



PASADENA AREA COMMUNITY COLLEGE DISTRICT

COLLEGE COORDINATING COUNCIL

Thursday, February 23, 2017
10:00 AM – 11:30 AM, G-1

NOTES

Members in attendance: Dr. Rajen Vurdien, Carlos Altamirano, Graciela Caringella, Elaine Chapman, Jay Cho, Stephanie Fleming, Audrey Joseph, Kiely Lam, Monica Molina, Alexis Rivera, Shelagh E. Rose, Jeannie Sullivan, Mark Whitworth

Resource Members: Dr. Terry Giugni, Dr. Cynthia Olivo

Guests: Crystal A. Kollross

Dr. Rajen Vurdien called the meeting to order.

- I. Public Comment on Non-Agenda Items
None
- II. Review and approval of meeting notes
 1. December 8, 2016

Motion made to approve meeting notes of December 8, 2016 as reviewed and presented. Motion seconded by Audrey Joseph. No further discussion requested. Unanimously approved; no opposition; no abstentions. **Motion approved.**

2. Review of Meeting Norms

Norms set consistency across college on how meetings are run. These were put together by the Shared Governance Task Force for Accreditation. There has been significant improvement in the last three years with shared governance committees following norms. Norms should be reviewed at the beginning of the semester.

III. INFORMATION ITEMS

1. Superintendent-President's Update – Dr. Rajen Vurdien
 - a. March 3, 2017 Spring Budget Retreat – Dr. Vurdien reminded everyone of upcoming retreat and stressed importance of participation. Much information will be shared including budgets, projections, and State Mandates which will affect budget. Most significant, by 2020, must cut almost 25% of employees earnings to CalPERS/CalSters.

ACCJC reaffirmed full accreditation. Spring going well with 93% of sections approved. College doing well, including Dual Enrollment program. March 29 is the Legislative Breakfast with invitees including Mayors and elected officials within the district. Also, announcement to be made same day – almost every college (in California) will offer free tuition to students. PCC will offer first year tuition free. Will target students who have graduated from a PACC district high school and plan on attending PCC immediately upon high school graduation. Students who go into military service immediately after high school are eligible as long as they apply and

attend immediately after discharge. If a student takes time off after high school graduation, they will be exempt. Returning students also not eligible. Program will be evaluated after one year. Foundation embarking on major gift campaign. Campaign Chair will be Jack Scott with Bill Bogaard, former mayor of Pasadena, to serve as Honorary Chair. Goal is to raise significant funds so as not to make cuts to what we offer to students. Estimated 500 students will be eligible. No financial criteria but student(s) required to apply for Board of Governors fee waiver and FAFSA. Must take a minimum of 9 units (maximum 12 units). Will meet with district high schools to inform them. Goal is to ensure eligible students have one less worry. All students will be assured the best education money can buy.

2. Academic Affairs Update - Dr. Terry Giugni
Enrollment for spring at 93.5% with 6,000 wait-listed. Handout details current FTES as of February 21. Last 3 columns detail additional FTES needed in order to meet base this year (base plus growth). Targets discussed with Dr. Storti is 3rd column. Includes calculation on if 94% reached. Deans are adding late-start classes to schedule. In process of building Summer.
3. Student Affairs Update
None
4. Business and Administrative Services Update – Dr. Richard Storti
Governor released proposed budget in January. Capital outlay includes funding of \$63 million for U-building. Preliminary timeline established calls for completion of U-building in less than 5 years. User group established; will meet in 2 weeks. Group will vet architects. Once budget passed into law, can begin design phase.

Five-year projection - 16/17 budget approved by Board showed deficit of \$4.8 million. Have improved to \$2.4 million deficit, due to approximately \$1 million in non-resident student fees and savings in health benefits costs. Five-year projection has 3 items of concerns – CalSters & CalPERS contribution rates, and health benefits. Will need state relief for CalSters & CalPERS. Other opportunities include increasing class sizes or decreasing sections offered (and maintain FTES), negotiating health benefits (cost only, not benefit), and developing irrevocable trust (for post-employment benefits). BRAC still discussing irrevocable trust. Once they make recommendation, will bring to College Council and shared governance group, then to Board for approval. Dr. Storti is available to speak to groups on issue.
5. Standing Committee Update(s)
None

IV. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION

1. College Mission Statement Review
Included in packet. Requirement of Accreditation. Take recommendations/suggestions into consideration then to governance groups for review. Suggestion made to create timeline, including 5-year reviews. Committee to review and bring back for further discussion.
2. Spring 2017 Campus Climate Survey
Included in packet. Will not launch until end of April. Crystal requested Committee review and provide suggestions or changes. Will bring back for further discussion.

3. 2016-2017 Governance Survey

Survey piloted last Spring but did not go out to all groups. This year will go out to all group. Will launch in mid-May. Crystal requested Committee review and provide suggestions or changes. Will bring back for further discussion.

Mental Health survey going out to students in spring. Previously participated 3 years ago. Student engagement survey also going out. Re-instituting Manager's Holistic survey. Please contact Crystal with any questions.

4. BP/AP 5220 Showers for Homeless Students – Dr. Cynthia Olivo

Included in packet. New to (as of January 1) and required by Ed Code. Developed by Student Services and vetted through attorneys. Athletics and Kinesiology aware.

Motion made by Stephanie Fleming to approve BP/AP 5220 Showers for Homeless Students as reviewed and presented. Motion seconded. No further discussion requested. Unanimously approved; no opposition; no abstentions. **Motion approved.**

5. BP/AP 6530 Use of Drones – Joseph W. Simoneschi-Sloan

Draft policies provided in packet. Two drones purchased by District through the Foundation. As part of the Districts liability coverage group, attorneys informed that Colleges are facing lawsuits by private individuals due to drones flying over their property during academic programs. It was recommended that a risk policy be in place to address proper processes for having a drone on campus. Policy addresses filings with the FAA to ensure compliance. Dr. Vurdien requested committee members take to their groups for discussion. Will discuss and vote at next meeting.

V. OLD ITEMS - DISCUSSION AND POSSIBLE ACTION

1. Student Success Standing Committee Membership – Dr. Cynthia Olivo

Previously reported on in Fall. Chancellor's office requested merger of Student Equity, Student Success Services and programs (SSSP), and basic skills initiative. Committee formed. With guidance from Chancellors office, shared with various leader to create charge and composition. Still much work to do as found on page 2. Committee composition reviewed. Drs. Giugni and Olivo will meet to discuss composition further. Will discuss and vote at next meeting.

VI. ANNOUNCEMENTS

None

VII. ADJOURNMENT