



PASADENA AREA COMMUNITY COLLEGE DISTRICT

COLLEGE COORDINATING COUNCIL

Thursday, October 27, 2016
10:00 AM – 11:30 AM, G1

AGENDA

Call to Order

- I. Public Comment on Non-Agenda Items
- II. Review and approval of meeting notes – September 29, 2016
- III. INFORMATION ITEMS
 1. Superintendent-President's Update
 2. Academic Affairs Update
 3. Student Affairs Update
 4. Business and Administrative Services
 5. Standing Committee Update(s)
- IV. OLD ITEMS - DISCUSSION AND POSSIBLE ACTION
 1. CC Goals for 2016-2017
 2. BP 3251 Institutional Effectiveness
- V. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION
 1. Meeting Norms
 2. Planning and Priorities Standing Committee Membership and Charge
 3. OER Working Group – Leslie Tirapelle
 4. BP/AP 3900 Time, Place and Manner
 5. BP 4050 Articulation – information only
 6. BP 4021 Program Discontinuance – Information Only
 7. AP 3060 Professional Ethics of Management – Information Only
- VI. ANNOUNCEMENTS
- VII. ADJOURNMENT

Next College Council meeting: Thursday, November 17, 2016, at 10:00 AM in G-1

The College Coordinating Council meets the fourth Thursday of the month, 10:00 AM to 11:30 AM, in G-1 (*subject to change*). For meeting news and updates, please visit webpage: [College Council](#)



PASADENA AREA COMMUNITY COLLEGE DISTRICT

COLLEGE COORDINATING COUNCIL

Thursday, September 29, 2016

10:00 AM – 11:30 AM

Library Terrace Room

NOTES

Members in attendance: Dr. Rajen Vurdien, Graciela Caringella, Stephanie Fleming, Dr. Valerie S. Foster, Joseph L. Futtner, Audrey Joseph, Monica Molina, Alexis Rivera, Shelagh E. Rose, Jeannie Sullivan, Mark Whitworth,

Guests: Dr. Terry Giugni, Matthew Kiaman, Crystal A. Kollross, Dr. Cynthia Olivo, Dr. Kathy Scott, Dr. Richard Storti

Dr. Rajen Vurdien called the meeting to order at 10:08 AM.

- I. Public Comment on Non-Agenda Items
None

II. INFORMATION ITEMS

1. Superintendent-President's Update
Received HSI grant. Dr. Vurdien thanked and congratulated members on the writing team.

ACCJC confirmed their team will be on Campus October 19 for 1 day only, with 4 persons on the team.

Flex day next week.
2. Academic Affairs Update
Dr. Giugni, distributed 3 FTES apportionment reports and provided an explanation. Dr. Vurdien, Enrollment Management committee and CIO need to look at the number of sections and fill rates. There are sections running against each other. Finalizing winter and spring schedules; not yet started on summer.
3. Student Affairs Update
Dr. Olivo, thanked everyone for participating in Aspen meetings. Big thanks to Kathy Barnes for coordinating all the meetings.
Financial aid update provided. Numerous students still to complete their bio with tax documents. Will be utilizing a text app to communicate this.
Thanked all for participating in Welcome Day.
4. Business and Administrative Services
Dr. Richard Storti, annual fiscal audit currently in process. Auditors will provide recommendations with any issues. October 20 is the Great Shake Out across all 3 sites. Everyone must evacuate buildings according to emergency evacuation plan.
5. Standing Committee Update(s)
None

III. OLD ITEMS - DISCUSSION AND POSSIBLE ACTION

1. AP3200 Accreditation

Dr. Kathy Scott, this was previously presented. Jeannie Sullivan questioned the distinction between classified and confidentials. Dr. Vurdien, under California law, there is no distinction.

