

**Monday, March 11, 2019**  
**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	Richard Allen (CEC)
Adjunct Faculty	Dwane Christensen (Math)
Counseling	Myriam Altounji (Alt)
DSPS	Rosemary Scott
English	Emily Fernandez Tim Melnarik
Engineering	Saeed Abedzadeh
Languages	Melissa Michelson Loknath Persaud
Library	Ken Simon
Mathematics	Linda Hintzman Xiaodan Leng Lyman Chaffee
Natural Sciences	Susan Bower Bryan Wilbur
Social Sciences	Bucky Bhadha
Social Sciences	Jennifer Fiebig
Visual, Media & Performing Arts	Dave Cuatt Kris Pilon (Alt)
<b>Absent</b>	
Adjunct Faculty	Gayane Jerome
Business, Engineering, Technology	Earlie Douglas
Saeed Abedzadeh	
CEC	Rhonda Williams

Counseling	James Aragon
English	Kathy Kotaras
Health Sciences	Blanca Rodriguez
Health Sciences	Paula Vento
Kinesiology	Terry Stoddard
Mathematics	Lyman Chaffee
Natural Sciences	Hector Agredano
Performing and Communication Arts	Maria Fortuna Dean
	Eric Larson
Social Sciences	Kaitzer Puglia
Visual, Media & Performing Arts	Rod Foster

#### **Guests**

Dean, Institutional Effectiveness	Crystal Kollross
Director, International Students	Olivia C. Loo
Classified Senate/President	Denise Albright
Courier	Photographer/Writers

CALL TO ORDER: The meeting was called to order at 3:01 pm.

**B. PLEDGE OF ALLEGIANCE** led by D. Christenson.

#### **C. PUBLIC COMMENT:**

Roger Marheine: Faculty Association Union leadership member expressed FA concern with denial of tenure for three third or fourth-year tenure track faculty within the past twelve months.

Melissa Michelson read a written statement expressing a number concerns on behalf of English faculty. Comments included the dynamics of changing the scope and name of the nine-year ESL Center without faculty input or receipt of learning or success data that would better address the current needs of PCC's student community. It was suggested that English curriculum revisions would benefit best by having a unit increase from four to five as opposed to adding an administration-recommended lab component.

D Approval of February 25, 2019 Senate Board Minutes

**MOTION** to approve the minutes were made and seconded by S. Bower and L. Hintzman.

Discussion: There was no action or minutes taken at the Senate Retreat. President Rogacs can send out the notes sent to her by Secretary Henes. Article 5 of the Bylaws will be reviewed at the next Senate meeting.

**Public Comment Correction:** May 1 (not July 1<sup>st</sup>) is the correct application deadline for the Stanford community College Faculty Fellowship application. **FRIENDLY AMENDMENT** to S. Bower's motion to approve the 022519 Minutes made by B. Bhadha. Amendment accepted by S. Bower.

**VOTE on MOTION:** Approved unanimously.

E CONSTITUENCY REPORTS:

E1 PCCFA: D. Cuatt said there will be an FA presentation on Flex Day. There is an adjunct-oriented meeting on Friday, March 15<sup>th</sup>, 1pm-3pm specifically about STRS.

- E2 Adjunct Faculty: B. Constantine announced there was an Adjunct Faculty Issues Committee meeting this date. Faculty Survey Results review and input is being received on how to improve the PCC adjunct faculty experience; faculty hiring and rehiring process; bringing Food Service concerns to the Senate under 10+1; and for Professional Development to take Adjunct Faculty under consideration when planning future programs.
- E3 Classified Senate President Denise Albright said it they had their first meeting with Dr. Endrijonas this date and will continue to move forward.
- E4 Associated Students: No report.
- E5 Management Association: No report.

F. Academic Senate Committee Reports and Action

1. Nominations and Elections Committee Report: Dave Cuatt

2019-2019 Nominations Received by Noon this date by J. Benson and From the Floor

President: Lynora Rogacs

Vice President: Matt Henes

Secretary: Veronica Jaramillo nominated from the floor by L. Rogacs.

Treasurer: Shelagh Rose

2. Approve Low Income Student / Rapid Response Committee as a Standing Committee of Academic Senate:

Emily Fernandez, member and former chair of the Low Income Rapid Response Committee, said the Committee has been meeting regularly and oversees a process of designating and following up with donations to students on an emergency basis. There is advertisement for this service. Funding sources have included local donors, PCC Flea Market, Academic Senate and payroll donations. Donations have ranged from approximately \$60 to \$500.

**MOTION** to extend discussion by five minutes made and seconded by K. Pilon and M. Michelson.

**VOTE:** Approved unanimously.

In the past student requests were review was provided by Dream Keepers to the Committee for approval. Because the Dream Keepers are no longer active the Committee has been receiving assessment review and input from the campus Social Worker. Donation checks are not usually written to the students but to those areas requiring student payment (i.e., rent, car repair, etc.).

**MOTION** made and seconded by K. Pilon and Linda Hintzman for the Low Income Student / Rapid Response Committee be an Academic Senate Standing Committee.

**VOTE:** Approved unanimously.

President Rogacs: At the last Senate Retreat it was recommended for Senate Committee appointments to be listed as consent items.

G. Approve consent Item C (Committee Appointments): Approve Executive Committee Recommendations for all Committees

Consent Item C includes:

Sharis Amirian, Counseling for the HRIS Specialist, Human Resources Committee

David Evans, CIS for Co-Chair of the District Technology Committee (replace Masood Kamandy)

Albert Shin, Social Sciences, to Learning Assessment Committee (replace Lynora Rogacs)

Hollie Luttrell, VAMs alternate to Curriculum and Instruction (replace Michael Cranfill)

**MOTION** made and seconded by L. Hintzman and B. Bhadha approving Consent Item C.  
**VOTE:** Approved unanimously.

## **H OLD BUSINESS**

**MOTION** made and seconded by D. Cuatt and M. Michelson to move H1-H4 to NEW BUSINESS.  
**VOTE:** Approved unanimously.

HI. Guided Pathways Study Session Presentation by S. Rose and M. Altounji.  
Senate input received about several brief, guided activities that the Senators shared and engaged in about the experiences they had with the process, support and barriers with deciding their major and career. There are a group of faculty working with the UCLA Education Department. One of their Ph.D. students, working on a dissertation on Community College Students Decision Making Processes recently interviewed over 100 PCC students and is starting to code some of her information. One of her charts is "Students' Major Decision-Making Patterns". Some know exactly what they want to be, others are exploring, some have a vocation and are not exactly aligned within this vocation. Students are to declare an informed goal by 15 units.

**MOTION** to extend discussion five minutes made and seconded by K. Pilon and B. Constantine.  
**VOTE:** Approved unanimously.

Two-minute video presentation about what PCC students are thinking about. Nationally most students are undecided and change their majors three to five times, resulting in both a cost financially and in time. The campus has a responsibility in determining how to help students determine these career decisions. This relates to concept of career communities. Senate engagement is encouraged in this continuing conversation in driving forward. Career communities have been developed to help align current division structures within six meta majors to provide opportunities for PCC students to better explore major and career possibilities.

Need input on how to make sure students know about the various major and career opportunities. Student attendance is being captured at events, through online career community orientation and in going forward when they change majors. Counseling is having conversation about having counselors specifically assigned to each career community. There is currently a STEM counseling pilot underway.

## **I. NEW BUSINESS**

### **I1. Approve Bylaws Preamble**

**MOTION** made and seconded by M. Henes and L. Hintzman approving I1.  
Discussion: In the last sentence Faculty Senate has been replaced by Academic Senate.  
Revisions to Article 5 will be presented at the next Senate meeting.  
There is no distinction between full-time or adjunct faculty in the preamble.  
**VOTE** approving the Preamble as revised: Approved unanimously.

### **I2. Approve Bylaws Article 1**

### **I3. Approve Bylaws Article 2**

**MOTION** to combine I2 and I3 into one agenda item (I2) made and seconded by K. Pilon and M. Michelson. **VOTE:** Approved unanimously.

**MOTION** to approve I2 made and seconded by M. Henes and K. Simon.

**Discussion:** Title 5 is state and Title V is Federal.

**MOTION** made and seconded by M. Henes and V. Jaramillo to strike CA Education Code and simultaneous change Title V to Title 5.

**Discussion:**

- The California Education Code is Title 5 and not Title V.
- Article 2.1 on the left side of Bylaws does not read the same as Article 2.1 on the right/revised side.  
Friendly Amendment Accepted by M. Henes and made by M. Michelson to remove the word "and" before Title 5.
- Article 2.3 on the left side of the Bylaws does not read the same as Article 2.3 on the right side.

**VOTE:** Approved Unanimously.

#### **MOTION AS AMENDED**

For Article 2.1 to read in the last sentence "...professional matters as outlined in the CA Education Code, Title 5."

**VOTE:** Approved by majority. No: L. Hintzman

**MOTION** to extend by five minutes made and seconded by V. Jaramillo and M. Henes.

**VOTE:** Approved unanimously.

**MOTION** approving Article 1 and 2 made and seconded by M. Henes and K. Pilon.

Discussion:

M. Michelson: requested that if the Bylaws items are being reviewed under New Business they should be presented for review/input within the various divisions.

M. Henes: The Bylaws Committee reviewed the revised Bylaws at the Senate Retreat. It is technically a new read but is not new information. Once revised and approved, the Bylaws could possibly go out for a faculty vote in April. If a motion to table is received on a future vote a faculty vote may not be taken until late May.

**MOTION** to extend by five minutes made and seconded by M. Henes and D. Cuatt.

**VOTE:** Approved unanimously.

L. Chaffee: Area faculty could decide to vote against approving the bylaws if they so choose.

D. Cuatt: Pointed out differences in 2.3, 2.4., 2.5 through 2.8 are unchanged.

**VOTE TO TABLE MOTION** on Articles 1 and 2 and made and seconded by M. Michelson and L. Persaud so they have the interest of giving their faculty time to look at this document for review and input.

**VOTE FAILS:** Aye: M. Michelson, L. Persaud, R. Scott No: All other senators. Abstentions: None

**VOTE** on original Motion to Approve Articles 1 and 2: **Motion Passed**

Aye: Majority. Abstentions: M. Michelson, L. Persaud.

I4. Approve Bylaws Article 3

**MOTION** made and seconded by M. Henes and T. Melnarik to approve Article 3.

K. Pilon. The Bylaws Committee has not met since the Senate Retreat and needs to have a chance to discuss how to best approach this definition of Regular faculty.

L. Rogacs. There was no indication from the Bylaws Committee that this particular Article needed to be suspended for discussion.

**ORIGINAL MOTION WITHDRAWN** made and seconded by M. Henes and T. Melnarik.

**MOTION** made and seconded by M. Henes and B. Wilbur for 3.1A to define Regular Faculty as all full-time faculty.

**Discussion:**

B. Constantine: urged a vote against this motion. Adjunct faculty not being included.

T. Melnarik: In review of the Preamble it was noted that faculty was defined as all faculty.

President Rogacs: In the Ed Code, regular faculty are defined differently from adjunct faculty but not different from contract probationary faculty. The original use of the word faculty was making these sorts of distinctions.

K. Pilon: The Committee needs to review the definition elements before their next presentation and

**MOTION** made by K. Pilon to Table the motion that 3.1A read that Regular Faculty are full-time faculty.

K. Pilon said all the Bylaws except for Article 3 are ready and requested the remaining articles be approved. President Rogacs asked at what point will the Committee have a fully revised set of bylaws for the Senate to consider.

**MOTION** to extend discussion by five minutes made and seconded by M. Henes and V. Jaramillo.

**VOTE:** Approved unanimously.

M. Michelson requested additional clarification regarding definitions of regular faculty and reassign time faculty and that she would second K. Pilon's motion.

**MOTION** made and seconded by K. Pilon and M. Michelson to Table 3.1A.

Discussion:

D. Cuatt said he may be contacted for input and discussion.

The motion being tabled is on the floor as defining regular faculty as all full-time faculty.

