



PASADENA CITY COLLEGE MEETING AGENDA and NOTES

Title of Meeting / Committee Name: College Council

Thursday November 16, 2017 10-11:30am

Room: President's Conference Room

Chair:

Dr. Rajen Vurdien

Name of Person Taking Notes:

Lucky Springfield

Meeting Notes

In Attendance: Richard Storti, Carlos Altamirano, Carol Calandra, Crystal Kollross, Ekaterini Kottaras, Graciela Caringella, Jeannie Sullivan, Joseph Futtner, Lynora Rogacs, Mark Whitworth, Shelagh Rose, Terry Giugni, Valerie Foster, Susan Bricker, Michaela Mares

Dr. Richard Storti called the meeting to order at 10:04 AM.

I. Public Comment on Non-Agenda Items – None.

II. Review and approval of meeting notes from October 19, 2017.

- Motion to approve – V. Foster. Second: C. Altamirano. Abstention: M. Whitworth. Approved.

III. INFORMATION ITEMS

1. Superintendent-President's Update – Dr. Richard Storti

- Community College Completion Grant in the amount of \$574,000.
 - It will provide financial aid benefits to students who are taking at least 15 units and are working toward completing a degree or certificate.
 - The financial aid provided will be \$750 for new and continuing students.
 - Additional funding for DACA students support for \$125,858 from the Chancellor's Office in Sacramento.
 - \$53,000 for a Hunger-Free Campus. This would be assistance for services from our Food Bank.
 - The Board of Trustees deliberated last night about selecting a search firm for the Presidential search.
 - Interviews totaled five firms.
 - The firm that was selected is the Collaborative Brain Trust (CBT).
 - Lead consultant for the Presidential search will be Sandra Serrano.
 - The fee for the search will be a total of \$60,000. That includes two primary components.
- 1) One component is the search services.

2) Another component is on-boarding. Once the new President is selected, CBT will provide services to assist and provide consulting services with the new President, to make the transition.

- Salvatrice Cummo was appointed as the new Executive Director for Workforce Development.
- Officer Chan was appointed Police Sergeant in our Police Department.
 - Our police department is now fully staffed.
 - Campus safety is extremely important.

2. Academic Affairs Update – Dr. Terry Giugni

- Final prioritized list for Faculty hiring.
 - Deans are working with Faculty and Human Resources to develop the job announcements.
 - These positions will be posted the first week of December.
 - The actual hiring process will be happening in the spring.
- Update on Fall enrollment numbers.
 - T. Giugni retracted the Fall enrollments statement in the Minutes just approved. Enrollments are actually almost identical at this point. On the Credit side, we are ahead by about 340 Enrollments and on the Non-Credit side we're down by about 397.
 - The estimate on FTS for our Fall 2017, is generating approximately the same FTS as we saw last Fall.
- Update on Winter enrollment numbers.
 - Winter registration is doing very well.
 - We are at 52% fill with almost 11,000 students.
 - At the same time last year, we only had 2,000 enrollments.
 - Estimates are that if we reach 80%, we will be generating about 2,000 FTS for this winter.

3. Student Affairs Update – None.

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

- The U Building replacement project is a \$63 million project that was approved in the State budget this year.
- The project was approved as an emergency replacement project. This means the plans that were submitted and approved basically have very little, if no, flexibility to modify those plans.
- The U Building currently has three elevators, whereas the internally designed plans that PCC submitted to the Chancellor's Office in 2011 only have one elevator.
- GKK Works, the architect who was selected to represent PCC for the project, have had several conversations with the Chancellor's Office in an attempt to get flexibility in adding one, maybe two, elevators, and having the building positioned perpendicular, which would maintain the architectural integrity of our other existing buildings.

- The only problem is that the change won't be state funded, so it would be something that PCC would need to cover with our local resources.
5. Standing Committee Report – Planning and Priorities – C. Kollross
- Committee has created an Administrative Procedure for the Mission Review Statement, currently looking at how the process is right now, and then incorporate that into a mission statement.
 - Negotiation about the alignment of College Procedures and Practices and things that are out of line.
 - Discussion and review of the following that the College is required to look at:
 - IEP goals framework.
 - The institutional set of standards for accreditation and the scorecard.
 - How do we figure out what we really want the college to look at and really make changes on or focus on because there are lot of numbers involved.
 - Looking at the centralization of the application for degrees and certificates. We recognize that this is a problem for students.
 - Currently working on the Institutional Planning Model.
 - C. Kollross made a formal recommendation to the College Council to centralize the process for degrees and certificates.

IV. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION

1. College Calendar 2018-2019 – Dr. Giugni
 - Correction on Spring of 2019, March 16th should not be bold.
 - Motion to approve – M. Whitworth. Second: C. Altamirano. Approved.
2. College Calendar 2019-2020 – Dr. Giugni
 - Correction, February 22nd should be bold.
 - Motion to approve – C. Altamirano. Second: J. Sullivan. Approved.
3. SSSP/Equity/BSI Report – M. Mares
 - Basic Skills Initiative (BSI) fund.
 - The basic skills initiative is specifically focused on our students who assess at and then ultimately place into courses that are below college level.
 - Student Equity Fund.
 - The purpose is making sure that we are working on closing our achievement gaps here on campus.
 - Student Success and Support Program (SSSP) fund.
 - Focuses on getting our students fully matriculated into PCC.
 - The process of creating the Integrated Plan.
 - The Chancellor's Office in February 2017, asked us to do two things:
 - 1) To reflect on the previous efforts done by each of those three initiatives.
 - 2) Identify again those five goals in associated activities that, and support student success.

- The process of creating the Integrated Student Success Goals.
 - 1) To build student pathways from non-credit to credit, as well as pathways to completion.
 - 2) To decrease achievement gaps by 4% for disproportionately impacted groups through college-wide efforts grounded in equity-minded frameworks and cultural competence.
 - 3) To improve success rates for students who complete a degree in an applicable course, after having completed any basic skills course.
 - 4) To provide consistent and comprehensive opportunities for professional development that are equity-minded and student-centered to increase student retention.
 - 5) To deepen collaboration with high school districts, workforce agencies, and other community partners to increase students' college and job readiness.
- Motion to approve: S. Rose. Second: J. Futtner. Approved.
- 4. BP 5052/AP 5052 Open Enrollment – Student Services – S. Bricker
 - Added change, Enrollments may be subject to a priority system established by District in BP 5055 and AP 5055.
 - Inserted the correct designation of Superintendent-President, or designate in the language.
 - Last reviewed in 1999.
 - Motion to approve: C. Calandra. Second: J. Sullivan. Approved.
- 5. Shared Governance Guidelines – Appointments, Vacancies and In-active members on Standing committees – Article II Section 4. – Tabled.
 - i. PnP membership revisions
 - Motion to approve: C. Altamirano. Second: G. Caringella. Approved.

V. OLD ITEMS - DISCUSSION AND POSSIBLE ACTION

1. BP 6750/AP 6750 Parking – 3rd Read - Campus Safety
 - Changed to what should be posted on the website.
 - Changed regarding the handicap placard.
 - Motion to approve: G. Caringella. Second: C. Calandra. Approved.
2. BP 3000 Shared Governance – 2nd Read – C Kollross
 - Changed language from the Pasadena Area Community College to the District.
 - Motion to approve: J. Futtner. Second: S. Rose. Approved.
3. AP 4030 Academic Freedom – 2nd Read – Academic Senate
 - Motion to approve: S. Rose. Second: J. Futtner. Approved.
4. BP/AP 5040 Student Records, Directory Information and Privacy – 2nd Read – S. Bricker
 - Revisions to the board policy, as discussed last time, to make sure we are designating Superintendent-President, the appropriate official.
 - Realigning the language under directory information to make a little more sense than what our current policy says.

- Motion to approve BP: C. Calandra. Second: G. Caringella. Approved.
- AP outlines our responsibilities to maintain the confidentiality of student records, under what circumstances we can release the information, under what circumstances we have to release the information, and touches upon rights of students.
- Motion to approve AP: J. Sullivan. Second: C. Calandra. Approved.
- 5. AP 5045 Student Records Challenging Content and Access – 2nd Read – S. Bricker
 - This addresses the students' rights under the Family Educational Rights and Privacy Act, to review and inspect their records, to release their records, and to request amendment to their records if they see a need to do so.
 - It also provides information regarding their right to file a complaint with the Family Policy Compliance Office, a division of the U.S. Department of Education, in the event they think their FERPA rights have been violated. This is something that we basically have to publish and provide for them.
 - Motion to approve: S. Rose. Second: C. Altamirano. Approved.

VI. ANNOUNCEMENTS

- G. Caringella shared that our Classified Senate currently is at CCLC in San Jose with Dr. Vurdien
- G. Caringella reminded the committee the Classified Senate is hosting the second of a four workshop series entitled Professional Development: What is It? Who is Eligible? Thursday, December 7th, 12PM -1 PM, in the Circadian. Lunch will be provided.
- C. Calandra thanked everyone who came out to Veterans celebration last week. It was pretty remarkable. A World War II Veteran came and spoke on history in the making. The Fencing Club came out and did a formal fencing salute to our Veterans.
- C. Altamirano commented that today at the Mirror Pools at 12PM speakers will share about their experiences as being advocates, specifically DACA or LGBT, so it would be awesome for that group to come out and support that.

VII. ADJOURNMENT – 11: 20 AM.