



## PASADENA CITY COLLEGE MEETING AGENDA and NOTES

**Title of Meeting / Committee Name: College Council**

**Thursday January 25, 2018 10-11:30am**

**Room: G1 Conference Room**

**Chair:**

**Dr. Rajen Vurdien**

**Name of Person Taking Notes:**

Lucky Springfield

### Meeting Notes

In Attendance: Dr. Rajen Vurdien, Carlos Altamirano, Carol Calandra, Cynthia Olivo, Elaine Chapman, Jeannie Sullivan, Joseph Futtner, Lynora Rogacs, Mark Whitworth, Richard Storti, Rudy Perez, Shelagh Rose, Terry Giugni, Emily Ekshian

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 December 14, 2017

- Motion to approve – J. Futtner. Second: C. Calandra. Approved.

#### III. INFORMATION ITEMS

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

- Two weeks ago the Governor's budget announced that Pasadena City College funding for the U Building was changed from 100% to 50%. This means that PCC needs about \$38 million to complete the building. Additionally, no modifications be made to the building from the original state submitted plan.
- At the next Board of Trustees meeting recommendations will be made to accept the 50% funding or postpone the construction of a new U building.
- PCC is negotiating a contract with PUSD to rent a John Muir High School building for \$150,000 a year, on a 15-year lease. PCC will need to invest about \$600,000 to renovate the structure.
- PCC has been working with the SingPoly Corporation, which owns the Constance Hotel and several high-end restaurants in downtown L.A. SingPoly Corporation has reached an agreement with PCC where they are providing funding in the amount of \$30,000 to create culinary courses for PCC students. The students will be interning with Constance Hotel and their restaurant. The ultimate goal is to have those courses go through curriculum approval to get certificates and move the students toward

degrees in Hospitality Management.

- Pasadena Promise is now focused on completion. Any graduate of an in-district high and has completed 30 degree-applicable credits, regardless of where they completed them will be eligible for the PCC Promise. Along with a commitment of taking two semesters of 12 or more units per semester, PCC will cover your tuition.
2. Academic Affairs Update – Dr. Terry Giugni
- Currently flying twenty full-time faculty positions.
  - PCC will have a strong group to represent us at the Community College job fair this Saturday. And there will representation for all of the positions that are being flown.
  - The Board of Trustees approved all of the submitted FY2018-19 sabbatical leaves. A total of ten year-long sabbatical leaves and one is just for the fall of 2018.
  - Winter 2018 is larger than winter 2017, approximately 1,000 more students. PCC will generate approximately 75 to 100 more FTS this winter than last winter.
  - Spring 2018 enrollment is behind. As of this morning our fill rate is at 73.6%. Last spring, at this time, we were at 82% fill rate. We are almost 1,500 fewer in headcount than last year. An estimate of 300 to 600 FTS less this spring 2018 than spring 2017.
  - For PCC to achieve base plus growth, PCC will need to achieve around 1,200 FTS for the summer. However, if PCC is going just for base, then the need is about 1,000 FTS.
  - Deans are looking at wait lists. PCC is canceling low enrolment classes and adding higher demand classes. Fifteen more English and Math classes were added this week in hopes of closing some of the gap in enrollments.
  - Over the last couple of weeks, the rate of enrollment each day was in the 200 to 300 range in enrollments. The last three days it has been about 500 to 600 students. A lot of efforts are working to encourage the numbers to go up.
  - State wide there has been a drop in enrollment.
3. Student Affairs Update – Dr. Cynthia Olivo
- There is going to be registration support in the L Building, Monday through Thursday from 8:00 AM to 7:00 PM and Friday 8:00 AM to 4:00 PM.
  - Dr. Vurdien has authorized stipends of \$100 for faculty members who volunteer to spend three hours at PCC's Cash for College/Instant Registration event on Saturday, Feb. 10, from 8:30 a.m. to 2 p.m.
  - 5500 text messages were sent to students who were enrolled in the fall and have not yet registered for the spring.
  - A new webpage has been created, Pasadena.edu/OpenClasses.
  - A new web page specifically for future students regarding spring that lists the different events that we have with the Registration Support Center hours.
  - The PR Office is sending out 200,000 postcards to local residents that are publicizing these services and that we have classes available.
  - Facebook ads are in place targeting the people within our zip codes and looking at a certain age demographic.
  - Bus king-sized posters are going up, metro rail cards, and metro shelters are in place for advertising.
  - We are running another campaign for our current students who are enrolled in less

