



Pasadena City College is an equity-minded learning community dedicated to enriching students' academic, personal, and professional lives through an array of degree and certificate programs, campus engagement, and customized student support.

PASADENA CITY COLLEGE MEETING AGENDA and NOTES

Title of Meeting / Committee Name: Strategic Planning Standing Committee

Date: Monday, June 8, 2020 2:00 PM-3:00 PM

Room: Via Zoom

Name of Person Taking Notes: Jennifer Alvarez

Chair(s):

Crystal Kollross

Matthew Henes

MEETING NOTES

In Attendance: Melissa Anderson, Alex Boekelheide, Manuel Cerda, David Colley, Jennifer Fiebig, Stephanie Fleming, Matthew Henes, Veronica Jaramillo, Julie Kiotas, Crystal Kollross, Michaela Mares-Tamayo, Cynthia Olivo, Raquel Torres-Retana, Sonya Valentine

C. Kollross called the meeting to order at 2:01 PM.

I. Review and approval of meeting notes from April 27, 2020

- Motion to approve: V. Jaramillo. Second: D. Colley. Approved.

II. INFORMATION ITEMS

1. Annual Update Structure

- D. Colley reviewed the Annual Update structure in Taskstream and indicated that the instructional and non-instructional templates have been reconfigured. He reviewed the changes with the committee.
 - The most recent IEC Broad recommendations were added.
 - The language is aligned with the EMP priorities and strategies replacing the integrative planning initiatives. For example, "tactics" instead of "action items."
 - "Institutional priority" has been replaced with the EMP goals. When writing the tactic, reference can be made to the goals.
 - The status report feature has been brought back. The status report provides the option to mark whether it is in progress or complete, and whether it was approved or not. This visibly closes the loop in the planning process. All of the fields are reportable. The reports that can be generated will show how the EMP is fulfilled via the Annual Update process.
 - M. Henes asked about the mechanism for determining which requests were approved last year.
 - C. Kollross indicated that a final list would be provided by fiscal and Dr. Bush, indicating what has been funded.
 - The committee discussed budget requests in the planning process.

- D. Colley indicated that requests are budget augment requests. A zero-based budgeting system is not used at PCC. This will be continually communicated.
- V. Jaramillo asked about approved requests and how requestors will know if they will continue to be funded every year. C. Kollross indicated that one-time funding and ongoing funding should be specified.
- D. Colley discussed changing the funding source field in Taskstream to indicate whether one-time funding or ongoing funding will be used for an approved request.
- J. Kiotas discussed sending the approximate budget that has been allocated by the College to get a better idea of how much will be funded.
 - C. Kollross indicated that this is an ongoing process because there is more than one source of funding.
 - C. Kollross discussed the prioritization process.
- M. Henes asked about the Taskstream layout.
 - D. Colley reviewed the changes he's made and how navigation can be an issue with how Taskstream is designed.
- C. Kollross indicated that D. Colley would be available to provide training, via Zoom.

III. ITEMS - DISCUSSION AND POSSIBLE ACTION

1. Vision Statement

- C. Kollross presented the definition of a vision statement. It is a clear guide used to determine a future course of action. It undergoes minimal revisions.
- The committee reviewed the vision statements that were developed. C. Kollross asked the committee to reflect on them and whether changes should be made.
- M. Henes discussed the language, "a gap in equity."
- M. Mares-Tamayo discussed not pairing achievement and outcomes with equity. Equity is encompassing of ideas of achievement and outcomes. Equity gap vs. achievement gap puts the onus on the student. The equity lens allows us to pull back from that and look at the institutional responsibility to empower students.
- The committee discussed re-working and re-thinking the statements and reviewing them with students to incorporate the student voice. The committee discussed using "we" in the vision statement.
- Using the Zoom chat feature:
 - i. J. Kiotas suggested, "PCC will be the leading institution in providing equitable achievement and outcomes."
 - ii. C. Olivo suggested "eliminating racial equity gaps through civic & social engagement to transform our world" and provided the sample vision from Broward College.

- iii. M. Henes suggested, “leading institution in empowering students and providing them with equitable outcomes PCC will be a place where every student will have an equitable chance to achieve their goals.”
- iv. M. Anderson suggested looking at the categories in the Educational Master Plan.
 - The committee discussed the length of the vision statement.
 - C. Kollross indicated that the committee would continue to work on the vision statement. She will make arrangements to work with students to talk to the committee about the vision statements and a special session where students can provide input.

2. Core Values

- C. Kollross reviewed the definition of core values. Core values determine how we will act when it counts, and they are only true if they have an active influence on the organization.
- C. Kollross reviewed the core values at PCC and the core values discussed by the committee.
- A. Boekelheide indicated, “I like that our core values are all written as “we” statements — in line with the earlier comments about starting sentences with PCC. Empowerment, Inclusion/Sense of Belonging, Social Justice, Equity Focused/Minded, Innovative with Future-Minded Attitude, Learning (Community, Transformational, Institution), Student First/Ready From slide 7 for reference”.
- R. Torres- Retana discussed the commitment of the institution to ethics, moral guidance, ethical decision making, and guiding students' moral compass and how this relates to academic integrity. Integrity was incorporated into the previous principles.
- M. Mares- Tamayo discussed the value of humility and recognizing areas for growth.
- C. Kollross discussed reflective practice and using that to move forward and grow.
- M. Henes suggested, “We are guided by the following values: Introspection/reflection, Academic integrity, Cultural humility.”
- C. Olivo shared, “the term ‘Equity-Mindedness’ refers to the perspective or mode of thinking exhibited by practitioners who call attention to patterns of inequity in student outcomes. These practitioners are willing to take personal and institutional responsibility for the success of their students and critically reassess their own practices. It also requires that practitioners are race-conscious and aware of the social and historical context of exclusionary practices in American Higher Education. We are working toward critically assessing our practices to create a culture of equity mindedness”.
- The committee discussed the Campus Police and Safety values and ease of interpretation.
- C. Kollross discussed continuing to think and talk about these core values. Recent events have changed perspectives. She asked the committee to send their suggestions to bring them back to the committee in the fall.
- The committee discussed incorporating the Associated Student executive board into this discussion.



- The committee discussed listing the values and moving forward with this format. The committee discussed using student language and transparency.
- M. Henes asked the committee to send suggestions to him and C. Kollross.
- The committee discussed cultural humility and racial equity.
- C. Kollross thanked the committee for their work and indicated that the Associated Students executive board would be invited to speak with the committee in the fall. She asked the committee to email her any suggestions and thoughts about the vision statement and core values.

IV. ANNOUNCEMENTS

V. ADJOURNMENT- 3:05 PM