

**Revised 10.10.26**  
SEPTEMBER 26, 2016

**Academic Senate Board Meeting**

September 26, 2016

3:00 PM -- Circadian

**Present Senators**

Valerie Foster: President

Shelagh Rose Vice President

Stephanie Fleming: Secretary

Jay Cho: Treasurer

Business: Ahni Dodge, Earlie Douglas

Counseling: James Aragon, Myriam Altounji (Alt)

DSPS: Rosemary Scott

Engineering: Saeed Abedzadeh

English: Gloria Horton

English: Tim Melnarik

English: Rob Lee

Health Sciences: Kristin Hyatt, Blanca Rodriguez

Kinesiology: Terry Stoddard

Languages: Loknath Persaud, Melissa Michelson

Library: Ken Simon

Mathematics: Charlie Hogue

Mathematics: Donna Nordstrom

Natural Sciences: Russell Di Fiori, Martha House, Peter Castro, Veronica Jaramillo (Alt)

Performing/Communication Arts: Rita Gonzales, Rikki Magee

Social Sciences: Eduardo A. Cairó, Kaitzer Puglia, Lynora Rogacs, Cheryl Beard, Christopher Jimenez y West

Visual, Media & Performing Arts: Rod Foster, Dave Cuatt, Kris Pilon (Alt)

**Absent Senators**

CEC: Rhonda Williams

Counseling: Sara Miranda

Mathematics: Dan Gallup

**Guests:**

Superintendent/President

Dr. Rajen Vurdien

Assistant Supt/Vice President

Dr. Richard Storti

Assistant Supt/VP Instruction

Dr. Terry Giugni

Classified Senate

Rosie Roberson

Associated Students, VP

Kelly Banh

IEC Committee Co-Chair

Sonya Valentine

Executive Director, Business Services

Joe Simoneschi

Faculty Development Committee Chair

Susan Bower

Classified Senate Chair

Jeannie Sullivan

PCCFA

Mark Whitworth

Courier

Will Mouriz

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE** led by James Aragon.

**C. APPROVAL OF MINUTES** for September 12, 2016

MOTION made and seconded by E.A. Cairó and M. Michelson to request the Senate's Bylaws Committee to determine if all minutes, from this point forward, should or should not be specific. Request made by E.A.Cairó for Secretary Fleming to erase the 091216 minutes regarding verbatim conversation and to replace it with the statement that a discussion was held between .A.Cairó, President Foster and C. West.

S. Fleming: Preparation of the minutes has been to follow past practice and would not recommend sending the minutes to the Bylaws Committee.

K. Puglia: Suggested a review of the minutes by a body of three members from the general body followed by submitting them to the Executive Committee.

R. Foster: Trusts the basic source from where the minutes originate (Senate Admin. Assistant) followed by a review of the Senate Secretary.

B. Constantine: CALL THE QUESTION: VOTE: Aye: Majority

Motion Restated by E.A.Cairó: For the Bylaws Committee to determine whether or not the Senate minutes should be recorded verbatim or summarized followed by a recommendation to the Senate Board.

VOTE ON MOTION: Motion fails by majority vote.

M. Michelson MOTION made to approve the minutes except for the bottom portion of page 8 and the beginning of page 9. Stated consistency is needed with this section this section requires more discussion and would like to sit down with "you" to go over the document and audio.

Secretary Fleming proposed striking the Dictation Point at the bottom of page 8 and a statement will be added to say: "At this point an interaction occurred between President Foster, Senator Cairó and Senator West. If you have questions you can request the recording from Judy Benson."

President Foster: Starting with this meeting the Senate Board meetings will be stored in MP3 format.

VOTE on MOTION: Motion passed as amended by majority vote.

**D. PUBLIC COMMENT:**

Joel Luca: Mr. Luca said he was a former student of Senator Cuatt. Senator Cuatt was a good instructor and he enjoyed his class.

**E. SPECIAL GUESTS AND REPORTS**

**E1 President/Superintendent: Dr. Rajen Vurdien**

On behalf of the President and the Board, the Senators were thanked for their hard work and making possible: PCC being one of the top ten colleges in line to possibly receive the Aspen Award.

Involvement with various campus committees in working on ACCJC recommendations.

There will be an ACCJC team visit for two days during the week of Oct. 17 or Oct. 31.

PCC is ranked Number One:

- for the second year in a row by Community Colleges Weekly lists in a state of 94.
- for the second year in a row for degrees awarded to minority students
- for awarding degrees awarded to Asian American students and Number Two in this area for the whole nation.

Senate was encouraged to help and support the Foundation's College Promise process.

## November 8 Ballot Propositions

Proposition 51 approval would provide nine billion for K-14 and two billion for the community colleges. The first project to be funded would be a new U building for PCC.

