

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 17, 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: Alex Boekelheide, Carlos Altamirano, Jeff Archibald, Erika Endrijonas, Terry Giugni, Matt Henes, Veronica Jaramillo, Candace Jones, Crystal Kollross, Gena Lopez, Cynthia Olivo, Louise Panaligan, Ernesto Partida, Gary Potts, Mackenzie Rivera, Shelagh Rose, Grace Scharler, Mark Whitworth

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

I. Review and approval of meeting notes from June 18, 2020

- Motion to approve: G. Potts. Second: C. Altamirano. Abstain: L. Panaligan. Approved.

II. INFORMATION ITEMS

1. Superintendent/President's Update

- E. Endrijonas indicated that there had been a decrease in enrollment. This is true for many colleges across the state. There are challenges with being online, but she appreciates how hard everyone is working.

- Chancellor's Office Call to Action

- E. Endrijonas explained that there would be cross-functional teams.
- A committee will review the police general orders manual next week.
- The second call to action relates to the curriculum. She has discussed faculty involvement with M. Henes.
 1. M. Henes discussed faculty looking at curriculum initiatives and the Student Success Standing Committee and the Strategic Planning Standing Committee to look at the larger classroom climate perspective. M. Henes discussed bringing this to Academic Senate and asking representatives to work with their groups to develop small groups of faculty to review the curriculum, making it local in each division and departments to inspire discussion.
 2. T. Giugni explained that models at other colleges are being looked at. He discussed the model at Long Beach City College and that he's received information from K. Scott.
- E. Endrijonas indicated that the EEO plan is being reviewed. She's volunteered for one of the CEO task forces specifically related to EO and looking at HR and hiring policies. The Chancellor's Office will be providing toolkits.
- E. Endrijonas explained that interviews would be conducted for the Chief Diversity

Officer this week. The Chief Diversity Officer will review policies and procedures, looking at them through an anti-racism lens.

- CCC Equity Leadership Alliance

- E. Endrijonas indicated that there is a focus on professional development opportunities.
- The first training for the Equity Leadership Alliance was last week.
 - V. Jaramillo discussed the training and break-out groups. Plans were discussed for welcoming classrooms.
- A2MEND has hosted webinars. Over 100 participants attended the webinar in August. There is another webinar on September 26th; over 200 people will be attending. The registration is being coordinated through the President's Office.
- V. Jaramillo indicated that the National Assessment of Collegiate Campus climate survey was discussed at the Equity Alliance training and asked if it has been administered at PCC before.
 - C. Olivo indicated yes, but the survey administered is not the final survey that is now being distributed to community colleges because adjustments have been made.
 - C. Kollross discussed the survey and that it may come out in the spring.

2. Academic Affairs Update

- T. Giugni indicated that enrollment is down in seats, about 9% compared to last fall. Headcount is down about 6.5%. There are fewer classes per student.
- T. Giugni discussed the winter and spring semesters. Several colleges have committed to remaining online for the spring semesters. The winter and spring semesters will be primarily online. Looking at the possibility of increasing the number of face to face classes and compiled a list of programs which cannot be completed without face to face instruction. This list will be shared with the Academic Senate. The development of the schedules is impacted by outside agencies such as the state, LA County, and Pasadena Public Health.
- E. Endrijonas will attend a meeting with the governor to discuss guidance when it comes to athletics. The COVID working group will be reviewing all information available to formulate a recommendation for spring.
- M. Henes asked if T. Giugni's discussion is the official announcement for the spring semester being primarily online. T. Giugni indicated the official announcement would come from E. Endrijonas. E. Endrijonas indicated, yes.
- V. Jaramillo discussed her role as a mentor through a program at Cal State Northridge and doing Chemistry research projects hands-on and having access to the research lab, with the necessary precautions.
 - i. E. Endrijonas and T. Giugni indicated that examples of situations like this would be collected to figure out what can be mitigated and how.

3. Business and Administrative Services Update

- E. Endrijonas indicated that M. Bush would not be in attendance and provided the update.
- The College's final budget is normally approved in September, but all colleges were granted an extension. If the federal government doesn't pass the stimulus bill that provides funds for the state in the form of block grants, the deferrals that are in place

will remain at about \$35 million that will need to be borrowed.

- If additional federal funds are not provided, January 2021 will be the last time the college gets paid. Starting in February, there is a schedule where February 2021 payment will be given to the College in November 2021.
- The district will need to complete a tax revenue anticipation note. CARES funds can be used to pay the interest.
- Revenue for the next fiscal year is still not known.

4. Student Affairs Update

- C. Olivo presented on the number of students served at the College in Counseling, Financial Aid, Student Health Services, and the Zoom Virtual Support Center.
- C. Olivo presented new services available to students such as Wi-fi in Lot 3, the Virtual Support Center, and the Virtual Black Student Success Center.
- Community-based services were reviewed. S. Herrera, College social worker, helps students connect with these services.
- C. Olivo announced University Day, workshops available online, Latinx Heritage Month, and the Data Symposium. She thanked M. Mares-Tamayo, K. Ford, and the researchers working on the symposium. She also thanked M. Altounji and S. Rose for the Social Justice Career Pathways conference.
- The QUEST Center is offering assistance with DACA renewal. There is an MOU with CARECEN.

5. Accreditation Update

- C. Kollross indicated the ISER is moving through the shared governance process. The Classified Senate voted to approve it.
- The QFES will go through the last review at the Accreditation Standing Committee next week and then be moved through the shared governance process.
- C. Kollross is working with the Web Office to move the Accreditation reference guide to a webpage, and it will be sent to the campus as well. She thanked T. Alvarado for her work on accreditation and the ISER.
- C. Kollross reminded the committee that Aspen interviews would be conducted on October 6th, 7th, 8th.

III. OLD ITEMS – DISCUSSION AND POSSIBLE ACTION

1. BP 3720 Computer and Network Use

2. AP 3721 Electronic Communication and Acceptable Use

- C. Jones indicated the BP and AP went out for review. The Classified Senate and the Management Association did not provide input. She was invited to present at Academic Senate.
- C. Jones reviewed new sections that were added to AP 3721.
- Edits were made based on the first reads and concerns from faculty regarding the approval authority. The AP was not approved and asked if she could work with the Academic Senate board for suggested language to the policy.
- C. Altamirano indicated the concern with the funneling of information but that overall, it was approved.
- C. Jones discussed the complaints regarding hate speech.
- C. Jones is committed to revisiting this AP and providing an update at the next College Council meeting.

- E. Endrijonas discussed the difference between issuing a statement and dialogue via the email system.

IV. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION

1. Committee Evaluation for 2019-2020
 - C. Kollross reviewed the committee evaluation report for College Council.
 - C. Altamirano inquired about the reporting out of the standing committees to the College Council.
 - i. C. Kollross indicated they would work on this.
2. College Council Goals for 2020-2021
 - E. Endrijonas reviewed the College Council goals with the committee. The goals are successful accreditation comprehensive site review with full affirmation, implementation of the Chancellor's Office Call to Action, complete review, and update of the Governance Guidelines, develop and implement a philosophy of participatory and responsible shared governance.
 - M. Henes discussed representatives on the committees sharing out to their constituencies.
 - Motion made by E. Partida to approve College Council goals for 2020-2021. Seconded by C. Altamirano. No further discussion requested; no opposition; no abstentions. Motion approved.
3. AP 4100 Graduation Requirements for Degrees and Certificates
 - M. Henes discussed the change to include a diversity requirement in the AP.
 - Motion made by M. Henes to approve AP 4100 Graduation Requirements for Degrees and Certificates. Seconded by E. Partida. No further discussion requested; no opposition; no abstentions. Motion approved.
4. AP 4260 Prerequisites, Co-requisites, and Advisories on Recommended Preparation
 - M. Henes discussed updates to the legal references and replacing "Faculty Senate" with "Academic Senate".
 - T. Giugni discussed the requirement for faculty to submit a syllabus and follow the course outline of record, and this should be incorporated.
 - Motion made by M. Henes to approve AP 4260 Prerequisites, Co-requisites, and Advisories on Recommended Preparation. Seconded by V. Jaramillo. No further discussion requested; no opposition; no abstentions. Motion approved.

V. ANNOUNCEMENTS

- C. Altamirano announced Latinx Heritage month and the calendar of events. There will be an event at 1:00 pm today with COLEGAS.
- S. Rose announced the CORE listening forum at noon today and invited faculty and administration to attend. Students will be speaking about how the faculty and administration can better support their education at PCC.
- G. Lopez announced that the Virtual Black Student Success Center is open and asked the committee to refer students.
- A. Boekeldhide announced COVID testing for employees next week (Monday, Tuesday, Wednesday, and Saturday).

VI. ADJOURNMENT –11:39 AM.

Member Notes:

Accreditation Related: