



Pasadena City College is an equity-minded learning community dedicated to enriching students' academic, personal, and professional lives through an array of degree and certificate programs, campus engagement, and customized student support.

Title of Meeting / Committee Name: College Council
Thursday September 19, 2019 10:30-12pm
Room: G-101 Conference Room

Chair:
Dr. Erika Endrijonas

Name of Person Taking Notes: Lucky Springfield

Meeting Notes

In Attendance: Dr. Erika Endrijonas, Crystal Kollross, Cynthia Olivo, Mike Bush, Carlos Altamirano, Gena Lopez, Jeff Archibald, Maria Bustamante, Mark Whitworth, Matthew Henes, Richshell Allen, Shelagh Rose, Tony Casillas, Veronica Jaramillo, Connie Rivera, Manuel Cerda, Rebecca Cobb, Nicholas Slobin, Caitlin Hernandez, Candace Jones

Dr. Erika Endrijonas called the meeting to order at 10:32 AM.

I. Public Comment on Non-Agenda Items – M. Henes requested the committee to consider adding an Adjunct Faculty representative to College Council.

II. Review and approval of meeting notes from June 20, 2019

- Motion to approve: V. Jaramillo. Second: M. Bustamante. Abstain: J. Archibald, M. Henes, R. Cobb, and M. Whitworth. Approved.

III. INFORMATION ITEMS

1. Superintendent-President's Update – Dr. Erika Endrijonas
 - Alex Boekelheide has a new role, Special Assistant to the Superintendent/President.
 - Fall 2019 has begun with a small decline in enrollment and an eight-week session will begin in a few weeks.
 - PCC is actively working on the Educational Master Plan (EMP) and Facilities Master Plan (FMP). The EMP and FMP will need to go through Shared Governance before coming to the College Council.
 - Isela Ocegueda is the Dean of Academic Affairs.
 - Tookook Thongthiraj is the Interim Dean of English.
2. Academic Affairs Update – None
3. Student Affairs Update – None
4. Business and Administrative Services Update – Mike Bush
 - Fiscal year 2019-2020 budget has been adopted and uploaded.
 - There will be a new Banner report available on campus to run your own report. Business and Administrative Services will be emailing the report to show every account of every department, there are about 8000 lines.

- Facilities is closing-out the Measure P Bond and other projects.
- Demolition on the Sarafian building should begin in Spring 2020 and new building will be open within eighteen to twenty-four months thereafter.
- Jack Schulman is ending his tenure with the college and PCC has three construction management firms in place to carry on.
- Call center and travel voucher upgrade for Banner 9 users.
- Currently going through and updating necessary policies in hopes of doing a Certificate of Participation (COP) Bond or a General Obligation (GO) Bond.

IV. OLD ITEMS - DISCUSSION AND POSSIBLE ACTION

1. BP 6300 Fiscal Management
 - C. Kollross presented BP 6300 and M. Bush gave some background to the committee.
 - BP 6300 will now move forward through the Shared Governances.
2. BP 6200 Budget Preparation
 - C. Kollross presented BP 6200 and M. Bush gave some background to the committee.
 - BP 6200 will now move forward through the Shared Governances.

V. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION

1. AP 3050 Professional Ethics of Faculty – (Academic Senate Approved 12.3.2018)
 - C Kollross presented AP 3050 Professional Ethics of Faculty to the committee.
 - Motion to recommend AP 3050 to the Superintendent-President: V. Jaramillo. Second: S. Rose. Approved.
2. AP 5130 Financial Aid
 - M. Cerda presented AP 5130 Financial Aid.
 - Committee had some questions regarding definitions and requested corrections.
3. BP 3720 and AP 3720 Computer and Network Use
 - C. Jones presented BP 3720 and AP 3720 Computer and Network Use to the committee.
 - Committee discussed the AP/BP revisions and additions.
 - BP/AP 3720 will now move through the Shared Governances.
4. AP 3721 Electronic Communication Acceptable Use, Passwords, and Retention
 - C. Jones presented AP 3721 Electronic Communication Acceptable Use, Passwords, and Retention to the committee.
 - Committee discussed AP 3721 and questioned the retention of personal electronics.
 - AP 3721 will now move through the Shared Governances.
5. AP 3722 Data Classification Standards
 - C. Jones presented AP 3722 Data Classification Standards to the committee.
 - AP 3722 will now move through the Shared Governances.
6. AP 3723 Remote Access
 - C. Jones presented AP 3723 Remote Access to the committee.
 - AP 3723 will now move through Shared Governances.

7. BP/AP 7420 Employee and Trustee Travel
 - J. Wang presented BP/AP 7420 Employee and Trustee Travel to the committee.
 - BP 7420 will now move through the Shared Governances.
 - AP 7420 language is to be clarified and moved through Shared Governances.
8. BP 6250 Budget Management
 - M. Bush presented BP 6250 Budget Management to the committee.
 - BP 6250 will now move through the Shared Governances.
9. BP 6307 Debt Insurance Management
 - M. Bush presented BP 6307 Debt Insurance Management to the committee.
 - BP 6307 will now move through the Shared Governances.
10. BP 6340 Bids and Contracts
 - M. Bush presented the BP 6340 Bids and Contracts to the committee.
 - BP 6340 will now move through the Shared Governances.
11. BP 6450 Wireless or Cellular Telephone Use
 - M. Bush presented BP 6450 Wireless or Cellular Telephone Use to the committee.
 - BP 6450 will now move through the Shared Governances.
12. BP 6500 Property Management
 - M. Bush presented BP 6500 Property Management to the committee.
 - BP 6500 will now move through the Shared Governances.
13. BP 6520 Security for District Property
 - M. Bush presented BP 6520 Security for District Property to the committee.
 - BP 6520 will now move through the Shared Governances.
14. BP 6550 Disposal of Property
 - M. Bush presented BP 6550 Disposal of Property to the committee.
 - BP 6550 will now move through the Shared Governances.
15. BP 6600 Capital Construction
 - M. Bush presented BP 6600 Capital Construction to the committee.
 - BP 6600 will now move through the Shared Governances.
16. BP 6700 Civic Center and Other Facilities Use
 - M. Bush presented BP 6700 Civic Center and Other Facilities Use to the committee.
 - BP 6700 will now move through the Shared Governances.
17. BP 6740 Citizens Oversight Committee
 - M. Bush presented BP 6740 Citizens Oversight Committee to the committee.
 - BP 6740 will now move through the Shared Governances.
18. Strategic Planning Committee Membership addition
 - Tabled.

VI. ANNOUNCEMENTS

- C. Altamirano announced the following:
 - Jeff Archibald and Rebecca Cobb are new College Council members from Management Association.
 - Latinx Heritage is ongoing throughout the rest of the month.
 - API Faculty, Staff, and Student Mixer is right now in the CA North Patio.



- Black Family Reunion on Tuesday, September 24th in the Creveling Lounge from 12 PM to 1 PM.
- LGBTQ Faculty, Staff, and Student Mixer on Thursday, September 26th in the CA North Patio from 12 PM to 2 PM.

VII. ADJOURNMENT – 11:58 AM.