than 12, it's called Add One. Just add one more class. And so that's another way to pick up enrollments.

- Exploring a reverse transfer program. These are student who have transferred to an institution and they didn't get their associate's degree before they left. If they send their transcripts back to us, or if we facilitate obtaining those transcripts, then we can award them their associate degree.
  - Currently doing research on a Return and Complete program.
  - Now looking at a list of students that have financial holds and making recommendations on changing that procedure.
  - Any undocumented student or ally of undocumented student understands we have \$125,000 of emergency aid available. Carol Brown can help you access emergency aid. The only requirement is to fill out a Dream Act application.
  - Lancer Food Pantry is celebrating one-year anniversary. Please donate food. They are closed for winter but spring will have extended hours.
  - PCC awarded 800 associate degree for transfers to students last year. This put PCC at the number two spot in the state.
  - We submitted our integrated plan for student success and it was approved last night.
  - The Veterans Resource Center expansion is expected to be completed this spring.
  - Over the past three years, Pathways has grown with over 5,000 students.
  - Funding for the Guided Pathways has been awarded, totaling around \$2.3 million for the next five years.
  - PCC hired a new Cross Cultural Center coordinator professional expert.
  - Pending for spring, PCC hopes to have the Dr. Jeanette Mann Foster Youth Center.
  - PCC will continue to work towards The Safe Zone Center as the Pathways Center expansion is completed.
4. Business and Administrative Services Update – Dr. Richard Storti
- January 10<sup>th</sup> the governor issued the new proposed budget from the state.
  - It will be hard to come up with the \$38 million for the U building project.
  - Currently there is a proposed COLA of 2.1%.
  - There is gross funding of 1%. However, the Governor is proposing that we change the funding modal for all community colleges. The new method would allocate 50% of the funding based on FTES, 25% based on completion, and 25% based on economic factors of the district that it is serving.
  - In the budget there is a sizeable amount of instructional equipment, scheduled maintenance dollars. We could receive a one-time funding of approximately \$4 million to \$5 million.
  - This proposed budget will expect a revision in May and the final budget is adopted by the end of June.
  - Both the VRC and TLC Pathways projects are currently on hold at DSA. We are working with our architects and consultants with DSA to get those moving within the next couple of weeks.

#### IV. OLD ITEMS – Information Only

1. AP 7250 Administrator Hiring Procedure – Information Only
  - AP 7250 was pulled from the table to rethink the size and composition of the hiring committees based on positions.
2. AP 7150 Performance Evaluation of Administrators – Information Only
  - Some changes to the language.
  - A change in what was called Holistic and has been changed to the 360 evaluation.
  - The amount of the 360 evaluation people involved is at eight rather than five.
  - AP 7150 is good for posting.
3. AP 3004 Management Role in Shared Governance – Information Only
  - Some small rewording.
  - AP 3004 is good for posting.

#### V. ANNOUNCEMENTS

- C. Calandra shared there are four of PCC's Classified senators participating in the Gathering of the Senates South at Long Beach City College today.
- J. Sullivan added that two of the Classified senators will be speaking at the gathering. One will be speaking on meaningful governance and the other on Guided Pathways in the afternoon.
- C. Altamirano mentioned the Association of Latino Employees will have a Dodger night on April 10<sup>th</sup> and their President Latino Advisory Committee Scholarship on May 16<sup>th</sup>.

#### VI. ADJOURNMENT

- Meeting adjourned at 11:36 AM.