

**CALENDAR STANDING COMMITTEE**  
**PASADENA AREA COMMUNITY COLLEGE DISTRICT**  
**REGULAR MEETING**  
Wednesday, September 18, 2019 - 1:00 – 2:00 p.m. – C-217

**NOTES**

**COMMITTEE MEMBERS PRESENT**

Terry Giugni, Co-Chair, Vice President, Instruction  
Matt Henes, Co-Chair, Academic Senate President  
Robert Bell, Executive Committee  
Erlend Weydahl, Academic Senate  
Locknath Persaud, Academic Senate  
Richard Harsha, Classified CSEA  
Martha House, Dean  
Isela Ocegueda, Dean  
Suzanne Anderson, Academic Senate  
Denise Albright, Classified Senate  
Pat Krause, Classified CFT  
Arlene Reed, Director of Admissions and Records

**GUESTS:**

Kerin Huber, Academic Senate (Membership vote, 9/23/19)  
Jeff Winter, Academic Senate (Membership vote, 9/23/19)

**CALL TO ORDER AND INTRODUCTIONS**

T. Giugni welcomed everyone and called the meeting to order at 1:05 p.m. He requested self-introductions.

There was no public comment.

**MOTION** to approve the notes of April 25, 2019 by R. Bell; seconded by S. Anderson.

**VOTE:**

- ***All in favor:*** S. Anderson, T. Giugni, R. Bell, L. Persaud, E. Weydahl, R. Harsha
  - ***All opposed:*** none
  - ***Abstentions:*** M. Henes, D. Albright, P. Krause, M. House, I. Ocegueda, A. Reed
- Discussion ensued regarding abstentions with six (6) voting in favor and six (6) abstaining. In the case of a tie, or non-majority of members present, M. House referenced the Guidelines for the Pasadena City College Shared Governance Committees document which stated: *8) If voting on an action item ends in a tie, the Chair, at his/her discretion, can choose to: a. break the tie with his/her vote b. return the item to the appropriate constituent group or committee for further work or consideration c. re-agendize the item at a future meeting. To provide majority and break the tie, Co-chair T. Giugni voted to approve the notes of April 25, 2019.*

***Motion carries.***

**MOTION** to approve the notes of May 23, 2019 by M. House; seconded by S. Anderson.

**VOTE:**

- ***All in favor:*** S. Anderson, T. Giugni, R. Bell, L. Persaud, E. Weydahl, R. Harsha, M. House

- **All opposed:** none
- **Abstentions:** M. Henes, D. Albright, P. Krause, I. Ocegueda, A. Reed

**Motion carries.**

T. Giugni requested a motion to rescind the May 23, 2019 vote to approve a *Six Week Winter Intercession*. M. Henes explained that this item was not on the May 23 agenda and Academic Senate's stance was that it should be a data informed decision and reviewed in the fall after surveys and data have been collected and discussed with committee members' constituency groups. E. Weydahl asked if the vote was not 'valid' or 'not cool'? S. Anderson asked if the committee was invalidating or rescinding the May 23<sup>rd</sup> vote. T. Giugni indicated that it would be appropriate to rescind. M. Henes discussed membership and constituent groups. This led E. Weydahl and L. Persaud to question whom they represented as Academic Senate appointees. M. Henes indicated that they represent the Academic Senate, and not individual faculty or divisions, although they should solicit input and recommendations from them.

**MOTION** to rescind the May 23, 2019 vote to approve a six-week winter intercession by M. House; seconded by I. Ocegueda.

**VOTE:**

- **All in favor:** S. Anderson, T. Giugni, R. Bell, L. Persaud, E. Weydahl, R. Harsha, M. House, M. Henes, D. Albright, P. Krause, I. Ocegueda
- **All opposed:** none
- **Abstentions:** A. Reed

**Motion carries.**

**DISCUSSION**

- T. Giugni shared and reviewed the Pasadena City College Shared Governance Guidelines and Meeting Norms as well as future meeting dates for the academic year. S. Anderson inquired why the meeting had been moved from the third Thursday at noon to the third Wednesday at 1:00 p.m. T. Giugni stated that he was able to secure a room on the Wednesday date and time, but could not find conference rooms during the noon hour on the third Thursday.
- T. Giugni shared and reviewed the 2018-2019 Committee Evaluation Report for Calendar Committee that the Office of Institutional Effectiveness provided last spring. Seven committee members responded to the survey.
- T. Giugni reviewed the membership roster for the College Council Calendar Standing Committee. AS students will provide names of representatives after their AS meeting.
- T. Giugni explained that all information provided in meetings would be available on the Shared Drive and eventually live in BoardDocs. This information repository is located at W:\CALENDAR COMMITTEE. Unfortunately, at this time the student representatives do not have access, but would be provided with electronic and paper copies of all material presented.
- T. Giugni and M. Henes discussed 2020-2021 Academic Calendar scenarios with the committee and the implications of varying winter intercessions. The committee briefly looked at the Calendar Comparison Data and the Questions that were generated by the committee last year.

## ADJOURNMENT

**MOTION** to adjourn the meeting at 2:05 pm by S. Anderson; seconded by M. House.

### **VOTE:**

- ***All in favor:*** S. Anderson, T. Giugni, R. Bell, L. Persaud, E. Weydahl, R. Harsha, M. House, M. Henes, D. Albright, P. Krause, I. Ocegueda, A. Reed
- ***All opposed:*** none
- ***Abstentions:*** none

***Motion carries.***

## FUTURE MEETING DATE

Wednesday, October 16, 2019

**Recorder:** JoEllyn McGrath