



PASADENA CITY COLLEGE MEETING AGENDA and NOTES

Title of Meeting / Committee Name: College Council

Thursday September 21, 2017 10-11:30am

Room: President's Conference Room

Chair:

Dr. Rajen Vurdien

Name of Person Taking Notes:

Lucky Springfield

Meeting Notes

In Attendance: Dr. Rajen Vurdien, Carlos Altamirano, Carol Calandra, Crystal Kollross, Cynthia Olivo, Ekaterini Kottaras, Elaine Chapman, Gary Potts, Graciela Caringella, Joseph Futtner, Kiely Lam, Mark Whitworth, Richard Storti, Rudy Perez, Shelagh Rose, Stephanie Fleming, Terry Giugni, Valerie Foster, Joe Simoneschi

Dr. Rajen Vurdien called the meeting to order at 10:02 AM.

- I. Public Comment on Non-Agenda Items – None
- II. Review and approval of meeting notes from June 22, 2017
 - Motion to approve – Carlos Altamirano. Second: M. Whitworth. Approved
- III. Information Items
 1. Superintendent-President's Update – Dr. Rajen Vurdien
 - At the Board of Trustees meeting, there were two presentations from Dr. Giugni and Dr. Merrill. Dr. Merrill stated that 68% of all students from Arcadia who come to PCC, graduate in two years. Dr. Giugni's number was more in the range of 34%. Dr. Giugni's numbers made of actual degrees awarded, where as Dr. Merrill's numbers made of a combination of degrees awarded and students that transferred without a degree. Dr. Giugni will be working with both research offices to determine the actual numbers.
 - Some colleges are starting to look differently at AP. A college transcript with English 1A is guaranteed, whereas AP is not. The Board of Trustees president was very interested in continuing this conversation, and would like more information.
 - Dr. Vurdien urges PCC Faculty Senate to work very closely with Dr. Giugni to arrange for a meeting with the faculty at Arcadia high school. This can help the parents of that district and the Arcadia faculty to understand the importance of a community college transcript, especially in those courses that transfer.
 - This semester, enrollment numbers were slightly lower than they were last fall, but the college is doing everything they can, working with faculty and staff, to add second half of the semester courses so that we can capture that enrollment.
 - Dr. Lisa Norman's effective end date is October 16th.
 - Monica Molina's last day is September 21st.

- The Vice President of HR, position will be flown as soon as Dr. Norman resigns officially.
- Acting Executive Assistant for the President's Office has already flown.
- Board of Trustees approved the salary and benefits package for all the various groups. Looking forward to completing negotiations with the Faculty Association in the next couple of months.
- PCC is being recognized at an event from the AME Church which is celebrating its 130th anniversary.
- PCC was recognized by the San Gabriel Economic Workforce Development Group. There were five specific groups that got recognized and PCC was recognized with a partner by the name of Meacci Amata for what they have done to prepare students for careers in Manufacturing and Engineering.
- Mt. SAC was recognized with a group that included Cal Poly Pomona, La Verne and some other businesses in the Claremont area. That group is known as the Convergence Group.
- PCC partner, the C Poly Corporation's CEO, Mr. Kin Hui has approached PCC to develop a program with them. They now have five restaurants in the area. They would like PCC to prepare their workforce in culinary arts and also in hospitality management.
- The Board of Trustees is going to be hiring a search firm. The Board will interview about four or five firms at the special meeting on the 11th of November to start the process of finding a new Superintendent/President, for PCC to start on October 11th.
- The Board of Trustees meeting of October 4th has been canceled and rescheduled for a special meeting on October 11th. That meeting will be facilitated by the former Chancellor of the California Community College's system, Dr. Bryce House.

2. Academic Affairs Update – Dr. Terry Giugni

- Fall credit enrollments are considerably less than last fall, actually 6,300 enrollments less. PCC now has 90 unduplicated headcounts less this fall than last fall. The number of students was about the same, but students are not taking as many classes.
- Noncredit area is also seeing significant drops in enrollment. The difference right now between last fall and this fall is a little over 800 enrollments. In the unduplicated headcounts, the difference in enrollment is 2,200, and the differences in unduplicated headcount is 230 students.
- Dr. Vurdien indicated that's about \$3 million that PCC may not be earning for next year, due to the decrease in FTES.
- Academic Affairs, Student Services and Marketing have been working on getting the word out and as a result they are seeing a day to day enrollment increase.
- Winter schedule is almost ready to go live and they are working with the deans to build a larger schedule to generate more enrollments.
- PCC is optimistic about generating sufficient FTES to make base, and generate growth.
- Stephanie Fleming is the new Interim Dean of Instructional Support.

3. Student Services Update – Dr. Cynthia Olivo

- Working with Institutional Effectiveness on a study to figure out why students dropped classes during the first week. Two methods: Survey and student focus group.
- This fall, PCC was able to award 1,200 more students than the same time last year, with 1.9 million dollars more than the same time last year.
- Due to BankMobile, students are now able to get their money, not in just a paper check form, but also by simply going onto BankMobile to get their money transferred to their bank accounts.
- Dr. Vurdien specified that disbursement date of financial aid is the date on which the authorization is given to go ahead to issue checks. The pay date will be about three days after that.
- Veterans Resource Center expansion is due to be finished middle of October.
- Foster Youth Success Center will be coming online this fall, hopefully, by late November.
- Expansion of the Pathways center will be completed in December.
- Safe Zone Center will be open December 15th in R422.
- Will be working with an architect to make some changes in the L building. To create a more warm, welcoming, and inviting environment, which is also part of retaining students.
- Dr. Olivo encourages everyone to please sign up for DACA services.

4. Business and Administrative Services Update – Dr. Storti

- Board of Trustees approved our adopted budget.
- Revenues for the general fund were \$156 million.
- Total revenues from all of our different sources exceeded a quarter of a billion dollars at \$253 million.
- Included in the budget report that was given to the Board was information about cautions and concerns related to PCC's budget. PCC's general fund budget is really dependent on the health of the California economy.
- Unemployment in California is extremely low, very strong job market, very strong housing market, more people paying, and higher revenues at the state level. Higher sales taxes also are being realized at the state level.
- The economy is off to a good start for fiscal year 2017-18.
- U-building funding was signed into law with the budget. For fiscal year 2017- 18, PCC is receiving \$2.2 million for the project from the state. Total U-building project budget is \$63 million dollars. First year budget from the state is for design and architectural services. PCC contracted with an architect, GKK Works.
- Board of Trustees approved a five-year maintenance agreement for our Banner software program.
- PCC is looking at developing offsite backup storage for all of PCC's data and to have that in place by Dr. Vurdien's deadline of December 31.

5. Standing Committee Report – Crystal Kollross

- Requested that our standing committee review their charge and membership and bring any changes that they think are necessary to College Council.
- Student Success Standing Committee and Enrollment Management Standing Committee have updates.

IV. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION – Shelagh Rose

1. Student Success Standing Committee Membership

- Student Success Committee is a new sub-committee of College Council.
- Their Retreat was on September 1st and they have met twice so far.
- Charge of the committee is to create the plan for the braided funding of BSI, Equity, and SSSP.
- Motion made by C. Altamirano to add a faculty member that is a Counselor with expertise in guided pathways, an ESL dean, an ESL faculty, an English faculty, and a Math faculty representative. They will remove the PSI coordinator, but for the time being, the PSI Coordinator will be a member, and then when that position is vacated or the person steps down, there will be no more PSI Coordinator. Motion seconded by G. Caringella. No further discussion requested. Unanimously approved; no opposition; no abstentions. Motion approved.

2. Enrollment Management Standing Committee Charge and Membership

- Dr. Giugni stated that the committee has proposed changing the words of the second paragraph to substitute for the charge.
- Second paragraph should read “Educational Master Plan” not “Education Management Plan”.
- Committee felt there were gaps in representation.
- Committee added designees in various areas, following some of the same rationale as they were discussing with regard to the changes in Student Success Committee.
- Committee went from a membership of 14 to a membership of 18.
- Dr. Foster made formal request that all of the College Council committees designate what type of faculty they want. Dr. Vurdien supports this request.
- C. Kollross will reach out to all the standing committee chairs and ask that they review their membership. Then as they get that done we'll bring the results back to College Council.
- Dr. Foster #9 Faculty at large appointed by Student Services. Student Services doesn't appoint the academics. So that should probably read faculty from Student Services appointed by the academics.
- G. Caringella #17 Classified Representatives - appointed by Student Services/Equity Should probably read Classified Representative - from Student Services/Equity Approved by Classified Senate.
- Dr. Giugni specified number 17 should say a Classified representative from the Student Services area appointed by the Classified Senate. And the word equity should be deleted.
- C. Kollross made a recommendation of bringing the guidelines back to the next

meeting so they can look at it and make a decision. Dr. Vurdien supports this request.

- C. Altamirano made a recommendation for #10, #11, #12, and #16 to change Vice President to Management Association.
- C. Kollross made a recommendation to change VP to the Superintendent-President or designee in consultation with the Management Association.
- Motion made by C. Altamirano to change the wording of VP to the Superintendent-President or designee in consultation with the Management Association and to add another member to the College Council Enrollment Management Standing Committee. #19. Vice President - Business Services or designate. Motion seconded by Dr. Foster. No further discussion requested. Unanimously approved; no opposition; no abstentions. Motion approved.

3. BP/AP 6750 Parking – First Read

- This policy and procedure has not has an update to policy since 1987.
- This procedure was updated in 2006.
- Campus Police and Safety, Dr. Storti, and then Executive Committee reviewed it.
- G. Potts would like to change the wording under the Parking Committee, first paragraph, and last sentence. Wanting it to make sure it's more affirmative than it is, to change "shall be posted" to "are posted."
- G. Caringella would like take this AP back to the Classified Senate to discuss the language.
- This AP will go on the next agenda meeting in October for a second read.

4. AP 4030 Academic Freedom - Academic Senate – Information Only

- Language changed under, Faculty Due Process Regarding Academic Freedom, 2-b.
- AP 4030 will be given to Dr. Norman and General Counsel to review the language and see if it is acceptable.

5. BP 6540/ AP 6540 Risk Management and Insurance

- Last reviewed in August of 2008.
- Reviewed by Business Services and Risk Management.
- For the Board policy: Clarified who had delegated authority, what types of coverages we had, and that we were part of a joint powers authority group for insurance.
- For the Board policy: Clarified who had responsibility for the risk management insurance of the District at the executive level, added in new insurance coverage for cybersecurity, and separated out the responsibility to the Vice President of Human Resources for health and welfare insurance.
- Motion made by J. Futter to approve BP 6540/ AP 6540 Risk Management and Insurance. Seconded by E. Chapman. No further discussion requested. Unanimously approved; no opposition; no abstentions. Motion approved.
- This AP/BP will now go to the Board committee.

6. AP 6365 Technology and Information Resources

- AP 6365 Pulled until another date.

7. BB 2710 Conflicts of Interest - Information only

- This is an information-only item.
- This is a Board bylaw. It is going to the Board. It has been approved.
- Extra language added in Section 8 on gifts.
- All the designated positions were clearly defined under Section 2.
- Section 11 was added, about contracts supported by federal funds, which is primarily about our grants.

8. 2016-2017 College Council Evaluation Report

- This report will be discussed in the next College Council meeting in October.

9. College Council Goals for 17/18

- Motion made by Dr. Foster to roll over the goals from 16/17 to the goals for 17/18 and to update all memberships. Seconded by J. Futter. No further discussion requested. Unanimously approved; no opposition; no abstentions. Motion approved.

V. OLD ITEMS - DISCUSSION AND POSSIBLE ACTION

1. BP/AP 3720 Computer and Network Use

- Prior agenda item with no motions made on it.
- Not all subcommittees reviewed BP/AP 3720.
- College Council will wait and bring BP/AP 3720 back again.

VI. ANNOUNCEMENTS

- C. Altamirano announced that tonight from 5:30 PM -7:30 PM is the Status of Latinos and Higher Education forum. All are invited to come and enjoy.
- G. Caringella stated that Friday, September 29th Classified Senate is hosting a workshop titled Demystifying Classified Senate. They are trying to encourage classified staff to be more involved.
- G. Caringella shared how Classified Senate currently has three representatives at the Leadership Institute in Monterey, CA.

VII. ADJOURNMENT

- Motion made by J. Futter to adjourn. Seconded by C. Altamirano.
- Meeting adjourned at 11:28 AM.