

January 27, 2014

OFFICERS AND MEMBERS

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

GUESTS

FACULTY DEVELOPMENT COMMITTEE	LYNN WRIGHT	Present
SHARED GOVERNANCE CALENDAR COMMITTEE	KRISTA WALKER	Present
COURIER	JOHN PETERS III	Present
COURIER	CONNIE GONZALES	Present
COURIER	ANDREW FRENCH	Present

I. CALL TO ORDER:

II. PLEDGE OF ALLEGIANCE led by Mark Whitworth.

III. APPROVAL OF JANUARY 13, 2014 MINUTES

MOTION made and seconded by M. Dodge and R. DiFiori to approve the January 13, 2014 Minutes.

Corrections:

1. Pg. 2, last paragraph should read: Two competing ranking lists were presented at a meeting between the FHPC and Administration on December 11, 2013.
2. Pg. 3, 3rd paragraph should read: "the revised 11 new hires list indicates that agreement had been ...:
3. Additional Note: A. Dodge was present at the last meeting.

VOTE on the MOTION: Motion passed unanimously.

IV. PUBLIC COMMENT:

Rod Foster: Some W-2 forms were mailed out with the wrong payroll information. Faculty should check to make sure that the total compensation figure on the W2 form is equal to the year-to-date figure on their last pay stub for 2013. If the figure is not correct, Payroll needs to be contacted immediately.

Melissa Michelson: Public Comment and Senate Agenda Request. The Board of Trustees has approved \$19,000+ for Service Learning over the last six months. Because this area falls under 10+1, the Senate should invite a Service Learning representative to present Service Learning updates to the Senate Board.

Valerie Foster: Professional Learning Event Announcement

- Guest speaker Michael Wesch (supported by 3CSN, a statewide special learning group, and the Academy of Professional Learning) will be on campus April 25, 9:30am-12:30 pm.
- A formal flyer will be sent out.
- Mr. Wesch did a You Tube Video about the technology impact on student time and time management.
- There will be campus discussions leading up to this presentation, including the reading of the motivational book DRIVE by Daniel Pink. This book is a good resource for faculty, staff and managers to examine what motivates their daily work here at PCC.

V. REPORTS FROM EXECUTIVE COMMITTEE:

R-1 President's Report

Health Sciences Presentation: A request has been received from Health Sciences for either D. Moore or B. Freund to give a presentation to the Senate on the offering of a four-year BSN degree at PCC.

President Cairo will hold a faculty question and answer meeting about Senate activities and future goals on Thursday, January 30, GM104, 12:05pm-12:55pm.

The Faculty Hiring and Priorities Committee plans to meet on Tuesday, Feb. 4th. The purpose of this meeting is to inform all committee members of the events that transpired in the meeting with Dr. Rocha. Once the Committee is in agreement on the summary of this meeting, a resolution may possibly be written informing the college of the violation that occurred.

College Invitation: Visionary retreat and workshop [February 7, 8:30am-3:30pm] to address PCC's Master Plan vision.

President Cairó is on the hiring committee to select architectural firms to give presentations on this vision.

This workshop is a kick-off to a year-long planning process to align its Educational Master Plan with the facilities needed to better achieve the college's goal to ensure the success of all students in the global 21st century. The result of this process will be the development of a Facilities Master Plan.

Suggestions and questions may be forwarded to President Cairó to relay during the interviews. Examples:

- Question: What is it that you see or believe that students need in order to succeed?
- Answer: Tours could be given to better address special needs of students with disabilities.

Planning & Priorities Committee: At a previous Senate meeting S. Fleming said an additional faculty member was not needed on the Faculty Planning and Priorities Committee. Reference was made to the Committee's web site which shows a vacant faculty position. The web site was not updated and there is not a vacant position. Current faculty members are Kris Pilon, Rod Foster, Tom Neiderer and Katy Rodriguez. Stephanie Fleming will check on having Tom Neiderer's name added.

In response to a request, President Cairó provided the Senate with the administration's ranked list of faculty applications for full-time positions given to the Faculty Hiring and Priorities Committee by Dr. Rocha. President Cairó also provided a list of the top 15 FHPC recommendations.

S. Fleming requested minutes from this meeting.

D. Haley: The Executive Committee relayed a meeting summary to Dr. Rocha for verification. The Committee is still waiting for a response. In prior years, the Committee would submit its hiring priorities list for review by the administration, followed by negotiation on the recommendations. This year was the first time administration walked in with its own list and the academic deans were asked not to participate or to send any documents to the Senate FHPC.

President Cairó: Eleven faculty participated in the meeting, but due to prior commitments some faculty had to leave and by the time the meeting was over there were only eight.

Dr. Rocha addressed questions and answers to both Math and Science faculty together on the lack of faculty hires in these areas. A meeting summary was sent by Dr. Rocha to the Math and Science faculty.

Dr. Rocha's Summary reads:

This was on the administration's list but was not recommended by the Senate hiring priorities committee. We need to work together to repair the current faculty hiring process. More emphasis needs to be accorded to STEM and other high-demand fields.

D. Hamman: The FHPC did not receive information from Math to consider for recommendation. The Deans were told to not contact the Committee in this year's hiring process.

E. Cairó: For clarification, this topic will be addressed at the next FHPC meeting.

Response to M. Henes' letter to the Senate Executive Committee

For clarification, President Cairó said:

- It is his duty to represent all Senators whether in agreement or disagreement.
- It is important for the Senate to be united.

Response to M. Henes' Letter:

It is not true that the Senate Executive Committee did not include the Senate in its deliberation on the issue of requesting a technical visit by the State Academic Senate. At the July 8, 2013 Senate Board Meeting, P. Rose made the following statement: "If requested, and mutually agreed upon, the ASCCC can provide advisory assistance to help the Academic Senate, . . ." This matter was discussed in the Senate. M. Henes did not attend this meeting. The Executive Committee learned of Technical Visits at an ASCCC Leadership Conference workshop in Sacramento. This meeting was attended by V. Foster and C. Starbird. At that point the idea germinated and discussion was entered into with Matt Jordan about a technical visit. The Executive Committee wanted the Academic Senate Board and the BOT to meet jointly with the representatives from the ASCCC and CCLC for all to have the same understanding. When it was learned that the BOT and Academic Senate Board would meet separately with these representatives during the technical visit, it was felt that having separate meetings would not be beneficial. Little discussion has occurred since. At the last Senate meeting, Michelle Grimes-Hillman (ASCCC Representative-at-large) said it was better to have something than nothing at all and that the Executive Committee could contact ASCCC President Beth Smith to see if such a joint meeting between the Academic Senate and the BOT could be arranged.

Non-Attendance of CAPM meetings by Senate Executive Committee.

The Executive Committee has the responsibility of making decisions on the Senate's behalf.

There is no emerging pattern of the Executive Committee making unilateral decisions and there should be no comparison between the two areas. The Senate has extended an invitation for comment. No complaints had been received on this matter. The Executive Committee will do everything it can to make improvements.

In regard to the Task Team 3 proposal, the Senate President does not have a vote in Senate meetings and does not have the power to control the votes of Senate representatives. Every Senator has the right to "stop the process" and a point of order should have been called if it was felt this item should have been tabled. This did not occur. The process was completed, and a vote was taken. The president made no efforts to "torpedo" the matter.

The Senate needs to concentrate on its goals and what the Senate can do to further student success as well as making a harmonious working environment.

R-2 Vice-President's Report: No Report. VP Douglas was unable to attend today's meeting.

R-3 Secretary's Report: Status of Proposed Academic Senate Policy Statement on Adjunct Faculty Participation
Dec. 2: 2013 (Pg. 5) Reference to Adjunct Faculty Participation. See below.

In reference to the proposed Academic Senate Policy Statement on Adjunct Faculty Participation in Professional Development and Academic Work (quoted below) at the 2 Dec.2013 Academic Senate Board Meeting by President Cairo/P. Rose, discussion was tabled until Senate representatives could take the statement back to their constituents for review and recommendations. Senate Board members were to be emailed this statement to get feedback for discussion at the next Board meeting on Feb. 10.

Position Statement:

To promote inclusiveness and equity so that the teaching mission of the college may be effectively attained, we, the Academic Senate, resolve that the college should develop policies for adjunct faculty to participate in shared governance and professional development activities.

The Adjunct Faculty Issues Committee plan on presenting a proposed Senate Resolution at the Senate's February 10 meeting.

R-4 Treasurer's Report:

CAPM:

- The Administration has not responded to the latest proposal from the Senate Executive Committee to resume CAPM meetings. The Executive Committee has requested that:
 - The first agenda item at CAPM should be the Administration's response to the questions sent by the Executive Committee. As of yet, no response has been received.
 - The CAPM meetings need to be videotaped to have on record what is said in the meetings.

College Council:

- Announcement of a new Equal Employment Opportunity Plan. Terri Hampton, Executive Director, HR, said the hiring process would stay the same; however, the proposed plan would include a new training program and additional efforts to encourage minority applicants to apply for positions.
- Class Cancellations
 - Dean O. Arellano presented the new class cancellation rules.
 - Noted that some classes are being cancelled without much consultation with faculty.
 - New rules were sent to the Senate in July.
 - Cancellation comes under 10+1 and mutual agreement has not been reached on these new rules. This will be addressed at the next College Council meeting.

Campus Organizational Chart

- Academic Programs are being pushed down into a corner.
- Academic Deans have to report to an Associate VP of Academic Affairs before reporting to VP Bell.
- There will be 6 instead of 13 Academic Deans.

With the division of the college into Schools, Dr. Rocha said that it is up to the Academic Senate to decide how these schools/departments would be represented in the Senate.

Comment: Any changes in representation would have to be addressed in the Senate Bylaws.

BRAC:

VP Miller announced the college finances are very good.

Additional funding recommendation made to fully fund the Workmen's Comp self-insurance fund and post-employment benefit fund.

Associated Student Board Report:

Will reach out to classes and will ask faculty if they can visit classes to make announcements for student participation in Student government.

VI. STANDING AD HOC/CAMPUS-WIDE COMMITTEE REPORTS:

1. Faculty Development Committee – Lynn Wright

Re-envisioning the role of Faculty Development Committee.

- The campus is structured differently. Under the Organization Chair not all faculty are listed within schools.
- Monies will continue to be funded for SASI funds. The structure of handling these monies will need to be developed.
- Assistance will be needed to guide faculty through process of applying for SASI funds for conference attendance.
- Some areas have their own professional development sub-groups.
- There could possibly be sub-committees within the various schools that would address and send information about their professional needs to the Faculty Development Committee.
- Non-credit needs to be referenced.
- It was asked that the Senate Board take this information back to their areas for review and input and request for Committee volunteers. President Cairó said a lot of work is anticipated and reassign time might need to be considered.

President Cairó said this information on the current Faculty Development process is included in an information request forwarded to Dr. Bell about CAPM. Anticipated that President Cairó will send out a Faculty Development Committee volunteer request.

2. Shared Governance Calendar Committee - Krista Walter, Co-Chair

- The Calendar Committee was not convened by Dr. Bell last semester, and no meetings have been scheduled this semester.
- PCC does not have a 2014 Fall calendar. Does not know if or where a calendar is being worked on. Emails and phone calls have not been responded to.
- Cannot discuss FLEX day without a calendar.
- K. Water is only a co-chair of the Calendar Committee.
- Calendar Committee reappointments will need to be made before the end of the school year.
- Additional comments and concerns for this committee may be forwarded to K. Walter.

Discussion/Suggestions

The Senate Calendar committee was created for pedagogical reasons.

Support for starting up a Senate Calendar committee process was received.

It's more important to have calendar issue straightened out.

Could ask for a statement from VP Bell on the college-wide Calendar Committee process.

MOTION made by D. Haley and seconded by M. Henes for the Senate Executive Committee to write a resolution asking for the Calendar Committee to be reconvened in preparation for next year. This resolution would be sent to Dr. Bell.

Discussion:

The Senate should tell Dr. Bell its recommendations on this matter.

M. Henes: Send the resolution to the President/Superintendent and the Board of Trustees.

We are in an appeal process. If things go as K. Walter suspects they may go – the ruling requires that the administration cease and desist immediately with the trimester calendar and return the campus to the calendar with winter. There is a lot of pressure for the committee and administration to decide on how to proceed.

Important to reiterate in the resolution the ruling and the appeal outcome and the need to proceed earlier in the calendar process.

Recommendation received for the Ad Hoc Senate Calendar Committee to forward possible recommendations to the Senate.

Recommendations would be presented to the Senate for review before being voted on.

PERB

A PERB hearing was held on the first day of fall semester and was decided at the end of the semester.

“FACCC won the PERB case. The PCCFA has responded to the college’s appeal of the PERB ruling.

In the interests of shared governance it was asked that the Senate consider taking a position on the PERB ruling and the way the calendar is created.

CALL FOR THE QUESTION: D. Haley on the MOTION to send a resolution from the Academic Senate asking the Calendar Committee to reconvene as soon as possible, knowing that this resolution must first go to all Senators and be approved at the following Academic Senate Meeting.

VOTE: Ayes: Unanimous. Motion passes.

VOTE ON MOTION: Aye: Unanimous. Motion passes.

SUMMARY: The Senate Executive Committee will write a resolution that will be sent to all Senators for their approval at the next Academic Senate meeting. If this resolution passes, it will be sent to VP Bell, Dr. Rocha, and the Board of Trustees asking that the Calendar Committee be reconvened as soon as possible.

VII. EXECUTIVE COMMITTEE RECOMMENDATIONS

1. Vote to approve Adjunct Faculty Issues Committee members: Joan Kahn (VAMS); James Keller (Languages); Maria Pehlivanova (Languages).
2. Vote to approve Ad Hoc Academic Senate Reassign Time Policy Committee member/Chair: Manny Perea (English).
3. Vote to approve Ad Hoc Academic Senate Faculty Governance & Innovation Committee (Task Team 3) member: Russ DiFiori (Natural Sciences).
4. Vote to approve Learning Assessment Committee member: Pattie Lynn (CareerTECH).
5. Vote to approve TRIO Pass Coordinator Hiring Committee member: Harry Bloodgood (Counseling); Ana Ogaz (Counseling).

MOTION approving Items 1-5 made and seconded by M. Henes and A. Dodge.

VOTE: Motion passed unanimously.

Sent To Committee: None

VIII: INFORMATION ITEMS

New Faculty Teaching Schedules

1. President Cairó e-mailed the schedule to the Senate Board on Thursday, January 23rd.

A revised schedule from Dr. Arellano was forwarded to the Senate Board this day (January 27th).

- The Senate has not had time to discuss this matter.
- There is no formula listed for the 6.8 hour Environmental Sciences classes.
- Daytime Friday class option is needed.
- The new schedule is removing the 5-minute starts.
- Request received for the draft date of this schedule.
- * Pedagogy concerns as well as space issues need to be considered.
- What kind of faculty involvement was there in this process?
- Additional comments and concerns may be forwarded to Eduardo A. Cairó (eacairo@pasadena.edu) who will then forward to Dean Arellano (orarellano@pasadena.edu) before the February 27th College Council meeting.

2. Revised Policy on enrollment and class scheduling priorities

Drs. Olivo and Arellano presented a revision to Policy 4020 (Enrollment and Class Scheduling Priorities) at Thursday's College Council meeting. Dr. Olivo to forward a digital copy of this Policy to P. Rose to forward to the Senate for review.

Revisions may be sent to Dr. Olivo or Dr. Arellano or P. Rose to bring before the February 27 College Council meeting.

In Fall 2013, there was Senate discussion of granting priority registration to faculty/staff and their families and the need for a written policy to guarantee this priority registration.

IX: STANDING INFORMATION ITEMS

1. Vote to approve Distance Education Intellectual Property Policy: L. Arenson was unable to attend today's meeting.

Discussion/Comments

President Cairó was present in a few meetings when this document was reviewed.

After taking suggestions from the Senate, the Committee voted and approved recommendations.

This document was sent to the Senate Board for review with the last Senate Board meeting handouts.

Discussion

- Clarification is needed on whether this process only applies to DE classes.
- There could be one policy on Intellectual Property rights with language referring to all PCC courses.

MOTION made and seconded by S. Fleming and D. Hamman to table discussion on this matter until clarification is received

VOTE: Motion passed unanimously.

2. Vote to approve Ad Hoc Academic Senate Evaluation Committee of the President Survey Form – Loknath Persaud

Responses will be sent to an outside mail box.

This process can promote better communication.

Dr. Rocha has not met with the committee but has stated that he can meet with members individually.

Comment received if anyone has talked with Dr. Rocha about whether or not he will look at these surveys.

The questions look fair.

The survey process is not new.

Suggestion received for the creation of a policy on an evaluation timeline as an ongoing institutional process. To help with wording on this proposed idea, P. Rose will send a copy of the former HR evaluation policy and timeline to L. Persaud.

The survey will be distributed only to FT faculty.

RECORDING POSITION : 1.24 :11

MOTION made and seconded by D. Haley and Rod Foster to approve the President Evaluation Survey Form and to discuss a timeline for this process at the next Senate Meeting.

CALL FOR THE QUESTION by Y. McKay. Motion passed unanimously.

VOTE ON THE MOTION: Motion passed unanimously.

- President Cairó: Motion passes to approve and send out the Survey Form.

3. Vote to Approve ASCCC and Community College League of California Technical Visit.

MOTION was made and seconded by D. Haley and M. Henes to request a campus technical visit, in which the Senate would prefer joint meetings and the Senate will accept the ASCCC recommendations.

Discussion

If approved, conversations should be held with classified and student leaders.

Should be specified that this visit be a joint visit between the Senate and the Trustees.

A technical meeting request should be made as soon as possible even if there are separate meetings. We would be depending on the ASCCC and Community College League of California to faithfully represent themselves to both bodies. What is offered would be better than to not meet at all. A request for a joint meeting request will be made and the Senate will abide by the response received from this request.

VOTE: Motion passed unanimously.

SI-1 PCCFA REPORT: Rod Foster

PCCFA is preparing to sunshine their contract proposals. This is part of the procedure to return to the bargaining table.

PCCFA will distribute a survey for faculty input on faculty issues.

The Trustees will announce the sunshining at its first meeting in February. Have to wait until the following Board meeting to hold a public hearing.

SERP:

Anticipates getting a legal opinion on this matter, stating that it doesn't need to be bargained for by an exclusive agent because a SERP is something the college offers as part of the terms of employment.

Filling Paul Jarrell's position: This matter has not yet been discussed.

Rob Lee's position was filled by Mark Whitworth.

S1-2 FACCC REPORT

S1-3 ADJUNCT FACULTY REPORT: Mark Dodge

The Committee has met.

There is a new influx of volunteers.

Discussion Topics Include:

- Increasing representation on college committees.
- Academic Senate Policy Statement on Adjunct Faculty Participation.
- Certificate program for adjuncts who go to seminars to show they have received professional training.

X. ANNOUNCEMENTS:

President Cairó –

Items to be reviewed for the next Senate Board agenda.

- Service learning presentation
- Health Sciences presentation
- Senate discussion on impact of the reorganization

Will send out e-mails for the Faculty Development Committee

In response to S. Fleming's request for FHPC minutes of its last meeting, President Cairó will ask the FHPC Committee for their approval of this request.

Discuss question if Senate should take a position on PERB

Resolution to reconvene calendar committee

Email ASCCC regarding a technical visit

Email Revised Enrollment Class Schedule Policy 4020 for discussion

Report on meeting with Dr. Arellano (proposed for Feb 3 at 3PM). Senate asked to forward questions to Senate Executive committee.

Discussion of Senate Policy Statement on Adjunct Faculty participation in shared governance and professional development activities

Advocacy & Policy Conference Flyer: Theme: Changing the Narrative on California Community Colleges

- Date: March 2-3, 2014. There will be an opportunity to meet with the FACCC lobbyist.
- Dr. Walter (kristawalter@hotmail.com) may be contacted regarding FACCC help to support those who need funding.

XII. ADJOURNMENT: Meeting adjourned M. Dodge and D. Haley

NEXT SENATE BOARD MEETING: February 10, 2014, 3PM -- CIRCADIAN