

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 May 21, 2020 10:30am-12:00pm

Room: Virtual via Zoom

Chair:

Dr. Erika Endrijonas

Name of Person Taking Notes: Jennifer Alvarez

Meeting Notes

In Attendance: Carrie Afuso, Richshell Allen, Carlos Altamirano, Jeff Archibald, Bob Blizinski, Alexander Boekelheide, Michael Bush, Maria Bustamante, Eamon Conklin, Erika Endrijonas, Terry Giugni, Matt Henes, Veronica Jaramillo, Candace Jones, Crystal Kollross, Gena Lopez, Gary Potts, Mackenzie Rivera, Shelagh Rose, Jessie Wang, Mark Whitworth

E. Endrijonas called the meeting to order at 10:34 AM.

I. Public Comment on Non-Agenda Items - None

II. Review and approval of meeting notes from April 23, 2020

- Motion to approve: V. Jaramillo. Second: C. Altamirano. Approved.

III. INFORMATION ITEMS

1. Superintendent/President's Update

- E. Endrijonas explained that employees are coming back to work on campus one day a week or eight hours a week and discussed planning for social distancing when safer at home orders are loosened.

2. Academic Affairs Update

- T. Giugni discussed that summer will be 100% online. There are a total of 741 sections, which includes credit and non credit and also cross-listed courses. 197 of these courses were already online before the conversion. Approximately 540 courses had to be converted to online.
- The fall schedule is being built and it will be primarily online. If a course can be taught completely online, it will be taught online. If the course requires facilities or equipment, then that portion of the course will be scheduled face to face, keeping in mind social distancing.
- The fall deadlines are remaining as consistent as possible so that students and registration can begin at the same time as originally planned.
- There is training available to faculty. The department put together a five-hour training, and this is the minimum training required for faculty to teach in the summer and the fall. The college also has its own 8-week course that faculty can attend.
- There has been a change to faculty hiring. Ongoing faculty hiring processes have been stopped because positions have been offered and accepted to reach the state

requirement.

- Hiring has been delayed for two dean positions and a new position, Dean of Applied Technology. The permanent dean of English position has been shut down as well. Dr. Thongthiraj will continue as the dean in an interim capacity.

3. Student Affairs Update

- E. Endrijonas reviewed the PCC Student Services Report submitted by C. Olivo.
 - i. \$4.3 million awarded to 5466 students and the majority have accepted—\$ 3.8 million awarded to students that accepted. Funds are reserved for summer and fall.
 - ii. Students are processing P/NP. They are verifying students who are graduating. There are 5,500 thus far.
 - iii. A total of 2,043 students with food insecurity were supported through LancerPantry.
 - iv. A webinar will be developed to discuss racism and microaggressions due to COVID-19.
 - v. 3,445 applications were received from students for emergency aid. \$300,000 has been awarded thus far to most of the students.
 - vi. Over 800 students who had not logged into CANVAS were contacted.
- T. Altamirano discussed the Pathways program for entering students. Every single student that has applied has been contacted. 1,041 new students have signed up for the online open house tonight. 670 students have signed up for virtual pre-registration workshops.

4. Business and Administrative Services Update

- M. Bush announced that three of the last measure P projects are going on right now. The project should be done by the end of June.
- The budget is challenging. With the recession, state revenues are down. Prop 98 is over appropriated for the current year and next year. The total impact to the college is \$33 million.
- The CCCCO advocated for the college, and the governor reappropriated funds for construction that had been at risk.
- There will be a savings of about half a million dollars on PERS and STERS.
- The California Promise in the Student Success grant is fully funded.
- The components of the student funding formula are the same as last year but are adjusted downward for the revenue cuts.
- M. Bush discussed that the governor addressed the deficits through deferrals and reductions.
 - i. Deferrals cause a cash management problem. For 2019/2020, we will get a \$6.6 million deferral. We will not receive some of our May apportionment and none of the June apportionment until July. Next year, the deferral will be \$13.2 million. May, June, and July apportionment will not be provided.
 - ii. M. Bush discussed the reductions that will be made to the college, totaling \$14.2 million.

5. Accreditation Update

- C. Kollross indicated that there are three standards left on the Institutional Self Evaluation Report: standard IC, standard IVB, and standard IVC.

- The next deadline is June 9, 2020, which is when T. Alvarado needs all of the evidence promised to start the task of aligning and numbering the evidence.
- C. Kollross announced that the Accreditation Standing Committee had done a great job reviewing the ISER. The ISER will be available in the fall to go through the shared governance process.

IV. OLD ITEMS - DISCUSSION AND POSSIBLE ACTION

1. AP 7210 Academic Employees
 - M. Henes explained the change to AP 7210 to remove the description of the equivalency committee. AP 7211 also describes the equivalency committee, and at times, the documents have conflicted.
2. AP 7211 Faculty Service Areas, AP 7211.1 – FSA form
 - M. Henes explained that it was suggested to bring in an additional dean to grant equivalency, and of the seven members, six need to approve. The committee accepted the proposal that any equivalency has to have a dean sign off on it.
 - E. Endrijonas explained that one of the roles of the dean is to ensure that what the equivalency committee is voting on conforms to Title V.
 - M. Henes explained that the change to the equivalency form includes an additional place for the dean to sign as well.
 - M. Henes indicated that after some discussion, the changes were approved by the Academic Senate upon recommendation from the equivalency committee.
 - Motion made by M. Henes to approve AP 7210 Academic Employees, AP 7211 Faculty Service Areas, and AP 7211.1-FSA Form. Seconded by S. Rose. No further discussion requested; no opposition; no abstentions. Motion approved.
3. BP 3518 Child Abuse Reporting
 - M. Bush explained that this is a legally mandated policy.
 - Motion made by T. Altamirano to approve BP 3518, Child Abuse Reporting. Seconded by G. Lopez. No further discussion requested; no opposition; no abstentions. Motion approved.
4. BP 3520 Local Law Enforcement
 - M. Bush explained this is a legally mandated policy.
 - Motion made by S. Rose to approve BP 3520, Local Law Enforcement. Seconded by M. Bustamante. No further discussion requested; no opposition; no abstentions. Motion approved.
5. BP 3560 Alcoholic Beverages on Campus
 - M. Bush explained this a legally mandated policy. It has slightly changed because alcoholic beverages can be served on campus to benefit a non-profit organization, such as the foundation.
 - Motion made by G. Lopez to approve BP 3560, Alcoholic Beverages on Campus. Seconded by V. Jaramillo. No further discussion requested; no opposition; no abstentions. Motion approved.
6. BP 3530 Weapons on Campus
 - M. Bush explained that this is a much-needed policy. The policy indicates that anyone who brings a weapon on campus must register themselves and disclose to

- the police chief that they are bringing a weapon on campus—for example, other law enforcement.
- Motion made by M. Henes to approve BP 3530, Weapons on Campus. Seconded by M. Bustamante. Discussion: T. Altamirano discussed that another manager brought up fake weapons brought to campus and asked if this would be in the AP. M. Bush indicated, yes. Motion approved.
- 7. BP 7110 Delegation of Authority-Human Resources
 - B. Blizinski explained that this policy would improve operations. The policy gives the Superintendent/President the authority to authorize hiring and improve the onboarding process.
- 8. BP 7350 Resignations
 - B. Blizinski explained that once the Superintendent/President has received a resignation, it is final.
 - M. Henes explained BP 7110 and BP 7350 had not been approved by the Academic Senate.
 - Motion made by M. Henes to postpone BP 7110, Delegation of Authority- Human Resources and BP 7350, Resignations to the next College Council meeting. Seconded by S. Rose. No further discussion requested; no opposition; no abstentions. Motion approved.
- 9. BP 7600 Police Departments
 - M. Bush explained that the policy provides the Superintendent/President the authority to establish the minimum qualifications of employment for the Chief of Police.
 - Motion made by T. Altamirano to approve BP 7600, Police Departments. Seconded by S. Rose. No further discussion requested; no opposition; no abstentions. Motion approved.
- 10. AP 6302 Meal Refreshment Policy
 - J. Wang explained that the policy refers to general unrestricted funds. Food and beverages are to too be purchased when it is necessary and infrequent.
 - Motion made by M. Henes to approve AP 6302, Meal Refreshment Policy. Seconded by S. Rose. No further discussion requested; no opposition; no abstentions. Motion approved.

V. NEW ITEMS – DISCUSSION AND POSSIBLE ACTION

1. Proposed Covid-19 Grading Policy
 - M. Henes reviewed the policy and indicated that the guiding principles were not to hurt students and keep them enrolled in classes. Student Services would be reaching out to students. The policy has been approved by the Academic Senate.
 - C. Kollross indicated that there are other grades besides the ones listed and asked if they will be included. M. Henes indicated that he would find out.
 - T. Giugni discussed the policy, incomplete grades, and the options available to students.
 - Motion made by M. Henes to approve the proposed Covid-19 Grading Policy. Seconded by S. Rose. No further discussion requested; no opposition; no abstentions. Motion approved.

VI. ANNOUNCEMENTS- None

VII. ADJOURNMENT – 11:31 AM.

Member Notes:

Accreditation Related:

