

**Monday, September 24, 2018**

**Pasadena City College**

**Circadian**

**1570 E. Colorado Boulevard, Pasadena, CA 91106**

President	Lynora Rogacs
Vice President	Shelagh Rose
Secretary	Matt Henes
Treasurer	Veronica Jaramillo
Adjunct Faculty	Beville Constantine (PCA)
Adjunct Faculty	Erika Ruvell (VAMS)
Adjunct Faculty	Dwane Christensen (Mathematics)
Adjunct Faculty	Gayane Jerome (Counseling)
Business	Earlie Douglas
CEC:	Samantha Manuel: (Alt)
Counseling	Myriam Altounji (Alt)
DSPS	Rosemary Scott
English	Emily Fernandez
	Tim Melnarik
	Kathy Kottaras
Kinesiology	Terry Stoddard
Languages	Loknath Persaud
	Melissa Michelson
	Library Ken Simon
Mathematics	Linda Hintzman
	Xiaodan Leng
	Lyman Chaffee
Natural Sciences	Erika Catanese
Performing and Communication Arts	Eric Larson
	Maria Fortuna Dean
Social Sciences	Kaitzer Puglia
	Jennifer Fiebig
	Bucky Bhadha
	Julie Kiotas
Visual, Media & Performing Arts	Dave Cuatt
	Rod Foster
	Kris Pilon (Alt)
<b>Absent</b>	
Parliamentarian	Vanessa Schulz
CEC:Noncredit	Rhonda Williams
Counseling	James Aragon
Engineering	Saeed Abedzadeh
Health Sciences	Blanca Rodriguez
	Paula Vento
Natural Sciences	Peter Castro
	Russ Di Fiori

## **Guests**

Assistant Supt/VP	Dr. Terry Giugni
Dean, Instructional Support	Stephanie Fleming
Director Institutional Effectiveness	Crystal Kollross
Police and Safety Services	Chief Steve Matchan
Institutional Effectiveness Committee	Sonya Valentine
ITS	Candace Jones
PCCFA	Mark Whitworth
Classified VP	Audrey Joseph
Courier	Victoria Ivie

**A CALL TO ORDER:** The meeting was called to order at 3:04 pm.

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

## **C PUBLIC COMMENT:**

Kathy Kottaras (English): Encouraged Senators to remind students the last day to register to vote in California is October 22. She can answer questions or provide voter registration information, instruction and bring voter registration forms. This is a totally non-partisan voter registration process.

Samantha Manuel (CEC): Presented a summary of PCC Cosmetology services which includes haircuts, styling, braids, coloring, bleaching, facials, waxing, and manicures.  
Discounts are available for seniors, and PCC faculty and staff receive 50% off on all services.

## **D September 24, 2018 SENATE BOARD MINUTES**

**MOTION** to approve made and seconded by B. Bhadha and K. Simon.

**VOTE:** Motion approved. Abstained: J. Fiebig and E. Catanese

**MOTION** made and seconded by M. Henes and Linda Hintzman to add Agenda Item I10 (Academic Senate Subcommittees): To approve Thomas Thoen as Engineering, Technology and Workforce Development Alternate for C & I.

**VOTE:** Motion approved. Abstained: K. Puglia

## **E. SPECIAL GUESTS AND COMMITTEE REPORTS**

1. Stephanie Fleming and Myriam Altounji presented a Guided Pathways update.

Power Point summary of the Pathways summer activities and goals for this academic year.

Presentation Point Topics: Access, Career, Support and Structure

Goals for the year: Make processes and procedures more transparent and better for the students as they navigate from exploration to completion. They are doing this through their website and with the creation of Academic Maps and a Working Group, with opportunities for faculty involvement. Further goals include providing data on labor market information and having maps completed for each program. Faculty leadership will be required; a reassigned time position will be floated through HR using the Senate-approved process.