L. Rogacs: The motion on the floor has to be tabled before having a discussion.

**VOTE on MOTION** of Tabling the MOTION to define regular faculty as all full-time faculty.

Passed by majority vote

Aye (12)            B. Constantine, R. Allen, E. Ruvell, D. Christensen, E. Fernandez; T. Melnarik;  
M. Michelson; L. Persaud; K. Simon; X. Leng; D. Cuatt; K. Pilon;

No (8)            S. Rose; M. Henes; V. Jaramillo; M. Altounji; R. Scott; L. Hintzman; B. Wilbur; J. Fiebig;

Abstain (3)      L. Chaffee; S. Bower; B. Bhadha;

**MOTION** to extend discussion by five minutes made and seconded by B. Wilbur and L. Chaffee.

**VOTE:** Approved unanimously.

**MOTION** made and seconded by K. Pilon and M. Michelson to approve 3.1B through 3.5.

Discussion:

**FRIENDLY AMENDMENT** made by B. Constantine and accepted by K. Pilon for change in wording to 3.1 B: replace in line 5 the word elected with selected for a period of two years. "Select" would replace "elect" in line 2.

**REVISION TO FRIENDLY AMENDMENT** made by K. Simon and accepted by K. Pilon that "one semester during the year" becomes "one semester during each year."

M. Henes: The Committee itself would have done the electing because the original statement says adjunct faculty are elected through the Adjunct Faculty Issues Committee.

Expressed concern with appointing someone who is not interested in being appointed.

A mechanism would have to be added in for what would happen if adjunct faculty member was not given a teaching assignment during the second year of such an appointment; Senate bylaws should not imply an adjunct faculty member must be given a teaching assignment.

Two Motions to Extend Discussion have been given.

**MOTION** made and seconded by B. Constantine and D. Cuatt to table this discussion.

**VOTE:** Approved unanimously.

15. BP and AP 3410 1<sup>st</sup> read.

**MOTION** to approve 15 made and seconded by L. Hintzman and M. Henes.

C. Kollross The proposed AP/BPs are currently on the books. The laws and changed and this is a full revision.

M. Henes: Tried to present corrections to College Council. Was invited to send them via email. This was done; nothing happened.

Page 2, 3.d: strike the word "and" before the word "any"

Page 5, 4b: Sentence 1 does not reference existing employees receiving any sexual harassment training.

Page 10, h iv: strike the word Encouraged after "Cooperation," as "Cooperation Encouraged" seems soft

Page 17, 11: Reword first sentence to read Records of unlawful discrimination...

X. Leng: Page 17, 11: Recommended removing the word "Unlawful"

In response to K. Pilon, C. Kollross was not sure if a provision for a retaliatory, frivolous complaint, would fall under discrimination or harassment. The recourse for discrimination charge would first begin with confidentiality within an internal investigation and it would stop if no discrimination was found to have happened. There should be repercussions against those that leak information.

BP 3410:

District is defined in the AP and not the BP.

There are administrative procedures in place. This is an update.

**MOTION TO TABLE** discussion until the next meeting made and seconded by M. Henes and by K. Pilon.

**VOTE:** Approved unanimously.

16. AP / BP 3430: Prohibition of Harassment

**MOTION** to approve 16 made and seconded by M. Henes and L. Hintzman.

AP 3430

Page 2, c. i: "Protected status" needs a definition; suggest on similar to the one used in BP3410, Page 5, m.

Page 5, 5), line 4: add an "s" to the word "student."

Page 7, 3: Combine c. and d.

X. Leng: Page 7: Define difference between reporting and/or filing a complaint. Define whether students have a choice to file a complaint with the college and/or a criminal Complaint. Embed a link to sources that would process the complaint.

C. Kollross: Complainant's investigation would be processed under AP3410.

K. Pilon requested reference to confidentiality about how complaints are received and handled.

I6. BP and AP 3430 1<sup>st</sup> No Comments.

**MOTION TO TABLE THE MOTION** on 3430 until the next meeting made and seconded by M. Henes and C. Kollross.

**VOTE:** Approved unanimously

**NO LONGER A QUORUM:** A Motion to Adjourn is needed.

I7. BP and AP 3540 1<sup>st</sup> read. (to be agendized)

I8. BP and AP 5012 1<sup>st</sup> read. (to be agendized)

I9. BP 5700. Crystal Kollross (to be agendized)

**J. ACADEMIC SENATE OFFICER'S REPORTS:** Meeting adjourned.

**K. ANNOUNCEMENTS: After the Adjournment** D. Cuatt announced a Bylaws Committee meeting would be held "next week at this time."

**L. ADJOURN MEETING: MOTION TO ADJOURN** made and seconded by V. Jaramillo and M. Henes  
**VOTE:** APPROVED