

Academic Senate Board Meeting

December 5, 2016 – 3PM

Circadian

Senators: Present

President: Valerie Foster
Vice President: Shelagh Rose
Secretary: S. Fleming
Treasurer: Jay Cho

Adjunct Faculty: Christopher Gillotte (Mathematics), Beville Constantine (Natural Sciences),
Tanya Cusick
Mark Dodge (Business), Erika Ruvell (VAMS)
Business: Earlie Douglas, Ahni Dodge, Dave Evans (Alt)
DSPS Rosemary Scott
CEC Rhonda Williams
Counseling James Aragon, Myriam Altounji (Alt)
Engineering: Saeed Abedzadeh
English: Gloria Horton, Tim Melnarik, Rob Lee
Health Services: Open
Health Sciences: Kristin Hyatt, Blanca Rodriguez
Kinesiology: Terry Stoddard
Languages: Melissa Michelson, L. Persaud, Mary Erin Crook (Alt)
Library: Ken Simon
Mathematics: Charlie Hogue, Donna Nordstrom, Dan Gallup
Natural Sciences: Martha House, Peter Castro, Russ Di Fiori, Veronica Jaramillo
Performing and Communication Arts: Rita Gonzales, Rikki Magee
Social Sciences: Kaitzer Puglia, EACairó
Visual, Media & Performing Arts: Dave Cuatt, Rod Foster, Kris Pilon (Alt)

Absent Senators

Business Earlie Douglas
Social Sciences: Cristopher Jimenez y West

Guests

Assistant Supt./VP Dr. Terry Giugni
Dean, Business Rocco Cifone
Director, Inst Effectiveness Crystal Kollross, Sonja Valentine
Library Walter Butler
Classified Senate Rosie Roberson, Jeannie Sullivan
Associated Students, VP Kelly Banh
PCCFA Mark Whitworth
Courier

A CALL TO ORDER: 3PM

B PLEDGE OF ALLEGIANCE led by President Foster

President Foster “Welcomed Back” Rob Lee to the Senate.

Senator Lee thanked the Senate for its flowers, cards, and notes of encouragement.

C APPROVAL OF MINUTES: The November 21, 2016 minutes were accepted as submitted.

D PUBLIC COMMENTS:

Kris Pilon: In response to a state-wide student demand for the protection of sanctuary campuses, it was requested the Senate create a resolution designating PCC as a sanctuary campus for undocumented immigrants; that faculty denounce the bigotry solicited by the Trump campaign and that the college administration be asked to take steps to develop policies that support people affected by the hateful and national rhetoric. K. Pilon would be happy to coordinate this effort with any faculty willing to participate in writing such a resolution.

B. Constantine: inquired about the need to have available steps to better educate the Senate and campus in response to behavior leading up to and following criminal acts upon instructors. Reference was made about the recent death/killing of a USC professor on its campus.

Secretary Fleming: In the past the Senate has addressed: 1) emergency response to such a situation and 2) how to identification warnings. The Senate could agendize in the spring presentations on identifying warning signals from individuals of concern and to have an emergency response presentation provide by our Police and Safety area.

E SPECIAL GUESTS and REPORTS

- E.1 Shared Governance Calendar Committee: Mark Whitworth: Handout: Calendar Mock Up #4:
Last Thursday the Calendar Committee approved by a vote in favor of the 2017-18 calendar (Mock Up #4).
A six-week Winter Intersession will begin January 3, Spring will begin February 2 (day after the President's Holiday). The FLEX day will be moved to a different location (date pending). Spring Semester will end June 19th with summer starting June 20th. Commencement is indicated by a "diamond" indicator on June 15.

There are two non-instructional days after end of winter and before spring: February 14 and 15.

To be determined: Whether the Summer Session will be an inclusive six-week session.

E. 2 FLEX Fall 2016: Valerie Foster

Flex Workshop Evaluation Ratings: PowerPoint data may be requested by email from President Foster.

Overall Flex Day was evaluated as a very successful day.