Proposition 55 approval would maintaining some of the taxes of the higher end, which would provide several million to the California community colleges on an annual basis

Budget Update: J. Simoneschi, Executive Director, Business Services

On 9.7.16 the Board adopted the presentation/budget recommended for FY 2016-2017.

Dr. R. Storti presented to the Senate a summary of what is happening at the state level and risks facing the California Community College System:

Power Point: PACCD Overview of the FY 2016-2017 Adopted Budget Proposal

J. Simoneschi's presentation was about how this information applies to PCC:

The District has 13 total funds, many of which are self-funding. PCC's primary operating fund is Fund 1.

Reference to Fund 1 is also known as 01 – General Unrestricted Funds.

Funds have been shifted to meet most costly budget items.

MOTION to extend discussion made and seconded by S. Fleming and M. Dodge.

VOTE: Motion passed unanimously.

The Integrated Planning Model went through and was approved by shared governance. A recalculation report will be provided in December and there is confidence that additional funding will "come in" and it is anticipated that the \$4.8/\$4.9 Million deficit will be off-set by about \$2.2 Million. For 2016-2017 it is projected that about \$.90 out of every \$1 will go towards our total compensation (employee / workforce).

Cal STRS Expenditures are increasing

Expiration of Increased State Sales Tax & Income Tax (Revenue portion for PCC will cease in Dec. 2018)

Strategies are being developed in the event Prop 55 does not pass.

In response to E.A.Cairó if 55 does not pass, administration is looking at the current funds and how to leverage these funds, looking at grants, etc. If it does pass, the increases would offset the leveling the monies that are coming in.

MOTION to Extend Discussion by 10 minutes made and seconded by J. Aragon and M. Michelson.

VOTE: Motion passed unanimously.

Dr. Storti: The Chancellor's office hasn't announced what PCC's specific allocation is.

J. Simoneschi: PCC has a strong budget but the dollars are restricted and cannot be used "for whatever we want." Restricted funds can only be used for those related services/programs.

President Foster added there will be Flex Day workshops on filling out the annual update.

J. Simoneschi: A new chart will be prepared for this Fiscal Year's Budget.

Dr. Storti, in response to G. Horton, said the Rainy Day Fund is a contingency fund the governor established in case there is a recession or a downturn in the economy. J. Simoneschi said the state-mandated reserve is approximately 5% (8.2 million) and there is a STRs/PERs reserve (appx \$3.8 million) and a reserve for contingencies.

Introduction: Dr. Terry Giugni: Assist Supt/VP, Instruction. Introduced himself and expressed the desire to meet more to further develop the programs at PCC.

## **E2 Basic Skills Initiative: Linda Hintzman**

This year the state is only requiring a statement on how it spent last year's monies.

Handouts: Explanation of Expense Category & Report Spreadsheet.

The Report shows last year's expenses. The Committee will work off of last year's money this year.

MOTION made and seconded by R. Foster and R. DiFiori approving the Basic Skills Initiative.

In response to K. Simon, L. Hintzman said there is a Basic Skills Committee that meets and asked that faculty check with their deans before contacted the committee with funding ideas/requests.

MOTION to extend discussion by two minutes made and seconded by E.A.Cairó and R. Lee.

VOTE: Motion passed by majority vote.

In response to E.A.Cairó, it was noted that requests for an increase in funding for supplemental instruction should be part of annual planning and could also be included in SLO assessments. Proposals for use of BSI could be submitted.

VOTE on MOTION: Motion passed by a majority vote.

## **F. ACADEMIC SENATE SUBCOMMITTEE REPORTS**

**F1** Faculty Development Committee (Approve PD Conference Travel Request Application Updates (2<sup>nd</sup> Read) Susan Bower.

Handouts: Updated version of Travel Funding Guidelines.

Template for Online "Summary of Conference Experience (to follow up PCC AS Conf/Travel).

Funding will be between \$80,000-\$90,000

\$25K will be allowed for faculty conference travel up through Oct. 31

\$25K to be allowed for faculty conference travel Nov 1 – Feb. 28

\$Final amount through end of the Semester

MOTION made and seconded by J. Aragon and M. House to approve PD Conference Travel Request Application Updates.

Discussion:

E.A.Cairó: expressed concern with wording in items 13 and 14 (specifically asking for a presentation).

S.A Bower said presentation would not be required. The Committee would like to include an on-line summary with details of the conference experience rather than having the summary turned into the committee chair so anyone in the college community could view what conferences are being attended and what is being learned.

MOTION made and seconded by E.A.Cairó and R. Lee extending discussion by 5 minutes.

VOTE: Motion approved unanimously.

