

REVISED DECEMBER 7, 2015

November 23, 2015

PRESIDENT	VALERIE S. FOSTER	Present
VICE PRESIDENT	SHELAGH E. ROSE	Present
SECRETARY	STEPHANIE L. FLEMING	Present
TREASURER	JAY CHO	Present
ADJUNCT FACULTY: Mathematics	DWANE C. CHRISTENSEN	
ADJUNCT FACULTY: Social Sciences	MARK DODGE	Present
ADJUNCT FACULTY: English/P&CA	JANE HALLINGER	Present
ADJUNCT FACULTY: VAMS	ALEXIS MOORE	Present
ADJUNCT FACULTY: Eng and Tech	ERIKA RUVEL	Present
BUSINESS	AHNI DODGE	Present
CEC	DANNY HAMMAN	Present
COUNSELING	JAMES ARAGON	Present
COUNSELING	SARA MIRANDA	Absent
COUNSELING (Alt)	MYRIAM ALTOUNJI	Present
COUNSELING (Alt)	CECELIA MEDINA	Absent
DSPS	BIANCA RICHARDS	Present
ENGINEERING and TECHNOLOGY	DAVE CUATT	Present
ENGINEERING and TECHNOLOGY (Alt)	JASON NORRIS	Absent
ENGLISH	GLORIA HORTON	Absent
ENGLISH	TIM MELNARIK	Present
ENGLISH (Alt)	MARJORIE SMITH	Absent
HEALTH SERVICES	JO BUCZKO	Present
HEALTH SCIENCES	KRISTIN K. HYATT	Absent
HEALTH SCIENCES	BLANCA RODRIGUEZ	Absent
HEALTH SCIENCES	KAREN SKIATHITIS	Absent
KINESIOLOGY	TERRY STODDARD	Present
KINESIOLOGY (Alt)	TAMARA KNOTT-SILVA	Absent
LANGUAGES	LOKNATH PERSAUD	Present
LANGUAGES	MELISSA MICHELSON	Present
	MARY ERIN CROOK	Present
LANGUAGES (Alt)	CHARLENE POTTER	Absent
LIBRARY	DOROTHY POTTER	Present
MATHEMATICS	DWANE CHRISTENSEN	Present
MATHEMATICS	DAN GALLUP	Absent
MATHEMATICS	KATHLEEN HOGUE	Present
MATH (Alt)	YOSHI YAMATO	Absent
MATHEMATICS	KATHLEEN HOGUE	Present
MATHEMATICS	CHARLES HOGUE	Present
MATHEMATICS (Alt)	GRAYR ANDREASYAN	Present
MATHEMATICS (Alt)	DONNA NORDSTROM	Absent
NATURAL SCIENCES	RUSSELL DI FIORI	Absent
NATURAL SCIENCES	MARTHA HOUSE	Absent
NATURAL SCIENCES	PETER CASTRO	Present
NATURAL SCIENCES	ERIKA CATANESE	Present

NATURAL SCIENCES (Alt)	VERONICA JARAMILLO	Absent
NATURAL SCIENCES (Alt)	KATIE RODRIGUEZ	Absent
PERFORMING/COMMUNICATION ARTS	RITA GONZALES	Present
PERFORMING/COMMUNICATION ARTS	RIKKI MAGEE	Present
SOCIAL SCIENCES	LAUREN ARENSON	Absent
SOCIAL SCIENCES	EDUARDO A. CAIRÓ	Absent
SOCIAL SCIENCES	KAITZER PUGLIA	Present
SOCIAL SCIENCES (Alt)	CHERYL BEARD	Absent
SOCIAL SCIENCES (Alt)	LYNORA ROGACS	Present
VISUAL, MEDIA & PERFORMING ARTS	YOLANDA MCKAY	Absent
VISUAL, MEDIA & PERFORMING ARTS	ROD FOSTER	Present

GUESTS

ASSOCIATE VP, STUDENT AFFAIRS	CYNTHIA OLIVO	Present
Dean, Economic and workforce development	SALOMON DAVILA	Present
AD HOC REASSIGN TIME POLICY COMMITTEE	MANNY PEREA	Present
CLASSIFIED SENATE	ROSIE ROBERSON	Present
ASSOCIATED STUDENTS	GILBERT LUI	Present
ACCREDITATION SUBCOMMITTEE ON ETHICS	KRIS PILON	Present

A. CALL TO ORDER: 3:02 PM

B. PLEDGE OF ALLEGIANCE led by S. Fleming

C. APPROVAL OF MINUTES: November 2, 2015: Hearing no objections, the minutes stand approved as submitted.

D. APPROVAL OF MINUTES: November 9, 2015: Hearing no objections, the minutes stand approved as submitted.

E. PUBLIC COMMENT

L. Persaud	Read a statement on behalf of a colleague that expressed dissatisfaction by some Languages faculty with the results of the faculty hiring prioritization process.
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F. COMMITTEE REPORTS

1. Manny Perea: Ad Hoc Reassign Time Policy Committee Report:
Handout: Process for selecting and evaluating faculty for reassigned positions.
The proposed process would apply to campus-wide and grant positions.
President Foster: Evaluation details process has not been formally negotiated.

Discussion:

Recommendation 5: R. Foster: The term cost center manager is problematic because of the number of cost center managers who are not academic managers and administrators. FA would be opposed to evaluation by anyone other than an academic manager.
In response to M. Michelson, M. Perea said the committee is trying to look at and correct the reassigned time positions not appointed through a process. Each positions has its own time limits.

In response to J. Buczko, the process was developed in a meeting with M. Perea, V. Foster, S. Rose, K. Scott, R. Bell and a member of Human Resources. The next iteration of this process will be in a draft of an administrative procedure that will be presented to the Senate for vetting in the shared governance process.

SENATE BOARD NOTIFICATION: Videotaping of today's meeting.

President Foster: it was brought to her attention the Board is currently being videotaped and asked for direction on this matter. The individual videotaping is being paid by someone in the room but will not disclose that person's name.

Concerns with Videotaping

R. Foster: Senate Board meetings are public but without a custom of videotaping the meetings, he suggested a vote be taken on this issue or ask who has requested the videotaping.

President Foster: Historically, the meetings have not been videotaped and this was only done during Dr. Rocha's tenure. One should be able to ask why a videographer or the individual who is requesting filming chooses not to identify him or herself. The meetings are audio recorded.

P. Castro: This (videotaping) process is offensive.

Dr. Cuatt, M. Michelson object to taking a vote and expressed that they both have no objection to videotaping at a public meeting.

K. Puglia stated that we always have the opportunity to stop or not stop the meeting.

R. Foster: Suggested the Senate ask whosoever is causing this to take place to identify themselves or the Senate would be within its rights to ask this process to cease.

MOTION made and seconded by P. Castro and J. Buczko for dissatisfaction with videotaping and to request/demand identification of the individual who requested the videotaping.

Support of Motion

President Foster: A vote would place on record the Senate's views on this matter.

P. Castro: This videotaping is "irregular" and unnecessary and requested identification of the requestor of this process.

D. Christensen supports the motion.

Moving Forward with Senate Agenda

K. Puglia: This discussion is elaborating on suspicion and the Senate should move forward.

M. Michelson: Proposed a vote on being comfortable or not comfortable with the videotaping.

Amendment Request: K. Puglia: recommends a comment be made on the motion before a vote.

Withdrawal of Second on the Motion: J. Buczko

NEW MOTION made and seconded by J. Buczko and P. Castro that the Senate is not in favor of videotaping without Senate permission.

VOTE ON THE MOTION: Raise of hands.

Discussion

Parliamentarian: In support of M. Michelson's concern, the motion needs to be stated in a positive manner.

Motion Restated: S. Fleming: The Academic Senate expresses its desire to be given ~~permission~~ notification if someone is going to videotape our board meeting.

Discussion:

K. Puglia: Replace word "permission" with "notification"

R. Foster: Identity is the issue.

L. Rogacs: Does not object to being videotaped but for personal security and personal situations would want to know the purpose of how the tapes are going to be used.

R. Foster: Requested the Senate Parliamentarian be tasked with how to proceed.

D. Hamman: If there is no interference with the meeting, feels that videotaping cannot be stopped.

CALL THE QUESTION made and seconded by J. Buczko and M. Dodge.

VOTE: Passes. Aye: Majority No: M. Michelson, L. Rogacs, K. Puglia, M. Dodge

VOTE ON MOTION:

Aye: Majority

Nay: D. Cuatt, M. Michelson, T. Melnarik

Abstentions: K. Puglia, R. Magee, J. Aragon, M. Dodge

MOTION made by K. Puglia and seconded by P. Castro to stop the meeting.

Discussion:

VOTE: Motion fails. No: Majority Aye: P. Castro, K. Puglia, G. Andresean

Abstain: R. Foster, B. Richards, R. Magee, L. Rogacs, E. Catanese.

2. Accreditation Subcommittee on Ethics: Kris Pilon:

Handout: Summary Ethical Statement for Pasadena City College

As directed by ACCJC, the Committee developed a summary statement to ensure that individuals follow their ethics policies. This document would be posted to the college website and the websites of various shared governance groups, in offices, etc.

Summary of Ethical Points for Pasadena City College could be displayed in meeting rooms, the Senate offices and various offices to help with a way to communicate a better understanding of these points.

The Board was asked to review this handout themselves and to present it for review and feedback within their various areas. Feedback may be sent by email to K. Pilon with any comments or questions by December 7th. The committee wants to finalize this item to move it forward.

S. Fleming: In regards to accreditation, the final report stated that PCC's ethics policies were "widely disregarded." What is the taskforce proposing to address this issue? K. Pilon said that disseminating principles around the campus would lead to a discussion about this matter. The Committee was only asked to show a commitment to ethics.

G. CONSTITUENCY REPORTS

1. PCCFA: No Report
2. Adjunct Faculty Report: No Report
3. Classified Senate: No Report
4. Associated Students: No Report
5. Administration/Management Association: No Report

H. ACADEMIC SENATE OFFICERS' REPORTS

1. President's Report:

CAPM

Administration brought back revisions to AP306: Role of Council on Academic and Professional Matters procedures. In following Senate Board's directive from its last meeting, the Senate Executive Committee asked the administration to revert back to the current policy [two administrators: the president and Dr. Bell and 3 Executive Committee members]. Administration proposes three administrators be added to the policy so the composition of CAPM would be three administrators and three Executive Committee members. This proposal has to go through the Senate. The proposal does not state which administrators would be present. The Executive Committee does recommend a representative from Academic Affairs, such as Dr. K. Scott, Dean, Academic Affairs. This matter will be presented for future Senate approval.

At a previous Board meeting, the Management Association brought forth their revisions to the management evaluation procedures. Faculty would be allowed to evaluate managers beginning next year. This did not include the President's evaluation. At College Council, President Foster asked the President about this and she spoke to Trustee B. Brown to ask if the Board would be amenable to having faculty input to the president's evaluation and they all agreed. When available, President Foster will report out to the Senate the logistics of this process. The President is amenable to faculty input and his evaluation and the Board is amenable to going back to the old policy.

Faculty Hiring and Priorities Committee Process

The Committee had 50 faculty positions to prioritize from 100 applications.

When the FHPC lists was compared with the administration's prioritization list, there was an overlap of 35 positions out of the top 50. The President accepted all 35. Of the remaining 15, the President gave the Committee half to the FHPC and then chose the other half from the administration's list. V. Foster was pleased to state the Committee received 42-43 of its top picks.

President Foster was for Senate input on a suggestion from J. Benson for the Senate to use some of its Disaster Relief or General Senate funds to buy gift certificates in denominations of \$25-\$50 to local eateries for homeless PCC students in need.

2. Vice-President's Report: None.
3. Secretary's Report: S. Fleming: There will be an Accreditation Forum on December 1st – one at 12pm and one at 5pm. Presenters will be Dr. Cornner, Dr. Scott, S. