

**Monday, April 22, 2019**  
**Pasadena City College**  
**Circadian**  
**1570 E. Colorado Boulevard, Pasadena, CA 91106**

Vice President	Shelagh Rose
Secretary	Matt Henes
Treasurer	Veronica Jaramillo
Adjunct Faculty	Beville Constantine (PCA)
Adjunct Faculty	Erika Ruvell (VAMS)
Adjunct Faculty	Dwane Christensen (Math)
Adjunct Faculty	Gayane Gerome (Counseling)
Business, Engineering, Technology	David Evans (Alt)
Counseling	Myriam Altounji
English	Emily Fernandez Tim Melnarik
Health Sciences	Blanca Rodriguez Paula Vento
Languages	Melissa Michelson Laura Godio (Alt)
Library	Ken Simon
Mathematics	Lyman Chaffee Xiaodan Leng Linda Hintzman
Natural Sciences	Susan Bower Bryan Wilbur
Performing and Communication Arts	Maria Fortuna Dean Eric Larson
Social Sciences	Thea Alvarado Jennifer Fiebig Jennifer Preston (Alt) Thea Alvarado (Alt)
Visual, Media & Performing Arts	Dave Cuatt Kris Pilon (Alt)
<b>Absent</b>	
President	Lynora Rogacs Absent

Parliamentarian	Vanessa Schulz
Adjunct Faculty: CEC	Richard Allen
Non Credit:	Rhonda Williams
Business, Engineering & Technology	Earlie Douglas (Business)
	Saeed Abedzadeh (Engineering)
Counseling	Sara Miranda
DSPS	Rosemary Scott
English	Kathy Kottaras
Kinesiology	Terry Stoddard
Languages	Loknath Persaud
Natural Sciences	Hector Agredano
Social Sciences	Bakhtawar Bhadha
Visual, Media & Performing Arts	Rod Foster

### **Guests**

Executive Director Institutional Effectiveness and Planning	Crystal Kollross
OEC Committee Member	Walter Butler
PCCFA:	Mark Whitworth
President, Management Association	Carlos Altamirano
Classified Senate	Audrey Joseph
Courier Writer	Ben Latham

**CALL TO ORDER** by Vice President Shelagh Rose at 3:03 pm.

**B. PLEDGE OF ALLEGIANCE** led by M Whitworth

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

Michaela Tamara Mares:

Announcement of Town Hall Event “#PCCTHRIVE” April 25, 5pm-7pm Creveling Lounge:  
Supporting PCC’s undocumented community with transfer related information; updated information on DACA/TPS; CSU/UC campus resources; guest speakers and legal services. Information requests may be forwarded to Ms. Mares at [mmares5@pasadena.edu](mailto:mmares5@pasadena.edu) or extension 7553.

Melissa Michelson:

Sent the Senate Parliamentarian an email question about how administering a survey was a Browns Act violation (see March 25 Senate Board minutes). The email query also included procedures regarding public comments.

A petition is being circulated within the Pasadena community that affects Pasadena and the college (particularly the Foothill Center). Title: Petition to Protect Pasadena Families’ Health and Environment and to urge Mayor Terry Tornek to put Pasadena Gateway Cleanup (located at 3200 E. foothill Blvd.) on 6pm, Monday 4/29/19 Pasadena City Council agenda. Information can be emailed upon request to urge the Mayor place this item on the agenda in support for a full toxic cleanup of the former Naval testing site at 3200 E. Foothill Blvd. before development of affordable housing at the site.

**D. APPROVAL OF MINUTES:** April 8, 2019

**MOTION** made and seconded by L. Hintzman and T. Alvarado approving the April 8, 2019 Minutes.

**VOTE:** Approved unanimously.

**MOTION** made and seconded by V. Jaramillo and M. Henes to add to the Consent Item C of the agenda add Charlene Potter as a representative on the hiring committee for the VP of Business Services.

**VOTE:** Unanimous. Member qualifications to serve are not required for hiring committees.

#### **E. CONSTITUENCY REPORTS**

1. PCCFA Report: M. Whitworth: Negotiations should begin in approximately two weeks. Doodle Polls are currently being filled out with administration.
2. Adjunct Faculty Report: B. Constantine reported their committee will meet two weeks from today's date. Discussion topics include improvements to adjunct faculty office space in C417; full-time faculty are urged to support of this budget line item. Adjunct faculty are working with FA to obtain adjunct re-hiring rights in the summer and winter.
3. Classified Senate: No report.
4. Associated Students: No report.
5. Administration/Management Association: Carlos Altamirano: There is ongoing hiring. There will be review and vote on various Board Policies on May 3 and review of the Vision for Success Goals.

- F. Approve Consent Item C (Committee Appointments): Approve Executive Committee Recommendation for all Committees.

**MOTION** made and seconded by S. Bower and L. Hintzman to approve Consent Item C.

- Bucky Bhadha (Social Sciences) to FLEX Advisory Committee (to replace Julie Kiotas)
- Caitlin Kirkley (English Adjunct) To Adjunct Issues Committee

Discussion:

There is typically a "call out" asking for committee volunteers, followed by a check-in with the chair if they are accepting FT or adjunct members. **VP Rose to ask Lynora about committee member qualifications that had been previously provided.**

**VOTE:** Approved unanimously.

#### **G: OLD BUSINESS**

1. Approve BP and AP 3540, 2<sup>nd</sup> read: Dr. Crystal Kollross

**BP 3540:** Change made to first paragraph.

**MOTION** made and seconded by T. Alvarado and K. Simon approving BP and AP 3540.

Resources are not listed in BPs and APs because they change and would become outdated.

**AP 3540:**

Item 3: Language change made in sentence 1.

Discussion:

C. Kollross said Dr. Blizinski previously stated wording about frivolous claims not be would be included. These types of claims are determined through HR evidence review and preliminary questioning. Such a claim could possibly be a negotiable item if this claim involved a union member.

VP Rose: This second read item has gone through the collegial consultation process.

Bob Blizinski may be contacted by email to answer questions.

**MOTION TO TABLE** made and seconded by M. Michelson and D. Cuatt.

**HAND VOTE:** Motion fails. Hand vote count taken by Secretary M. Henes. **NO: Majority**

**Yes:** M. Michelson, D. Cuatt, K. Pilon

**MOTION ON FLOOR** to approve BP and AP 3540.

**VOTE:** Motion passed by majority vote. No: M. Michelson, D. Cuatt

Abstain. L. Chaffee, K. Pilon, B. Constantine

2. Approve Local Vision for Success Goals, 2<sup>nd</sup> read: Crystal Kollross  
Review of the various goals and use of various Strategic Planning Committee resources.  
Strategies to get to these goals would be the next process.

Goal 3:

The Strategic Planning Committee is a College Council standing committee.

Membership and meeting information is available on its web page.

Percentage information was developed will be affected by factors such the decline in statewide enrollment, Guided Pathways, implementation of AB705 implementation, etc.

**MOTION** to extend discussion ten minutes made and seconded by B. Constantine and L. Hintzman

**VOTE:** Approved unanimously.

**MOTION** approving Agenda Item G2 made and seconded by L. Hintzman and T. Alvarado.

Strategic Planning Committee website request received by M. Michelson to update the posting of its agenda and minutes and to post the trend data for the Goals. C. Kollross said she could do this if the trend data can be made 508 compliant.

**VOTE ON MOTION:** Motion Passed

Roll Call: Aye: Majority. Nay: None. Abstain: M. Michelson, K. Pilon

3. Approve Bylaws Article 4: Handout: Blue: Change Red: No Change  
Comments, Revisions or Questions  
4.1 I. "Approve all expenditures from the Academic Senate ~~savings~~ accounts.

