff hiring committees needing three faculty. Often there is limited or no faculty representation on high hiring committee positions. Many areas have no faculty representation. Senators were asked to reach out to their faculty to make sure their EEO training is up-to-date and to consider serving on a campus-wide committee.

Future Training Dates for Level 1 (not trained): October 16 (full); and February 12 (not full).

Training is a workshop rather than a lecture.

Noncredit volunteers are needed.

### **G3      Secretary's Report: Stephanie Fleming:**

Roberts Rules of Order: the summary provided includes the general guidelines, suggestions on how to make motions, and local rules. Questions may be forwarded to Secretary Fleming.

### **G4      Treasurer's Report: None.**

**H EXECUTIVE COMMITTEE RECOMMENDATIONS Shared Governance Committees**

H1 Approve Danielle Rapue (Library) to the District Technology Committee

**MOTION** approving H1 made and seconded by K. Simon, R. Foster.

**VOTE:** Approve unanimously.

**I EXECUTIVE COMMITTEE RECOMMENDATIONS Shared Governance Committees**

I1 Approve Walter Butler (Library) to the Library Technician IIII (not 4) hiring committee.

I2 (Previously approved) Approve Melissa Michelson (Languages & ELS) to the Assistant Director of Human Resources hiring committee.

I3 Approve Ken Simon (Library) and Cristina Salazar-Romo (Languages & ESL) to the New Faculty Orientation Coordinator Hiring Committee.

I4 Approve Rob Lee (English), Myriam Altounji (Counseling), and Jude Socrates (Mathematics) to the Dean of Learning Services hiring committee

**MOTION** made and seconded by K. Simon and B. Constantine, approving Agenda Items I1, 3 and 4.

**VOTE:** Motion approved unanimously.

**J EXECUTIVE COMMITTEE RECOMMENDATIONS Senate Subcommittees**

J1 Approve AP 4030 Academic Freedom: Carol Curtis

Timeline was added to make this policy more concise.

**MOTION** made and seconded by M. House and D. Gallup approving Agenda Item J1.

**VOTE:** Approved by Majority. Abstention: K. Puglia

C. Curtis to provide the BP 4030 to the Senate on September 25 for review.

**K EXECUTIVE COMMITTEE RECOMMENDATIONS (Hiring Committees)**

K1 Grant permission for the OER Student Success subcommittee to apply for a follow-up grant: Walter Butler  
Moved up on agenda after Public Comment.

K2 Approve the Basic Skills Initiative report: Linda Hintzman

In few weeks information on how the 2015-2016 Basic Skills roll-over funding was spent during the 2016-2017 school year. Handout provided. Concern expressed on the time it takes to hire student workers. Majority of funding went to professional development activities.

**MOTION** made and seconded by L. Persaud and D. Nordstrom approving the Basic Skills Initiative Report.

No objections.

Discussion:

The annual allocations change year to year.

The Chancellor's office has mandated that BSI, SSSP and Equity reporting be braided into a single report and include an explanation of how all three groups work together. The formula for fund allocations is being changed and should be released this Friday.

It is anticipated the tutoring centers will be funded at the same levels.

Basic Skills monies are not to be used to supplant things previously paid for by the campus.

This report will be due in mid-October. A second read will be scheduled.

Questions or concerns should be forwarded to L. Hintzman.

Dr. Giugni said he will talk to Dr. Norman regarding the need for an easier process of hiring student workers.

K3 Information Item: MyPath Portal and Career Coach Software: Ana Ramos

Several years ago faculty were appointed to represent faculty on statewide academic senate committees.

- Lynell Wiggins served on Strong WorkForce Task Force.
- Ana Ramos served on SSPSP (Statewide Student Services Portal Steering Committee)

The committees' charge was to develop tools for the California Community College Students. Students have to declare a major by 15 college-level units. EPI wanted coordination between CCUCI/CSU.

PowerPoint Presentation of several software products and application provided from the Chancellor's Office.

**My Path Statewide Student Portal:**

The Chancellor's Office goal is to develop a mobile-friendly tool students can use to guide them through matriculation steps to be successful.

Santa Rosa College is in portal test phase.

**Career Coach**

Well respected tool used by many universities and colleges nation-wide.

Career Coach will be a tool used for career assessment and guidance.

The software vendor provides very active and up-to-date information about careers, wages, job outlook, nationally or in the state. Portal now available to all the colleges.

Better retention rates are anticipated if students are more informed.

Would be accessible to students entering college and could also be housed on Career Center website.

Faculty workshops could be scheduled.

If college adopts the portal, students could go into the statewide application portal for access to Career Coach.

Access to Career Coach will be free to California Community Colleges for several years.

Additional information provided on categorizing industries and careers.

**MOTION** made and seconded by D. Cuatt and K. Puglia to extend discussion by 5 minutes.

No objections.

**VOTE:** Unanimously approved.

Further discussion on information regarding separate contract purchase versus free community college access; career clusters, etc.

**L ANNOUNCEMENTS:**

Secretary Flynn: There will be a Happy Hour following the next meeting (September 25) at Lucky Baldwin's.

**M. ADJOURN**

**MOTION** to adjourn made and seconded by R. DiFiori and P. Castro.

**VOTE:** Unanimously approved.