

Monday, October 22, 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
Parliamentarian	Vanessa Schulz
Adjunct Faculty	Beville Constantine (PCA)
Adjunct Faculty	Erika Ruvell (VAMS)
Adjunct Faculty	Dwane Christensen (Mathematics)
Adjunct Faculty	Gayane Jerome (Counseling)
Adjunct Faculty	Samantha Manuel (CEC)
CEC	Richard Allen (Alt)
Counseling	Myriam Altounji
English	Emily Fernandez
	John Tyberg (Alt)
	Tim Melnarik
	Kathy Kottaras
Engineering	Saeed Abedzadeh
Health Sciences	Paula Vento
Kinesiology	Terry Stoddard
Languages	Loknath Persaud
	Melissa Michelson
	Manuel Sanchez (Alt)
Library	Ken Simon
Mathematics	Linda Hintzman
	Xiaodan Leng
	Lyman Chaffee
Performing and Communication Arts	Maria Fortuna Dean
Performing and Communication Arts	Eric Larson
Social Sciences	Jennifer Fiebig
	Bucky Bhadha
	Julie Kiotas
Visual, Media & Performing Arts	Dave Cuatt

Kris Pilon (Alt)

Absent

Business	Earlie Douglas
	Dave Evans
CEC	Rhonda Williams
Counseling	James Aragon
DSPS	Rosemary Scott
English	Kathy Kottaras
Health Sciences	Blanca Rodriguez
Natural Sciences	Erika Catanese
	Peter Castro
	Russ Di Fiori
Social Sciences	Kaitzer Puglia
Visual, Media & Performing Arts	Rod Foster

Guests

Assistant Supt/VP	Dr. Terry Giugni
VP, Student Services	Dr. Cynthia Olivo
Director Institutional Effectiveness	Crystal Kollross
Classified	Nicholas M. Valsamides
Associated Students	Sana Padival
Courier	Photographer/Writers

A **CALL TO ORDER:** The meeting was called to order at 3:07 pm.

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

C **PUBLIC COMMENT:** None

D **September 08, 2018 SENATE BOARD & RETREAT MINUTES**

MOTION to approve 0908018 Minutes made and seconded by L. Persaud and L. Hintzman.

VOTE: Approved by majority. Abstain: B. Bhadha

MOTION made and seconded by L. Persaud and B. Constantine Item J3 up on the agenda and move the other items down.

VOTE: Motion approved by majority. Abstain: L. Hintzman, M. Henes

J3 replaces F; F becomes G; G becomes H; H becomes I; I becomes J; J becomes K; K becomes L and Adjournment becomes K

E **CONSTITUENCY REPORTS:**

E1 PCCFA Report: M. Whitworth: Attended CCCI (California Community College Independent organizations) conference this last weekend and learned a lot about the new funding formula, AB705, etc.

Tuesday, Oct. 22: 12PM: PCCFA General Meeting. Lunch will be provided.

F2 Adjunct Faculty: Committee Chair: B. Constantine. Attended an informational adjunct faculty meeting by hosted by PCCFA. In process of getting having an adjunct faculty survey prepared and sent out.

- F3 Classified Senate: Senator N. Valsamides
Recently approved AP 7160 for Professional Development.
Members of Classified PD subcommittee will be working to streamline Classified Senate applications.
Oct. 31 Fall Classified Halloween and General Meeting. PCC Pantry donations will be accepted.
Time: 11:30AM-1PM in Creveling Lounge
- F4 Associated Students: Sana Padival
This weekend Associated Student representatives attended a CA Community College Student Association, Professional Leadership retreat. Associated Students are working on having their voices heard out there in connection between students and professors.
October 31: CDC Trick or Treat event.
- F5 Management Association: No Report.

F New Item F moved up on agenda from "J3": Division Chair Procedure: Lynora Rogacs
Handout of Eligibility and Selection Process; 4.1-4.8: Current concern is what happens to chairs because of inability for the administration and the PCCFA to come to a resolution. The talks have deteriorated with administration removing the chair selection procedure from the negotiating table and support this process happening via a hiring committee.

PCCFA President M. Whitworth notified President Rogacs about this concern.
President Rogacs is asking for direction from the Senate to present to the PCCFA in terms of how to proceed.

President Rogacs discussed with Dr. Vurdien and Dr. Giugni several options for hiring/selection division lead/coordinators to have more faculty representation. Administration expressed interest in having a system whereby two managers and three faculty would elect division leads. One faculty would be elected by division, one would be chosen by the dean and together these two faculty members would choose a faculty member from "outside the division" to serve as the third faculty member. PCCFA is looking for direction from the Senate on how to proceed or to proceed at all.

M. Whitworth: At a CAPM meeting last spring, administration indicated it did not want to have elected Chairs, but the Academic Senate did. He stated the Senate "approved" the Eligibility and Selection process. For clarity, President Rogacs stated Senate's motion was to "support" and not approve the proposed Eligibility and Selection process, as the Senate does not have the authority to approve the process. PCCFA wants administration to explain why they are rejecting the proposed process of having chairs elected by the faculty.

MOTION 1: made and seconded by L. Chaffee and M. Michelson for Drs. Vurdien and Giugni to speak to the Senate about why they are not happy with the Senate's proposal submitted last fall.

Discussion

- Suggestion to have adjunct faculty included in chair/lead selection process. President Rogacs ruled this suggestion off-topic from the motion.
- There should be Senate discussion before an administrative presentation.
- There appears to be a trust issue between administration and faculty.

- The Senate's document of support should not be changed. It would be reasonable for administration to explain their position.
- A detailed counter-document should be prepared.
- Current Division lead process requires two managers and two faculty.
- Suggestion to have a presentation with both administrators present and a presentation format.
- Since the Senate cannot direct the admin to appear, suggestion received to provide PCCFA something to negotiate
- A formal counter proposal has not been made.
- Request administration to explain its rejection of the Senate's proposal.

VOTE ON MOTION 1: MOTION approved: YES: Majority. Abstain: 1: B. Constantine

MOTION 2: made and seconded by B. Constantine and D. Christensen for Senate to consider in future discussion, to include adjunct faculty as part of the decision making process.

Discussion: Suggestion received to have the additional hiring committee faculty member to be an adjunct faculty member voted on from the adjunct pool.

FRIENDLY AMENDMENT by President Rogacs and accepted by B. Constantine:

for the MOTION to be modified to read: "having an adjunct faculty serve as the third faculty member on a hiring committee" if this is the process.

NEW MOTION to read: If the faculty hiring committee process goes through instead of the election process, the third faculty member would be an adjunct faculty member.

Concern: Adjunct faculty would not have "protection" in this process.

MOTION to extend discussion by five minutes made and seconded by M. Henes and L. Chaffee.

VOTE: Approved unanimously.

VOTE ON MOTION 2: Motion failed:

No: Majority Abstain: M. Michelson, R. Allen, E. Fernandez, J. Tyberg and G. Jerome.

MOTION made and seconded by J. Fiebig and M. Henes for motion to read:

When Dr. Giugni and Dr. Vurdien are invited to also request they bring with them a paper version of an alternative proposal for choosing the division chairs.

FRIENDLY AMENDMENT received and accepted from M. Michelson:

For Dr. Giugni and Dr. Vurdien would be writing specifically to Section 4 of the proposal.

NEW MOTION: When Dr. Giugni and Dr. Vurdien are invited to present they are also requested to bring in a paper copy of what they are proposing for the new Section 4 of the chair document.

Discussion

T. Melnarik noted unilateral rejection is not negotiation and supports the Senate standing by its current document.

VOTE on MOTION: motion passes. Aye: Majority. Abstain: T. Stoddard and B. Constantine.

- G1 President's Report: President Rogacs and Vice President Rose attended the Center for Urban Education (CUE) conference. There was a good discussion on equity and a lot was learned about what other campuses are doing in terms of their equity efforts.

President Rogacs will attend the ASCCC Fall Plenary on November 3 to vote. Resolutions were sent out to the Senators along with a comment card for questions and input on how to vote. If not yet submitted, the cards may be printed out and delivered to the Academic Senate office.

President Rogacs apologized for any confusion created by a recently sent email that was not from the elected Senate Executive Committee and was sent out by a group entitled "2018-2019 Senate". President Rogacs is the official senate communicator to send out official Senate correspondence to the Senators. The only other person the Senate will receive communication from is Judy Benson on L. Rogacs' behalf. Other emails would not be "official Senate emails".

- G2 Vice President's Report: No Report

- G3 Secretary's Report: No Report.

- G4 Treasurer's Report: No Report.

H EXECUTIVE COMMITTEE RECOMMENDATIONS (Shared Governance)

- H1 Reappoint David Evans (Business) and Danielle Rapue (Library) to District Technology Standing Committee (College Council subcommittee)

- H2 Reappoint Masood Kamandy (VAMS) as co-chair of District Technology Standing Committee (College Council subcommittee)

- H3 Appoint Shelagh Rose (ESL) to Accreditation Standing Committee (College Council subcommittee)

MOTION approving G1-G3 made and seconded by L. Hintzman / M. Henes.

VOTE on Motion: Approved unanimously.

I EXECUTIVE COMMITTEE RECOMMENDATIONS (Academic Senate Sub-Committees)

- I1. Approve Maria Pehlivanova (ESL/Languages) to Rank Advancement Committee

- I2. Approve Julie Kiotas (as Social Sciences alternate), Vanitha Swaminathan (as English representative), and Kirsten Ogden (as English alternate) to Curriculum and Instruction Committee

- I3. Approve Yolanda McKay (VAMS) to Equivalency Committee

- I4. Approve Richard Allen (Cosmetology) to Adjunct Issues Committee

MOTION approving I1-I3 made and seconded by L. Hintzman and M. Altounji.

VOTE: Approved unanimously.

J OLD BUSINESS

- J1. Equity "+1" Study Session, facilitated by Shelagh Rose (10 minutes)

The Senate has had two sessions working on +1 language. Proposed +1 language:

Faculty decision making and leadership in continuing efforts to close equity gaps for disproportionately impacted students

Changes from previous version: "Investment" replaced with "decision making" and addition of "in continuing effort" acknowledging that our campus is focused on closing equity gaps for disproportionately impacted students since 2014.

Handout: Language from the Center for Urban Education, University of Southern California.

Title: What is Equity-Mindedness

This document to be used as a “lens to look at proposed language we currently have and suggest any final recommendations or changes before Senate approval and take it to administration in order to be negotiated as our +1.” PCC’s equity web page provides additional background information.

MOTION made and seconded by M. Michelson and L. Chaffee to add in wording from last study session the wording “...disproportionately impacted students and faculty.”

Study Groups were formed for review and input.

MOTION to extend discussion by 10 min made and seconded by T. Stoddard and Ken Simon

VOTE: Motion passes: No: D. Cuatt, J. Kiotas, J. Fiebig and E. Fernandez

Input: Equity +1: Faculty decision making and leadership in continuing efforts to close equity gaps for disproportionately impacted students.

- Hiring of more diverse faculty could reduce the equity gap.
- The California ASCCC includes faculty and students in equation of equity.
- To add wording “and faculty” at end of the +1 statement.
- Adding “and faculty” could take focus off of students and refocuses on faculty.

CURRENT MOTION: Add “and faculty” onto the end of +1 language.

VOTE: Motion Fails: No. Majority. In Favor: 7 Abstain: L. Chaffee, V. Jaramillo, E. Fernandez.

MOTION made and seconded by K. Simon and T. Stoddard to change language to read:

Faculty decision making and leadership in efforts to develop standards, policies, and practices to close equity gaps for disproportionately impacted students.

MOTION to extend discussion made and seconded by L. Hintzman and T. Stoddard by five minutes.

VOTE: Unanimously approved.

FRIENDLY AMENDMENT by T. Stoddard accepted to add “continuing” back in accepted.

FRIENDLY AMENDMENT by L. Chaffee accepted to remove “practices”

FRIENDLY AMENDMENT by T. Stoddard accepted to revise to read:

Faculty decision making and leadership in continuing efforts to develop standards, processes and policies to close equity gaps for disproportionately impacted students.

- Not accepted: Suggestion to add wording “...disproportionately impacted student **groups.**”
- S. Padival. 10+1 already has student preparation and success standards and policies.

VOTE on MOTION with final definition (revision 5): Motion passed.

Aye: Majority Abstain: B. Constantine and L. Chaffee. To be presented at next CAPM meeting.

J2. New Mission Statement: 2nd read: Crystal Kollross

Power Point: 7 versions presented from input received at last meeting.

MOTION made and seconded by M. Henes and D. Christensen approving Version #7:
Pasadena City College is an equity-minded learning community dedicated to enriching students' academic, personal, and professional lives through a comprehensive array of degree and certificate programs, campus engagement, and customized student support.

MOTION to extend discussion 5 minutes made and seconded by K. Pilon and T. Stoddard.

VOTE: Approved unanimously.

FRIENDLY AMENDMENT from E. Fernandez accepted to remove "comprehensive". It is redundant.

FRIENDLY AMENDMENT from K. Pilon rejected to revise to "array of comprehensive degrees".

VOTE on MOTION in support of Version 7 minus the word "comprehensive". Motion passed by majority vote: Abstain. S. Abedzadeh.

J3. AP 3251 Institutional Effectiveness. Sonya Valentine

MOTION made and seconded by L. Hintzman and T. Stoddard to approve the revised AP 3251.

VOTE: Approved unanimously.

J NEW BUSINESS

J1 Faculty list and procedure for campus-wide hiring committees.

Handout: Academic Senate Selection Process for Faculty to Serve on Campus Wide Administrative and Classified Hiring Committees (Approved 2.22.16).

Suggestions

- President Rogacs offered to forward EEO training time suggestions to HR
- The problem is with lack of faculty response to serve on hiring committees.
- VP Rose went over past difficulties in requesting and securing faculty volunteers; many committees have moved forward with zero faculty voice.
- Perhaps the Senate could work with HR who has a repository on who is EEO trained and to work on creating a database on who has and hasn't served, and send out EEO training reminders.
- VP Rose could possibly be approved to email everyone who is EEO trained.

MOTION to extend discussion five minutes made and seconded by K. Pilon and B. Constantine.

VOTE: Unanimously approved.

- Suggestion received to have VP Rose contact Senators who would then contact their area faculty when hiring committees need faculty representation.
- The tracking of whether faculty are fulfilling their obligation of 5.5 per week hours of shared governance and professional learning would be a dean concern.
- Surprising that adjunct faculty cannot serve on hiring committees but there are many full-time faculty not involved in community work.
- Recommendation for VP Rose to notify departments which faculty are serving in hiring committee pool.

MOTION to extend discussion for two minutes made and seconded by M. Michelson and D. Cuatt.

VOTE: Motion passes. No. M. Henes, J. Fiebig, L. Hintzman.

VP Rose was waiting for this conversation as guide to use the same process or come up with something more effective.

Discussion to be continued at next meeting.

- K2 Committee Reclassification, Change of Charge, Dissolution
- a) Archive Events Committee (Shelagh Rose)
Historically had a breakfast committee charged with planning academic senate and awards banquet.

MOTION to approve K2 a made and seconded by M. Henes and D. Cuatt

VOTE: Motion approved.

- b) Dissolve Ad Hoc Academic Honors Distinction Committee (Lynora Rogacs)
This was an ad hoc committee.

MOTION to approve K2 b made and seconded by M. Henes and L. Hintzman.

VOTE: Motion approved.

- c) Reclassify Ad Hoc Hiring Issues Committee:
Handout: Definitions of Committees

Melissa Michelson: This Committee was started as an Ad Hoc Committee in 2014. M. Michelson supports continuance of its work. Has prepared a Senate-approved Faculty Guide to Hiring Committees. As a result of changing procedures and processes the Guide would need updating. This Committee provides a venue to receive faculty concerns which can be brought to the Senate and/or Shared Governance Committee for advice.

MOTION made and seconded by M. Michelson and K. Pilon to make the Hiring Issues Committee a standing committee and not an Ad Hoc committee.

Discussion

Collaboration would be determined as needed.

A Senate committee operates at the direction of the Senate.

Having one duty would make it Ad Hoc.

The Committee's mission was read by M. Michelson.

The committee's mission statement should provide clarity regarding the role of the committee in regards to create and update the hiring committee guide on an annual basis.

A committee charge will need to be approved.

MOTION TABLED until next Senate meeting made and seconded by M. Henes and S. Rose **VOTE:** Approved.

- d) Change Charge of Distance Education Committee: Krista Goguen
There are two DE Committees: a shared governance DE Committee co-chaired by M. House and L. Tirapelle and the Academic Senate Faculty DE Committee which is starting up again. Presentation: Original mission states the committee should develop policies and promote practices that contribute to the quality and growth of DE. Committee recommendations would be reviewed and recommended to the Senate: Example: change "develop" to "recommend" and remove "growth".

Handout Review: Current and revised DE Mission statements

Faculty DE Committee Goals for 2018/19

Proposed mission statement: The mission of the Faculty Distance Education (FDEC) Committee is to recommend policies and practices that support faculty teaching online and contribute to distance education course quality and student success at Pasadena City

College. The committee serves as the Academic Senate's primary recommending body on academic and professional matters regarding distance education and online learning.

The committee encourages representation from every area and could use representative from Business, Engineering & Technology; Math and Computer Science and Health Sciences.

MOTION made and seconded by K. Pilon and M. Michelson to approve the newly requested Committee charge. **VOTE:** Approved unanimously.

e) Discussion of Ad Hoc Reassigned Time Committee: Kris Pilon

Reference to past Senate minutes

Original charge only referred to the creation of a policy for how reassign time positions are advertised and hired.

List of five items actively discussed by the Committee which could be included in the change.

Partially completed an operation procedure for hiring Ad Hoc and terminal reassign time positions

Not Covered: Reassign time job terms, re-selection, job descriptions or evaluations.

Request for this to be a Senate Committee because reassign time affects student access to faculty. A Senate perspective and strategy should be developed. Two-three areas in 10+1 included where reassign time affects faculty role in the college.

MOTION made and seconded by M Henes and S. Rose to direct Senator Pilon to remove all from the group associated with the email sent out Sunday evening. Such an email was a violation of the Brown Act.

Discussion:

M. Henes: A group email was related to the Senate Reassign Time Committee and was sent outside the Academic Senate body and was a Brown Act violation.

K. Pilon: this is public information that was important to review in considering whether or not to have a Reassigned Time Committee.

L. Rogacs: Read the Brown Act legal interpretation which applies to any type of discussion or communication to disseminate information within the subject matter jurisdiction of the body. Brown Act allows the Senate to agree upon a method by which information is distributed. There was concern that dissemination of certain information could cause one to vote in certain ways on a Senate matter.

K. Pilon said she will dis-assemble the email group she created Sunday evening in an attempt to get information to people before today's meeting.

MOTION WITHDRAWN: M. Henes said he would withdraw his motion based on the agreement that K. Pilon will not send out any more communication on this matter.

Parliamentarian: There should be no communication outside of Senate meeting because it can sway a vote.

MOTION to maintain the Reassign Time Committee as a Senate Standing Committee made and seconded by M. Michelson (no second).

J. Kiotas: We should have a discussion about whether we need this committee and what its charge would be. Are we having the same problems in 2018 that we had in 2013?

MOTION TO TABLE DISCUSSION until the next meeting to allow to time to think about possible the charge for this committee made and seconded by T. Stoddard and V. Jaramillo
D. Cuatt: The handout provides five bullet points that could be used for a committee charge.
MOTION to extend discussion five minutes made and seconded by D. Cuatt and B. Constantine.

VOTE: **Aye:** Majority **No:** E. Larson, S. Rose, V. Jaramillo **Abstain:** No

VOTE MOTION TO TABLE: Approved by majority. No. D. Cuatt, K. Pilon. Abstain: B. Constantine.

K ANNOUNCEMENTS:

D. Cuatt: November 2: Student Dia De Los Muertos art presentation at Soto Graphics on First Street in Los Angeles.
Displayed the art of a student who won a national prize of having his poster art on the cover of the world famous first issue of Action Comics

ADJOURN: **MOTION** to adjourn made and seconded by M. Henes/L. Chaffee.
VOTE: Approved unanimously.