4.2. **Friendly Amendment accepted at last meeting** to change the wording  
"should" to shall and  
"...part-time representative shall be ~~elected~~ appointed..."

4.5 **Friendly Amendment** made and seconded by L. Chaffee/S. Miranda, accepted by L. Hintzman to have one 4.5, for the second 4.5 to be renumbered 4.6 and to renumber the remaining articles.

4.6 **Friendly amendment:** change "six days" to "thirteen days"

**VOTE on MOTION** with Friendly Amendments: Aye: Majority Abstain: K. Pilon

G4. Discussion (with possible action): OER Sabbatical

Open Educational Resources (OER) Committee Presenters: Veronica Jaramillo, Walter Butler and Jennifer Fiebig

OER discussion on making OER material as part of the research track.

Sabbatical committee recommendation to create a 4<sup>th</sup> sabbatical category specifically for creation of OER resources. This would allow the committee to work in a supportive guidance and not supervisory role.

FA President M. Whitworth said this work could be done without adding a special category. The workgroup could not negotiate.

VP Rose: Based on feedback from the OER Committee and Executive Committee discussion there was a consensus that a fourth category in the contract outlining sabbatical would be the most clear and most beneficial for faculty and would not put the onus of supervising research on the OER Committee who are not did not think faculty should supervise other faculty in a research capacity. A workgroup would develop the language for this and the Faculty Association would then be asked to negotiate the agreed-up language.

**MOTION** made and seconded by V. Jaramillo and M. Henes to put together a working group to look into making a fourth category for sabbatical OER material.

Discussion: A workgroup would develop clarification in language to avoid confusion, such as how materials creation differs from curriculum development.

**VOTE on MOTION:** Approved unanimously.

#### H. NEW BUSINESS

##### 1. PCC AD-T Reciprocity Guidelines Draft, Sharis Amirian (Articulation Officer)

###### Handout: Draft 1: Associate Degree for Transfer (ADT) Reciprocity Guidelines

This is a draft internal policy that would establish procedures in place when students are trying to use credit from other colleges or even credit from PCC to earn certificates and Associate Degrees without the student having to worry about this process on their end—particularly when there is no C-ID for the course or the course is not offered at PCC. It is hoped this process will be set in place as soon as possible with more detail and standard procedures to follow.

**MOTION** made and seconded by M. Altounji and S. Miranda approving Agenda Item H1.

Discussion:

Approval would be helpful in getting students to get their degrees granted.

This process would set a good example of what we helping students reach their goals.

This matter will be voted on at the next meeting pending division input and review

**MOTION to TABLE** made and seconded by L. Hintzman and D. Christensen.

**VOTE on MOTION:** Approved unanimously.

##### 2. Approve Bylaws Article 5

**MOTION** approving Bylaws Article 5 made and seconded by T. Melnarik and M. Henes.

5.1A All regular and adjunct faculty are eligible for committee appointments.

5.1B and C

The Academic Senate committee lists are “living lists”. Thus a change was made by the Bylaws Committee to make the lists in the bylaws representative in nature.

College Counsel is separate with separate guidelines.

**5.1 E Friendly Amendment** to replace the first few words in line three to read “...Standing and Operational Committees...” made and seconded by M. Henes and Tim Melnarik

## 5.2.B: Discussion

It not always may be possible for a chair to have two years' previous participation.

**Friendly Amendment:** to add the word "Desirable" in front of Qualifications in the last sentence.

Made and seconded by L. Hintzman and T. Melnarik and accepted by M. Henes

## 5.2 C Discussion

Who is the Faculty Staff Development Officer Chairperson?

Jason Robinson is the Director of Professional Development Director. There is a Faculty co-chair of the Professional Development standing committee and the faculty chair of the Faculty Development Committee.

**Friendly Amendment** to delete 5.2C made and seconded by L. Hintzman and Tim Melnarik and accepted by M. Henes.

Discussion:

This wording is not correct but is it is probably for the Faculty Development Chair Person.

VP Rose: Would the Faculty Development Chair fall under the category of the current 5.2D where they are appointed by the Senate, much less every other committee or like C & I, should the Faculty Development Chair have an open selection process where people are encouraged to apply.

It is the role of the college to have open and transparent processes for selecting reassign positions.

Discussion:

There is reassignment for FLEX Coordinator, not for Faculty Development Chair.

The Chair of the Faculty Development committee in the past has taken on the jobs of co-chairing FLEX Advisory Committee and co-chairing the Professional Development standing committee.

VP Rose's understanding is that with the responsibilities under the new FLEX Guidelines have been separated. The Faculty Development Chair does not have reassignment. The FLEX coordinator has reassignment and this position will be flown as a reassignment position that any faculty member can apply for.

5.2 D will become 5.2C, and so on with automatic formatting

5.2 D Could possibly impact the chair of the Faculty Adjunct Issues Committee.

**Friendly Amendment** to add the word "except the Adjunct Faculty Issues Committee" in the first sentence made and seconded by B. Constantine and T. Melnarik and accepted by M. Henes.

**MOTION** to extend discussion 10 minutes made and seconded by B. Wilbur and E. Fernandez

**VOTE:** Approved unanimously

Further discussion under 5.2C

5.2 E. Academic Senate Representatives on College-Wide Shared Governance and Hiring Committees.

This does not change bylaws of any other committees and it would be up to campus-wide committees to address their committee composition should they choose to include adjunct faculty in their membership.

5.2F Terms of Appointment and Removal

**Friendly Amendment** 1made and seconded by E. Fernandez and T. Melnarik to revise the last sentence to read "Failure to attend three consecutive meetings with no follow up shall be deemed... "

**Friendly Amendment 2** to read “Failure to attend three consecutive meetings without communication with the committee chair person.” Accepted by E. Fernandez

**Friendly Amendment Restated by E. Fernandez:** “Failure to attend three consecutive meetings with no contact to the committee chair shall be deemed...”

Discussion X Leng suggested: “...meetings without prior communication to the committee chair”.

M. Henes accepted wording for Friendly Amendment made by E. Fernandez

Discussion: In response to B. Constantine’s concern about full-time faculty accountability to sit on committees, VP Rose said this would need to be brought up with administration, as this is not under Academic Senate purview

**VOTE** on approving Article 5 with Friendly Amendments: Motion passed by majority vote.

Abstain: M. Michelson

4. Approve Bylaws Article 6

**MOTION** made and seconded by L. Hintzman and M. Altounji to pass Agenda Item H3.

The number of FT faculty is not static. Thus fixed numbers were changed in favor of percentages.

**VOTE:** Motion passed unanimously.

**I. ACADEMIC SENATE OFFICER’S REPORTS:**

1. President’s Report: None
2. Vice President’s Report. None.
3. Secretary’s Report. Reminder that our meeting norms appear on every agenda.
4. Treasurer’s Report. Savings: \$12,812 Checking: Approximately \$7,532.  
Monthly faculty donations are approximately \$300.

**J. ANNOUNCEMENTS:**

- E. Fiebig: Thursday, April 25, 12:30pm-2:30 PM  
Fifth Annual Poetry Celebration: Faculty Reading and Open MIC Hosted by PCC English Division
- B. Constantine encouraged the Senators to watch the documentary “Pasadena: Finding solutions to gang violence.” Knowledge about bringing education to those at risk individuals is part of the solution.
- Saturday, April 27: PCC STEM and Natural Sciences is hosting Tech Savy for six to ninth grade girls to participate in Natural Sciences activities and presentations. On-Line Sign-Up through looking up PCC TechSavy.

**K. ADJOURN MEETING:** Motion to adjourn made and seconded by L. Hintzman and J. Fiebig.

**VOTE:** Approved unanimously.