

March 12, 2012

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
COUNSELING	JAMES ARAGON
ENGINEERING	DEBORAH BIRD
ENGLISH	KRISTA WALTER
ENGLISH	ROGER MARHEINE
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:	JESSICA IGOE
NATURAL SCIENCES	KATIE RODRIGUEZ
PERFORMING AND COMMUNICATION ARTS	TAD CARPENTER
PERFORMING AND COMMUNICATION ARTS	A.C. PANELLA
SPECIAL SERVICES	JO BUCZKO

OFFICERS AND MEMBERS ABSENT

COMMUNITY EDUCATION CENTER	NADEGE WILLIAMS
ENGLISH	MARJORIE SMITH
HEALTH SCIENCES	LORI GAGLIARDI
NATURAL SCIENCES	JOE CONNER
SOCIAL SCIENCES	DEREK MILNE
SOCIAL SCIENCES	HUGO SCHWYZER (Alt)
SOCIAL SCIENCES	DAVID URANGA
VISUAL ARTS AND MEDIA STUDIES	(OPEN)

GUESTS

BOARD OF TRUSTEE/MEMBER	JEANETTE MANN
VP: EDUCATIONAL SERVICES	BOB MILLER
VP: HUMAN RESOURCES	BEN LASTIMADO
VP: INFORMATION TECHNOLOGY	DWAYNE CABLE
LIBRARY	KRISTA GOGUEN
LIBRARY	PEARL LY
NATURAL SCIENCES	PAUL JARRELL
PCCFA	KRISTA WALTER
ASSOCIATED STUDENTS	CHRISTOPHER FENNESSY
ASSOCIATED STUDENTS	SIMON FRASER
CLASSIFIED SENATE	DEBRA CANTARERO
COURIER REPRESENTATIVE(S)	ANDER AROSTEGUI

I. CALL TO ORDER 3:02 PM

II. PLEDGE OF ALLEGIANCE led by Fred Keene.

Introductions: Dr. Jeanette Mann, Board of Trustee Member, Dwayne Cable, V.P. Information Technology, Ben Lastimado, V.P. Human Resources, Bob Miller, V.P. Educational Services, Ander Arosequi (Courier), Debra Cantarero, Classified Senate, Pearl Ly- new faculty Librarian.

III. APPROVAL OF FEBRUARY 27, 2012 MINUTES:

MOTION made by Fred Keene and seconded by Dustin Harvey to approve the minutes as submitted.

VOTE: Motion unanimously approved.

IV. PUBLIC COMMENT:

T. Neiderer: Health Sciences: in reference to comments he made at the December 5, 2011 Senate meeting, he expressed his apologies for his tone and thanked the Senate for the opportunity to work with the faculty.

A. Bojarczak: will meetings continue in this venue?

E. Martinez: will discuss this on later agenda item today.

D. Hamman: Terry Frank, general counsel for California Aware (Brown Act Specialists) stated that based on Government Code 54955, adjournment of Senate meetings is available at any time.

V. STANDING, AD C, CAMPUS-WIDE COMMITTEE REPORTS:

1. Planning & Priorities: Report No Report

2. Nominations and Elections Committee Update: Pat Peach, Committee Chair

March 12: 12:00 Noon: Nomination deadline (No nominations were received from the floor)

March 15: 1 Page platform statement deadline: send to [SelectingtHRjabenson@pasadena.edu](mailto>SelectingtHRjabenson@pasadena.edu)

March 21: Forward statements to all full-time faculty. Statement is optional.

March 22: Distribute paper ballots

April 3: 12:00 Noon: Deadline to receive Ballots: C-129

April 9: Election results: to be announced at the Senate Board meeting

	President	Vice President	Secretary	Treasurer
Nominees:	Dustin Harvey English	A.C. Panella Performing and Communication Arts	Lauren Arnsen Social Sciences Withdrew 3/14	Dan Haley Library
	Charlotte Williams Social Sciences	Julie Kiotas Social Sciences	Jessica Igoe Natural Sciences	Katie Rodriguez Natural Sciences
			Loknath Persaud Languages	

MOTION made by Terry Stoddard and seconded by James Aragon to close the nominations. VOTE: Motion was unanimously approved.

There will be research to clarify the voting process when there are three candidates for one office.

3. Shared Governance Committee Update on Faculty Hiring Policies:

Martha Bonilla (Chair). Thanked the committee for their help in this process.

Item #	Policy 6100: Full Time Tenure Track Hiring Process -- Revisions Include:
1	Identifying faculty hiring needs: revised
2	Preparing the job description: revised Fly notice of transfer and make available before position is flown publically 2. d: Asks HR to make available to faculty on campus, those positions available.
3	Selecting the hiring committee: revised To clarify, while respecting the diverse cultures among divisions. E. Martinez: This revision gives more guidance for an open, democratic process in selecting faculty representatives to hiring committees.
8	New language regarding temporary full-time faculty positions and full-time tenure track positions.
9	Making the final selection: J. Buczko: Only one candidate would be submitted to the President? D. Haley: Yes. There is a clause that allows for more than one if requested by the committee.
10	Equivalency criteria and procedures is new.

Item #	Policy 6150: Part-Time Faculty Hiring Process -- revisions include:
1	Provision to have a democratic selection process in place
2	Contingency situations

E. Martinez: The revised policies have been presented to administration.

R. Marheine commended Martha and the committee for an outstanding job.

M. Bonilla: Suggestions or revisions may be e-mailed to mebonilla@pasadena.edu/.

The campus-wide Diversity Committee is working on possible language for diversity in hiring which will be presented to the Shared Governance Committee. Revisions will be presented to the Academic Senate for approval and vote.

B. Lastimado: The Diversity Committee will meet on March 27 with the HR Advisory Committee March 27. The Diversity subcommittees are working on a diversity hiring process.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:

1. Adopt the (Academic Senate) Savings Initiative proposal

- Limit the numbers of participants in this spring's ASCCC plenary session to one funded delegate/representative
- Cancel this year's end-of-year Senate Breakfast with money (\$2,000) to be redirected to the proposed Graduation Fund.

2. Appoint Jo Buczko to serve as the faculty co-chair of the College Council Health and Safety Committee.

MOTION made by Patricia Lynn and seconded by Mark Dodge approving items 1 and 2. No action.

MOTION amended by Patricia Lynn and seconded by Mark Dodge approving only

Item 1 of 1. VOTE on MOTION: Approved by majority. No: 1

Item 2 of 1 Consensus: hold off on this item until next meeting.

Discussion

E. Martinez: If item two is approved there will be no end-of-year breakfast. The retirees will be honored at our last meeting with presentation of certificates, etc. Spring 2012 plenary session expenses would be approximately \$800-\$900. Plenary session attendance is funded through the General Fund. The current conference attendance balance is in a negative range (-\$3,511). **B. Miller** said the funding will be provided and adjusted at the end of the year by administration.

Breakfast funding is through the Academic Senate savings and checking funds. Savings from this item would go towards the Graduation Fund. The Senate typically losses approximately \$2,000 on the Senate Breakfast.

R. Marheine: Item 1: Suggested a proposal be made to the PCCFA for supplemental funds towards an Academic Senate Annual Breakfast. Expressed concerned with the need to maintain a culture which the retirees' contribution is recognized. Suggested that both **R. Marheine** and **E. Martinez** meet to discuss this matter.

T. Stoddard asked if other faculty could attend the plenary session on their own expense. Answer: Yes

MOTION made by Mark Dodge and seconded by Martha Bonilla to appoint Jo Buczko to serve as the faculty co-chair of the College Council Health and Safety Committee.

VOTE: Aye: Unanimous.

Jo Buczko: The committee will work on campus environment matters for employees and students and issues of risk management.

B. Miller: This committee is one of the nine standing committees that have been set up under the College Council and shared governance. Kent Yamauchi is the administrative co-chair.

VII. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President's Report: Edward Martinez

Handouts:

- Article: Dan Walters: Protesting California students have a point about budget
- List of California Assembly Members/Senators contact information provided for faculty
- March 7 Board of Trustee Meeting:
 - Received mid-term report to be forwarded to the ACCJC (copy in Senate office and in the Board Package)
 - Received a report on strategic enrollment management by B. Miller. This committee is looking at enrollment policy and priorities, prioritizing registration, and maintaining and protecting the Educational Master Plan.

R-1 Vice President's Report: Dustin Hanvey

March 7 Meeting of the Budget and Resource Allocation Committee:

Dealing with two major budget issues: one for 2011-12 and 2012-13

A cut of appx \$2.8 million was received for 2011-12 is being dealt with through unfilled positions (\$1Million) and another Million through SERP II and unused adjunct pay. Managers are being asked try to find the other \$850,000. A faculty and staff link is to be developed on the web site for faculty and staff to offer suggestions about ways to find the \$850,000.

For 2012-13 have a \$6.5 Million cut (include 5.1 FTES cuts unless the Governor's tax proposal passes). PCC is budgeting as if it won't pass.

- A one-time 1.3 transfer from the dental fund was done last year that has to be covered this year.
- Suggested institution of Carnegie Schedule would change our schedule to 50 minute classes MWF, and 1.5 hours on TTh to allow more sections to be scheduled during the day. This change would also result in the return of the seventeen week semester.
- Trimester: Controversial idea.
- Increased enrollment would include large group instruction.
- Reduce sections.
- Increase numbers of F-1 Visa students. Currently have 1250 and it may be increased.
- Increase revenue through donations.

At the end of the year, money gets “swept” out of accounts for areas that are under-budgeted into the Capital Outlay Account. 50% to General Outlay Fund; other 50% to be divided (20% to faculty, staff, administration; 20% to reserves and 10% to under-spending departments.

Comment:

D. Haley: Carnegie Hours: With shorter semesters, were told faculty needed to increase minutes per class, or we would be in violation of the Education Code. Does not support providing staff bonuses.

D. Hanvey said he would support this money go towards increasing sections.

Budget Committee faculty representatives: Dustin Hanvey, Danny Hamman, Tom Berg

A.C. Panella: Carnegie hours also is a decrease in overload pay.

B. Miller: Carnegie hours: is a 17hour week.

M. Bonilla: Carnegie Hours is a rearrangement of the calendar (elongate the number of weeks; and would not be able to accommodate two intercessions and two semesters). Would support a pay increase rather than bonus.

D. Hanvey: Many of the unfilled positions are classified and are being left open until the following fall. There is an obligation to hire 10 faculty (approved to be hired). **E. Martinez:** said the unfilled positions were largely classified.

D. Potter: Not supportive of having one calendar option for 2012-13.

E. Martinez: there was a proposal in the last board package to the Faculty Association on the calendar topic. The large calendar issue is subject to negotiation between administration and PCCFA. Once this big decision is made or negotiated the calendar committee decides start dates, end dates, holidays, etc.

R. Marheine: Negotiations have been sunshined with a start of negotiations in April or early May. A trimester system could not be implemented soon.

R-3 Secretary's Report: Martha Bonilla said NO REPORT

R-4 Treasurer's Report: Dan Haley: NO REPORT.

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

1. Realignment Initiative:

M. Jordan: The Task Teams are planning a joint meeting and presentation to determine what their next steps will be for recommendations at the Planning and Priorities Committee, March 19th, noon, in Creveling.

E. Martinez: The Board of Trustees was given a presentation on division realignment, and Task Team work.

2. Assessment Coordination Report: Matthew Jordan

Accreditation requirements: PCC is required to be at proficiency level for SLO by fall 2012. Every college to be assessed in 2012-13 and if they are not at proficiency level for SLO, the school will be placed on accreditation warning.

Handout:

Listing of Standards

- Two-pronged approach to SLO assessment
- Proficiency level for SLOs means, in part, that student learning outcomes and authentic assessments are in place for courses, programs, support services, certificates, and degrees and there is a widespread institutional dialogue about the results of assessment and identification of gaps.
- Identify specific SLOs for PCC will demonstrate proficiency level.
- Annual Assessment Report (only identifies by department, discipline)
- The first Annual Assessment Report will be due at the end of the fall 2012 semester (each discipline will complete a report to decide what they want to assess over a given a year; report out in a narrative way).

Student Learning Committee: A subcommittee of Curriculum & Instruction, performing the General Education Review.

The divisions can development assessments of smaller areas on which to follow-through.

The committee is aiming to show the value of the process. The point is engagement and making an improvement.

First Annual Assessment Report is due at end of fall 2012 semester.

Discussion

J. Buczko asked where Student Services areas fall into this process. Student assistance needs to be acknowledged in the EMP and the SSTF.

M. Jordan may have to consult with the IEC chairs regarding this area.

E. Martinez: Student Services assess SLOs by students at entry points, service points, and exit points. In other cases, appropriate curriculum changes would be made following area presentations to the IEC, or the IEC could bring forth recommendations for resource allocations necessary to bring about improvements.

P. Peach: If SLOs are changed the process of assessment must start from the beginning.

M. Jordon: General education review will be reported in a large program format for presentation to the IEC where outcomes assessment is one part of the review, involving statistical data on the general education program. There will not be a final presentation on Professional Development Day. There will be interdisciplinary groups comprised of both faculty and support service staff.

3. Student Success Task Force – Dr. Jeanette Mann (SSTF- Trustee representative)

The SSTF Report was previously e-mailed to the all faculty members and is available on the Chancellor's web site.

Reading research and reviewing information presented from experts in the field enabled the SSFT to look at performance based funding and develop twenty-two recommendations to submit to the Board of Governors in January 2012 (passed unanimously) and the Legislature in March 2012. Each recommendation was strongly supported by the entire committee.

Handouts:

"The Implementation of Student Success Task Force Recommendations" shows Chancellor's office recommendations for implementation. The Chancellor has reported that all the changes that could be done through regulation are to be presented to the Board of Governors before the end of the legislative session. Dr. Scott will retire August 31st (the end of the legislative session).

SB1062: Introduced by Senator Liu: says the Board of Governors can change their regulations if they can assure there are resources to implement them or there will not be an unfunded mandate.

SB1456: Introduced by Senator Lowenthal/Coauthor: Senator Liu: takes the Matriculation Act and changes it to the Student Success Act. Districts would have to have a "score card" to request that new money come into the system for student success. One of the recommendations is for the score card to be broken down by ethnicity.

This bill would give the Board of Governors permission to establish a minimum standard of academic performance for eligibility for a BOG waiver. An appeals process will be developed. Mandated costs cannot be approved without available state funding.

Comments

D. Haley: The report outlines a move away from some of the community colleges' traditional missions, such as life long learning, and allows for more concentration on transfer and certificate award. Degrees for transfers, certificates, and basic skills, and English as a Second Language is protected.

J. Mann: Yes, access to education is already being rationed. The CCLC has agreed to support both SB 1456 and SB 1062 and these will be the only legislation the Chancellor's office will put forward this year.

The Governor's budget combines all the categorical programs.

Dr. Scott has said the recommendations are not limiting access to first generation students because first year California Community college students are more apt to be low income and students of color.

In response to **A. Bojarczak**, **J. Mann** said including English as a Second Language with Basic Skills was a mistake and was taken out when brought to the Committee's attention.

The Committee tried to find out how to get to a higher completion rate without penalizing the colleges. Performance based funding has not gone away.

Senator Anderson has introduced (this year) SB1560 which would require that half of the money for FTES community college students would come as of regular census date and the other half would come with the number of students who complete.

Reason for having the SSTF: California ranks 46 out of 50 states in degrees per headcount and degrees per FTES.

- Golden Quadrant: KY, WI, FL, NC, MN, KS, IL, IA, AZ rank highest participation and outcomes. The similarities between them:
- Strong articulation/transfer agreements
- Common core curriculum
- Common course numbering systems
- Statewide AA transfer agreements
- CTE "pathways"
- Generally "program" articulation rather than individual "course" articulation
- Strong outline educational planning and support
- Common assessment tools
- Statewide transfer scholarships
- Not about how much money institution receives per FTES nor about how much they charge students.

E. Martinez: PCC's Enrollment Management Committee is discussing priority registration.

M. Bonilla: The strength of the Languages Division must be maintained as part of transfer process.

S. Fraser asked if the SSTF discuss the difference between the policy of open admissions for all and actual enrollment and registration; are the Senate Bills complimentary or contradictory. Does PCC have recommendations? **J. Mann** said enrollment priorities would be changed and the CCCL has moved to support both Senate Bills referenced above.

C. Fennessy: The Associated Students task force recommendations are available on their website – under Reports.

4. Update on Technology Plan: Dwayne Cable

Handout Information: Why Invest In Technology?

- Why Replace Our Administrative Information Systems (AIS)
- Why Do We Need to Make Our Classrooms SMART?
- Why Provide Our Faculty with Laptops?
- Why Virtualize Desktops Throughout College?

- Completing Our Technology Plan Is required To Maintain Accreditation
Every IT project will have a charter, timelines, projected cost estimates, etc.

AIS Replacement: Vendor proposal demonstration dates & review process

- Week of March 26: Campus Management presentation
- Week of April 9: Oracle / People Soft presentation
- Week of April 23: DataTel/Banner presentation

Cost can range from \$3 Million - \$6 Million or less – depends on vendor selected.

Price Range: will be sought for 12 months, 18 months, and 24 months.

Negotiations are anticipated to be finalized in June. Will look to begin implementation in July and completion by next July.

D. Cable: our 30-year old system (Santa Rosa) is no longer supported by HP. We are unable to insert new hardware for numerous variable fields. An aggressive implementation will cost more money. Our web and surrounding systems are running slower. Issues with the network and phone system infrastructure need to be addressed. All three vendors of a potential new system have experience in aggressive timelines. The idea of having a vendor reward criteria has not been discussed.

Concerns

M. Bonilla: concerned with moving forward when comparing the cost of maintaining the current system at \$60,000 versus the multi-million dollar purchasing price for a new system.

D. Haley: SMART 18 looks like luxury spending on a bare bones budget.

D. Cable: Aggressive pursuit will depend on sensitivity to the Budget. From a pedagogical standpoint, faculty need to be properly equipped. Software choice is up to faculty. In response to: **M. Dodge**, lighting issues in classrooms are being addressed.

T. Carpenter: Faculty should be polled in regards to wanting to receive laptops.

D. Cable: to address security gaps, a security audit will be done.

In response to **P. Peach**, Verizon is paid a large annual fee to fix areas that fall under their maintenance.

5. Possible Relocation of Future Senate Meetings

The Board of Trustees has requested relocation of Senate meetings to Creveling or Circadian. A vote will be taken at the next Senate meeting.

Creveling Lounge or the Circadian

D. Hanvey/T. Neiderer supports moving the Senate meeting to another area would provide a healthy atmosphere for open discussions without interference and access for more attendance.

Circadian

D. Bird: expressed concerned about tying up the space in Creveling is the meetings do not draw a large audience.

R. Marheine/F. Keene: support moving the Senate meetings to the Circadian. The size is more intimate and would be easier for the recording secretary to hear various comments. D. Haley would support moving to the Circadian with the option of moving to Creveling if there was a hot-button issue. **M. Bonilla** supports moving to the Circadian for logistical reasons and also for easier recording of comments and concerns.

Creveling: accommodates 300

Circadian: accommodates 90

Video-Taping Meetings

M. Bonilla: Not supportive of having cameras.

E. Martinez said we can look into the request to have video-taping as a result of Brown Act regulations.

T. Neiderer: We don't have to video our own meetings, but would have to accommodate if audience member wish to videotape.

STANDING INFORMATION ITEMS

S1-1: PCCFA REPORT: about 55 students went on the Faculty Association bus to Sacramento to participate in the budget protests at the capitol.

S1-2: FACCC REPORT: Faculty Association Elections: coming up in May.

S1-3: ADJUNCT FACULTY REPORT: MOTION to adjourn made by Mark Dodge and seconded by Jo Buczko.

IX. ANNOUNCEMENTS

1. Presentation by Chancellor Jack Scott, noon, Thursday, March 22, 2012, Sexson Auditorium. The Board of Trustees has asked the Senate to co-sponsor this event.

2. Area "C" meeting – Saturday, March 31, 2012 – Citrus College

3. ASCCC Spring Plenary Session, April 19-21, 2012 - San Francisco

B. Miller: on behalf of the administration and as an accreditation liaison officer, thanked Matt Jordon for his work as Assessment Coordinator.

The Mid Term Report is approximately 48 pages. The total is 573 pages with appendixes, evidence, etc. It will soon be up on the web. Thank you to faculty and many others on campus for their help with this process.

MOTION to adjourn made by **M. Dodge** and seconded by **T. Neiderer**.

Vote: Unanimously approved.

Next Senate Board Meeting March 26, 2012

Room: C233