

September 12, 2011

**OFFICERS AND MEMBERS PRESENT**

ACADEMIC SENATE PRESIDENT	EDWARD MARTINEZ
VICE PRESIDENT	DUSTIN HANVEY
SECRETARY	MARTHA BONILLA
TREASURER	DAN HALEY
ADJUNCT FACULTY	MARK DODGE
BUSINESS & COMPUTER TECHNOLOGY	PATRICIA LYNN
COMMUNITY EDUCATION CENTER	DANNY HAMMAN
ENGLISH	ROGER MARHEINE
ENGLISH	MARJORIE SMITH
HEALTH SCIENCES	TOM NEIDERER
KINESIOLOGY, HEALTH & ATHLETICS	TERRY STODDARD
LANGUAGES	ANDRZEJ BORJARCZAK
LANGUAGES	LOKNATH PERSAUD
LIBRARY	DOROTHY POTTER
MATHEMATICS	FRED KEENE
MATHEMATICS	PAT PEACH
NATURAL SCIENCES	JOE CONNER
NATURAL SCIENCES	KATIE RODRIGUEZ
SOCIAL SCIENCES	DEREK MILNE
SPECIAL SERVICES	JO BUCZKO
VISUAL ARTS AND MEDIA STUDIES	YOLANDA MCKAY

**OFFICERS AND MEMBERS ABSENT**

COMMUNITY EDUCATION CENTER	NADEGE WILLIAMS
COUNSELING	JAMES ARAGON
ENGINEERING	SALOMON DAVILA
HEALTH SCIENCES	LORI GAGLIARDI
PERFORMING AND COMMUNICATION ARTS	TAD CARPENTER
PERFORMING AND COMMUNICATION ARTS	RITA GONZALES

## GUESTS AND VISITORS

VP:INSTRUCTION	JACKIE JACOBS
VP: ADMINISTRATIVE SERVICES	RICK VAN PELT
VP: EDUCATION SERVICES	BOB MILLER
VP: INFORMATION TECHNOLOGY PCCFA ASSOCIATED STUDENTS STUDENT	DWAYNE CABLE KRISTA WALTER CHRISTOPHER FENNESSY NICHOLAS SMITH

### I. CALL TO ORDER 3:10 PM

### II. PLEDGE OF ALLEGIANCE led by Pat Peach.

Guests: Christopher Fennessy, Associated Students; Jackie Jacobs, Vice President of Instruction, Bob Miller, Vice President of Educational Services, Dwayne Cable, Vice President of Information Technology, Nicholas Smith (student), Rick van Pelt, Vice President of Administrative Services.

### III. APPROVAL OF JUNE 6, 2011 MINUTES:

Motion to approve the minutes was made by Mark Dodge and seconded by Terry Stoddard. The motion passed by a unanimous vote of those present at the June 6 meeting.

### IV. PUBLIC COMMENT:

Student Health Services Update: Jo Buczko

- Student Health Services has relocated to Room D-105.  
Handouts:
- Information pad listing a few of the Student Health Services for PCC students
- Information card: "Keeping It Safe Tips for Faculty and Staff" developed by the C-PART- a newly formed Committee [Crisis Prevention And Response Team].

Associated Students Update: Chris Fennessy, Vice President of Academic Affairs, Associated Students

- Will be attending Senate meetings to present Associated Student views
- New Associated Students web site address: [as.pasadena.edu](http://as.pasadena.edu)

### V. STANDING, AD HOC, CAMPUS-WIDE COMMITTEE REPORTS: None

President Edward Martinez asked the Board for permission to go to Item VIII on the agenda. The Senate Board gave a majority vote of approval

## **VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:**

1. Ratify Matthew Jordan as chairperson of the Curriculum and Instruction Committee.
2. Appoint Krista Walter as faculty co-chair of the Calendar Committee.
3. Appoint Martha Bonilla as chairperson of the Shared Governance Committee.
4. Appoint Janis Dwyer & Michelle Ireland Galman s co-chairs – Ralph Story & Unsung Hero Award Committee.
5. Motion was made by Mark Dodge and seconded by Fred Keene approving items 1-4. Vote: Motion was approved unanimously.

**Sent to Committee:** None

## **VII. REPORTS FROM EXECUTIVE COMMITTEE**

**R-1 President's Report/Update:** President Martinez reported on the following: The Chancellor's Office has approved two of PCC's proposed SB 1440 associate degrees: AA-T in both Psychology and Sociology. Two proposed degrees – Communications and Math are on hold pending the resolution of technical issues.

New C & I Chairperson—Matthew Jordan (Professor of Photography). Mr. Jordan has participated in the C & I subcommittee on Style and Mechanics.

Joe Futtner has stepped down as chair from the C & I Committee to assume the responsibility of being the interim dean of Visual Arts and Media Studies.

The Academic Senate retreat was held on September 10. Recommended goals will be presented in the near future.

On September 10, Senate Vice President Dustin Hanvey attended the Board of Trustees retreat (see: Vice President's Report/Update).