J. Aragon (Committee member): Accountability is an issue and wants as much flexibility as possible.

M. Whitworth: For clarity -- no one can be required to give a presentation and would taking this wording out.

VOTE on MOTION: Motion passes by majority vote.

S. Bower: Once the guidelines and travel conference forms are posted, faculty will be notified.

## **F2 Nominations and Elections Committee: David Cuatt**

Presented proposed 2017-2018 Nominations and Elections Committee calendar/timeline.

The committee is open to having more committee members.

MOTION made and seconded by M. Dodge and T. Melnarik to approve recommendation 2.

VOTE: Motion passed unanimously.

### **F3 Committee on Committee: Jay Cho**

- Request to change committee name from Committee on Committees to Committee Support Committee.
- Presented a revised mission statement

MOTION to approve: Rod Foster & Rob Lee

Discussion:

Incorporate the new name into the Mission Statement

Recommendation: remove the s off of “committees” in 2<sup>nd</sup> paragraph.

VOTE: MOTION passed by majority vote.

## **G. CONSTITUENCY REPORTS**

### **G1 PCCFA: Mark Whitworth**

There will be a PCCFA meeting at CEC, Thurs, 09.29.16 -- 11:30 – 1. Lunch will be provided

Those wishing to attend are welcome.

### **G2 Adjunct Faculty Report: Mark Dodge**

The Committee has yet to achieve a quorum this semester.

Membership requirement was to be available for Senate meetings and meeting caucus and have time to talk to constituents. Added the adjunct representatives are only paid for going to the Senate meeting (2 hours) and additional work time adds up to approximately 8 hours.

### **G3 Secretary's Report None**

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

## **H. ACADEMIC SENATE OFFICER'S REPORTS**

### **H1 President's Report**

Technology Master Plan was forwarded via e-mail to the Senators. Feedback is due by Oct. 17.

The Foundation is starting a campaign this year – it is putting all of its funds in a booklet and asking employees to check boxes on what funds they want to donate to. Part of the Senate's funds will be in the booklet: General Fund, Scholarship Fund, Low Income student fund.

Ideas for additional funds are welcome.

### **H2 Vice President's Report: No**

### **H3 Secretary's Report: No**

### **H4 Treasurer's Report: No**

## **I EXECUTIVE COMMITTEE RECOMMENDATIONS**

MOTION made and seconded by R. Foster and D. Nordstrom approving recommendations 1 and 2.

**I1** Approve S. Fleming (PCA) to the Intermediate Clerk II (Pathways Center) Hiring Committee

**I2** Approve Mary-Erin Crook (ESL) to the Administrative Assistant II for the Foundation Hiring Committee

VOTE on MOTION: Motion approved unanimously

## **J EXECUTIVE COMMITTEE RECOMMENDATIONS**

Approve D. Cuatt (VAMS) to be chair of the Elections and Nominations Committee

MOTION to approve Recommendation 1 made and seconded by R. Foster and A. Dodge.

VOTE on MOTION: Approved unanimously.

## **K. OLD BUSINESS**

Approve AP 3200 Accreditation (2<sup>nd</sup> Read) L. Rogacs

Lynora Rogacs: No Changes.

MOTION made and seconded by J. Aragon and t. Stoddard approving Recommendation 1.

VOTE: Motion approved unanimously.

## **L. NEW BUSINESS**

MOTION made and seconded by T. Stoddard and M. Dodge to switch Items 1 and 2.

VOTE on MOTION: Approved unanimously

### **L2 Approve AP 4020 Program, Curriculum and Course Development: A. Vargas**

Review of revised AP.

ADTs have been added to items reviewed and non-credit items

Committee composition changed because of changing back from schools to divisions.

Added to the make-up of the Committee was a BTE representative, and 4 instructional administrators to be appointed by the VP, Instruction. One must be from CTE. Remaining 3 could be from another area. Would want a faculty member from DE and a representative from Classified Senate.

#### Discussion

Library is included as one of the instructional divisions.

Concerns were received from the floor with having tenure-track representatives and possibly having a minimum of tenure-track members.

- A. Vargas: tenure-track positions have never been a committee issue.
- In response to K. Puglia, tenured or non-tenured faculty can make proposals.
- The C&I committee voted unanimously to approve the proposed changes.

Total number of faculty committee members: 16

MOTION made to extend discussion by five minutes by E.A.Cairó and J. Aragon.

VOTE: Motion approved.

Secretary Fleming: recommends moving forward with the proposed revision. C & I has mechanisms in place to support all faculty and it provides an excellent professional development opportunity for tenure and tenure-track.

E.A.Cairó: Recommends removing wording for “non-tenured” and add “all faculty members have tenure” so there are knowledgeable tenured committee members and there is no question of whether or not a person could be unduly influenced. There are many other campus committees that have non-tenured faculty membership.

