

Monday, November 5, 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	Richard Allen (CEC)
Business	Earlie Douglas
CEC	Richard Allen
CEC	Rhonda Williams
Counseling	James Aragon
	Myriam Altounji (Alt)
English	Emily Fernandez
	Tim Melnarik
	Kathy Kottaras
Engineering	Saeed Abedzadeh
Health Sciences	Blanca Rodriguez
Kinesiology	Terry Stoddard
Languages	Loknath Persaud
	Melissa Michelson
Library	Ken Simon
Mathematics	Linda Hintzman
	Xiaodan Leng
	Lyman Chaffee
Performing and Communication Arts	Maria Fortuna Dean
	Eric Larson
Social Sciences	Jennifer Fiebig

Bucky Bhadha
Julie Kiotas
Kaitzer Puglia

Visual, Media & Performing Arts

Dave Cuatt
Kris Pilon (Alt)

Absent

DSPS

Health Sciences

Natural Sciences

Rosemary Scott
Paula Vento
Erika Catanese
Peter Castro
Russ Di Fiori
Rod Foster

Visual, Media & Performing Arts

Guests

VP, Student Services

Classified

PCCFA

Courier

Dr. Cynthia Olivo
Audrey Joseph
Mark Whitworth
Photographer/Writers

A CALL TO ORDER: The meeting was called to order at 3:06 pm.

B PLEDGE OF ALLEGIANCE led by Terry Stoddard

C PUBLIC COMMENT: None

D October 22 2018 SENATE BOARD MINUTES

MOTION to approve 102218 Minutes made and seconded by M. Henes and T. Stoddard.

VOTE: Approved unanimously.

E CONSTITUENCY REPORTS:

E1 PCCFA Report: M. Whitworth:

November 8: General meeting in Circadian

Guest: Evan Hawkins, Exec. Dir of Faculty Association of Community Colleges

Lunch will be provided.

E2 Adjunct Faculty: Committee Chair: B. Constantine.

Informal meeting held this date. No quorum. Held informal discussion regarding the Adjunct

Faculty Survey. Anticipated future recommendation to change wording of adjunct/part-time to non-tenure track faculty in all campus documents.

E3 Classified Senate: Audrey Joseph:

103118: Classified Fall General Meeting and Costume Contest. Thank You extended to the faculty / manager costume judges. A. Joseph and five other classified senators will be attending the 2018 Annual CTLT Convention next week along with other state-wide classified representatives. An "Open House" of the newly remodeled Classified Senate Office will be announced soon.

- President Rogacs congratulated Liz Wood on her “amazing costume”!
- E4 Associated Students: No report.
- E5 Management Association: No report.

F. ACADEMIC SENATE OFFICER’S REPORTS

F1 President Rogacs

Attended ASCCC Plenary this weekend. All the resolutions passed and will be posted to the Senate’s website once they are “perfected” by the ASCCC.

Faculty Hiring and Priorities Committee: Met last Thursday morning. This group prioritized the faculty requests. Their next meeting is with administration, November 7, to reconcile the faculty prioritization list with the administration list followed by a final list which will be sent to HR, and division faculty will be notified, hopefully by early next week, of new hires in their areas. A “huge” Thank You was extended to adjunct faculty who submitted requests. J. Kiotas was thanked for assisting faculty in perfecting their requests.

Presidential Search Update:

S. Rose and C. West were thanked for their focus on efforts in this multi-stage process. Five members from each constituency group participated in application screening and first level interview questions. Three members from each constituency group were participants in first-level interviews. The candidates were forwarded to the Board for second-level interviews. Following the Board decision, there will be a presentation of the finalists in a forum in late November or early December.

Vice-President: No report

Secretary: No Report

Treasurer: V. Jaramillo: Senate Treasury Power Point Update overview of Senate Bank Balances, expenses and donations from 111317 through 110218. Most funding is from employee contributions. A link to this presentation is available on the Senate’s web site.

G EXECUTIVE COMMITTEE RECOMMENDATIONS (Shared Governance Subcommittees)

1. Appoint Anthony Francoso (Social Sciences) to Commencement Speaker Committee.
2. Appoint Lauren Acker (Social Sciences) to Bookstore Advisory Committee.

MOTION approving G1-G2 made and seconded by K. Puglia and X. Leng.

Discussion

The appointment requests were submitted by R. Cobb, Dean of Student Life.

VOTE on Motion: Approved unanimously.

H EXECUTIVE COMMITTEE RECOMMENDATIONS (Academic Senate Subcommittees)

- H1 Approve Wendy Lucko (CTE representative) and Dan Raddon (BET representative) to the Faculty Hiring Priorities Committee.

MOTION approving H1 made and seconded T. Stoddard/E. Douglas.

VOTE on Motion: Approved unanimously.

I OLD BUSINESS

1. Chair Procedure Discussion

On October 22, 2018, Senate Board approved a motion for the Senate to request Drs. Vurdien and Giugni to speak to the Senate about why they are not happy with the Senate's proposal submitted last fall. One response was received by President Rogacs. Dr. Giugni said he would not negotiate in public.

Discussion:

The Senate's request was for clarification -- not negotiation. Administration previously brought this matter before the Senate. It was not negotiating or presented to those who would negotiate with.

MOTION 1 made and seconded by J. Kiotas and M. Michelson to ask the negotiating team to go back to the table and ask for a counter proposal.

Discussion

Would it be possible to have divisions choose among themselves how they would do this?

The Senate should vote on this matter.

For flexibility it would be appropriate to have items such as job descriptions, reassign time formula negotiated and have the selection procedure left to the various divisions.

MOTION 1 WITHDRAWN

MOTION 2 made and seconded by K. Pilon and D. Cuatt to resend the Senate's election procedure back to administration.

Discussion

- Math division favors an application and interview process.
- Natural Sciences supports a faculty vote on this process.
- Senate President received no direction other than from the FA saying "they're not comfortable negotiating a process the Senate hasn't processed and vetted."
- FA comment: The main point at this time is the selection process.
- Adjunct faculty feel they are being left out of the process.
- Without mutual agreement (between Senate and the District) the status quo is kept in place. Current Status Quo from 2014-15: there are two managers, one within the division of the discipline, the other an outside manager, and two faculty on hiring committees for reassign time positions.
- The process of choosing faculty to serve on the hiring committees was not uniform.
- Suggested the Senate and FA talk to administration followed by an update.

FRIENDLY AMENDMENT made by M. Michelson to resend the Senate's election procedure back to administration for further discussion of the selection process with the Senate and FA

Discussion

K. Pilon favors moving forward with what has been decided on by the Senate.

MOTION 2 CLARIFICATION WITH FRIENDLY AMENDMENT

To authorize the leadership of the FA and the Academic Senate Executive Committee to re-present to Administration the selection procedure voted on by the Senate last year.

Discussion

Re: The threat of Associate Deans: Cost is prohibitive – it's not going to happen.

Some compromise is needed.

Dr. Vurdien is authorizing Dr. Giugni to handle this matter. President Rogacs will have a one-on-one discussion with Dr. Vurdien later.

The FA negotiates with the District, not other parties. Administration rejected the Senate's proposal through FA. It's up to the administration to respond.

CALL THE QUESTION: M. Michelson

MOTION2 CLARIFIED:

Kris Pilon moved to resend the previous approval to the FA along with a Friendly Amendment to include discussions with the Senate Executive Committee.

Discussion

FA needs direction on what the Senate desires it to do.

VOTE ON MOTION TO CALL THE QUESTION: MOTION FAILS: AYE 16 NO: 18

Discussion

Need to figure out what administration's financial concern is.

Other community college models have been looked at.

Without a decision on this matter, the coordinators do not have job descriptions. Going back with the same thing is not making progress.

MOTION to extend discussion five minutes made and seconded by V. Jaramillo and B. Constantine

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

Discussion:

FRIENDLY AMENDMENT: K. Kottaras

to write a letter to administration stating the Senate continues to support the procedure it voted to support on last year.

FA would need guidance on what the letter is to say.

Accepted by K. Pilon

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

VOTE: AYE: Majority No: M. Henes

MOTION 2 ON FLOOR:

To direct the Senate to approach the FA about writing a joint letter that expresses the desire for the procedure that the Senate voted on last year to be the procedure the administration goes with in the selection of the chairs.

Discussion

L. Chaffee would like to consider receiving input from his division faculty.

Note that administration is exhibiting a lack of trust towards faculty.

The letter should reflect on areas of collegiality, mutual respect and professionalism and protecting the people who are now affected by this area of concern.

VOTE ON MOTION 2 that the Senate Executive Committee approach the FA to write a joint letter to the administration expressing support for the previous model, including issues such as trust, collegiality, protection of people currently serving in these positions.

AYE: Passed by majority vote. Abstain: R. Allen and L. Chaffee

2. Faculty Hiring Volunteer Procedure: S. Rose

The non-faculty campus-wide hiring process was presented at the last Senate meeting.

Handout: Process last passed in February 2016.

Power-Point: Suggested revisions provided which included calling upon Senators for faculty recruitment

The Senate VP could be reached out to for date EEO information to avoid having to contact HR.

This list would provide a list for a much larger pool to draw upon. If there are no available faculty volunteers the Senate VP would be given to email all faculty at-large who aren't EEO trained.

President Rogacs has expressed to new VP of HR the need for on-line EEO training.

Names presented to the Senate for Hiring Committee approval are part of public information.

Faculty should be informed of what the hiring process commitment involves.

The Ad Hoc Hiring Issues Committee to inform faculty in its pending revised guide.

Faculty might be more interested in serving through more positive communication and incentives.

Faculty are not required to report on their 5.5 shared governance hours.

Proposal:

- Senators recruit faculty from their divisions to serve on committees (at least 1 for every 10 faculty)
- VP Academic Senate keeps updated list of EEO trained faculty and checks names provided
- If faculty on the list do not respond, VP Academic Senate may email all EEO trained faculty to serve

MOTION made and seconded by M. Michelson and T. Stoddard to adopt the proposed revisions into the proposed procedure.

VOTE: Passed unanimously.

3. Reassigned Time Committee Charge and Reclassification: Kris Pilon

Handout provided: Request for the following charge for the Senate Reassigned Time Committee.

Six tenants are being proposed as the new charge of the committee and would change this from an Ad Hoc committee to an Academic Senate Standing Committee

MOTION made and seconded by D. Cuatt and E. Ruvell approving agenda Item I3.

Discussion

Not all charges fall under 10+1 and some fall under the purview of the FA.

Request for the Committee Chair to return concerns about assignment and compensation to the Committee and bring back to the Senate a new proposed charge.

This committee would be able to review and discuss reassigned time topics, receive input from faculty and provide follow-up reports to the Senate.

MOTION to extend five minutes made and seconded by B Constantine and T. Stoddard.

VOTE: Approved unanimously.

Discussion pertaining to chairs would be negotiated process.

Current committee membership: Marjorie Smith; Kathy Green; Mary Erin Crook and Kris Pilon.

MOTION to extend discussion by five made and seconded by B. Constantine and D. Cuatt.

VOTE: Passed by majority vote: Abstain: M. Henes.

M. Henes expressed concern with comparing job duties to existing job description, and there being

oversight regarding reassign time and job descriptions.

FRIENDLY AMENDMENT made by M. Henes and accepted by D. Cuatt to remove bullet points 3 and 4 and numbered item 6).

Discussion

This Committee will acquire information on reassign time information such as how reassign time is offered, structured, what it means to the college, cost to college, and access and report back to the Senate.

CLARIFICATION: To approve Agenda Item I3 with acceptance of the Friendly Amendment and to change the committee classification from an Ad Hoc to a Standing Committee.

Revised Committee Charge:

- To classify reassigned time positions identified as institutional, elected, ad hoc/terminal, and outside grants
- To address how positions will be offered and filled in the future
- To address how RT might affect student success/equity re: student access to personal attention; FT faculty offerings made each year
- To review annually the Operational Procedure for hiring ad hoc/terminal reassigned time positions.
- Review and recommend whether Reassigned Time positions should
 - 1) have a duration,
 - 2) have a Needs Assessment report from a Manager,
 - 3) be approved by Senate and College presidents,
 - 4) have a Job Description,
 - 5) include an evaluation of work completed and impact on college operations,

VOTE on motion: Motion passes: Aye: 15 No: 7

J NEW BUSINESS

J1. Approve AP 3050 Professional Ethics of Faculty: First Read -- Carol Curtis

The Statement of Professional Ethics was developed and added after the accreditation visit. The language has been cleaned up to include some procedural and linguistic changes. The preamble section is where the font is larger. The Senate approved the bullet points in 2015-16. There are no changes that would specifically affect adjunct faculty; the AP applies to all faculty. This document is to be taken back to the various divisions and will be voted on at the next meeting.

J2. Approve Homeless Student Backpack Program Food Card Purchase: Julie Kiotas

Senate request for a donation of twenty, \$20 gift cards for the Backpack Program organized by some Social Sciences and other campus faculty. The backpacks are stuffed with basic school supplies, toiletries and food cards that are given to students noticeably in need or have approached a faculty member requesting assistance. Several years ago the Senate purchased \$20 food cards for this program.

Few students respond to an invitation for help. Backpack referral locations include Social Sciences, Counseling, and the Library. Backpacks are delivered to the point of contact (to a professor or someone in the Library or Student Services). Twenty to forty backpacks are prepared and issued per semester. Money or backpack supplies are welcomed.

MOTION made and seconded by K. Pilon and B. Bhadha approving a Senate donation for \$20 gift cards of \$20.00 each for the Back Pack Program.

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

VOTE: Unanimously approved.

Discussion

Notify faculty who might like to donate a \$20 gift card which could be sent to the Senate office.

Need for a centralized support system identifying coordination of efforts with other campus programs and needs assessments. There is a need for more backpacks and coordination with our campus social worker.

Here To Help literature is provided in the backpacks.

Student Equity Funds are used to purchase backpacks from the bookstore.

Richard Allen (CEC) has created a "Free Hair Cut" certificate that he will be taking to Lancer Pantry and inquired about providing certificates for the backpack. Lynora said certificates provided for both the Lancer Pantry and Back Pack program would be appreciated.

The Senate would like to have the opportunity to revisit this discussion in the future to continue to meet students' needs.

VOTE on motion authorizing the Senate to purchase twenty food cards at \$20 each was unanimously approved.

3. Initial Early Draft of Adjunct Needs Assessment (Information Item)

Handout: Draft Adjunct Needs Survey

The survey will likely be issued the Monday of Thanksgiving week to adjunct faculty and those who worked in spring 2018 and no longer work at PCC. It will assist with providing a better understanding of who the adjunct population actually is, what their needs are, and why adjunct faculty leave.

Discussion

The spirit of the survey is not about compensation but to figure out the characteristics and needs of the population in areas such as social, resources, counseling, career, professional development and modality areas.

MOTION to extend discussion five minutes made and seconded by K. Pilon and E. Ruvell.

VOTE: Unanimously approved.

This survey will assist with identifying whether adjuncts want to attend or have been informed about or feel welcomed to attend institutional activities.

Expressed interests in stipends would be forwarded to FA.

How to proceed with the Survey information will be determined once the information is received through discussion with the Adjunct Faculty Issues Committee, the Senate Executive Committee and CAPM.

This early draft was developed by Crystal Kollross following a consultative meeting with President Rogacs and Dr. Jason Robinson. Survey questions were submitted from Adjunct Faculty Issues

Committee chair, B. Constantine, information from previously administered surveys and other school information.

4. Approve Shelagh Rose to Call a meeting of the CTE Committee.

The Committee chair quit this position. Because only chairs can call a meeting, a motion approving Shelagh Rose to call a meeting is requested.

MOTION made and seconded by M. Henes and T. Stoddard approving Agenda Item J4.

VOTE: Unanimously approved.

K ANNOUNCEMENTS

Tuesday November 13 & Thursday, November 15 12PM-1PM: Eighth Annual Pathways Student Conference. Volunteer judges needed to assist with judging 1200-1300 first-semester student research projects each day. Shelagh will have Judy send out a Sign-Up form through Google.

D. Cuatt: Reminder of Mid-Term Election November 6.

L ADJOURN: Motion to adjourn made by L. Hintzman. Unanimously approved.