Engineering and Technology (E&T) Issues and Conflicts: Over the summer the Senate officers brought the following concerns to administration: the reorganization of E&T leadership, and forward movement in areas such as new certificate programs as well as SLO certificate program assessment within the Division. The E&T Division is now in the process of reorganizing under new (faculty based) leadership.

Faculty Hiring Processes: At the beginning of this past summer there were still several unresolved new faculty hires. In most of these cases Dr. Rocha met with the members of the 2<sup>nd</sup> level hiring committees to address his issues and questions. In all cases, the first choice recommendation of the various faculty-hiring committees was approved and sent to the Board of Trustees.

New Executive Committee Members:

Ben Lastimado: VP of Human Resources  
Gail Cooper: General Counsel  
Dwayne Cable: VP of Information Technology  
Bob Bell: VP of Student Services

Joining:

Rick van Pelt: VP of Administrative Services  
Bob Miller: VP of Educational Services  
Jackie Jacobs: VP of Instruction

**R-2 Vice-President's Report:**

The Board of Trustees directs the administration, faculty and staff to work together effectively on all goals of the Educational Master Plan. Vice President Hanvey read a summary of the 2011-2012 Board of Trustee Goals presented at the September 10 Board of Trustee Retreat:

1. Realignment (of administration and staff -- discussed in private/closed session)
2. Technology (development of recommended system upgrades)
3. Student-Centered Class Schedule aligned with SB 1440 majors
4. Basic Skills Revision
5. CTE Program Development
6. Enrollment access for in-district students
7. Sustainability
8. Revenue Enhancement
9. Compliance (internal audit of college operations).
10. Professional development for faculty and staff

Board Priorities are listed below:

1. Guarantee student access to classes
2. Need to tie campus CTE programs to local workplace needs
3. Pro-active alternate sources of fund raising is needed
4. Foundation fundraising needs to be "revved up"
5. The campus must try its best to increase class sections

**R-3 Secretary's Report:** Martha Bonilla said she was happy to be appointed chairperson of the Shared Governance Committee and extended an invitation for senate representatives to solicit faculty participation within their divisions.

**R-4 Treasurer's Report:** Dan Haley gave the following financial report:  
Senate General Fund (Credit Union Accounts):

- Senate's Checking and Savings Fund: Approximate total of \$13,000.
- Senate Scholarship Fund: Approximate total of \$7,000
- There will be campaign to seek donations to this fund with Dan Haley visiting divisions to encourage faculty support of the Senate's on-going mission and activities.

Foundation Accounts:

Permanently Restricted Fund: \$130,000.00; Temporarily Restricted Fund: \$49,658.00

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

**1. Budget Update: Rick van Pelt, Vice President of Administrative Services:**

Dr. Van Pelt walked through a handout he presented to Senate that represented the completed proposed budget that he described as “austere” (approved by the Board of Trustees on September 7). The budget should be posted online by September 13. Revenues: State revenues: reduced by 7.994 Million (appx. 10%); Local revenues: increased as a result of a \$10/unit increase; Expenditures: 8.2 Million lower. After budgeting for “the absolute basics” there is a Net Surplus (money left over) of 2.142 Million.

On December 15, 2011, the State will conclude whether revenues are tracking on course or are under. If “under” by more than a Billion Dollars, PCC will have a budget cut of \$600,000. If “above” Two Billion Dollars—short on the state side, PCC will have an additional 1.4 Million Dollars in cuts, totaling Two Million in cuts. Board of Trustees voted to allocate Two Million in anticipation of mid-year budget cuts.

As part of the Tier One Cut (the One Billion shortfall), on state side the Student Enrollment Fees will be increased from \$36 to \$46 in summer 2012.

The Board of Trustees approves Administration’s recommendation of moving approximately 1.4 Million from the self-insurance dental fund over to the General Fund to pay the District’s side. The Dental Fund has a positive balance of approximately \$2.9 Million Dollars that equals about two years’ worth of expenditures. This transfer will enable the filling of \$1 Million worth of vacant staffing positions (approximately one hire for every twelve open positions). Dr van Pelt said there are currently 127 unfunded vacant positions that represent a \$12 Million savings for the District. Foundation positions would be paid for by the Foundation.

The Board has agreed to put \$500,000 into revenue enhancement programs so the campus can bring in more monies. These programs include International Student programs, contract education, extension, etc. Net revenue from one thousand international students (after expenses) is approximately Five Million Dollars.

PCC has not furloughed, laid off or cut employee benefits.

One-time funding from capital outlay sweep monies are not from a continuous revenue source and are best used to fund Enterprise Resource Plan projects, computer upgrades, technology upgrades, etc. versus faculty salaries.

Property tax revenues have declined statewide.

Executive/management salary figures are shown on two separate lines in the newly finalized budget for both the classified and academic administrative positions.

### Comments: Faculty/Guests

- What are Foundation's goals to offset expense needs?
- There will be ongoing dialogue about the role of the Academic Senate in regards to fundraising by the Foundation.
- The budget has an ending balance of 18.7 Million dollars and last year a end of the year surplus of 3.9 Million that resulted in a Capital outlay sweep. These monies should be used to fund needed faculty position.
- PCC incurred a tremendous savings as a result of the spring 2011 retirement incentive. A full budget analysis will be looked into with anticipated dialogue with staff, administration and students.
- The Faculty Budget Committee Members: Dustin Hanvey and Danny Hamman
- Despite a growing fund ERP figure (currently Seven Million), but sections are still being cut.
- While non-teaching certificated funds were drastically cut, PCC's EOPS, DSPS and other appropriate support staff will continue to be funded.
- There is not a current net surplus. The figure 1.4 Million has been moved from self-insurance dental fund to bridge a budgetary gap.
- We consistently over-budget and under-spend every year between three and six million.

### 2. Enrollment Update: Bob Miller, VP: Education Services

A power point presentation and handout was presented at both today's meeting and at the September 7<sup>th</sup> Board of Trustees' meeting.

Information Presented:

- Six years Overview: Number of Credit Sections and FTES
- Credit Section Comparison Fall 2010 to Fall 2011
- College Readiness
- In-District and Out-of-District Fall 2010 and Fall 2011
- Enrollment Update – Fall 2010 and Fall 2011
- Average Class Size (Fall 2011) will be tracked from the beginning census to the end of term
- The Enrollment Management Committee is reconvening, co-chaired by Edward Martinez and Bob Miller. The Committee will work on reallocating sections to develop and emphasize AA/AS degrees aligned with SB 1440 along with Pathways and Basic Skills courses that support the completion of these degrees. It will also examine student/Instructor ratios to determine where the greatest need for sections lies, and re-examine enrollment priority in managing the budgetary restrictions

### Comments: Senate Board and Guests

- How are FTES figures calculated?
- What are the categorical factors determining PCC student numbers?
- Who made the decision for a reduction of 17 sections for fall 2011?
- A number of students don't fit into the proposed pathway categories, will they be squeezed out of class because of new enrollment priorities?
- There should not be prioritizing between in district or out of district students

Comments: Vice President Miller, Dr. Jacobs, President Edward Martinez

- Section reductions vary from semester to semester and a reduction decision was made in consultation with Enrollment Management, Deans, and Instruction.
- There was an increase in high-demand Basic Skills sections for Math/English
- 150 sections will not be funded due to PCC being over its cap of 575.3 FTES.
- More emphasis on student progression and completion pathways.
- Current goal: better manage the pathway of 12th grade graduates.
- The FTES formula is outlined in a Title 5 regulation.
- Bond support can be a factor of support by District taxpayers who favor student enrollment priority.
- There is a political push this year by the Board of Trustees on this matter.
- Registration priority is given to EOPS, DSPS students and Veterans.

**STANDING INFORMATION ITEMS**

S1-1: PCCFA REPORT: Roger Marheine

PCCFA Meeting: Thursday, September 15, 12:00 PM, Room C333.

Discussion items to include: negotiations and grievance updates and the budget.

S1-2: FACCC REPORT: FACCC member, Dr. Joe Conner said the Faculty Association funded the attendance of three PCC instructors at the California Great Teachers' seminar/forum. In December, FACCC will host a Veterans' conference in San Diego.

Professional Development: Dr. Lynn Wright: A professional development seminar on syllabus preparation will be hosted by Dr. Lynn Wright this Friday at El Camino Community College.

Academic Rank: Committee Chair, Patricia Lynn announced that information about the fall change of rank process will soon be sent out to all faculty. Professor Emeritus applications received after the spring 2011 deadline will be reviewed this fall.

Instruction: Dr. Jacob

- Senate representatives/faculty are encouraged to submit their grades and drop information in a timely manner.
- Beverly Tate coordinated a successful New Faculty orientation.
- All faculty members will be encouraged to read *What the Best Faculty Do*. Information on obtaining this book is pending. The Library looking into the cost of the book. Vice President Hanvey highly recommends this book as a "valuable tool".
- Division deans have expressed the desires for new faculty to have mentor assistance. Dr. Jacob encourages faculty members to volunteer as mentors.

Natural Sciences: Dr. Joe Conner:

In October the Marine Biology students will be transforming the Library Rotunda into a marine biology tour area; and providing tours the last week in October (9am-5pm) of the various campus aquariums and library resources on marine biology.

Visual Arts and Media Studies: Yolanda McKay

PCC Art Gallery is featuring the work of both full-time and adjunct faculty

S1-3: ADJUNCT FACULTY REPORT: Mark Dodge -- No report.

## **IX. ANNOUNCEMENTS**

1. Area C Meeting, October 22, 10-3PM Rio Hondo College
2. ASCCC Fall Plenary Session, November 3-5, San Diego

MOTION to adjourn made by Mark Dodge and seconded by Terry Stoddard.

Vote: Unanimously approved.

Next Senate Board Meeting September 26, 2011