Excellent: 65% Good: 30% Fair: 5% Minimal percentage: Poor or very poor

F ACADEMIC SENATE SUBCOMMITTEE REPORTS (with possible action to follow)

F1 Ad Hoc Hiring Issues Committee: Melissa Michelson

Following communication with HR, it was determined there is a need to have an active Ad Hoc Hiring Issues Committee. Future committee work includes updating the Faculty Participation on Hiring Committees Guide (paper or PDF format); revise the confidentiality agreement. Issues discussed with HR include pros and cons of having faculty from smaller departments serve on hiring committees; emergency adjunct hire process; and where should FT application hires be directed when there is an issue. J. Cho recommended there be an annual committee review and that the committee be designated as a standing committee.

F2 Breakfast/Banquet Committee: Shelagh Rose

The Committee met last week to plan on the end of the school year banquet in June. The committee would like to be renamed as the Academic Senate Event Committee because they are no longer planning a breakfast and would like to be changed from an ad hoc to operational committee. A mission statement was presented for approval. The Committee would plan a variety of social events including raising funds, recognizing achievements and celebrating faculty retirements.

MOTION to approve the proposed changes made and seconded by T. Stoddard and B. Constantine.

Discussion: Leaving fundraising open for student fundraising, collegiality functions, etc.

Discussion

Fundraising would be various Senate activities and supplies. Agreed to M. Michelson's suggestion that funds also be made available for collegiality activities. Social and not academic events would be eligible for funding.

faculty: Faculty achievements are recognized through the Risser, Ralph Story and the President's 10+1 award which can also be given to classified or management. Raising of funds and recognizing achievements are less general.

VOTE: Motion approved unanimously.

The tentative Banquet date is, Thursday, June 8th. An announcement will be made following confirmation with the restaurant.

G **CONSTITUENCY REPORTS**

G1 **PCCFA Report:** Mark Whitworth

There will be an End-of-Semester Lunch Thursday, December 8, 12PM for faculty 12-1 in the Circadian.

G2 **Adjunct Faculty Report:** Mark Dodge

The Adjunct Faculty Issues Committee had its last meeting for the semester and will meet again in February.

G3 **Classified:** No Report

G4 **Associated Students:** No Report

G5 Administration/Management Association: No Report.

H **ACADEMIC SENATE OFFICER'S REPORTS**

H1 President's Report: Valerie Foster

Handout: Revised Senate Board Meeting Schedule for 2017

2017 Senate Meeting Dates: February 27, 2017, March 13 and 27, April 10, May 1 and 15 and June 5

In response to EACairó President Foster will request agendaizing discussion of administrative hiring on the next CAPM agenda and to provide an update to the Social Sciences division on this.

H2 Vice President's Report: Shelagh Rose: None

H3 Secretary's Report: Stephanie Fleming: None

H4 Treasurer's Report: Jay Cho: Thanked the Giving Tuesday Volunteers: M. Michelson and J. Benson

I **EXECUTIVE COMMITTEE RECOMMENDATIONS:**

Shared governance committees (with possible action to follow)

I1 Approve Fall 2016 Academic Rank Recommendations

MOTION made and seconded by R. Foster and A Dodge approving the Fall 2016 Rank advancements.

VOTE: Motion approved unanimously

Advancements:

To Assistant Professor: A. Amouzegar, M. Henes, V.Jaramillo

To Associate Professor: D. Cuatt, K. Fukazawa, M. Kuroki, A. McGaharn

To Professor: C. Kellogg, D. Mack, R. Wu

To Adjunct Assistant Professor: S. Maldonado-Aguilar, J. Crosby, C. Fisher, S. Hanson, F. He, J. Hunsucker, A. Mirzatonj, S. Sutton, D. To

J **EXECUTIVE COMMITTEE RECOMMENDATIONS: Senate subcommittees**

J1 Approve Kirsten Ogden (English) to the Faculty Handbook Committee

J2 Approve Deborah Bird (E&T), Dootsdeemalachanok Thongthiraj (English), and Shelley Gaskin (Business) to the Faculty Hiring Priorities Committee.