Motion made by Dean Joseph L. Futtner to approve AP3200 Accreditation as reviewed and presented. Motion seconded by Jeannie Sullivan. No further discussion requested. Unanimously approved; no opposition; no abstentions. **Motion approved.**

Accreditation Update

Dr. Kathy Scott, Leads of work groups should make themselves available on October 19 in case ACCJC team wishes to meet. Dr. Vurdien, these visits typically not long. They may want to look at more evidence.

IV. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION

1. College Council Goals 2016/2017

Dr. Vurdien, as a shared governance body of the college, committee should have goals which are evaluated every year. Representatives should start thinking about this including what have we accomplished, student success, and closing achievement gap.

2. Membership of Standing Committees

Dr. Vurdien, each standing committee to look at their membership, evaluate, and determine if appropriate. Some titles have changed or positions no longer exist.

3. BP 4300 Field Trips

Crystal Kollross, changes are in bold. Some of the verbiage is legally required.

Motion made by Mark Whitworth to approve BP4300 Field Trips as reviewed and presented. Motion seconded by Valerie Foster. No further discussion requested. Unanimously approved; no opposition; no abstentions. **Motion approved.**

4. AP 3001 Faculty Role in Shared Governance – information only

Crystal Kollross, change is in bold. No vote necessary.

VI. ANNOUNCEMENTS

Get L.I.T transfer workshop is October 4.

VII. ADJOURNMENT

Dr. Vurdien adjourned the meeting at 11:04 AM.

Pasadena Area Community College District
Board Policy
Chapter 3 – General Institution

BP 3900 SPEECH: TIME, PLACE, AND MANNER

References:

Education Code Sections 76120 and 66301, 87708

Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

The District is a non-public forum, except for those areas of the college that are designated as areas generally available for use by students or the community, which are designated public forums. The Superintendent-President shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the designated public forums.

The administrative procedures promulgated by the Superintendent-President shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards designated for such use, the distribution of printed materials or petitions in those parts of the college designated as areas generally available to students and the community, and the wearing of buttons, badges, or other insignia. Students shall be free to exercise their rights of free expression, subject to the requirements of this policy.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District property or the violation of Board policies or procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process (Education Code Section 66301(e)), so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. "Hate violence" is defined in subdivision (a) of Section 4 of Chapter 1363 of the Statutes of 1992 (Senate Bill 1115) to mean any act physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence that is directed against any person or group of persons, or the property of any person or groups of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political or religious beliefs of that person or group. Acts shall not be considered "hate violence" based on speech alone, except upon showing that the speech itself threatens violence against a specific person or group of persons, that the person or group of persons against whom the threat is directed reasonably fears

that the violence will be committed because of the speech, and that the person threatening violence had the apparent ability to carry out the threat. Students may be disciplined for harassment, threats, or intimidation unless such speech is constitutionally protected.

Non-students may obtain use of areas, classrooms, rooms, buildings, facilities and grounds not reserved and open for speech or expressive activities pursuant to the Civic Center Permit rules set forth in Board Policy and Administrative Procedure 6700, "Civic Center and Other Facilities Use."

Date Adopted:

(This is a new policy recommended by the Policy and Procedure Service)

DRAFT

Legal Citations for BP 3900

EDUCATION CODE SECTIONS 66301 and 76120

66301. (a) Neither the Regents of the University of California, the Trustees of the California State University, the governing board of a community college district, nor an administrator of any campus of those institutions, shall make or enforce a rule subjecting a student to disciplinary sanction solely on the basis of conduct that is speech or other communication that, when engaged in outside a campus of those institutions, is protected from governmental restriction by the First Amendment to the United States Constitution or Section 2 of Article I of the California Constitution.

(b) A student enrolled in an institution, as specified in subdivision (a), at the time that the institution has made or enforced a rule in violation of subdivision (a) may commence a civil action to obtain appropriate injunctive and declaratory relief as determined by the court. Upon a motion, a court may award attorney's fees to a prevailing plaintiff in a civil action pursuant to this section.

(c) This section does not authorize a prior restraint of student speech or the student press.

(d) This section does not prohibit the imposition of discipline for harassment, threats, or intimidation, unless constitutionally protected.

(e) This section does not prohibit an institution from adopting rules and regulations that are designed to prevent hate violence, as defined in subdivision (a) of Section 4 of Chapter 1363 of the Statutes of 1992, from being directed at students in a manner that denies them their full participation in the educational process, if the rules and regulations conform to standards established by the First Amendment to the United States Constitution and Section 2 of Article I of the California Constitution for citizens generally.

(f) An employee shall not be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against solely for acting to protect a student engaged in conduct authorized under this section, or refusing to infringe upon conduct that is protected by this section, the First Amendment to the United States Constitution, or Section 2 of Article I of the California Constitution.

76120. The governing board of a community college district shall adopt rules and regulations relating to the exercise of free expression by students upon the premises of each community college maintained by the district, which shall include reasonable provisions for the time, place, and manner of conducting such activities.

Such rules and regulations shall not prohibit the right of students to exercise free expression including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges, or other insignia, except that expression which is obscene, libelous or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on community college premises, or the violation of lawful community college regulations, or the substantial disruption of the orderly operation of the community college, shall be prohibited.

Pasadena Area Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3900 SPEECH: TIME, PLACE, AND MANNER

References:

Education Code Sections 76120 and 66301, 87708

I. Use of Areas Generally Available to Students and the Community

The students and employees of the District and members of the public shall be permitted to exercise their rights of free expression subject to the time, place, and manner policies and procedures contained in Board Policy 3900 and this administrative procedure.

- A. The District shall not restrict free expression in "areas generally available to students and the community," defined as grassy areas, walkways or other similar common areas. This definition governs the phrase "areas generally available to students and the community" as it is used in Board Policy 3900 and throughout this administrative procedure.
- B. The areas generally available to students and the community are designated public forums.
For purposes of further defining "areas generally available to students and the community," no person may engage in the circulation of petitions, leaflets, newspapers and other printed matter in the following areas: within 25 feet of doorways opening to outdoor areas of campus, all indoor facilities including, but not limited to campus offices, classroom facilities, libraries, performing art facilities, indoor or outdoor athletic facilities, parking lots, warehouses, and maintenance yards. All areas generally available to students and the community, as set forth above, may be temporarily reserved by the District, including recognized student organizations, for specific uses.
- C. Use of areas generally available to students and the community shall be subject to the following:
 - 1. Persons wishing to engage in speech or expressive activities in the areas generally available to students and the community are encouraged to inform the Student Life of their intent to be present in such areas. The District encourages such check-in as a means to provide for safety and for the equitable use

of such areas. Individuals availing themselves of such areas generally available to students and the community, whether they decide to check-in or not, may remain anonymous.

2. Persons using areas generally available to students and the community shall not touch, strike or impede the progress of passersby, except for incidental or accidental contact or contact initiated by a passerby, nor shall they force passersby to take materials.
 3. *The following requirements and restrictions are in place to respect the integrity of the educational process and avoid disruption of the learning environment and operations of the College. The following apply to amplification equipment/systems:*
 - Persons using areas generally available to students and the community shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct (as defined under Penal Code Section 626.6) of the campus or classes, other lawful activities.
 - Amplification is only permitted Tuesdays and Thursdays, 12:00pm-1:00pm.
 - Amplification is not permitted during the final week of each semester.
 - Amplification shall not exceed 60 decibels (as measured in any classroom or office)
 4. In the event the area sought to be used for expressive activities has been reserved for another activity so that there will be substantial interference or disruption based on noise, overcrowding or other considerations unrelated to content, The District will offer alternative available areas or if none are available offer alternative dates.
- D. Persons using areas generally available to students and the community shall not solicit donations of money, through direct requests for funds, sales of tickets, goods, or otherwise, except where he or she is using such areas on behalf of, and collecting funds for an organization that is registered with the Secretary of State as a nonprofit corporation, is an approved commercial vendor authorized by the Office of Student Life or is an approved Associated Students Organization, or other recognized campus organization or entity.
- E. Non-student use of any areas, classrooms, rooms, buildings, facilities and grounds not reserved and open for speech or expressive activities is subject to the Civic Center Permit rules set forth in Board Policy and Administrative Procedure 6700, "Civic Center and Other Facilities Use."

II. Distribution of Materials

All persons using areas generally available to students and the community shall be allowed to circulate petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within those areas. Those individuals or groups

distributing materials in these areas, other than material that is discarded or dropped in or around an appropriate receptacle, shall make a reasonable effort to retrieve and remove such materials, prior to their departure from the areas that day.

III. Displays/Banners/Posters/Structures

- A. Banners displayed as part of free speech shall not exceed 3'X6'
- B. Stationary displays/structures as part of expression of free speech shall not exceed 10'X10'.
- C. Posters displayed may not exceed 2'X3'
- D. Activities that result in the damage or need for unscheduled cleanup caused to facilities or grounds may result in a charge to the speakers/distributors or costs incurred to the facility or grounds to their original condition.

IV. Posting

A. Open Posting

- 1. There are currently bulletin boards and open posting areas identified and maintained throughout the College campus on which students, student clubs and recognized student organizations, College Faculty and Staff, and members of the community may post materials.
- 2. The number of such bulletin boards may change from time to time. Materials may be posted on such bulletin boards without any prior approval. A map of bulletin boards and open posting areas is available online at www.pasadena.edu. Materials posted in all other locations will be removed.
- 3. Open posting bulletin boards and open posting areas will be cleared routinely each month.

B. Posting by Student Clubs and Recognized Student Organizations

- 1. Student Clubs and Recognized Student Organizations may have printed materials relating to activities and events posted on bulletin boards reserved for student organizations, official College communications, as well as in authorized open posting areas.
- 2. Prior to posting of such materials by student organizations, the materials will be presented to the Office of Student Life for the purpose of receiving an expiration date stamp, on materials to be posted on bulletin boards reserved for student organizations, and official College communications. Such expiration date stamped materials may only be removed by a representative of the originating club or organization, or at the direction of the Office of Student Life, but neither expiration nor removal shall occur sooner than two weeks after the expiration date stamp appearing on any posted material, or the day after the scheduled event or activity.
- 3. Student clubs and organizations may bring a draft of the materials to be posted to the Office of Student Life for assistance with design and content.

C. Rules Governing the Posting of Materials

1. Approved posting locations are bulletin boards labeled “Official College Business” or “Open Posting” and concrete block walls on the west side of campus of the Campus Center.
2. Do not post on glass, painted surfaces (including painted light posts and railings), or trees.
3. All postings must use masking tape only. Staples may be used on the bulletin boards. Duct tape is not allowed. The Student Life recommends using the blue painters tape found at most home improvement or drug stores.
4. Postings may not be placed over previously posted or approved materials.

D. Originating individuals and organizations are requested to take responsibility for maintaining its posting in a neat manner.

See Board Policy 6700 Civic Center and Other Facilities Use and Administrative Procedure 6700 Civic Center and Other Facilities Use, for policies and procedures covering the use of District grounds and buildings.

Pasadena Area Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3060 PROFESSIONAL ETHICS OF MANAGEMENT

References:

ACCJC Accreditation Standard III.A.1.d
Education Code Section 70902

We will hold ourselves accountable to behave professionally, collegially, and collaboratively with our colleagues and our students. The development of trust relies on our ability to treat others with civility in a non-exploitative manner.

Managers' Ethical Responsibilities

Responsibilities of Managers

Managers respond to their professions as well as to many constituencies: students, colleague managers, faculty and staff, the Board of Trustees, and the community. The following statements of responsibilities are intended as guidelines:

1. Ethical Responsibility to the Professions
With respect to the professions, the manager has the responsibility:
 - a. To improve performance through participation in professional activities
 - b. To be informed about developments in education in general and in the community college in particular
 - c. To encourage and assist new professionals toward growth and effectiveness
 - d. To implement the best educational practices in a service area or discipline
 - e. To resolve personnel matters as well as other conditions that become contrary to the mission of the college.
2. Ethical Responsibility to the Students
With respect to students, the manager has the responsibility:
 - a. To provide and protect student access to the educational resources of the community college
 - b. To protect human dignity and individual freedom and assure that students are respected as individuals, as learners, and as independent decision-makers
 - c. To invite students to become involved in the participatory governance process
 - d. To protect students from disparagement, embarrassment or capricious judgment
 - e. To keep foremost in mind at all times that the college exists to provide quality educational and learning experiences for students.

3. Ethical Responsibility to Colleagues, Managers, Faculty and Staff
With respect to colleagues and staff, the manager has the responsibility:
 - a. To develop a climate of trust and mutual support through the established participatory governance processes
 - b. To foster openness by encouraging and maintaining two-way communication
 - c. To encourage, support and abide by written policies and procedures
 - d. To communicate clearly to all staff members contract issues relating to the conditions of employment, work expectations and evaluation procedures
 - e. To provide opportunities for professional growth
 - f. To provide due process with opportunity for appeal and review of employee evaluation
 - g. To challenge unethical behavior in a timely manner
 - h. To consistently carry out the responsibilities of the management position.
4. Ethical Responsibility to the College:
It is the responsibility of all managers:
 - a. To work together to maintain and enhance the quality of the academic program or services
 - b. To uphold the stated policies and procedures of the college and seek review and revision of policies and procedures as needed
 - c. To avoid situations, in their official college roles, in which they may reasonably be construed to have a conflict of interest
 - d. To clearly define his/her role when speaking as an individual, a manager, a representative of the Management Association, or other role.
5. Ethical Responsibility to the Governing Board
With respect to the Board of Trustees, the manager has the responsibility:
 - a. To keep the executive administrators informed about critical college, division, or department issues so that they can inform the Board of Trustees as appropriate
 - b. To act in the best interest of the District
 - c. To be guided by the College's Core Values, policies and procedures established by the Board of Trustees
 - d. To represent the Board of Trustees in official statements only when formally designated to do so.
6. Ethical Responsibility to the Community
With respect to the community, the manager has the responsibility:
 - a. To remain continuously informed of the characteristics, preferences and educational needs of the local community
 - b. To be sensitive to individuals from diverse backgrounds
 - c. To encourage and stimulate communications with community groups.

Managers' Rights

A manager at Pasadena City College should have the right:

1. To be considered for employment without regard to race, sex, religion, creed, age, national origin, disability, sexual orientation, or any other protected class as defined by law.
2. To a clear written statement of the philosophy, goals and objectives of the District.
3. To a clear understanding of the terms and conditions of employment. (For academic managers this is the contract; all other managers are governed under the provisions of the Education Code.)
4. To work in a setting of institutional support and a climate of professional respect.

5. To be assigned authority commensurate with responsibilities and resources adequate to carry out assigned functions.
6. To act independently within the scope of authority to carry out responsibilities assigned.
7. To perform duties and carry out responsibilities without disruption or harassment.
8. To be provided with legal and financial protection from liability in carrying out duties of the position.
9. To participate in formulating and implementing institutional policy at a level appropriate for the position held.
10. To speak for the institution at the level of assigned authority.
11. To participate in professional associations.
12. To confidentiality regarding personal matters.
13. To participate in and to be supported at an appropriate level in activities providing for professional growth such as career advancement and promotion, professional leaves, other leaves as defined in the Management Handbook, and conference attendance.
14. To loyal support from supervisors for the proper performance of work assigned.
15. To be evaluated in a professional manner on a regular and systemic basis, and to receive adequate notice of dissatisfaction with performance or action to terminate in accordance with existing statutes.
16. To due process in accordance with written procedures which are communicated to the administrator prior to appointment.

Date Reviewed: February 14, 2016

(Replaces PCC Procedure 2500.10 and 2500.20 approved 9/15/2010)