

Revised 11-18-13
November 4, 2013

OFFICERS AND MEMBERS

SENATE PRESIDENT	EDUARDO A. CAIRÓ	Present
VICE PRESIDENT	EARLIE DOUGLAS	Present
SECRETARY	PAT ROSE	Present
TREASURER	DAN HALEY	Present
ADJUNCT FACULTY	ALEXIS MOORE	Present
BUSINESS & COMPUTER TECHNOLOGY	PATRICIA LYNN	Regrets
COMMUNITY EDUCATION CENTER	DANNY HAMMAN	Present
COUNSELING	TOMÁS RIOJAS	Present
COUNSELING	JAMES ARAGON	Present
ENGINEERING	JASON NORRIS	Present
ENGINEERING	KRIS PILON	Present
ENGLISH	GLORIA HORTON	Present
ENGLISH	MANNY PEREA	Present
ENGLISH	MARJORIE SMITH	Absent
ENGLISH	KRISTA WALKTER (Alt)	Present
HEALTH SCIENCES	KRISTIN K. HYATT	Present
HEALTH SCIENCES	BLANCA RODRIGUEZ	Absent
LANGUAGES	LOKNATH PERSAUD	Present
LANGUAGES	MELISSA MICHELSON	Present
LANGUAGES	MARY-ERIN CROOK (Alt)	Present
LIBRARY	DOROTHY POTTER	Present
MATHEMATICS	MATTHEW HENES	Present
MATHEMATICS	KATHLEEN UYEKAWA	Absent
MATHEMATICS	DAN GALLUP	Present
NATURAL SCIENCES	RUSSELL DI FIORI	Present
NATURAL SCIENCES	VALERIE FOSTER	Present
NATURAL SCIENCES	TERRY STODDARD	Present
NATURAL SCIENCES	MARTHA HOUSE	Present
NATURAL SCIENCES	KATIE RODRIGUEZ (Alt)	Present
PERFORMING & COMMUNICATION ARTS	STEPHANIE FLEMING	Present
PERFORMING & COMMUNICATION ARTS	MARK WHITWORTH	Present
SOCIAL SCIENCES	SHAROK BASTANI	Present
SOCIAL SCIENCES	FRANCIS NYONG	Present
SPECIAL SERVICES	JO BUCZKO	Present
VISUAL ARTS AND MEDIA STUDIES	YOLANDA MCKAY	Present
VISUAL ARTS AND MEDIA STUDIES	ROD FOSTER	Present

GUESTS

CLASSIFIED SENATE REPRESENTATIVE	JEANNIE SULLIVAN	
COURIER	MADISON MIRANDA	

I. CALL TO ORDER:

II. PLEDGE OF ALLEGIANCE: Led by Dan Haley.

III. APPROVAL OF OCTOBER 21, 2013 MINUTES

MOTION to approve made and seconded by R. Foster and E. Douglas

Corrections: K. Rodriguez was absent and did not make any comments.

VOTE: Minutes were approved (unanimously) with the corrections noted.

IV. PUBLIC COMMENT

M. Whitworth apologized if he sounded too harsh or offensive to anyone at the last meeting. He added that he was speaking on procedure and was not being personal.

M. Henes -- speaking as faculty member on campus climate.
Said the current campus climate has both students and faculty feeling "caught in the middle."
In response to comments he has heard stating administration will suffer if we lose our accreditation he stated that there would be a severe drop in enrollment, a loss of financial aid, and faculty cuts.
Administration would suffer the least.

He retracted his statement made at the October 21 Senate meeting where he said he would give up compensation for his reassigned time. He will continue to receive release time as part of his assignment.

R. Marheine spoke to the campus climate.
Encouraged the Senate Board to rally around the Senate President and the Senate Executive Committee.
Reference was made to a letter from PCC's Legal Counsel stating that recent actions of President Cairó were a violation of the Brown Act. PCCFA's Legal Counsel replied by letter stating no violations had taken place.
FA supports Senate deliberations and findings as a part of shared governance.

Added that long-term English Professor Mark McQueen was put on administrative leave Thursday evening. There are no details in regards to the reasons at this time.

V. STANDING AD HOC/CAMPUS-WIDE COMMITTEE REPORTS.

1. Bylaws, Rules, and Procedures Committee – Josh Fleming, Chair

The Committee will review the State Academic Senate Bylaws to see if there is any language that can be reflected in the Senate's bylaws as well as a review of the Brown Act.

Committee meetings will be scheduled the first Thursday of every month through April.
A full revision of the Senate bylaws will be handled in increments of review/revision of two articles at each meeting. By April 2014, it is anticipated that all the articles would be reviewed and or revised and forwarded to the Academic Senate for review and approval. It is anticipated that all article revisions will go into effect in Fall 2014

2. Distance Education Committee – Lauren Arenson

MOTION moved/seconded by P. Rose and J. Buczko to move this item to VII: Information Items.

VOTE: The motion was unanimously approved.

3. Faculty Hiring Priorities Committee -- Eduardo A. Cairó

The deadline for application submissions was extended from October 28 to November 4th.
Of the 40 applications submitted before today's meeting, 19 are growth and 21 are for replacement. The

FHPC will meet on November 4 and 12 at 12PM to review the applications and hear faculty presentations. Rankings will be finalized at the November 19th meeting.

President Cairó added that Dr. Bell had said previously that the college had not made a decision whether to hire faculty for this academic year and that he had not told the deans to not participate in the application process. However, on this date (November 4th) the Deans were instructed to not appear or participate in the Faculty Hiring Priorities Committee process. This message “comes from above.” The Committee, however, had begun its application process before receiving this information. All submissions will be considered.

D. Haley: The FHPC is only ranking the applications on the basis of need as it sees it and will turn this information over to administration for review and consideration of who it wants to hire. The Committee has been in place for at least 20 years. The 75/25 faculty percentage is routinely waived.

M. Henes: isn't there a percentage of classes to be taught by FT 75/25. Who is responsible to make sure 75% are taught by FT teachers. D. Haley. The requirement is routinely waived.

4. Faculty Professional Development Committee

Due to emergency Lynn Wright was unable to attend this meeting.

President Cairó said there had been a meeting between himself, Dr. Bell, and Professor Wright.

Concerns included the question of what happens to the allocated SASI funding of \$400,000 that is not spent in this academic year. Following a response from Dr. Bell, the Executive Committee can begin developing a SASI application process.

5. College Council – Earlie Douglas

Meeting Update:

Project 90: PCC is developing activities in preparation to celebrate its 90th year of PCC's existence, including honoring 90 distinguished PCC alumni.

Dream Center: San Francisco and PCC are looking forward to fundraising and to figure out the development and location of a Dream Center for undocumented students to have a place to go.

Adult Education: There is a move to transfer adult education from high school EOP programs to junior colleges. Funding will be provided from the state through an application process.

Most of the high schools have already closed their adult education programs.

PCC is trying to build up its FTEs to elevate its base funding.

Based on demographics community colleges will become more vested in returning/older students.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

1. Vote to approve Senate Executive Committee's decision not to attend CAPM meetings.
In response to General Counsel's letter, President Cairó said he has not violated the Brown Act and asked for a united stand from the Senate on this matter.

MOTION moved and seconded by R. Foster and K. Pilon of the Senate's Executive Committee's decision to withdraw from CAPM meetings for the time being.

Discussion

President Cairó is participating in discussions with Matt Jordan, Vice Presidents Bell and Miller.

The Executive Committee members meet as Ex Officio members at College Council meetings whose proceedings are verified through an agenda and minutes process. Dr. Rocha attends these meetings.

- How would the Executive Committee know when CAPM has changed its tune?
- What will be accomplished by not attending CAPM meetings?
- Senate viewpoints could be presented at CAPM from a stronger viewpoint.

- A more open policy should be presented for the CAPM meetings to include open and not closed dialogue and communication.
- In the spirit of transparency it would be a reasonable request to ask that these meetings be made public and be recorded.
- There is an attempt to keep communication open.

The Executive Committee supports having CAPM discussions and meetings agendaized, documented in writing and recorded versus dialogue between administration and the Senate Executive Committee being held “behind closed doors”. These meetings are not agendaized or documented. CAPM meetings have been held for open discussion between the Academic Senate and Administration. Positions of the Executive Committee have been presented as being in agreement with policies, when agreement had not been reached. Approval of the proposed recommendation is for the time being and not a vote to suspend CAPM meetings permanently

MOTION made by M. Michelson to approve the decision not to attend CAPM meetings until there is collegiality shown to create an atmosphere where the Senate Executive Committee is ready to go back.

CALL FOR QUESTION: Made by M. Michelson. **MOTION WITHDRAWN**

FRIENDLY AMENDMENT TO THE FIRST MOTION made by J. Buczko to approve the Academic Senate’s decision not to hold CAPM meetings until it can find a way to make the meetings more transparent.

AMENDMENT ACCEPTED: R. Foster

CAPM meetings could be held to strategize and to think about a broader discussion as to how to use these meetings to the Senate’s advantage.

The CAPM meetings have been boycotted by the Senate since its second meeting in September 2013.

Boycott of the CAPM meetings stemmed from the calendar issue and the President’s proposed presentation of the three campus calendars to the Trustees. Only one calendar was presented at the Board of Trustees’ meeting.

The proposed amendment is problematic without clarification of what is transparent.

Suggestion was received to go back to the original motion and to come forward with a list of stipulations at the next Senate meeting.

Suggestion for both the Senate and College President to co-convene CAPM meetings along with recordings to be made available on You Tube or on some other site.

FA was not consulted before the decision to not attend CAPM meetings was made.

Without CAPM meetings there needs to be a process to follow regarding program discontinuance.

CALL FOR THE QUESTION made and seconded by: D. Haley and M. Michelson: **VOTE:** YES: 17 NO: 12

AMENDMENT RESTATED: To support the Senate’s decision not to hold CAPM meetings until they have transparency. **VOTE:** YES: 16 NO: 9 Abstain: 3 **MOTION CARRIES**

2. Vote to approve Ad Hoc Senate Evaluation Committee of the President Members: Loknath Persaud (Languages); Philip Ricards (Social Sciences); Charlene Potter (Languages); Charlotte Williams (Social Sciences), Kris Pilon (Engineering & Technology); Michelle Ireland-Galman (Social Sciences)
3. Vote to approve Distance Education Committee members: Denise Romero (Health Sciences), Claudia van Corva (Natural Sciences) Catherine Datko (Distance Education).
4. Vote to approve College-Wide Benefits Committee members: Ali Amouzegar (Engineering and Technology), Mary-Erin Crook (Languages)

5. Vote to approve Educational Policies Committee members: Patricia D'Orange-Martin (Counseling); Lauren Arenson (Social Sciences); Claudia Van Corva (Natural Sciences);
6. Vote to approve Disaster Relief Committee member Karen Carlisi (Languages)

MOTION made and seconded by D. Haley and Mark Dodge to approve Recommendations 2, 3, 4, 5 and 6.

Discussion:

The policy on intellectual property rights is separate from rights regarding Distance Education.

The name of Claudia van Corva is to be stricken from Recommendation 3 because she is already on the Committee.

The College Wide Benefits Committee needs one more faculty representative.

Directive: President Cairó to send out an e-mail asking for faculty to apply to the above-referenced committees.

VOTE on the MOTION: YES: Unanimously approved.

VIII: INFORMATION ITEMS: The following items will be discussed with possible action taken

1....Academic Senate Letter to Board of Trustees on Town Hall Forums

A vote was taken to vote on one of two proposed letters for revision:

- Letter No. 1 references the Board's policy at the bottom.
- Letter no. 2 does not have this policy reference.

MOTION made and seconded by M. Henes and K. Rodriguez approving Letter 2 for editing.

Discussion

Letter No. 2 supported in the interest of collegiality.

Letter No. 1 best describes the situation and has more supportive content. Reference to Board policy can be removed.

CALL FOR QUESTION: YES: 13 NO: 12 Letter Number 2 is accepted for revision.

Lengthy Discussion followed by review and revisions were made to Letter Number 2.

MOTION made and seconded by M. Henes and E. Douglas to approve Letter 2 with the changes that have been made up to this point.

Changes were read.

CALL FOR QUESTION YES: Vote – Minority response. NO. Majority **MOTION** Defeated

MOTION made and seconded by R. Di Fiori and M. Perea to table discussion. **VOTE:** YES: 18 No. 9. **MOTION TABLED.**

2....Ad Hoc Town Hall Committee – Melissa Michelson

Draft Town Hall Flyer was e-mailed to the Senate Board for review before this meeting.

Tentative: Date/Time/Location: Tuesday, November 19, 7:00pm-8:30pm – Altadena Library

Proposed Town Hall Framework to include:

moderator who is not a college employee, panel participants may include a mix of instructors, staff, students, elected officials, presentations on topics of interest to the community of Altadena, followed by questions and answer sessions.

Suggestions / Comments

Revise the theme, simplify the language so that it is directed to the projected audience.

Advertisement will be throughout the local Altadena area.

MOTION made and seconded by K. Pilon and J. Aragon to go forward with the flyer; that the Senate give the Ad hoc Town Hall Committee permission to add an over-arching theme and clean up the language a little bit so that it's simplified and redirected more towards an audience. The intent of this is to advertise it through, libraries, community centers, churches, community newsletters and things like this to this particular neighborhood and then do this in other parts of Pasadena.

MOTION RESTATED/SUMMARIZED: To approve the flyer with the right of the Ad Hoc Committee to expand it in terms of making it welcoming with an overarching theme (Melissa: What PCC Students need to succeed)

VOTE: Motion passed unanimously.

3.....Planning and Priorities Committee Revisions to PCC Master Plan (Handout): Stephanie Fleming

P. Rose first saw this document at a Classified Senate meeting.

D. Haley: This document falls under 10+1 and should have been presented to the Senate for review and recommendations.

S. Fleming: Last year the Trustees requested the development of a task force committee (which included representation from the Senate) to address EMP updates. The EMP revisions were approved by the entire Planning and Priorities Committee.

Upon request, these revisions were reviewed with the Classified Senate by M. Jordan.

EMP updates are to be forwarded to College Council.

Clarity and more time is needed for the Senate to make changes to the EMP.

MOTION made and seconded by J. Buczko and P. Lynn to extend discussion time (10 minutes).

There was no intention to bypass the Academic Senate on this matter.

Revision Note: Special Services is not currently and should be represented in the EMP.

Typed Recommendations may be forwarded to the Senate Executive Committee and to Stephanie Fleming.

The next College Council meeting on November 21st

4. Proposal to vote on 18 November 2013 to change start time of Academic Senate Meetings beginning Fall, 2014

This proposal will be for the Senate to decide by vote if it wants to change the Senate's meeting time.

MOTION made and seconded by D. Haley and M. Henes.

VOTE: The motion was unanimously approved.

5. Learning Assessment Committee: Matt Henes

Presented for review and approval: Mission of the Committee and the Charge of the Committee

Change in Committee membership: Languages has a vacancy.

Discussion:

Concern: The second sentence of the Mission statement looks like entire course/program would be assessed.

Response: The key word in this sentence is "supporting". This statement can be revised. There are SLOs at both the course and program levels, and there are general education outcomes.

M. Perea suggested revised wording to read: "The Mission of the Learning Assessment Committee is to improve student outcomes by supporting teaching and learning through a review about assessment at the course, program, and general education level."

Comments made to restart this Committee would not be productive.

Specific issues and recommendations may be forwarded to the Committee for discussion.

This Committee can effectively operate under the Senate

MOTION made and seconded by M. Henes and E. Douglas to ratify the existence of the committee to be an Operational Committee of the Senate and that its mission be open to minor revisions from the Senate.

AMENDMENT TO MOTION wording: M. Perea:

To approve the Learning Assistance Committee under the Academic Senate with the Mission and the Charge of the Committee to be open to revision.

Charge Suggestions:

There should be some limits on the recommendations forwarded to C & I Faculty Hiring and Priorities.

Forward LAC recommendations on outcome assessment processes . . .

Recommendations should be limited to outcome assessment.

MOTION made and seconded by J. Buczko and M. Henes to extend discussion time (10 minutes)

Charge Recommendations

Replace D, E and F with B1, B2 and B3.

The committee is working on recommendations based on assessment

The Accreditation site visitation team will look at assessment data at both the course, program, and institutional level.

There is ongoing discussion about professional development time for departments to get together for discussions on outcome assessment, maybe stipends for adjunct faculty participation in this process.

There will be no recommendations to cut anything.

The committee identifies resources that might enhance or improve the ability to get our students to do what they need to do.

Nothing will be recommended to be cut but to recommend resources/enhancements to improve student improvement.

CALL FOR THE QUESTION moved and seconded by K. Pilon and D. Haley.

The Committee member names listed on the handout are not a part of this vote

VOTE: YES: Majority. NO: 0 ABSTENSIONS: 3 Motion carries.

President Cairó will send out a call for volunteers to the committee.

Discussion

All academic areas should be represented on the committee.

The Committee meets every other Wednesday, 4pm-6pm.

Committee representation should reflect the various academic areas.

Distance Education Committee

The Mission Statement was e-mailed to the Senate Board for review.

MOTION TO TABLE DISCUSSION made by K. Rodriguez.

Mission Statement recommendations may be forwarded to L. Arenson.

1...BRAC Committee: D. Hamman

Handout: PACCD 209-10 to 2013-14 and 2012-13 to 2013-14 Comparison-Unrestricted General Fund, Budgeted Personnel Positions.

This year there are 34 less FT teaching faculty than in 2009-10.

Approximately 10 FT faculty members are on non-instructional reassigned time assignments.

Administrative positions are up by 6.8.

There is a trend in having less FT faculty on the school's budget which produces health budget balances.

The Budget lists Instructors with reassigned time under both their reassignment area and as a FT instructor.

This allows instructors to have funded positions when they return to their instructional areas.

Unexpended monies have been swept into reserves.

MOTION made and seconded by M. Henes and D. Haley to extend discussion time by 10 Minutes: **VOTE:** Approved.

Discussion and responses

Would like to see more FT faculty hired in classroom

Clarity is needed in discussion about non-instructional faculty.

Reference to non-instruction faculty was made for data purposes and not stated as a personal attack.

It is important to have faculty in release time positions.

IX. REPORTS FROM EXECUTIVE COMMITTEE:

R-1 President's Report

The Senate Executive Committee will be attending the fall 2013 ASCCC Plenary November 7-9. There will be a vote on repeatability.

R-2 Vice-President's Report: None

R-3 Secretary's Report: None

R-4 Treasurer's Report: None

X: STANDING INFORMATION ITEMS

SI-1 PCCFA REPORT : No Comment /Report.

SI-2 FACCC REPORT: Reference made to Information Item: BRAC Committee.

SI-3 ADJUNCT FACULTY REPORT: No Report.

XI. ANNOUNCEMENTS: none

XII. ADJOURNMENT: MOTION to adjourn made and seconded by E. Douglas and D. Haley. Motion Carried.

NEXT SENATE BOARD MEETING: November 18, 2013, 3PM -- CIRCADIAN