

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 April 23, 2020 10:30am-12:30pm

Room: Virtual via Zoom

Chair:

Dr. Erika Endrijonas

Name of Person Taking Notes: Jennifer Alvarez

Meeting Notes

In Attendance: Carrie Afuso, Carlos Altamirano, Jeff Archibald, Bob Blizinski, Alexander Boekelheide, Michael Bush, Maria Bustamante, Rebecca Cobb, Eamon Conklin, Erika Endrijonas, Terry Giugni, Matt Henes, Veronica Jaramillo, Crystal Kollross, Gena Lopez, Isabella Lujan, Cynthia Olivo, Gary Potts, Mackenzie Rivera, Shelagh Rose, Jessie Wang, 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 April 23, 2020

- Motion to approve: G. Lopez. Second: G. Potts. Approved.

III. INFORMATION ITEMS

1. Superintendent/President's Update

- E. Endrijonas explained that she had received questions about face-to-face instruction in the summer and fall. She explained that Cal State Fullerton announced online instruction in the fall. Cal State Long Beach announced face-to-face instruction.
- T. Giugni discussed the Coronavirus pandemic and that if instruction begins in person, there is a possibility it would be moved online at some point in the semester.
- E. Endrijonas explained that M. Bush would be providing information about the budget. C. Olivo will be discussing the CARES Act.
- E. Endrijonas indicated that additional information is scheduled to be provided by Governor Newsom on May 1. She explained that the campus continues to be responsive to student needs. She appreciates everything everyone is doing during this trying time.

2. Academic Affairs Update

- T. Giugni explained that the deans are working on finalizing the summer and fall schedule. The publication of summer was delayed but will be going live soon. The schedule looks similar to last summer in that there are some face-to-face courses. This is due to funding and the condensed calendar. Both summer and fall schedules are being built as if courses will be taking place face-to-face with the understanding that there might be distance education.
- T. Giugni explained that there are three types of instruction, according to ACCJC: face-to-face instruction, online education, and correspondence education.
- T. Giugni discussed working more with faculty to provide professional development

and opportunities to help clarify the difference between online and correspondence education because PCC does not do correspondence education. He is working with J. Robinson to provide these opportunities.

- T. Giugni discussed that some colleges have committed to distance education in the fall.
- T. Giugni explained the focus on finishing the spring semester. He indicated that some resources would need to be committed to finishing spring. There have been conversations about pass/no pass options and converting W's to EW's. He is working with C. Olivo and M. Henes.
- T. Giugni announced that faculty hiring is still on-going.
- T. Giugni announced that there is a new abbreviated Form D that will be approved by C&I. Courses that will be taught in the summer and the fall need to have a Form D approved through our process by the end of fall 2020.
- T. Giugni explained that addendums have to be submitted to the Chancellor's Office for the summer and the fall. The deadline for the summer addendum is May 15, and the deadline for the fall addendum is July 1. He will share more information about this at the next meeting.
- T. Giugni discussed enrollment. More students are dropping courses on the non-credit side. Students are also dropping on the credit side, but not as many as would be expected. Students are encouraged to continue with your courses.

3. Student Affairs Update

- C. Olivo discussed the federal CARES Act. There are \$7.6 million to administer. Due to changes made by the federal government, some students previously identified as eligible are no longer eligible.
 - i. E. Endrijonas asked if students receiving emergency aid had to have filed a FAFSA. She asked if aid had been set aside for students who began the FAFSA application but did not complete it. C. Olivo indicated that she is working on this.
- C. Olivo explained she is putting together a guide on which expenses students should consider using their funds—for example, purchasing a Chromebook, noise-canceling headphones, hot spot access.
- C. Olivo discussed that over 1000 students with food insecurity had received help. Students have also received emails with information about the nearest food pantry in their community.
- C. Olivo explained that she is working with T. Giugni and the Admissions and Records Department to process excuse withdrawals and to make the pass/no pass information available on the web. This used to be an in-person process.
 - i. For students that received an incomplete or an in-progress, C. Olivo discussed that this would have implications for financial aid. The Federal Government may require that PCC ask students to pay the money back.
- C. Olivo indicated that around 7000 degrees were conferred last year. 9000 potential degrees will be conferred this year. These records will be carefully reviewed, and errors will be documented to clean up the database.

4. Business and Administrative Services Update

- M. Bush discussed the CARES Act. He explained that the rules continue to change. It

appears that the funds provided will be taxable. The Chancellor's Office is setting that up on a 1098T, not a 1099.

- The student side is accounted for under financial aid. The institution side is accounted for as a federal grant.
- M. Bush explained that funds could be used for any expenses incurred to convert to online education, backfilling lost fees, replacing devices for students and faculty and technology, security personnel. Funds cannot be used for costs associated with staff going to remote work. \$7.6 million is institutional. M. Bush explained that funds could not be used for contracts.
 - i. T. Giugni asked if there could be reimbursement for extra costs associated with finishing the spring semester. M. Bush indicated there is not a definitive answer, but this could change.
- M. Bush explained that funding available for student grants would be determined in late August/September.
- M. Bush discussed the economy and unemployment.
- C. Olivo discussed that in 2009-2011, there was a 40% decline in categorical program funding. She asked if we could experience this again.
- M. Bush explained that a cut to Prop 98 is not expected, but there could be a reduction of state funding for education. He indicated that the budget might not be known until September, and this provides little time to react if there is a cut.
- M. Bush indicated that we are looking at flat budgets going into next year. He discussed on-going appropriation and one-time funding by the state.
- M. Bush indicated that the custodial crew has disinfected the campus and continues to do so at night for the offices that remain open. He discussed the new flooring that was installed, the chiller project, and the building demolition that will occur.

5. Accreditation Update

- C. Kollross indicated that progress is being made on the ISER. The introduction and Standard IIA are available on the Accreditation website for third-party review. The next sections to be reviewed are Standard IIB and IIC.
- C. Kollross reiterated that the ACCJC requested a list of the courses moved online for spring 2020. The list is due May 8.
- C. Kollross explained that change reports would need to be filed for a series of programs.
- B. Blizinski informed the committee that if they have employees requesting time off or away, that they go to the website and fill out the form to determine the leave program for which they are eligible. Employees will receive a personal call from Human Resources.

IV. OLD ITEMS - DISCUSSION AND POSSIBLE ACTION

1. BP 3900 Time, Place, and Manner

- C. Kollross explained that the BP is the policy statement. The AP is how the policy will be implemented.
- C. Kollross reviewed the bolded paragraph reflecting the change recommended by the Academic Senate.
- C. Kollross explained that the BP and the AP had been vetted by the College's lawyers.

An attorney also attended the Academic Senate meeting to review them and answer questions.

2. AP 3900 Time, Place, and Manner

- Motion made by M. Henes to approve both BP 3900 and AP 3900, Time, Place, and Manner. Seconded by R. Cobb. No further discussion requested; no opposition; no abstentions. Motion approved.
- C. Kollross explained that BP 3500, BP 3501, BP 3505, and BP 3515 came from M. Bush's office.
- E. Endrijonas agreed that these BPs could be reviewed together because they are closely related.

3. BP 3500 Campus Safety

4. BP 3501 Campus Security and Access

5. BP 3505 Emergency Response Plan

6. BP 3515 Reporting of Crimes

- M. Bush indicated that BP 3500, BP 3501, BP 3505, and BP 3515 were approved by the Academic Senate and that he can answer any questions or concerns.
- Motion made by M. Henes to approve BP 3500, Campus Safety, BP 3501, Campus Security and Access, BP 3505, Emergency Response Plan, and 3515, Reporting of Crimes. Seconded by C. Altamirano. No further discussion requested; no opposition; no abstentions. Motion approved.

7. AP 3540 Sexual and Other Assaults

- C. Kollross explained that this is the most current legal version, vetted by the college's legal counsel.
- R. Cobb discussed that when the AP came to the Management Association last year, there were numerous recommendations made. One of the concerns is that it excludes sexual misconduct in the title and still centers the police as the entity to provide the information. She discussed changes by Betsy Devos, which includes the direct cross-examination of the other party during the hearing process. These changes are not reflected in the document.
- B. Blizinski explained that the final response had not happened yet.
- R. Cobb explained that the educational definition of sexual assault is different from the legal definition of sexual assault.
- B. Blizinski indicated that there might need to be different types of procedures.
- R. Cobb explained that the provider of information should be expanded to the Title IX Coordinator or designee, or Campus Police.
- C. Altamirano explained that this procedure had been discussed last June, and it did not pass because it was missing these key parts.
- B. Blizinski indicated that the procedure could not conflict with the law.
- E. Endrijonas indicated that she would like to move the procedure forward with the understanding that it will be brought back to try and make those changes. She explained that it would be helpful to have the procedure in the books because this is an issue. She also indicated that the final regulations had not been published.
- J. Archibald explained that he is concerned with putting forth an imperfect procedure. E. Endrijonas explained that the current guidance from the federal government would be followed, and Title IX programs and training would ensure students receive the

appropriate information.

- C. Olivo suggested embedding a link or resource within the document that informs the public of where the information is being drawn from. This will maintain compliance as the law changes.
- E. Endrijonas explained the challenges and changes regarding Title IX and committed to continuing this discussion.
- Motion made by M. Henes to approve AP 3540 Sexual Assault. Seconded by S. Rose. No further discussion requested; no opposition; J. Archibald, R. Cobb, G. Lopez, C. Altamirano abstained. Motion approved.

V. NEW ITEMS – DISCUSSION AND POSSIBLE ACTION

1. BP 3518 Child Abuse Reporting

- First read. The policy needs to move forward to the appropriate shared governance committees for review.
- M. Bush explained this policy is legally required.

2. BP 3520 Local Law Enforcement

- First read. The policy needs to move forward to the appropriate shared governance committees for review.
- M. Bush explained this policy is legally required.

3. BP 3560 Alcoholic Beverages on Campus

- This is the first read. The policy needs to move forward to the appropriate shared governance committees for review.
- Two exceptions can occur. One exception is the hospitality program and fundraising events to benefit the foundation. This will save the foundation money.
- J. Archibald asked if the hospitality programs had to be added.
 - i. C. Kollross and E. Endrijonas indicated that this could be referenced in the AP.

4. BP 3530 Weapons on Campus

- First read. The policy needs to move forward to the appropriate shared governance committees for review.

5. AP 6302 Meal Refreshments

- J. Wang reviewed the procedure and explained that it refers to unrestricted funds. Regulations for restricted funds would take precedence over this AP. She explained that expenses must be infrequent, not lavish, and only when necessary.
- M. Henes asked if this conflicts with the current I8 contract. J. Wang indicated, no.

6. AP 4020 Curriculum and Instruction

- C. Kollross explained that the procedure has been reviewed by C&I and approved by Academic Senate.
- T. Giugni reviewed the changes to Section 2B, Section 2E, Section 2F1, Section 2G, Section 2H2A, Section 3B1, and Section 3B5. He indicated that the procedure has been vetted and approved by the Academic Senate.
- Motion made by M. Henes to approve AP 4020, Curriculum and Instruction with the amendment to change “weekly” to “regularly” scheduled curriculum review meetings. Seconded by J. Archibald. No further discussion requested; no opposition; no abstentions. Motion approved.

7. BP 4020 Curriculum and Instruction

- C. Kollross explained that C&I should be a subcommittee of the Academic Senate. Currently, it appears to be a subcommittee of the Board of Trustees.
- C. Kollross will send the BP to Sharon with revisions. T. Giugni explained that he would work with Sharon, John, and Matt to review the wording of the policy.
- 8. BP 7110 Delegation of Authority-Human Resources
 - B. Blizinski explained that BP 7110 and BP 7350 are currently not in place. These BPs deal with the expediency of hiring.
 - C. Altamirano asked if the discipline of employees would still occur in closed session in accordance with government code. E. Endrijonas explained that the Board taking affirmative action is separate from this BP. This BP does not give her that authority.
- 9. BP 7350 Resignations
 - B. Blizinski reviewed the policy and explained that once a resignation has been received, the District will move forward.
- 10. BP 7600 Police Departments
 - M. Bush reviewed the policy. This policy establishes the police force and indicates that the Chief of Police will report to the Superintendent/President.
 - E. Endrijonas indicated that the policies would be sent out for vetting.

VI. ANNOUNCEMENTS

- R. Cobb announced that the Cross-Cultural Center would be hosting their second CCTV interview today at 2 pm. The link to the Facebook Live event is on the website. The topic is domestic violence as we are in domestic violence and sexual assault awareness month.
- E. Endrijonas announced that she would be speaking with Trustee Osterling about scheduling the policy committee to get the policies that were passed on the agenda for the May Board meeting.

VII. ADJOURNMENT – 12:34 PM.

Member Notes:

Accreditation Related: