June 1, 2009

OFFICERS AND MEMBERS PRESENT

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<thead>
<tr>
<th>Department</th>
<th>Name</th>
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<tr>
<td>ACADEMIC SENATE PRESIDENT</td>
<td>JIM BICKLEY</td>
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<tr>
<td>VICE PRESIDENT</td>
<td>EDWARD MARTINEZ</td>
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<tr>
<td>SECRETARY</td>
<td>AHNI ARMSTRONG</td>
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<td>TREASURER</td>
<td>PATRICIA LYNN</td>
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<td>ADJUNCT FACULTY</td>
<td>MARK DODGE</td>
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<td>BUSINESS &amp; COMPUTER TECHNOLOGY</td>
<td>SHELLEY GASKIN</td>
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<tr>
<td>COUNSELING</td>
<td>CECILE DAVIS ANDERSON</td>
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<td>COUNSELING</td>
<td>JAMES ARAGON</td>
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<td>ENGINEERING</td>
<td>BERNARDINO RODRIGUEZ</td>
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<td>HEALTH SCIENCES</td>
<td>TOM NEIDERER</td>
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<td>KINESIOLOGY, HEALTH &amp; ATHLETICS</td>
<td>JESSIE MOORE</td>
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<td>LANGUAGES</td>
<td>LOKNATH PERSAUD</td>
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<td>LANGUAGES</td>
<td>ANDRZEJ BOJARczak</td>
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<td>LIBRARY</td>
<td>DONA MITOMA</td>
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<td>JUDY OHYE</td>
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<td>MATHEMATICS</td>
<td>FRED KEENE</td>
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<td>PAT PEACH</td>
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<td>NATURAL SCIENCES</td>
<td>TERRI BORMAN</td>
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<td>PERFORMING AND COMMUNICATION ARTS</td>
<td>TAD CARPENTER</td>
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<td>PERFORMING AND COMMUNICATION ARTS</td>
<td>RITA GONZALES</td>
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<td>SPECIAL SERVICES</td>
<td>JO BUCZKO</td>
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OFFICERS AND MEMBERS ABSENT

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<th>Department</th>
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<tr>
<td>COMMUNITY EDUCATION CENTER</td>
<td>NADEGE WILLIAMS</td>
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<td>ENGLISH</td>
<td>ROGER MARHEINE</td>
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<td>ENGLISH</td>
<td>MARTHA BONILLA</td>
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<td>HEALTH SCIENCES</td>
<td>LEE HASSIJA</td>
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<td>NATURAL SCIENCES</td>
<td>KERIN HUBER</td>
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<td>SOCIAL SCIENCES</td>
<td>DAVE MCCABE</td>
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<td>SOCIAL SCIENCES</td>
<td>DEREK MILNE</td>
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I. CALL TO ORDER – 3:08p.m: Last Senate Board Meeting for School Year.

II. PLEDGE OF ALLEGIANCE led by Pat Peach.

INTRODUCTIONS: Bob Miller, Leticia Velez, Debra Cantarero, Rich McKee and Leslie Tirapelle

III. APPROVAL OF MINUTES for May 18, 2009.

MOTION for approval of minutes made by Patricia Lynn and seconded by Tad Carpenter. 
Vote: Unanimously approved.

IV. PUBLIC COMMENT:
Andrzej Bojarczak (Languages) expressed concern that the time to give a final for one of his classes was scheduled three hours before the regular class meeting time [1pm-4:30pm]. The division dean was consulted and the final was rescheduled.

Loknath Persaud (Languages) expressed concerns that following an emergency division meeting, the instructors were notified that through the end of the semester, only the photocopying of finals documents would be permitted. This notice includes the use of photocopying in both the division and Office Services. There are additional photocopying needs by many of the division’s instructors. Use of projects with limited internet access would be permitted.

President Bickley announced that the most recent RAC and CCC meetings addressed budget concerns which included suggestions regarding significant reduction in duplicating, as well as other in other areas. He said he would be glad to discuss this matter further after today’s meeting and the Senate will be glad to look into both matters.
V. STANDING/AD HOC/CAMPUS-WIDE COMMITTEE REPORTS

1. Faculty Technology Committee: Leslie Tirapelle.
   Strata Information Group [SIG] was hired to assess the campus technology situation and provide recommendations. At the last Board of Trustee meeting, a SIG spokesperson recommended that PCC hire a SIG representative as an Interim Chief Technology Officer for the next year, to help with moving forward on evaluating proposals and buying a new enterprise resource planning system. This matter was postponed to allow review by faculty and other campus groups. The PCC Faculty Technology Committee (FTC) does not have confidence in the services of SIG due to the apparent failure to complete Phase I Business Process Analysis (BPA) by providing a full and detailed report of their findings and recommendations [Handout entitled: PCC Faculty Technology Committee Response to SIG Proposal for ERP Procurement and Interim CTO Position to the Board on May 14, 2009 – DRAFT – 5/29/09.

   Committee Concerns
   The FTC met with a SIG representative in the fall to speak from a faculty point of view about faculty and business concerns. This hiring of an interim CTO focuses on education as well as technology.

   The FTC is concerned about vague recommendations despite production of numerous pages of charts, and the FTC cited inaccurate information within the SIG proposal.

   On December 10, 2008, SIG made a 33-page PowerPoint report to the Board of Trustees based on a Business Process Analysis (BPA) of PCC at a cost of approximately $200,000 (Phase I). Ms. Tirapelle said additional funding was provided for completion of this project. The interim CTO position proposal was delivered to the FTC last Wednesday. The Committee’s first draft in response to the Proposal is being provided as a handout at today’s meeting. The FTC disagrees that PCC should contract SIG to put forth an Interim Chief Technology Officer (CTO) at a salary of $276,000 per year, when there is a lot of “local talent” available. The salary / contract amount includes $4,000/month for travel expenses. This figure is not comparable with similar CTO positions in other districts. The FTC favors an external or internal search for this position. This individual should be a “good project manager.” Lyle Endeldinger of Human Resources is researching comparable salary information. The CTO position should be in place before proceeding with a RFP.

   Phase II is the request for and implementation of an Enterprise Resource Plan (ERP) system. If SIG is not contracted for Phase II, then the District may have to pay the selected contractor for a BPA again.
The CTC was denied permission to post the BPA on the Committee’s “wiki”. Rich McKee stated this report is a public document and should be made fully available for review and distribution as needed.

Board audiocast for the May 15th meeting, regarding the SIG proposal to the BOT, is available at http://www.pasadena.edu/boardcast. Dr. Perfumo has expressed support of the SIG Proposal. The Board did express hesitation about the project cost and asked for more details and constituent opinions. The next Board of Trustee meeting is Wednesday, June 3. Public concerns and comments will be addressed.

Final review of the SIG Proposal by the Faculty Technology Committee (FTC) is pending following additional review by the Campus Technology Committee and the Classified Senate. A final report might include additional information/findings addressing committee concerns.

The Campus Technology Committee has been working with Mary Ann Laun and Mark Zacovic in developing a comprehensive CTO job description. This position would lead to a full-time permanent position and focus on education and address restructuring as needed. Ms. Tirapelle also asked the Senate to request a full BPA report from Dr. Zacovic.

President Bickley said the Campus Technology Committee had not been consulted by the SIG prior to its presentation to the Board of Trustees. He agreed that more time and input from various constituent groups is necessary before the Senate takes a formal opinion on how to proceed with this matter.

President Bickley said implementation of an ERP over a five-year period totals approximately $12 million and this includes money to be paid to consultants, and includes preparation and instruction in utilizing equipment, etc. Software alone is estimated at approximately $2,800,000. First year maintenance costs may run as much as $600,000, first year management, implementation, and training costs could run $1,450,000, and first year hardware estimates are quoted at $400,000.

Several motions were proposed by both Fred Keene and Tom Neiderer including suggestions for the Senate President to request more time for further review of the SIG proposal by the appropriate constituent groups and for the Board of Trustees not to act on this proposal until completion of this review. After additional discussion and input, the final motion was presented as follows:

**MOTION** made by Fred Keene and seconded by Tom Neiderer stating the Academic Senate Board is concerned about moving forward with the SIG Proposal for ERP Procurement and Interim CTO Position without further opportunity for receiving detailed information and discussion and evaluation. **VOTE**: Ayes: Unanimous. No’s: None
MOTION made by Jo Buczko and seconded by Pat Peach instructing President Bickley to contact Dr. Mark Zacovic, Vice President for Administrative Services, to inquire into the status of a written BPA report from SIG and that such a report be forwarded to the shared governance constituency groups on campus.

VOTE: Ayes: Unanimous.

If needed, President Bickley said he would forward the suggestions of the Faculty Technology Committee to the Board of Trustees.

2. College Calendar Committee: Rich McKee presented the following:

The Committee presented a draft calendar for 2011-2012 for Senate review and input into an initial calendar draft rather than receiving an initial one from administration.

Several issues of concern with the 2011-2012 Calendar should be shared within the various divisions by Senate representatives are:

Will Flex Days be scheduled, how many, where will they go and the scheduling of the week that fits between the end of spring semester and the beginning of summer intersession.

These items cannot be worked out until review/input of the 2010-2011 calendar. Mr. McKee asked for input (rpmckee@pasadena.edu) on this matter by the fall semester. He e-mailed the 2011-12 draft calendar to faculty and may be contacted to resend this e-mail if the attachment could not be opened. Mr. Martinez added that the calendar attachment could be printed in the “print format” through Outlook.

The Committee was concerned that there may not have been enough time in the 2010-2011 calendar consideration for everyone to recognize what the placement of a week between Spring and Summer intersession might mean to them (did they like it or want to stay with the traditional calendar by having an immediate start-up in Summer).

Another concern is the approval of the 2010-2011 calendar (Draft #2) previously approved by the Senate and unanimously accepted by the College Calendar Committee. All campus groups unanimously wanted to eliminate Flex Day. As a compromise the Committee recommended keeping one Flex Day in the fall. Administration wants a second Flex Day. Administration is supportive of having a second Flex Day in the spring (the Wednesday before Cesar Chavez Day in 2010-2011). Mr. McKee said that faculty and the students have voted to reject the extra Flex Day.

At the College Coordinating Council, Lyle Engeldinger suggested Flex Day could be made to be more “user friendly” for classified, administration and faculty. Dr. Perfumo supports
having the two Flex Days as an opportunity to build camaraderie by allowing for more interaction among the various groups on campus.

Mr. McKee said if we did not vote on the matter today it would be too late to amend the 2010-2011 calendar to “add an additional Flex Day.” The Committee has been informed that if Flex Days (from here on) are not productive, then the Committee can opt to change one of the Flex Days to an instructional day. Once a calendar has been sent to the State, a Flex Day can be changed to an instructional day, but an instructional day cannot be changed to a Flex Day.

Mr. McKee said administration is waiting on the Senate, the Associated Students and one other campus group for review of the President’s concerns on this matter. The College Calendar Committee will have a special meeting within the next few days to provide a recommendation to the College Coordinating Council. The CCC will send a recommendation to the Board of Trustees to be approved before the end of June. Debra Cantarero said the Classified Senate wants to be included in the Flex Days. They recognize that the number of Flex Days is a contractual issue.

President Bickley expressed concern about having hour-long speeches geared mainly towards faculty and not classified staff. Classified would appreciate professional training more relevant to their area. Mr. McKee said Administration has said it will be more sensitive to the concerns of each area of the campus.

It was suggested by Pat Peach that scheduling of two proposed Flex Days would allow for a better analysis of support for future Flex Days.

MOTION made by Tom Neiderer and seconded by Fred Keene for the Academic Senate to accept the second Flex Day with the understanding that if management, faculty, students, and classified groups are not satisfied with the results of prior Flex Days, the second Flex Day could be rescinded and made into an instructional day by a majority vote of the shared governance groups.

VOTE: Ayes: Motion passed by majority vote: No: 1.

President Bickley will convey this matter to the College Coordinating Council.

3. Faculty Sustainability Committee: Ling O’Connor said the task force has drafted and completed their statement of mission and goals. The Mission/Purpose states: “The Sustainability Committee for PCC develops strategic and tactical guidelines for greening the educational and physical resources at PCC with a focus on three main areas: curriculum development, facilities and finances.
The shared governance task force wants to see students graduate ecologically literate, to make scientifically sound choices as they move forward. Dr. Jacobs has been very supportive of the committee’s work. It is hoped that sustainability matters could be included within Flex Day activities. There are several instructional areas on campus already implementing Committee recommendations within their curriculum. It is hoped that in the fall, the committee can empower more faculty with examples from our campus and from what other campuses are doing.

The Committee has worked together with Edward Martinez in the development of an Environmental Studies major through the Natural Sciences Division. Many faculty and division deans have given their support for this program. The Business Division is thinking about creating a sustainable business certificate. If this happens, we’ll be one of first colleges to create such a program. Curriculum is a large portion of this item. An awareness day on the matter was held last Thursday.

President Bickley thanked Ms. O’Connor for the Committee’s work.

4. Ad Hoc Senate SLO Committee/SLOARC: Cecile Davis Anderson provided a committee handout entitled: Pasadena City College General Education Outcomes (with competencies). The Committee has drafted a revision to PCC’s Institutional Learning Outcomes (ILOs) and the related competencies. The competencies clarify the meaning of the ILOs and provide language that will make it easier to assess the ILOs. The committee has also been working on rubrics for competencies. The original wording of the institutional learning outcomes and related competencies are available on the SLOARC web site. The Committee was assigned the task of revising competency language and developing rubrics using experts from different divisions. Last March a two-year trial was approved using competency language in assessing achievement of degree outcomes. As a result of early assessment efforts, it became clear that the competencies needed to be revised and simplified. Mr. Martinez was consulted to provide input about the AA and AS degrees and how the outcomes might be modified to better reflect the goals of general education at PCC. The ILOs may soon be called PCC General Education Outcomes.

This information was forwarded to President Bickley and he forwarded the proposed changes to all faculty. It is hoped that comments on this matter will be received by the early next school year so final edits can be made.

Cecile also reported that the committee is looking for feedback on its revisions to the Draft Philosophy Statement of SLOs and SSOs.. The Committee hasn’t had time to discuss or review some of the feedback it has received and will do so at the beginning of the next school year.

Ms. Anderson thanked the Committee members for their help:
Names: Co-chair, Shelagh Rose; SLO Coordinator, Carol Curtis; Kay Yee, Suzanne
Brown, Russ Di Fiori, Salomon Davila, Stephanie Hood, Rita Gonzales, Maria Faccuseh, David Uranga.

Many faculty participants have shared that they learned a great deal from this process.

Mr. Martinez said the proposed policy on the Philosophy of the Associate Degree was voted on by the Senate a few weeks ago. This philosophy statement was aligned with these various GE outcomes-- it's refining the whole SLO process to try to answer the question: “Are our students actually getting out of general education what our Philosophy Statement in Title 5 says they are going to get?”

President Bickley said he would be able to share this information with faculty electronically once it’s provided to him. It can then be reviewed and be ready for discussion in the fall.

5. Ad Hoc Title 5 Committee: Edward Martinez said the committee has not recently met. There is work going on behind the scenes with the new AA degree majors. Eleven proposed AA degrees were submitted to the Chancellor’s office. Nine have been approved following descriptor revisions. Two still need to be approved. There has been consultation by e-mail and phone with the Chancellor’s office. Their concerns are mostly of a technical nature in regards to majors or areas of emphasis. The college is having to modify the last two degrees: GEMS (Gender, Ethnicity and Multicultural Studies) and Music. Following presentation of these degrees to the C & I Committee last fall, there was concern expressed about the number of units students need to complete their major in music. This concern has been answered and the Committee is waiting for the final word from the Chancellor’s Office. As soon as the final versions are ready they can be mailed to the Senate representatives through the Senate Office. Hopefully, all new degrees will appear in the new forthcoming catalog. This work of managing and tweaking these various descriptors has been done by Edward Martinez, Bob Miller, Joe Futtner and Barbara Salmon. (A thank you to all of them.)

The GEMS major was originally approved where students would be asked to complete at least one course in five or six different categories – one was multicultural studies, one was women’s studies, another one was African American studies. The Chancellor’s Office felt this was too broad and that students should only be required to complete a minimum of one course in three areas and rest to be chosen by the students, as long as they complete a minimum of 18 units over all the various categories.

Mr. Miller and the Senate Board expressed appreciation for the hard work of Mr. Martinez. The Catalog is being held up as long as it is possible to get these two final changes inputted. Mr. Martinez said the Title 5 Committee will be looking at proposals coming forward in the area of Linguistics, Environmental Studies and Foreign Languages. We will now have a better grasp of this process before it goes through the C & I process in the fall. The Chancellor’s office wants students to clearly understand the long-term purpose or goal
of these various majors, wants the college to provide students with more information regarding explicit career and/or transfer options associated with the majors. PCC is being used as a model for showing how majors and areas of emphasis should and shouldn’t be organized.

6. College Health and Safety Committee: Smoking Policy: Jo Buczko provided a clean-cut and simply-written copy of revised Policy No. 5575: Smoking on Campus, which reads:

“It is the policy of the Pasadena Area Community College District to follow existing state law in prohibiting smoking inside any district-owned, or district-occupied building or vehicle.

Further, the District prohibits outdoor smoking: a) within 20 feet of the outside perimeter of any District owned or District occupied building, b) within 20 feet of any space where food is being served, and c) within the perimeter of any outdoor athletic venue owned or occupied by the District on District owned property except in designated areas.”

Enforcement of this policy will remain the same as that approved for older policy in 2003. Constituency groups from the CCC have indicated support for the move in the direction of a smoke free campus with only designated smoking areas. The Management Association moved for a 100% smoke free campus. The students support designated smoking areas.

The College H & S Committee has worked hard with students on developing this working model. Of related interest, Dental Hygiene Association and American Dental Hygiene Association is pushing for a smoke free state.

The Committee recommends approval of this policy, so it can be placed on the June 17 Board of Trustees agenda before many of the students who worked for it graduate.

Further discussion on designation of the smoking areas can be worked out at a later date. The Committee will be working on this while getting input from management, faculty and students. Input on where the designated smoking areas should be is currently being sought and received. Additional comments and concerns may be forwarded to the Committee.

MOTION was made by Tom Neiderer and seconded by Patricia Lynn for the revised Policy

Jo: That the Senate supports the change in smoking policy to allow smoking on campus in only designated smoking areas.

VOTE: Motion unanimously passed.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:
1. Funding for Senate Breakfast Expenses (approximately $3,000). Tickets Price: $15.00. Revenue received will not cover the entire breakfast cost. There are complimentary tickets to management, retirees, and Risser nominees that will be paid for by the Senate. There are also costs associated with setup and cleanup. **MOTION** made by Tom Neiderer and seconded by Ahni Armstrong to approve the expenditure of monies for the Annual Academic Senate Retirement Breakfast. **VOTE:** Unanimously approved.

2. Ratify faculty attendees (approximately 50) and counselors designated to attend the Creating a College Going Culture Retreat held May 29. Some were approved at the previous Senate Board meeting. **MOTION** made by Tom Neiderer and seconded by Edward Martinez: **Vote:** Unanimously approved.

**Sent to Committee:** None

**VII. REPORTS FROM EXECUTIVE COMMITTEE**

**R-1 President’s Report:**
An Academic Senate Scholarship awards ceremony was held today at 2:30 for the six scholarship awardees.

Scholarship winners were: (1) Dean’s Honor/Edna Plummer: Jennifer Butler, John J. Campo, Wen Gu, Pwint Khine. (2) Keith Miller Educational Scholarship: Barbara Martin, Kristine Stanton.

Attendees included the Academic Senate Executive Committee, several Senate representatives, Scholarship Benefactor Dr. Keith Miller, and the awardees and guests. Dr. Miller has donated a generous contribution of $5,000 to the Scholarship fund this year. Each scholarship awardee will receive $1,000. Scholarship Committee Chair Bob McLean spoke on behalf of the Committee and complimented the awardees on their community service and academic achievements.

President Bickley spoke about the Early College High School Retreat. There were presentations made by spokespersons from the City of Pasadena, UCLA, the Foundation for Community Colleges, Superintendent Diaz, and Dr. Perfumo. Small groups participated in discussions about possible opportunities from the Bill and Melinda Gates Foundation grant. The discussions explored opportunities for collaboration that went beyond high school involvement. Creating a college going culture in those areas of Pasadena where help is needed may require very early interventions. Patricia Lynn participated as a group leader. President Bickley participated in a group that came up with ideas for trying to build better partnerships with many different agencies serving youth in the Pasadena community.
Mr. Miller reported that there were 34 pages of report notes prepared by a writing team to be presented for grant proposals, to be submitted by June 30. There was good attendance at the retreat. This process will continue to be open and active until it is completed. He thanked President Bickley and the Senate representatives for the encouragement of such a positive turnout.

Budget/RAC Meeting: The BOT has asked administration to come to them with budget saving scenarios (10-15% reduction scenarios). The Committee looked at 5-10% reduction figures. Salaries account for 80% of the school’s budget. There has been no mention of layoffs. The RAC does not want to lose our current reserves. It may be necessary to use some.

Budget workshops for faculty and staff may soon be scheduled (before summer).

BSI retreat: Faculty Network Learning retreat was held last Friday at CEC. Retreat Coordinator was Lynn Wright. There may be significant categorical funding cuts. BSI may lose 58% of its funding. Student financial aid will be hit hard.

R-2 Vice-President’s Report: No report.

R-3 Secretary’s Report: No report.

R-4 Treasurer’s Report: Patricia Lynn presented the following information:
- PR Account Balance: $130,000
- TR Account Balance: lost another $12,034.71
- Credit Union Checking: $5041
- Credit Union Savings: $9,664
- Credit Union Scholarship Fund: $7190 (includes $5,000 donation from Keith Miller)
- Total Credit Union Accounts: $22,295.

Mouse Pad monies may be given to Patricia Lynn or Judy Benson. They will not be sold during Welcome Day. It was suggested that they could possibly be sold in the Bookstore during Welcome Day. Dr. Lynn said she would look into this.

VIII. INFORMATION ITEMS: The following items will be discussed, with possible action to follow on each item.

1. Governance of the Student Activity Fee (Policy # Not assigned): Jim Bickley. A $6 activity fee students will have to pay at registration, but they can get refunded later should they so choose. Some BOT members had concerns with this. Student government supports this fee.
Discussion:
Ms. Buczko has seen student activity fee presentation by students. Well presented. Many schools already have these fees: $6-$18. Will support their field trips and excursions. For Item #1. Support would be good.

2. Field Trips and Excursions (Policy #3240): This document was e-mailed to the Senate Board with several revisions from Dr. Sugimoto’s office. Jim asked Senate reps for their review/input.

3. Tendering and Accepting Gifts for the District (Trustee Bylaw #1640): This item does not impact academic and professional matters and is not problematic in fiscal sense.

4. Acquisition of Public Art for the PCC Boone Sculpture Garden (Policy 2540)

MOTION made by Patricia Lynn and seconded by Tom Neiderer for the Senate to support Items 1, 2, 3 and 4. VOTE: Passed by majority. No: 1

STANDING INFORMATION ITEMS

S1-1: PCCFA REPORT: No Report.

S1-2: FACCC REPORT: No Report.

S1-3: ADJUNCT FACULTY REPORT: No report.

IX. ANNOUNCEMENTS

1. Monday, June 1, 2009, 2:30 pm: Senate Reception honoring Scholarship awardees, 233.
2. Friday, June 19, 2009, 7:30am to 9:30 am: Senate Retirement Breakfast, CEC, Jack Scott Multi-purpose room. Cost of ticket is $15.00 Purchase tickets at the Student Bank.
3. Tuesday, June 23, 2009: Spring Semester Grades are due.

X. Adjournment. MOTION to adjourn at 5:10 pm made by

Senate Retreat: September 12, 2009, Huntington Library, 9:30 – 1:30
Next Senate Board Meeting: September 14, 2009