

**Pasadena City College**  
**College Council Meeting Notes**  
**4/27/2017**

Attendance: Mark Whitworth, Valerie Foster, Stephanie Fleming, Shelagh Rose, Joseph Futtner, Elaine Chapman, Carlos Altamirano, Jeannie Sullivan, Audrey Joseph, Kiely Lam, Monica Molina, Cynthia Olivo, Richard Storti, Terry Giugni, Lisa Norman. Guests: Kathy Scott, Stephanie Pulcifer

Dr. Vurdien called the meeting to order at 10:01 am.

Dr. Vurdien requested that an agenda item be added under Old Business. The recommendation to approval the creation of the Irrevocable Trust for OPEB.

I. Public Comment on Non-agenda items – None

II. Approval of Meeting notes from 3/16/2017 - approved by the committee with no amendments or corrections

III. Information Items

1. Superintendent-President's update -

- PCC Promise announced a few weeks ago. Good feedback from community.
- Principal's luncheon yesterday. Very well attended with great representation from High Schools across the District
- New college initiative to improve student completion - Creating a two year schedule of classes. Instructional side of the house working on this with deans and faculty. Students taking at least 9 units will be eligible for two year registration. If they succeed in their classes they will know what the next three semesters will look like. Help students stay enrolled and succeed.
- Hiring going well. Hired five fulltime faculty. Executive Director of Fiscal - Chedva Weingart. Director of Student Equity being reconsidered. Asst. Director of Educational Partnerships has been filled and Board approved. Supervisors of Student Business Services going to Board as well.
- Foundation moving forward with fundraising for major gift campaign.

2. Academic Affairs update

- Summer schedule comes out May 1.
- T. Giugni is doing a lot interviewing. 5 of 25 positions to be filled are done. T. Giugni encouraged by the faculty hiring committee progress.
- Two Dean positions are going well too.
- Will work with OIE for data to inform two year schedule

3. Student Affairs update –

- Also busy hiring.
- Developing process for students to get promise program - simplifying process for students. And the ability to automatically let students know when they qualify.

- C. Olivo encourages everyone to attend equity events. Rob Johnstone next week next Tuesday. Tim Wise will be here next Tuesday evening in collaboration with the Social Sciences Division.
4. Business and Administrative Services update
- R. Storti reported that the Budget team actively working on budget for next year. Waiting for final numbers from CCCCO. Preliminary budget due July 1. Final budget in September.
  - External auditors in a couple of weeks ago. Productive visit. Looks like no audit findings so far.
  - One more open position to be filled - Exec Director ITS

## 5. Standing Committee Reports

### a. Facilities and Sustainability

- S. Pulcifer reported that the committee met yesterday, workings on Braille signage.
- Planning a campus walk to test all Braille signage. Look for potential problems. Sustainability work -Students working on open forums in community. Educational sessions and also brining in speakers. Developing zero waster norms. U building development. May Board agenda for architect

### b. Accreditation Standing Committee –

- K. Scott reported that the committee met for the first time on March 23, 2017. Four students attended who were very engaged. Reported on ACCJC conference that L. Rogacs and K. Scott attended. Trying to get away from fear of accreditation. Giving out 18 months letters instead of sanctions. May have been too harsh with two year rule.
- Flexibility of disaggregation of SLO data.
- Just submitted Annual Report at the end of March. Mid-term report is on the 49 AIPs identified in the Self-Study Report. Also Institution set standards need to be reported in the Mid-Term Report, and Stretch Goals. Discussed Mid-Term report which needs to go through shared governance in the fall. Created meeting norms and goals for next academic year. Next year will work on educating the campus on the Accreditation Standards

## III. New Items

1. EEO Plan – L. Norman provided an overview of the draft EEO plan that was provided to committee members.

- Her office is still working on analysis section to be sure it is accurate to the data provided.
- EEO plan is required by the state and needs to be updated once every three years.
  - Look at historically underrepresented groups. Need to disaggregated data and analyses by that disaggregation. State hasn't supplied information on what they considered underrepresented groups to colleges. College needs to determine that. Looking at both student population and staff population ethnicity distribution. Holistic approach Page 31. Females are 56% of workforce males 44%. L. Norman discussed the data and how HR is analyzing and using to develop the plan. Spreading out who we are bringing into the institution. Asian descent is of concern in staffing. Lower % which reflects an under representation.
- Looking at breakdown by occupation not just total population.
- What is PCC's mindset as a whole with regards to diversifying the faculty and staff?

- Working an equity and diversity web page.
- Working disseminating information as much as possible.
  - Using new employee orientation as well. Going beyond websites and doing targeted recruitment. Adding biracial and multi-racial category.
- Half of the document is complaint process. State requires this section. Plan follows state guidelines. Nine multiple methods is a new piece recently added as a requirement. Will eventually become a part of the plan.
  - M. Whitworth expressed concern that some of complaint process may violate PERP law. Needs to be closely looked at. Lisa says this was just dropped in from state guidelines and is not finalized. She said she will look at M. Whitworth's concern
- Let L. Norman know if you have questions or concerns.

2. IEC as a Standing Committee of College Council - first read on memo which is a request from the IEC Leadership Committee to have the IEC be a Standing Committee of College Council

3.4.5. BP5010, AP5010 and AP5011 - first read. T. Giugni discussed some of the changes which includes language on dual enrollment, CCAP dual enrollment, concurrent enrollment, general admission to the college and the appeals process if someone is denied admission. Committee members were asked to discuss with their constituent groups.

#### **IV. Old Items**

1. Irrevocable trust for OPEB. Post-employment health benefits - second read. BRAC has thoroughly discussed. Do need to do some strategy sessions with a task group on how much money the college will move into the Trust each year. Although the return on investment is much greater in an irrevocable trust, once the money is placed in the Trust it can't be touched, so this is important. Asked for a vote of recommendations to Board. M. Whitworth motioned, T. Altamirano second. Approved unanimously to recommend to the Board of Trustees.

2. Mission Statement Review – Committee has met twice. Developed a process at first for vetting the mission statement at the first meeting. At second meeting reviewed mission statement from other colleges and drafted three possible mission statements for review.

- C. Kollross reported that questions have been added to the Campus Climate survey to help further vet the mission statement and provide for additional input across the campus

3. Campus Climate Survey –

- Update from C. Kollross. Survey will be launched Friday April 28, 2017 and will be available for 1 month.
- Additional questions on the mission statement and senior leadership were added to this year's survey.

4. Governance Survey

- Update by C. Kollross. Governance survey will be launched in Mid-May to all standing committees of College Council and College Council. This is part of our accreditation requirements that we systematically review and evaluate our governance processes.

#### **V. Announcements:**

- J. Sullivan from the Classified Senate announced that the staff appreciation fundraiser was going well and thanked everyone that participated.

VII. **Adjournment:** at 11:04.