A. Vargas: Disagreed with Senator Cairós concerns and emphasized that through professional development and extensive training all committee members become and are very knowledgeable.

MOTION made and seconded by T. Stoddard and R. Foster to extend time.

VOTE: Motion approved unanimously.

Alicia Vargas: Want to encourage reps to stay for two years

Working on getting a student representative. The instructional administrators would be appointed by VP of instruction.

The Curriculum Review Procedures section was slightly changed. Tuesday Tutoring has replaced the Technical Review Committee. This program is a drop-in time for faculty to come and work with the chairs and curriculum specialist, Liz Wood has become the technical review stage. This section allows things to move things faster and to help faculty get their proposals, correct, on track and move forward.

Committee voting: Because there are now co-chairs, in case of a tie, only one chair will vote.

A lot of old standing sub-committees were taken out and there is an open option to create  
A standing committee if needed.

S. Rose: Membership: As a whole the Senate votes to approve membership to sub-committees of the Senate.  
Rather than changing the policy, the divisions will decide how to select their C & I reps.

J. Aragon: said it is up to the department to select tenured or non-tenured representatives.

S. Abedzadeh. Makes sense to have tenure track members.

Suggestions will be presented to C & I and there will be a second reading scheduled for the next Senate meeting.

### **L1 Discussion of Robert's Rules of Order: M. Michelson & S. Fleming**

Handout Sections Include Information On:

Rules Governing Debate from Roberts Rules of Order, 11<sup>th</sup> Edition / General Guidelines / How to Accomplish What  
you Want To Do In Meetings / Local PCC Academic Senate Practices /  
Types of Motions

S. Fleming: As an overview, Robert's Rules of Order is a mechanism to facilitate effective meetings. It allows the  
optimal amount of business to take place in a functional and collegial manner. The same overview was used last  
year.

M. Michelson: Provided several additional handouts entitled:

- PCC Faculty Senate: How Motions are Presented
- Why is Parliamentary Procedure Important? How are Motions Presented? There are four Basic Types of Motions, Voting on a Motion and Parliamentary Procedure

Discussion:

D. Cuatt: Asked what recourse is available if it is felt Robert's Rules are violated.

President Foster: Point of Order is announced and once recognized the rule violated is to be stated. A rule is  
made by the Senate President. If the body is in agreement, they can vote against her. Point of Order is made to  
call President on an error and not to be used to interrupt a meeting or to take floor time.

E.A.Cairó: The main issue is being consistent with following the rules. The State Academic Senate can be  
contacted to send one to two representatives to provide training in this process. Matters need to be discussed  
within sufficient time by this deliberative body. Encouraged a vote on using Robert's Rules.

Secretary Fleming: Agrees with consistency. Robert's Rules must be followed by every Senator. The Senate is  
already bound to Robert's Rules by its bylaws. A vote would only need to be taken for a unique rule.

MOTION made and seconded by J. Aragon and M. Michelson to extend discussion by five minutes.

VOTE: Approved by majority vote.

J. Aragon: Inquired about possibly having a Sergeant of Arms.

President Foster: Contacted the State Senate regarding training. It is very expensive to hire a professional  
Sergeant of Arms or Parliamentarian. It is possible to have an ASCCC representative make a professional  
development presentation, but all Senators would need to be available. The body can respond and/or make a  
recommendation on how to address meeting concerns.

Parliamentarian M. Dodge: Next week the Rules Committee will be discussing these concerns.

President Foster: In response to M. Michaelson, the Executive Committee is not limiting discussion because time extensions are allowed. The Senate voted as a body to end its meetings at 5PM two years ago because they sometimes lasted until 7PM.

T. Stoddard: Doesn't feel a Sergeant of Arms or training session is needed. The pre-requisite to being a Senator is knowing Robert's Rules of Order. This is a Senator's homework and job.

Both Parliamentarian Dodge and President Foster have extended the opportunity to discuss with them Robert's Rules. President Foster said she would be happy to spend time with M. Michaelson in discussion about Robert's Rules.

D. Cuatt:

First, the Senate could decide to vote on rule if could to allow parliamentarian to say "If I may..." There may be something the Senators don't see.

Second, the Senate bylaws says its job is to discuss, debate, etc. Supports debate.

MOTION to extend discussion by five minutes made and seconded by E.A.Cairó and D. Cuatt. VOTE: Motion fails by majority vote.

#### **M. ANNOUNCEMENTS: NONE**

#### **N. ADJOURN:**

**MOTION** made and seconded by T. Stoddard and M. Dodge to adjourn.

**VOTE:** Approved unanimously.