



## PASADENA AREA COMMUNITY COLLEGE DISTRICT

### COLLEGE COORDINATING COUNCIL

Thursday, March 16, 2017  
10:00 AM – 11:30 AM, G-1

#### NOTES

**Members in attendance:** Dr. Rajen Vurdien, Carlos Altamirano, Graciela Caringella, Elaine Chapman, Stephanie Fleming, Dr. Valerie Foster, Audrey Joseph, Kiely Lam, Gary Potts, Shelagh E. Rose, Jeannie Sullivan, Mark Whitworth

**Guests:** Alex Boekelheide, David J. Colley, 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 – February 23, 2017  
Tito noted that the Student affairs update was given later in the meeting with the Student Success Standing Committee Membership discussion.

**Motion** made by Carlos “Tito” Altamirano to approve meeting notes of February 23, 2017 as reviewed and presented, with correction as discussed. Motion seconded. No further discussion requested. Majority approved; no opposition; one abstention. **Motion approved.**

#### III. INFORMATION ITEMS

1. Superintendent-President’s Update – Dr. Rajen Vurdien  
Board meeting next week. Agenda includes resolution for information and action; will be discussed in open session.  
District had requested from County Board of Registrar of Elections, right to move elections to June of even years. Would extend all Board terms by 7 months. Request was approved; must now come up with resolution.  
Putting team together to address midterm accreditation report due Spring 2018. Additionally, annual reports due to commission by March 31 include budget, data on student learning outcomes, administrative unit outcomes, program reviews, etc. Crystal, Kathy Scott, and Lynora Rogacs, along with several faculty, have been working on data for Dr. Vurdien to certify. Classes recently started; on target to meet FTES. As we exceeded target, additional funding received from state. CalPERS and CalSTRS contribution up significantly; large financial burden for district.
2. Academic Affairs Update  
None.
3. Student Affairs Update  
None
4. Business and Administrative Services Update – Dr. Richard Storti  
Budget received FTES funding as mentioned by Dr. Vurdien. Measure P moving swiftly; anticipate all projects completed within 12 months. Campus Chief planning active shooter drill May 10 for all campus locations, and May 11 for main campus evening session. Instructions to

be provided ahead of time. While topic very sensitive, important we know what to do. Question asked on perception of such drills. Member expressed that while reactions seem mixed, they are mostly positive.

If an institution is unable to meet FTES target, they have a certain period of time to reach it before permanently cut (2 years). Results include funding awarded to institutions that meet/exceed target. Dr. Vurdien provided examples of FTES goals and funding, stressing extra funding is rare. Once FTES goes down, difficult to climb back up. Must be cautious when high percentage of students come in from outside of district. Mark Whitworth asked what the \$1.7MM does for the budget. Dr. Storti, the budget approved by Board showed \$4MM deficit. January projection shows deficit improving to \$2.4MM. This will allow us to get closer to a balanced budget. Dr. Vurdien wants a balanced budget by December when it is presented to the Board. Dr. Storti, budget will be balanced and financially sustainable.

#### 5. Standing Committee Update(s)

##### a. Planning and Priorities – Crystal Kollross

Until this past Fall, committee primarily functioned as Accreditation Standing Committee as PCC awaited site visit. Split off in October with new membership. Crystal and Dr. Valerie Foster created goals for committee:

1. Develop strategy for incorporating the IEPI indicators/goals and the ACCJC Institutional Set Standards into our Integrated Planning Process
2. Reviewing the Integrated Planning Process and recommending changes for improvement.
3. Establish a process for developing and implementing a strategic plan.

Small group created to review Mission Statement.

#### IV. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION

##### 1. Prioritized Resource Allocation and Budget Augmentation list

Crystal reviewed Integrated Planning process to date. Budget retreat held March 3. Timeline allowed time for budget discussions. Executive committee reviewed. Handout provided includes finalized items and rubric score. Requests for full time faculty pulled out as it requires a different process. Three large projects in process – Learning Resource center consolidation, college assistant review process, professional development committee. Items in budget better suited to these projects moved over. Instructional equipment prioritized by Dr. Giugni and Deans. Items previously funded were removed. Finalized list has 155 items totaling \$11MM.

David Colley explained Budget Retreat process and exercise. Suggestions including breaking the retreat into 2 smaller sections, providing information ahead of time, use of rubrics in budget request form, and training. Crystal and David will continue to refine the process. Dr. Vurdien, if any changes are made, an explanation will be provided.

**Motion** made by Mark Whitworth to recommend the Prioritized Resource Allocation and Budget Augmentation list as reviewed and presented. Motion seconded by Joseph Futtner. No further discussion requested. Majority approved; no opposition; no abstentions. **Motion approved.**

#### V. OLD ITEMS - DISCUSSION AND POSSIBLE ACTION

##### 1. Student Success Standing Committee Membership

Drs. Cynthia Olivo and Terry Giugni requested Crystal Kollross present in their absence. Crystal provided brief background on how/why formation of Committee came about. Drs. Cynthia Olivo and Terry Giugni created the Committee including charge and composition. College Council has purview of approving the charge and composition in order to form

Committee. Co-chairs are Administrator (appointed by the Superintendent/President) and a Faculty member (appointed by Academic Senate). Suggestion made to change classified representation to "President of Classified Senate or designee." Members reviewed and discussed composition.

**Motion** made by Mark Whitworth to Student Success Standing Committee as reviewed and presented, with change as noted. Motion seconded. No further discussion requested. Majority approved; no opposition; no abstentions. **Motion approved.**

VI. ANNOUNCEMENTS

Carlos Altamirano thanked Dr. Foster for Flex Day. Great job.

April 4 is ALE Dodgers night. Contact Tito for tickets and/or information

Graciela Caringella, please advise your staff of upcoming HR seminars including one happening tomorrow, March 17.

VII. ADJOURNMENT

Dr. Rajen Vurdien adjourned the meeting.