J3 Approve Paulette Koubek-Yao (Languages and ESL) and Gloria Horton (English) to the CTE Committee.

J4 Approve Kris Pilon (VAMS) to chair of the Ad hoc Reassign Time Policy Committee.

J5 Approve Melissa Michelson (VAMs) to the AD hoc Reassign Time Policy Committee
MOTION made and seconded by M. Dodge and R. Foster approving Items J1-M5.
VOTE: Motion approved unanimously.

K **OLD BUSINESS** (With possible actions to follow each item)

K1 Coordinator Information Item Update: Dr. Terry Giugni
Coordinator Updates are for Senate Information Items to receive feedback for administration.

Handout: Draft Program Coordinator Description Areas

The amount of duties will impact the amount of compensation.

Mechanism for determination compensation – to be determined.

Coordinator duties would be “tracked” the same way faculty hours are “tracked”

Leadership roles on or off campus may be used as qualifications for this position

Suggestion received from B. Constantine to include at least one adjunct faculty person in the hiring process.

Minimum qualifications would include serving in a leadership role either on or off campus.

MOTION made and seconded by E.A. Cairó and M. House to extend discussion by 10 minutes.

VOTE: Approved unanimously.

Criteria to be determined:

- Determining the smallest, minimum unit of work which would require a coordinator and if an area would have to be combined with another.
- For the college to develop a budget for this program and the method of compensation.
There will need to be a conversation with the Association

A collegial process allowing faculty input would provide information for the dean to make the final decision of hiring a coordinator would be with the dean.

Having an adjunct coordinator is a possibility.

The program coordinator term is written for three years and re-evaluation would be needed in regards to various job aspects. Compensation aspects should be evaluated annually.

Concern received about the impact on faculty who could have duties similar to that of an associate dean without the administrative power. Dr. Giugni responded that this faculty, extra duty position, would allow faculty involvement in the decision making process.

MOTION made and seconded by J. Aragon and S. Fleming extending discussion for ten minutes.

VOTE: Approved unanimously.

Secretary Fleming: Would encourage administrative reflection on allowing more faculty input.

In response to J. Sullivan, Dr. Giugni said program coordinators would not be administrators. They will work with classified staff but a classified staff's supervisor is either their manager or dean. Depending on duties, interaction with classified regarding duties will vary. Classified duties or accommodation requests would come from the dean with input from the coordinator.

Revision request from K. Simon to add to last sentence under hiring, the word “qualified” before “temporary, part-time hourly employee.” Once it is determined who would be supervising the various coordinators it would then be deemed appropriate to say dean/director or whatever.

Having uniform a uniform compensation and program coordinator process across the board will benefit all areas on campus. Development of the Program Coordinator process is an administrative process that solicits Senate review and input.

M. Whitworth: Development of a Program Coordinator process will require conversation with the Association.
K. Puglia: This process feels like an exercise in frustration for her as a faculty member. The Faculty Chair model maintains somewhat more of a faculty voice. Faculty feedback will be organizationally “minute”.

- K2 Approve BP 3251 Institutional Effectiveness (2nd read): Crystal Kollross & Sonja Valentine
Requesting BP 3251 be revised to remove all language referencing the Board of Trustees and specifying the IEC, specifically how program evaluation is to be carried out at PCC.
Faculty involvement on IEC is more than 50%. The administrative procedure will come back to the Senate for review and input. The IEC should be accountable to both the Senate and College Council.

MOTION to extend discussion by five minutes made and seconded by T. Stoddard and R. Lee.

VOTE: Approved unanimously.

Friendly amendments could be received.

MOTION made and seconded by R. DiFiori and C. Hogue to approve BP3251.

VOTE: Approved by a majority vote.

L NEW BUSINESS (with possible actions to follow each item)

L1 Provide permission to apply for an OER RFA: Walter Butler.

MOTION made and seconded by R. Foster and T. Stoddard: approving Item L1.

RFA means Request For Application. The application deadline is December 12.

VOTE: Approved Unanimously.

L2 Provide permission to the AS President to sign the Strong Workforce Program Plan: Rocco Cifone

The state legislature has approved a trailer bill in the amount of \$200 Million to be distributed to the California community college system to provide a means to reinvigorate the economy with better trained workers. \$1.44 Million came to the PACCD this September. PCC is developing a plan to examine how to divide up the funds along with participation in a local collaborative focus its Los Angeles and Orange County regional partners.

PowerPoint Presentation: Task Force on Workforce: Strong Workforce Program Plan

Presentation included regional labor market information, regional market sectors and how labor market information fits in with PCC and development of Strong Work Force Planning and possible future implications.

A very important data point is supply and demand.

PCC to submit its Plan (Local Share Template) to the State by January 31st, 2017.

Local projects /clusters currently in draft form include: Entrepreneurship Across the Curriculum; Imbedding The New World of Work – 21st Century Skills Curriculum; Entrepreneurship, Retail and Advance Manufacturing Specialties in Global Trade and Logistics; Automotive & Welding programs, Health Sciences has a comprehensive list; more CTE targeted pathways for traditional and special populations.

MOTION made and seconded by E.A. Cairó and R. Lee to extend discussion by 20 min.

VOTE: Motion approved unanimously.

The proposed adjudication team members are: T. Giugni; R. Cifone; S. Davila; B. Freund; d. Douglass, A. Duran; A. Arzoumanian; Lynell Wiggins; AS Appointee; C. Kollross; Tanysha Laney, and Yajaira De La Paz, and an Academic Senate

employee. This team will collaboratively and collegially develop a plan for expenditure of the \$1.44 Million over the next three years.

Strong Work Force Funding is identified as an investment. All that is decided on is based upon outcomes that can be achieved.

Local Timeline: Board of Governors approved funding in September. Local Share Planning is ongoing. Presented at the last Board of Trustees study session the Strong Work Force Power Point presentation. Senate review this date. Board approval will be required of the Adjudication Teams Local Template Plan at its first opportunity in January. Local Shared Template to be submitted no later than 1/31/17.

Baselines will be PCC specific.

S. Fleming: Special Amendment Request received to add three Academic Senate representatives to the Adjudication Team. Administration is requesting Senate approval of the final Plan before presentation to the Board in January.

Proposals: each bullet point would probably be a proposal. Each proposal is approximately 4-6 pages.

A Rubric is being developed.

The Academic Senate Executive Committee is being asked to approve the final Plan

MOTION made and seconded by M. Whitworth and T. Stoddard approving Recommendation L2.

Discussion

All the community colleges are experiencing frustration with this short timeline set-up by the state.

If no Plan is submitted the \$1.44 Million will be sent back to the State.

Employee salary/data to be tracked by the employment department using social security numbers.

Successful job placements and gainful employment through a well education middle-skilled workforce is anticipated

Projects are due to the adjudication team December 15.

The \$1.4 Million in funding cannot be spent until the plan is submitted.

This is a 3-year program, renewable each year based on metrics data.

In response to timeline concerns, it was said that all the community colleges are experiencing timeline frustration

President foster: This item was agendized with the purpose of receiving instruction from the Senate

MOTION made and seconded by T. Stoddard and M. House to extend discussion by ten minutes.

VOTE: Approved by a majority vote.

This is a faculty-driven process to help students.

CALL THE QUESTION made by R. foster

VOTE: Approved by majority vote.

VOTE ON MOTION to approve Item L2 with the FRIENDLY AMENDMENT to add two additional Senate Members to the Adjudication Committee.

VOTE: Approved by majority vote

M. ANNOUNCEMENTS

M. Michelson: All are welcome to attend get-together after the meeting at Lucky Baldwin's.

N. ADJOURN: C. Gillotte / M. Dodge.

MOTION to adjourn made and seconded by C. Gillotte and M. Dodge.

VOTE: Approved unanimously.