

**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 February 20, 2020 10:30am-12pm**

**Room: G-101 Conference Room**

**Chair:**

**Dr. Erika Endrijonas**

**Name of Person Taking Notes: Jennifer Alvarez**

### **Meeting Notes**

**In Attendance:** Carrie Afuso, Richshell Allen, Carlos Altamirano, Jeff Archibald, Alex Boekelheide, Mike Bush, Maria Bustamante, Rebecca Cobb, Eamon Conklin, Erika Endrijonas, Terry Giugni, Matt Henes, Candace Jones, Crystal Kollross, Steven Matchaan, Mackenzie Rivera, Gary Potts, Shelagh Rose, Emile Sjafii, Mark Whitworth

E. Endrijonas called the meeting to order at 10:35 AM.

#### **I. Public Comment on Non-Agenda Items- None**

#### **II. Review and approval of meeting notes from January 14, 2020**

- Motion to approve: R. Cobb. Second: C. Altamirano. Abstain: M. Whitworth, G. Potts. Approved.

#### **III. INFORMATION ITEMS**

##### **1. Superintendent-President's Update**

- E. Endrijonas announced that enrollment is up overall.
- E. Endrijonas shared that the board voted to approve a refunding.
- The next comprehensive accreditation visit is scheduled for March 8-March 11, 2021. Team chair will be Ed Bush, President of Cosumnes River College. Looking forward to his visit.
- Announced press releases. Pasadena is number for transfers to CSU's, UC's.
- Announced Aspen Institute interview next Wednesday, February 27<sup>th</sup>. This is the next phase of the process. After this phase, they will announce the top 10 in May.

##### **2. Academic Affairs Update- T. Giugni**

- T. Giugni shared that as of the first day of classes on Tuesday, enrollment was 46 enrollments above the peak enrollment of spring 19. Peak is not on the first day because faculty are still adding students. As of this morning, enrollment has increased by 430 so total increase is about 475 above the peak of last spring. Still 1500 below the peak of 2018. Have not recovered from significant slide in 18-19. There are fewer students but they are taking more classes which means the completion rate should go up.
- Fall FTS generation is 230 less than last year. Right now, winter number is 52 below last winter. This is not a concern yet because positive attendance numbers are still being submitted by faculty. Winter enrollment was actually greater this winter compared to last winter. For spring, as of this morning, we are 787 less than last

spring but we have no positive attendance numbers yet. Basically, non-credit or credit positive attendance is not entered yet so the numbers will continue to go up. Based on these numbers, we are 1500 short of what needs to be generated for this year. Because positive attendance numbers will probably be about 650-700 whatever number is on the negative side is what will need to be made up in summer. The goal to make up in summer should be 0. The goal is to get to base through primary terms of fall and spring.

- Reported that there has been progress in dual enrollment. Have had contracts or MOU's with LA Canada, Pasadena Unified and Temple City, and almost have an agreement with San Marino Unified. Will also have one shortly with South Pasadena. Arcadia Unified reached out and would like an MOU. In conversation with El Monte, also interested in agreement. Will happen sometime during the spring. When this happens, there will be MOU for every public district in our district. This is very encouraging.
- It is hiring season for 25 full time faculty right now. Most have closed or will close shortly. Committees will start their work.

### 3. Student Affairs Update- R. Cobb

- R. Cobb announced that there will be extended hours in D 104 for students in the computer lab. It will be open until midnight Monday through Thursday. Only the campus side will be open.
- Pell distribution is up by 26% this year compared to last year. Financial Aid staff has done a great job of getting the word out. Tameka's Go Team has been reaching out to incoming students to make sure FAFSA is completed.
- Quest Center is now open. Desiree Hernandez is the staff person and has been scheduling meetings with everyone to get a sense of what the campus needs are.
- Announced Black History Month. Announced faculty and staff mixer in the Creveling Lounge today. Encouraged everyone to attend. It is important for black students to see the community.
- Voter registration will also be taking place on campus. Encouraged everyone to attend these events so black students can see the community.
- Associated students also out with welcome week. Students are excited to have voting take place on campus. Email went out last week. This is exciting because it makes voting accessible.
- T. Giugni added that one of the reasons enrollment is up is because usually students are given an add code on the first day by faculty. Currently, students can add any classes they want whether they have an add code or not. ITS and ANR are working on this. This is associated with a bug in Banner. Hopes it will be fixed soon. Some classes will be overenrolled.

### 4. Business and Administrative Services Update

- A. Boekelheide announced that PCC will be hosting a county vote center in Circadian. It will open on Saturday the 29<sup>th</sup> of February until Tuesday March 3<sup>rd</sup>. This is because LA County is doing multi-day voting now with vote centers instead of precincts. It is open to the campus and the community in general. The county vote center is being run by LA County poll workers. An email has been sent to students and staff. He thanked Campus Police and Campus Use for making Circadian available.

- M. Henes asked if students can self-enroll if a class is already closed. E. Endrijonas said no.
  - M. Whitworth said a student was placed on a waitlist and given an add code and the add code didn't work.
  - T. Giugni indicated that he has asked faculty to report issues to Deans, He asked Deans to get the CRN of the course, the name and student ID of the students that are impacted from faculty and to send that information to Joyce Miyabe and to copy him and Jo Ellyn.
  - C. Jones announced that they are on a call with Ellucian and that this is happening to other districts. This is priority one with Ellucian. Communication went out to the student call center so that students who are calling there would come to campus and enroll. They were also referred to Terri Powell if they were not able to come to campus.
  - M. Bush announced refinancing of series E bond issuance. Interest rate was lowered from over 4% net that the district was paying to less than 1 % and accelerate the payoff to retire the debt earlier. He and E. Endrijonas travelled to San Francisco to meet with Moody's. Moody's upgraded campus to AA1 despite slight reserves. Felt that this was received due to outstanding operations and student support programs that are in line with the student center funding formula. Thanked the faculty and staff for their work.
  - M. Bush discussed four facility projects that are happening.
    - Work is being finished in the V building and Pathways, and the neighboring classroom is scheduled to be substantially complete by February 28<sup>th</sup>. After that, there will be the foster youth center and food pantry remodel, which he hopes to be completed in May.
    - Over spring break, the chillers and the air handlers for the library and the CEC will be changed. After that, the ADA restroom in the R building will be finished before August. Then, Major P will be done.
    - The official draft of the facilities master plan will be available for the college community to view. Will go through vetting process and hopefully it will be approved at the April board meeting. Also announced that they are finishing the RFP on vending between Coke and Pepsi. Final decision will take place next week and the contract will be at the March board meeting. If there is a change, it will be implemented over spring break.
    - Then, the focus will be on foodservice. The contract ends in June. Will solicit vendors in April to submit proposals. Hoping to have successful vendor by July.
5. Accreditation Update – C. Kollross
- C. Kollross announced site visit dates and ISER document. The Accreditation Standing Committee will review the introduction section and it will be posted online for third-party comments. Thanked Matt Henes and Jessie Wang for their work on Standard 2 and 3 because historically these have been the most difficult. Thea is excited because it is limiting the amount of editing that she has to do.

#### **IV. OLD ITEMS - DISCUSSION AND POSSIBLE ACTION**

1. All Campus End-Of-Year Celebration and awards

- E. Endrijonas discussed an award celebration to celebrate great work across campus. At her previous institution, they called them the Above and Beyond awards. Anyone can be nominated- faculty, classified, administrator. This gives people the the opportunity to nominate their colleagues and she is looking to do this in spring, possibly the third or fourth week of May or beginning of June. This would be an end of the academic year celebration. She welcomes any thought on this. There are many people doing amazing work and she knows this based on the accolades received by the college.
  - A. Boekelheide added that the governance groups do their own recognition but this event can be used to identify superior employees and elevate them.
2. Sustainability Standing Committee- M. Bush
- M. Bush and M. Henes announced that students are interested in sustainability efforts from recycling to looking at California planting. It has grown larger than the facility committee and the individuals interested in setting up a governance committee to work on sustainability
  - C. Kollross indicated that a subcommittee already exists and that it is a subcommittee of the Facilities Committee. It has a structure and a charge but it has not met.
  - M. Henes discussed that some of the work the committee would do in the future falls under facilities but some of it does not. It might be bigger than a subcommittee but could be housed as subcommittee of the College Council. He suggested taking the existing document and restructuring it to be a College Council committee rather than a subcommittee of a College Council subcommittee.
  - C. Kollross indicated that the structure and charge of the sustainability committee would need to be put out for a vote by College Council.
3. BP 3900 and AP 3900 Time, Place and Manner – C. Kollross
- C. Kollross presented on information provided by legal counsel. One of the questions was if all of the relevant protected classifications were included for the statute in question. The legal counsel response to that was yes. Legislative commentary associated with the law SB 188, the new law, traits historically associated with race, including hair texture and protective hair styles does not change in code section 66301. He said the language currently in the BP is correct. He said as to gender identity, the FEHA defines it as a subcategory of the term sex, so the highlighted paragraph in BP39 can also be construed already to contain the classification. He would not recommend any changes. He said the only thing we have to have is a way to measure decibels above 60.
  - C. Kollross indicated that legal counsel would be willing to move this forward to the groups and that he would be willing to attend an Academic Senate to explain the legalities of the BP.
  - R. Cobb discussed removing the use of designated areas in the document. She will email suggested language to Crystal. Crystal would like to put this in place by the end of the year. She suggested that all groups review these and have them to her by the April College Council Meeting.

## **V. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION**

1. BP 3500 Campus Safety – M. Bush
2. BP 3501 Campus Security and Access – M. Bush
3. BP 3505 Emergency Response Plan – M. Bush
4. BP 3515 Reporting of Crime – M. Bush
  - M. Bush reminded the committee that a number of safety-related BPs that are legally required would be brought to the committee this semester.
  - M. Bush indicated the safety plan will need to be updated in the next 24 months.
  - A. Boekelheide asked about the definition of “on campus” and if this definition included the surrounding area. M. Bush indicated that he will defer to Chief of Police.
  - S. Matchaan indicated that the Clery report includes off-campus incidents within a 1-mile radius.
  - R. Cobb asked if it should say “within the college’s jurisdiction” instead of “surrounding area”.
  - M. Bush will check with legal about altering the policy before C. Kollross sends it out to the groups to review.

#### **VI. ANNOUNCEMENTS**

- S. Rose announced that career communities will be launched campus-wide. They will meet in the quad Tuesday, March 10th from 11:30am-1:30pm and Wednesday, March 11<sup>th</sup> from 3:30pm-5:30pm. This will be a fair with a career theme and there will be games like labor market jeopardy. They will recruit student volunteers and will be sending out messages to faculty and staff to participate too.

#### **VII. ADJOURNMENT –11:23 AM.**

#### **Member Notes:**

#### **Accreditation Related:**