**MOTION** to extend discussion by 5 minutes made and seconded by J. Kiotas and E. Douglas.

**VOTE:** Approved unanimously.

Program and career information requests and website suggestions may be forwarded to

M. Altounji and/or S. Fleming.

2. Chief Steven Matchan, PCC Police and Safety.

President Rogacs: The Senate will eventually see a BP / AP on allowing PCC officers to have Tasers. Today's presentation will allow Senators time to share this information with their divisions before the division VP presentations.

Chief Matchan: Under his leadership, PCC's Police and Security presence has worked to become more community-based with its 7 officers and 25 cadets who are more suited, educated, balanced and fair in their responsibilities. They are responsible for the security and patrol of campus areas on a 24/7 work schedule. Often there can be 6000-9000 thousand students on campus, and officers are often by themselves while on day or night duty. PCC's officers are unarmed, police-academy-trained State of California Police Officers. Every single police department in the State of California is armed except for San Francisco Community College. The purpose of his visit is to seek support for a policy to arm PCC police officers with Tasers, which are a less-than-lethal tool, to help ensure the safety of PCC police officers.

In the past, a proposed Taser recommendation was received by the PCC President at that time, but it was not forwarded to the Board. Our current PCC president approached Chief Matchan with a College Council recommendation requesting extra protection for our officers. Chief Matchan said allowing Tasers would be a good "stepping stone" in support our officers in keeping themselves and our campus community safe. In response to a question about possible lethal effects, it was noted contributing factors such as drug and alcohol use place additional stress on the heart and are a consideration. Tasers carry the same level of force as a baton.

Strict guidelines would be followed in creating a campus Taser policy that would mimic other community college policies and would provide our officers an extra less-than-lethal tool in addition to their current use of pepper spray and a baton to keep our officers and campus safe when facing challenging circumstances. In 2012 Chief Matchan wrote a policy on the use of Tasers on campus. The Tasers under consideration automatically begin recording video and audio when they are un-holstered.

**MOTION** to extend discussion five minutes is R. Foster and E. Douglas.

**VOTE:** Approved unanimously.

Chief Matchan found a five-year Taser Plan, the cost of which would be approximately \$7500 per year and would include the Tasers, holsters, training, replacement cartridges, and video and data storage.

Within the past 16 years, PCC has had approximately eight use-of-force incidents.

In regards to social injustice question, PCC officers attend diversity training every year. Articles about certain incidents around the country or within our state are shared with the officers to critique what happened.

**MOTION** to extend discussion two minutes made and seconded by J. Kiotas and T. Stoddard:

**VOTE:** Approved by majority. No: M. Michelson.

Open Communication pertaining to crime reports:

- Weekly logs available for review at Police and Safety Front Counter
- This information is provided to the Courier for its Police Blotter portion

- Cleary Crime Statistics Report was emailed to all staff last week by the President's office.

**F CONSTITUENCY REPORTS:**

- F1 PCCFA Report:  
Oct. 11, 12PM. PCCFA general meeting. Guest: Co-Director of Faculty Association of Community Colleges will provide a presentation of future and current state legislative issues. Lunch will be provided.
- F2 Adjunct Faculty: Committee Chair: B. Constantine. The Committee has discussed having an adjunct faculty survey. They are also working with President Rogacs to develop an adjunct faculty survey. Discussion points include inquiry and recommendations about resources available for adjunct faculty (i.e., health, dental benefits), interest in committee work, adjunct faculty representation on shared governance committees. In near future it hopes to have communications about adjunct faculty stipend allocation based on committee work.
- F3 Classified Senate: No Report
- F4 Associated Students: No Report
- F5 Management Association: No Report

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

- G1 President's Report: L. Rogacs:  
This year, adjuncts were able to submit full-time faculty hiring requests in areas that had only adjuncts. President Rogacs thanked 1) the adjuncts who submitted requests from three different areas; 2) J. Kiotas who was present at AS-sponsored hiring request writing workshops and worked with various faculty on campus to guide them through the writing process; 3) Dr. Giugni and J. Arnwine for their presence and assistance at the workshops.

Thank you extended to Crystal Kollross, Dave Colley and the entire Institutional Effectiveness office for the assistance for gathering and processing data requests.

Lancer Pantry:

Foundation donation forms made available for monthly donations.

At the next Senate meeting, President Rogacs will bring a basket to for Lancer Pantry food donations (canned goods) to the Lancer Pantry. It will be picked up by Lancer Pantry after the Senate meeting.

ASCCC Resolutions to be voted on November 3 at the Plenary will be forwarded by President Rogacs.

President Rogacs thanked the CEC for inviting her to one of their Friday afternoon professional development workshops (they are held on one Friday each month). Over 50 attended its last meeting.

The Faculty Obligation Number means we will have a little over 20 new positions. After looking at retirements, Administration is saying somewhere in the ballpark of 50 hires this year for the combination of meeting FON, retirements, and hiring permanent faculty to fill full-time temporary positions currently held.

- G2 Vice President's Report: No report
- G3 Secretary's Report: No report
- G2 Treasurer's Report: No report

#### **H EXECUTIVE COMMITTEE RECOMMENDATIONS (Shared Governance)**

- H1. Appoint Julie Kiotas (Social Sciences) as co-chair of BRAC (Budget and Resource Allocation Committee).
- H2. Reappoint Mary-Erin Crook (ESL) to BRAC (Budget and Resource Allocation Committee).
- H3. Reappoint Susan Bower (Natural Sciences), and appoint Jon Miller (Social Sciences) and Roger Yang (Mathematics) to Professional Development Standing Committee of College Council.
- H4. Appoint Albert Shin (Social Sciences) to Distance Education Committee (sub-committee of Student Success, to replace Lauren Acker).
- H5. Appoint Marina Gonzalez (as Counseling representative) and Jeff Bajah (Business, as CTE representative) to Strategic Planning Standing Committee of College Council.

**MOTION** made and seconded by T. Stoddard and L. Hintzman approving H1-H5

**VOTE:** Approved unanimously.

#### **I EXECUTIVE COMMITTEE RECOMMENDATIONS (Academic Senate Sub-Committees)**

- I1. Approve Masood Kamandy (as VAMS representative), Daryl Taylor (as KHA representative), Michael Cranfill (as VAMS alternate), and Michael Terrill (as KHA alternate) to Curriculum and Instruction Committee
- I2. Approve Danielle Graham (Social Sciences) to Educational Policies Committee
- I3. Approve Russell Di Fiori (Natural Sciences) to Distance Education Committee
- I4. Approve Jacob Tucker (Engineering, Technology, Workforce Dev.) to Career and Technical Education Committee
- I5. Approve Daniela Hernandez (Counseling) to Scholarship Committee
- I6. Approve Christopher O'Leary (as VAMS representative), Patricia D'Orange Martin (as Counseling representative), and Sharis Amirian (as Counseling alternate) to Faculty Hiring Priorities Committee
- I7. Approve Shelagh Rose (VP Academic Senate) to chair Committee Support Committee
- I8. Approve Rhea Presiado to Committee Support Committee
- I9. Approve David Machen (as PCA representative) to Equivalency Committee
- I10. Approve Thomas Thoen as Engineering, Technology and Workforce Development Alternate for C &

**MOTION** made and seconded by T. Stoddard and E. Catanese approving I1-I10.

**VOTE:** Approved unanimously.

#### **J EXECUTIVE COMMITTEE RECOMMENDATIONS (Hiring Committees)**

- J1. Approve Myriam Altounji (Counseling) and Desiree Zuniga (Counseling) to Classified Senior Clerk in Counseling Hiring Committee.
- J2. Approve Dan Cole, Tad Carpenter, and Joshua Fleming (all from Performing and Communication Arts) to Dean of Performing and Communication Arts Hiring Committee.
- J3. Approve Matt Henes (Mathematics) and Katie Rodriguez (Natural Sciences) to RFP Screening Committee
- J4. Approve Taleen Seropian (Counseling) to Facilities, Gardener Hiring Committee

**MOTION** made and seconded by L. Hintzman and T. Stoddard.

**VOTE:** Approved unanimously.

#### **K OLD BUSINESS**

- K1. Equity "+1" Study Session: Shelagh Rose.

At its last meeting the Senate agreed they would propose to administration that equity become the "+1" issue at PCC.

VP Rose presented a history of equity at the state level and current language from PCC's equity web site. Equity gaps is a priority for the campus and for the Chancellor's office. Two goals in the Vision for Success from the Chancellor's office address closing student equity gaps. PCC has been actively involved in work on closing equity gaps. Faculty leadership is needed on this process.

#### Study Session: 10 Minutes

Senators were divided into six groups of four to review several brief handouts and develop appropriate and adequate 10+1 language to provide for administrative review of an Equity "+1."

Comments written around presented language (revisions, suggestions, additions) were collected for synthesis; the result will be presented at the next Senate meeting.

**MOTION** to extend Study Session time by two minutes made and seconded by K. Simon and E. Catanese.  
**VOTE:** Motion passes.

#### Discussion

### **L NEW BUSINESS**

L1. New Mission Statement: Presenter: Crystal Kollross

PowerPoint: Mission Statement Review PCC Fall 2018. First Read.

The Mission Statement is a Board policy and therefore subject to periodic review. This document is to be vetted by all constituency groups before coming back for Senate review.

Review of current Mission Statement.

Review of proposed Mission Statement (developed by an Ad Hoc Task Group).

Senate consensus expressed that it is time to revise the Mission Statement.

#### Comments and Suggestions

"Pasadena City College ~~strives to be~~ ~~is an~~ ~~equitable~~ [or] ~~equity-minded~~ ~~equitable~~ learning community dedicated to enriching students' ~~academic~~ personal, academics, and professional lives through comprehensive ~~array of~~ degree and certificate programs, campus engagement, and customized student support.

#### Additional Suggestions

- Move word "equitable" to the other side of "dedicated"

Senators were encouraged to obtain faculty review and feedback.

L2. AP 3251 Institutional Effectiveness: First Read Presenter: Sonya Valentine

Original AP 3251 was originally approved in 2010.

Draft presentation for Senate review and division input. To be followed by a second read and vote.

Changes include:

- Learning Assessment Coordinator to be made an official Program Review Committee position. Currently held by Melissa Anderson
- IEC Classified Analyst position to made an official Program Review Committee position. Currently held by Dr. Dave Colley (works with every program, and designs work spaces in Taskstream).
- Coordinate and oversee program review process.

### Clarification

Program Cycle: Who is doing program review at a certain time.

Program Process: What you actually include in the review.

### **M ANNOUNCEMENTS:**

M. Michelson: New newspaper called ColoradoBoulevard.net. It is very community friendly for Pasadena and serves a larger area of the San Gabriel Valley. Cost is \$2.00 / issue. They are also online. Trying to get the “newspaper back on paper”.

D. Cuatt. Graphic Arts Student Show on Saturday, October 13 at Zona Rosa Coffee Shop. Day of the Dead posters will be on sale. The coffee shop is on El Molino next to the Playhouse.

T. Melnarik: Expressed approval for appending the Senate Meeting Norms to the Agenda and hopes that continues to occur. President Rogacs indicated that it will.

K. Kottaras/V. Ivie:

Oct. 16, 12pm-1pm, Circadian: Hosting of PCC’s Writer in Residence Workshop by: Dana Johnson

Oct. 18, 12pm-2pm, Creveling: Writer in Residence Public Reading

S. Rose: Free Huntington Library Admission for one with PCC ID. Must bring a “print out” of the assignment for the One Book, One College, *Little Nation and Other Stories*. Shelagh will send out a campus-wide email with the assignment attached. Dates: Oct. 3 – Nov. 3  
(every day – Closed on Tuesdays)

M. Michelson confirmed insurance coverage a massage therapy location in Arcadia. Her insurance pays half of \$70 fee.

**ADJOURN:** **MOTION** to adjourn made and seconded by L. Hintzman and M. Henes.

**VOTE:** Approved unanimously.