



PASADENA CITY COLLEGE MEETING AGENDA and NOTES

Title of Meeting / Committee Name: College Council

Thursday October 19, 2017 9:00 am 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, Jeannie Sullivan, Joseph Futtner, Kiely Lam, Lynora Rogacs, Richard Storti, Rudy Perez, Shelagh Rose, Terry Giugni, Valerie Foster, Matthew Kiaman, Susan Bricker

Dr. Rajen Vurdien called the meeting to order at 9:04 AM.

- I. Public Comment on Non-Agenda Items – None.
- II. Review and approval of meeting notes from September 21, 2017.
 - Motion to approve: G. Potts. Second: J. Futtner. Abstention: L. Rogacs. Approved.

III. INFORMATION ITEMS

1. Superintendent-President's Update – Dr. Rajen Vurdien
 - College is proud to be eligible to apply for the Aspen award 2019.
 - In the Athletic division, a congratulations to Pat McGee, coach of PCC's baseball team, for being named the All-Sports South Coast Conference Men's Coach of the Year. McGee is the first PCC men's coach to win the award.
 - Once more PCC is recognized by the state as one of the top producers of associate degrees for transfer.
2. Academic Affairs Update – Dr. Terry Giugni
 - PCC enrollments have been going up over the last couple of weeks due to the large number of sections that start next Monday.
 - PCC numbers are still considerably less as compared to last fall. Currently, on the credit side, PCC is down over 6,000 enrollment seats as compared to last fall and non-credit is 2,500 less in enrollments than last fall.
 - T. Giugni plans to meet with the Deans this week about the possibility of adding another set of courses that would be six-week courses at the end of fall in hopes to capture some additional enrollments.
 - Dr. Vurdien added that the Governor has signed a bill making the first year of community colleges free in California. Dr. Vurdien will be working with the Foundation to see if they can make an announcement as early as December. This will probably boost enrollment for any resident of this district who graduated from 1 of the 16 high schools in this district.

- C. Olivo shared concern that students need support and not only to meet financial needs. There will be an event on October 30th called LA County Promises That Count, talking about these issues to help us all figure out how we after promise programs that provide substantial support for students to help them to completion.
- S. Rose expressed that we have limited resources. PCC may need to expend them wisely on the students who will benefit from them most and there is concern in expending those limited resources on students who may not need them.
- Dr. Vurdien pointed out that PCC is continuing the Pathways program, Learning Assistance Center, U-Pass, Food Pantry, working towards the E-Books and encouraging teachers to go to open resources.
- T. Giugni mentioned that they are at the beginning of the faculty hiring prioritization process and hope to start the hiring process when the faculty get back in the spring. They plan on adding 20 full-time positions.

3. Student Affairs Update – Dr. Cynthia Olivo

- A thank you to our Behavioral Intervention Team for gathering on Monday. They meet every other week and they designed three events.
 - 1) One was held yesterday for our former student who took his life by suicide. This included personal counseling, health and wellness, and Student Life.
 - 2) Tuesday we held an event from the Veterans Resource Center that they had previously scheduled because it is suicide prevention and mental health awareness month.
 - 3) All are invited to participate on November 3rd. We have suicide prevention training. There are 50 seats available. Being held in the Creveling Lounge and lunch is provided.
- Dr. Foster has been working with Great Minds in STEM and also Melva Alvarez in MESA. Many students are participating this week in the conference. About 70 of our students are down the street at the Pasadena Convention Center meeting people from NASA. The last time students met astronauts.
- This Saturday we have one of our alumni, Adriana Ocampo. She will be honored at the Great Minds and in STEM conference. We arranged for a private reception for our students and for anybody from campus.
- Today we have an event organized by Dr. Mares-Tamayo called Life after DACA. That's at noon. Please let students know. Dr. Olivo has around 15 faculty and staff who have volunteered to form a community of practice around former incarcerated students.
- Ten of our faculty have responded to the Black Minds Matter online course. This is a six-week course offered online from Dr. Jay Luke Wood at San Diego State University. Approximately 10,000 people have registered across the United States, and so we are an official rebroadcast site. Dr. Mares-Tamayo has sent information out about when you can come together. The first gathering is on Wednesday, in Creveling lounge. Free lunch and we will simply be reviewing the material that had already been presented the week before in the course.
- We have three additional funding sources that came to us from the Chancellor's Office:

- 1) One is called a Full-Time Completion Grant which requires that students enroll in 15 units per term and have a comprehensive education plan on file. They can get up to \$1,500 per semester and will receive the money starting November 1st.
- 2) We also received \$125,000 for an Undocumented Student Emergency Fund. We will be sending the campus the criteria and process for students to access those funds on November 1st.
- 3) We received \$56,000 from the Chancellor's Office to fund our food pantry.

4. Business and Administrative Services Update – Dr. Richard Storti

- The board authorized us to do an RFQ, for management firms who provide specific services in establishing an irrevocable trust to oversee funds set aside for other post-employment benefit liability. By December 31st, we'd like to have a management firm hired to manage those funds for us in a safe manner. We can anticipate returns in the neighborhood of 5% up to maybe 10%.
- Currently we have about six million dollars of Measure P funds left, and we're actively moving forward with several projects and anticipate using a majority, if not all of the funds, by the end of this fiscal year.
- The U building development is in the initial planning phase with the architects that we've hired, GKK. We are working with the Chancellor's Office to see if there's any type of flexibility in the plans that have already been submitted to the State.
- It looks like we're going to get State funding for the E Building seismic improvements to the tune of \$12-\$15 million. Currently working with the Chancellor's Office to secure those funds.
- The Board approved our annual 311 reports last night. The 311 report includes our actual financial results from last year, our budgeted amount, and our projected amount for 2017.
- We're working with our external auditors to complete the external audit for 2016/17 financial results.

5. Standing Committee Report – Accreditation Standing Committee – Lynora Rogacs

- We are currently at 18 members and have seats available for four representatives from Associated Students.
- The ACCJC has altered their guidelines for the midterm report, and so we're writing a report that tries as best we can to make sure that we are committing ourselves to those new guidelines.
- We no longer have to do extensive responses to meet the standards because those were addressed in the follow-up report and we were successful in all of those. There is much more emphasis according to the ACCJC guidelines on responding to the recommendations for improvement upon the standards, rather than making the standards.
- The data analysis section, which covers three years' worth of data. Our report shows we have 47 actual improvement items that we identified in the 2014 self-evaluation study.
- Many AIPs overlapped with recommendations, and so a lot of them were resolved in the

process of meeting the recommendations.

- The data analysis section is related to 2013-14, and then 2014-15, and 2015-16. We are analyzing completion rates, certificate rates, degrees, as well as the fiscal aspect that is reported annually.
- The approval process is underway. We have an administrative procedure that governs the approval process for all reports related to accreditation.
- Before the Accreditation Standing Committee does its final approval, we approve the draft to be shared out for the shared governance approval process.
- We are on our first draft of our Rosemead Extension change proposal. We have two opportunities coming up in spring to submit the report, February and May. And it is really a matter of how quickly the approval process goes in the Shared Governance bodies.
- We want to have the Accreditation Education Campaign started by spring of 2018 so it is well in advance of the self-study.
- Currently we are working on a major project, initiating a discussion about Institutional Student Learning Outcomes (ISLO).

IV. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION

1. BP 4102/AP 4102 Career and Technical Education Programs - Academic Senate
 - Motion to table: C. Altamirano. Second: E. Chapman. Approved.
2. AP 4103 Work Experience – Academic Senate
 - Motion to table: C. Altamirano. Second: E. Chapman. Approved.
3. AP 6365 Technology and Information Resources – M. Kiaman
 - This AP has standard language the district manager's office has recommended and actually said this is legally required. Our purchasing office is using this in contracts.
 - Motion to approve: C. Calandra. Second: G. Caringella. Approved.
4. BP 3000 Shared Governance – C. Kollross
 - This BP is up for review.
 - This BP will go back out to the constituent groups and come back for a second read.
5. BP/AP 5040 Student Records, Directory Information and Privacy – S. Bricker
 - Language has been aligning with the current recommendation for the CCLC template.
 - In the second paragraph of the BP we identified the appropriate position, the Superintendent-President.
 - Reworded the last paragraph, which defines our directory information.
 - This BP/AP will go out to the sub groups and come back for a second read.
6. AP 5045 Student Records Challenging Content and Access – S. Bricker
 - Revised some of the contact information.
 - Added one section that was missing from our AP that has to do with the specific right of a student to inspect/review his own records.
 - Under item number two, the heading was changed to make it clearer.
 - Added one definition from the CCLC template's recommendation of action when an

- employee is no longer employed by the district.
- AP was to move information about the access log at the very end of this document from AP5040 to AP5045 as per the CCLC template.
 - AP will go out to the sub groups and come back for a second read.
7. Review Shared Governance Guidelines—committee membership & terms of service – C. Kollross
- Continue to abide by the language in section four.
 - Language changed in sections six and eight.
 - The Standing Committees will approve the formation of a subcommittee of a standing committee.
 - Motion to approve: C. Altamirano. Second: G. Potts. Approved.

V. OLD ITEMS - DISCUSSION AND POSSIBLE ACTION

1. BP/AP 6750 Parking – Tabled
2. BP/AP 3720 Computer and Network Use – M. Kiaman
 - Last time this was updated was in 2000, 17 years ago.
 - This is the Board Policy and Administrative Procedure on the appropriate use of computer and network resources.
 - Some added language about protection of your passwords, not sharing passwords, incidental personal use, and incidental personal use is acceptable.
 - One cannot conduct business through PCC Wi-Fi.
 - Motion to approve: S. Rose. Second: J. Futtner. Abstention: E. Kottaras. Approved.

VI. ANNOUNCEMENTS - None

VII. ADJOURNMENT

- Meeting adjourned at 10:12 AM.