



PASADENA CITY COLLEGE MEETING AGENDA and NOTES

Title of Meeting / Committee Name: College Council

Thursday December 14, 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, Graciela Caringella, Jeannie Sullivan, Joseph Futtner, Lynora Rogacs, Richard Storti, Shelagh Rose, Terry Giugni, Valerie Foster

Dr. Rajen Vurdien called the meeting to order at 10:05 AM.

I. Public Comment on Non-Agenda Items – None

II. Review and approval of meeting notes from November 16, 2017

- Motion to approve – S. Rose. Second: C. Altamirano. Approved.

III. Information Items

1. Superintendent-President's Update – Dr. Rajen Vurdien

- The semester is coming to an end and Dr. Vurdien thanked everyone for their hard work and for taking good care of the students. He thought the semester went very well.
- Winter 2018 is about 150 FTES above last winter.
- Spring 2018 FTES estimates, are half of the total and still growing in numbers.
- Next week the Foundation will be voting on a change to the Pasadena City College Promise. For all students, who come to PCC, who have graduated from a high school, public or private, within the district, have 30 degree applicable credits, and make a commitment to take 12 units for two consecutive semesters, the Foundation will cover their tuition, if they don't qualify for free tuition.
- Last week the Foundation awarded \$238,000 in scholarships. Their Gift Campaign is hoping to reach about 50 million dollars, so far they have reached about 7.5 million dollars.
- The process of hiring 20 fulltime faculty continues.
- The hiring of the Vice President of HR, the Executive Director of Facilities, and the Executive Assistant to the college President will be on hold until the new President comes.
- The Facilities Masterplan will slow down for the incoming new President's participation.

2. Academic Affairs Update – Dr. Terry Giugni

- Faculty hiring job descriptions are being finalized between the committees, the Deans, and HR. The positions will be open before the winter break.
- As of this morning the winter enrollment numbers are 17,148. Winter enrollment is at about 82% filled.
- Last winter we had a total of 17,870 seats.
- Currently PCC has about 16.5% more seats than last winter.
- PCC expects to generate about 150 to 200 more FTS from this winter than last winter.
- Spring enrollment is about one percent larger than last spring and there is potential of more FTS impact.
- Board of Trustees approved a large package of curriculum which contained new courses, modified courses and new programs. New programs include three engineering degrees, an ADT in Earth science and an ADT in early child education.
- The State Chancellor's Office created a total of four new top codes under the Social Justice category, such as Social Justice in Chicano studies and Social Justice in Sociology studies.
- Board of Trustees approved the hiring of the Director of Professional Development, Dr. Jason Robinson.

3. Student Affairs Update – Dr. Cynthia Olivo

- Our application for admission for fall 2018 is open.
- All communications are set up to auto generate once applications are submitted.
- Currently preparing grade posting.
- T. Giugni that grades are due three days after the final class meeting.
- Implementing Lexmark, a service to students, with course work from external colleges.
- There is \$125,000 of Undocumented Student Emergency Aid, to distribute to our DACA students.
- Melva Alvarez volunteered to host "A Here to Stay" event, this Saturday.
- Working on distributing over \$100,000 to full time students who are receiving the Cal grants. If they enroll in 15 units or more, they get extra funding.
- There has been an increase in the number of FASFA completions.
- Counseling has implemented an early alert implementation pilot this fall, with over 120 sections and faculty numbers. Currently refining the process, so that it becomes more manageable.
- Implemented a nudging communication tool that has increased the number of students who are eligible for graduation.
- Four hundred students were able to register on the second day due to PCC Complete.
- Last Friday, \$700,000 was allocated to faculty and staff across the campus to host activities with students this year.
- EOPS, CARE and Foster Youth programs are preparing for our new Foster Youth Center to open. The Foundation has raised \$35,000 for that effort.
- TRIO pre-college programs, which are federally funded, are facing a current threat

from Washington DC to reduce funding. Doing some advocacy work in that area.

- Currently looking for another funder. Received 1.5 million dollars in scholarship money from the LASIF organization over the past five years. They have indicated that we need to look for a different funder, because they are moving on to other projects.
 - Outreach & Transfer assisted 1,350 students during the last week of November to help them transfer. Tameka Alexander attended an award ceremony with Dr. Vurdien and Dr. Olivo to receive the award for being the top five EDT in the state.
 - PCC's Veterans Resource Center (VRC) has been ranked number one in the state of California. Special thanks to Carol Calandra who has been helping in establishing the VRC. Carol has been with the VRC program from a Student Worker all the way through to now, as staff for the past nine years. Carol is publishing a chapter in a textbook, The Medical Psychosocial and Vocational Aspects of Disability. Carol is also part of a mentorship program, for aspiring College Administrators and she is a part time faculty at Cal State LA.
 - Hiring an hourly Social Work Services Coordinator, with a MSW.
 - S. Rose commented about the One Book, One College program, Octavia Butler's Dawn. They had approximately 2,400 students presenting their original research on November 14th.
 - V. Foster shared on the STEM grant activities to build a community for the STEM students. December 1st they had over 400 students attend an event to learn from STEM organizations and professionals.
 - The Integrated Plan with Student Equity will be going to the Board next month.
 - Plans are underway to open the Safe Zone Center in spring.
 - Thank you to all the faculty and staff who came together to form the Formerly Incarcerated Student Inquiry Group.
 - Continuing to work on the Welcome Center Outbuilding redesign.
 - Aspen Prize Award proposal was submitted.
 - Preparing for Professional Development for Title 9. All new students and all faculty have to get Title 9 training.
4. Business and Administrative Services Update – Dr. Richard Storti
- 1) Annual Audit
 - PCC's auditing firm, CLA, concluded the annual audit and presented the audit to the Board last night. No findings and the PCC's financial statements are fairly presented in their opinion.
 - Second year in a row that PCC has had a clean audit.
 - 2) Budget
 - This year's budget is a balanced budget. Revenues are in line with expenses. Currently projecting to complete this year with balanced operations.
 - January 17th the Governor releases the budget for the upcoming fiscal year 2018 – 2019. An update will be provided at the next Council meeting.
 - 3) Facilities – U Building
 - Dr. Vurdien clarified the Chancellor's Office state code, category 8-3 Seismic

Deficiencies, for the U Building. The U building is to be completed with the Chancellor's Office funding, and later on when the District has funding available, then the District can build an addition.

- Dr. Storti mentioned working with the Chancellor's Office in possibly getting approval for more than one elevator. The state will not fund it, and it will require the District to use general funds.
- PCC will still need the Science Village as a swing space for the construction that would be taking place on campus as soon as money is raised. Then PCC can keep that space for some time to offer additional sections until a new building finishes.

IV. OLD ITEMS - DISCUSSION AND POSSIBLE ACTION – C. Kollross

1. Shared Governance Guidelines – Membership Vacancies

- Adjustments were made to section four and section seven.
- Motion to approve: C. Altamirano. Second: J. Sullivan. Approved.

V. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION

1. Midterm Report – Lynora Rogacs

- The midterm report has been approved by the constituency groups.
- Motion to approve: J. Sullivan. Second: J. Futtner. Approved.

2. BP/AP 7250 Administrator Hiring Policy and Procedure – Information Only

- BP 7250
 - Removed definition of administrator from second paragraph.
 - Moving forward to the Board.
- AP 7250
 - Tabled.

3. AP 7150 Performance Evaluation of Administrators – Information Only

- The Management Association will take under consideration, make the revisions and bring this AP back.

4. AP 5075 Course Adds and Drops – C. Kollross

- Last reviewed in 2004.
- Updated language to remove references, to discontinue printed materials, and referred to online resources, and where it required to include PCC local processes such as petition processes.
- Language has been added to explain the limitations on add, drops, and withdrawals that resulted from changes to repeatability and withdrawal regulations that were implemented in 2011.
- Definition of continuous enrollment for registration purposes has been changed.
- Revised definition of compliance with the state law, with streamline, and the registration priority process.
- AP will go out to constituency groups for review and will be placed on a future agenda.

VI. ANNOUNCEMENTS

- G. Caringella reminded to come out to the workshop, “A Here to Stay”, this Saturday.

VII. ADJOURNMENT

- Motion made by C. Altamirano to adjourn. Seconded by C. Calandra.
- Meeting adjourned at 11:10 AM.