

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

Tuesday, June 18, 2020 10:30 am-12:00 pm

Room: Via Zoom

Chair:

Dr. Erika Endrijonas

Name of Person Taking Notes: Jennifer Alvarez

Meeting Notes

In Attendance: Richshell Allen, Alex Boekelheide, Carlos Altamirano, Jeff Archibald, Michael Bush, Maria Bustamante, Tony Casillas, Eamon Conklin, Erika Endrijonas, Terry Giugni, Matt Henes, Veronica Jaramillo, Candace Jones, Crystal Kollross, Mackenzie Rivera, Mark Whitworth

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

I. Review and approval of meeting notes from June 9, 2020

- Motion to approve: T. Altamirano. Second: M. Bustamante. Approved.

II. INFORMATION ITEMS

1. Superintendent/President's Update

- Chancellor's Office Call to Action

- E. Endrijonas reviewed the six calls to action from the Chancellor's Office:
 1. System-wide review of police and first responder training and curriculum.
 - There will be a full review of the Police General Orders Manual at PCC, with community input.
 - An executive order will be issued to remove section 300.5- Carotid Restraint in the Police General Orders Manual.
 2. Campus leaders host open dialogue and address campus climate.
 - E. Endrijonas indicated that open dialogue, such as the listening session held a couple of weeks ago, should continue. This is a campus-wide responsibility.
 3. Campuses audit classroom climate and create an action plan to create inclusive classrooms and anti-racism.
 - E. Endrijonas indicated that there is overlap amongst the six calls to action and will work closely with campus constituent groups.
 4. District Boards review and update equity plans with urgency.
 5. Shorten the time for the full implementation of the Diversity, Equity, and Inclusion integration plan.
 - Equity also applies to EEO and inculcating the values of the College.
 6. Engage in the Vision Resource Center, "Community Colleges for Change."

- CCC Equity Leadership Alliance

- Sixty-four colleges, including PCC, have joined the CCC Equity Leadership Alliance. There are twelve training opportunities, and five people can be sent to each. Workshop topics include strategic planning for racial equity, eliminating racial disproportionality and student transfer rates, and hiring and retaining faculty of color.
- These workshops will help PCC reach the goal of being the first community college in California to close 100% of equity achievement gaps by 2027.
- The College is going to work on both what is happening in the Alliance and the Call to Action. This is a college-wide project to advance equity at PCC.
- Return of Employees to Campus
 - Managers are coming to campus three days a week. Classified staff is reporting to campus once a week.
 - At this time, the Department of Public Health recommended that employees should not report full time.
- 2. Academic Affairs Update
 - T. Giugni indicated a 7.5% increase in summer courses and a 31% increase in student enrollment.
 - The Board approved agreements with South Pasadena and Arcadia Unified. An agreement with El Monte is expected in the future.
 - Over 600 faculty are involved in distance education training.
- Fall Face-to-Face Courses
 - A small percentage of classes that cannot be held online will take place face-to-face with the necessary precautions.
 - There are plans to assist students with coming to campus to finish certain spring courses.
 - Outside agencies, such as the Huntington Hospital, allowed some nursing students to complete their clinicals, but not all. Some students will receive EWs but will have the opportunity to complete their coursework at a later time.
 - M. Whitworth asked if remote courses are being funded as online courses.
 - i. M. Bush indicated that funding is being requested based on what would have been done if COVID-19 had not occurred.
 - There is a continual push for additional funding for online classes.
- 3. Business and Administrative Services Update
 - The current fiscal year deficit is anticipated to be between 0%-5%.
 - The legislature passed a budget different from the one passed by the governor.
 - M. Bush discussed questions regarding state employees and federal relief.
 - The governor will sign the budget within thirteen days.
 - The budget should be approved by June 30th.
- 4. Student Affairs Update
 - E. Endrijonas indicated that C. Olivo sent the Student Affairs update to the committee and that she is unable to join the meeting today.
- 5. Accreditation Update
 - C. Kollross indicated that final edits are being made to the ISER, and evidence is being gathered. A campus handbook for accreditation is also being developed. The handbook will provide general information to the College and what to expect during an accreditation site visit.

III. NEW ITEMS – DISCUSSION AND POSSIBLE ACTION

1. BP 3720 Computer and Network Use

- C. Jones reviewed two additions to BP 3720.
 - In paragraph two, “The rights and responsibility of academic freedom, freedom of expression and ethical behavior apply to the use of these college computing resources and voice transmission resources” and “Employees of PACCD should act in accordance with their respective professional ethics procedures.”
 - C. Kollross indicated this is a first read of the Board Policy for the committee to take back to their respective constituent groups.

2. AP 3721 Electronic Communication and Acceptable Use

- C. Jones reviewed new sections that were added to AP 3721.
 - i. The Definitions section indicates that email is PACCD’s official means for communicating information to faculty, staff, and students.
 - ii. Purpose and Scope section clarifies that the district may send official communications to employees and students to email accounts provisioned by the College.
 - iii. C. Jones reviewed the section on the assignment of email accounts, indicating that College communications go to these email accounts.
 - iv. C. Jones reviewed the section regarding responsibilities, including managing email and storage and new acceptable use guidelines.
 - v. C. Jones reviewed mass email guidelines and a table indicating the owning offices authorized to send a mass email to different groups on behalf of a user.

IV. ANNOUNCEMENTS- None

V. ADJOURNMENT –11:22 AM.

Member Notes:

