

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, October 15, 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: Thea Alvarado, Jeff Bajah, Alex Boekelheide, Carrie Afuso, Carlos Altamirano, Jeff Archibald, Michael Bush, Maria Bustamante, Tony Casillas, Rebecca Cobb, Erika Endrijonas, Terry Giugni, Matthew Henes, Veronica Jaramillo, Candace Jones, Crystal Kollross, Gena Lopez, Michaela Mares-Tamayo, Cynthia Olivo, Louise Panaligan, Ernesto Partida, Mackenzie Rivera, Shelagh Rose, Grace Scharler, Mark Whitworth

E. Endrijonas called the meeting to order at 10:33 AM.

I. Review and approval of meeting notes from September 17, 2020

1. Motion to approve: E. Partida. Second: S. Rose. Approved.

II. INFORMATION ITEMS

1. Superintendent/President's Update

- E. Endrijonas indicated the new Chief Diversity, Equity, and Inclusion Officer would be announced after the Board approves the candidate. The candidate will begin on November 16th.
- The College will remain online for winter and spring.
- A statewide COVID working group with the CCCAA has met and recommended that the Board move forward with a contingency plan.
 - i. A spring schedule was established for all teams to play, and the working group has recommended moving forward with the schedule.
 - ii. The California Public Health Department also issued guidelines that mirror the NCAA guidelines.
 - iii. New guidelines require all players and coaches to be tested 48 hours before each competition. Equipment protocol and social distancing were also discussed.
- The co-chair of the CCCAA and the interim executive director met with the Foundation for California Community Colleges to discuss a statewide testing vendor and will be meeting with a consulting group.
- Athletics will be determined by the county and what the local guidance is, and how much the college can afford for testing.
- E. Endrijonas discussed low contact and no contact sports and Title IX.
- E. Endrijonas thanked everyone that participated in the Aspen Prize visit.

- A2MEND events have been happening. There was an event in August and September and another one coming up on October 24th. The College will pay for 200 people to attend.

2. Academic Affairs Update

- T. Giugni indicated that enrollment is down 7.6% from fall 2019. Headcount is down 5.3% from fall 2019. Students are taking fewer courses.
- Enrollment is ticking up because this is the end of the SEC of the first eight weeks. A second eight weeks of classes will be starting next week. Enrollment is on an upward trend because of these late start classes.
- T. Giugni discussed faculty hiring. Departments will be submitting applications for faculty that will be starting in fall 2021. The applications have gone out and have to be submitted to JoEllyn electronically by October 21st. The process will be finalized by the end of the first week of November. Positions that need to be flown will be flown before winter break.
- T. Giugni discussed the winter and spring schedules. The winter schedule is almost complete and will be primarily online. Similar to fall, face to face courses in programs that can't happen without face to face instruction will be offered for students to finish. Deans are identifying courses that can be offered in winter and spring, working with facilities to ensure safety.
- Each of the possible sports is being cost-out to determine the cost of following the guidelines that have come out if the sports were to be offered.
- T. Giugni discussed the partnership between the Division of Business and Engineering Technology and Cal State LA for a Bachelor's of Science in Business Administration. A PCC student can complete the ADT in Business Administration and earn the degree from Cal State LA on the PCC campus. Students in the first cohort will be receiving a letter.

3. Business and Administrative Services Update

- M. Bush explained that if the budget is adopted by the Board next Wednesday, it will be delayed a month by the Chancellor's Office for a number of tax issues. The budget will not get any federal relief. The deferrals will be in place- it will be about 25 million, which will need to be borrowed to close that gap. If the budget gets approved, everything should be back on track as last fiscal year.
- D. Inda has been working with facilities to reconfigure spaces to reopen face to face. Items are back-ordered with one vendor, and they are looking for alternative vendors. She is working on best practices for purchasing to streamline customer service and online forms.
- The state has released the funds to move forward with the demolition of the Sarafian Building. He thanked A. Boekelheide and his staff for preparing a video of a walkthrough of the building for the vendors. The bidding timeline has been extended. They are hoping to award the bid at the next Board meeting. The demolition is anticipated to be done in February.

4. Student Affairs Update

- C. Olivo thanked faculty members for referring students to PCC Connect, the early alert program.

- Social Services Support programs and meal distribution from Everytable was discussed. S. Herrera is offering Housing Workshops. The next workshop is scheduled for October 21st. She encouraged faculty to inform students of these opportunities.
 - Mental Health and Wellness programs were reviewed.
 - C. Olivo thanked the faculty and staff for participating in the Domestic Violence Certification program.
 - The QUEST Center is hosting the Undocumented Student Week of Action next week. C. Olivo encouraged everyone to participate in the events.
 - The PCC Connect website was reviewed.
 - The calendar for winter and spring registration is being finalized.
 - C. Olivo reviewed the links for scheduling Express Counseling and Counseling appointments.
 - The Blackademia Newsletter and programs for men of color were reviewed.
 - C. Olivo announced an upcoming event for Formerly Incarcerated and System Impacted Students.
 - The 10th Anniversary of the Veteran's Resource Center was announced.
 - The Virtual Support Center was reviewed. Around 3600, students have received assistance.
 - Transfer support was reviewed.
 - The PCC CARE Network was reviewed.
 - The Office of Student Life will be hosting a movie night, and snack bag pick up.
 - The Cross-Cultural Center will be hosting two mixers next week.
 - C. Olivo encouraged the committee to look at the online course offered by Dr. J. Luke Wood that discusses a "hard reset" of higher education during this time of the pandemic. Student Services has created cross-departmental teams, and they will be reviewing this and coming up with ideas and ways to change their services.
 - The PowerPoint presentation will be shared with the committee.
5. Accreditation Update
- T. Alvarado announced that all constituent groups, except the Board of Trustees, have signed off on the ISER. All constituent groups have reviewed at least one or both of the QFEs.
 - There is an education campaign to get the campus ready for the visiting team in March.
6. Committee Report Out – BRAC
- M. Bush indicated that the committee had reviewed the surveys and goals for the upcoming year.
 - The first goal is to update the decision-making calendar to align with the budget process, and the committee can give input to the College Council on the upcoming budget.
 - The second goal is to improve report outs to constituent groups.
 - The third goal is to review Standard III.
 - The fourth goal is to work on integrating the resource prioritization process with the charge of BRAC.

III. OLD ITEMS - DISCUSSION AND POSSIBLE ACTION

1. QFE #2 – Part time Students

- T. Alvarado indicated that the QFE's are moving through the shared governance process. They will be incorporated into the framework of the ISER. Progress will be reported to the ACCJC at the midterm report.
- T. Alvarado thanked S. Rose as one of the primary authors on the QFE on part time students.
- Motion made by M. Henes to approve QFE #2- Part Time Students. Seconded by S. Rose. No further discussion requested; no opposition; no abstentions. Motion approved.

2. BP 3720 Computer and Network Use

3. AP 3721 Electronic Communication and Acceptable Use

- C. Jones indicated that all constituent groups had approved BP 3720 Computer and Network Use and AP 3721 Electronic Communication and Acceptable Use.
- C. Jones reviewed a change to AP 3721, where all faculty would be able to message the faculty lists. If they need to reach out to other constituent groups, they would go through the normal process expressed in the AP.
- Motion made by M. Bustamante to approve BP 3720 Computer and Network Use and AP 3721 Electronic Communication and Acceptable Use. Seconded by R. Cobb. Discussion: M. Henes thanked C. Jones for meeting with the Academic Senate; no opposition; no abstentions. Motion approved.

4. Task Teams for 2020-2021 goals

- C. Kollross reviewed the College Council goals for 2020-2021 and explained that there would be a team assigned to each goal. The committee members volunteered for the task teams:
 - 1. Successful Accreditation Comprehensive Site Review with Full Reaffirmation
 - Lead: C. Kollross and T. Alvarado
 - 2. Implementation of the Chancellor's Office Call to Action.
 - Lead: E. Endrijonas
 - Chief Diversity Equity and Inclusion Officer, R. Cobb, G. Lopez, C. Altamirano
 - 3. Complete review and update of the Governance Guidelines
 - Lead: C. Kollross
 - Members: C. Altamirano, V. Jaramillo, T. Casillas
 - 4. Develop and implement a Philosophy of participatory and responsible shared governance.
 - Lead: M. Henes
 - Members: E. Partida, J. Archibald, S. Rose

IV. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION

1. Student Success Standing Committee – Charge and Membership Update

- M. Mares-Tamayo reviewed the Student Success Standing Committee's updated charge drafted by committee members and based on the Chancellor's Call to Action and the Student Call to Action.
- Motion made by C. Altamirano to approve the Student Success Standing Committee charge update. Seconded by E. Partida. No further discussion requested; no opposition; no abstentions. Motion approved.

- M. Mares-Tamayo reviewed the Student Success Standing Committee membership update to include the Academic Support Coordinator.
- Motion made by M. Bustamante to approve the Student Success Standing Committee membership update. Seconded by R. Cobb. No further discussion requested; no opposition; no abstentions. Motion approved.
- 2. BP/AP 3310 Records Retention and Destruction
- 3. AP 3300 Public Records
- 4. BP 3050 Professional Ethics of Faculty
- 5. BP 3060 Professional Ethics of Management
- 6. BP/AP 3070 Professional Ethics of Classified Staff
- 7. BP/AP 3570 Smoking on Campus
- 8. AP 3002 Student Role in Shared Governance
- 9. AP 3003 Classified Role in Shared Governance
 - C. Kollross recommended the Board Policies and Administrative Procedures above be distributed for review:
 - BP 3050 Professional Ethics of Faculty to be reviewed by M. Henes, Academic Senate.
 - BP 3060 Professional Ethics of Management to be reviewed by T. Altamirano, Management Association.
 - BP 3070 Professional Ethics of Classified Staff to be reviewed by E. Partida, Classified Senate
 - AP 3070 Professional Ethics of Classified Staff to be reviewed by E. Partida, Classified Senate
 - AP 3003 Classified Role in Shared Governance to be reviewed by E. Partida, Classified Senate.
 - E. Endrijonas recommended the following Administrative Procedures, and Board Policies be distributed to C. Olivo and B. Blizinski for review:
 - AP 3310 Records Retention and Destruction
 - BP 3310 Records Retention and Destruction
 - AP 3300 Public Records
 - E. Endrijonas discussed accreditation and evidence of review of Board Policies and Administrative Procedures.

V. ANNOUNCEMENTS

- C. Altamirano announced Latinx Heritage month events and the kick-off for the Latinx Resource Guide today at 5 pm and a small DJ gathering from 6 pm to 7 pm. He also announced the Data Symposium tomorrow, where students will speak about their experiences. The information for these events is on the ALE website.
- E. Partida announced the Classified Senate general meeting on October 30th from 11:00 am to 12:30 pm and encouraged staff to attend.

VI. ADJOURNMENT –11:42 AM.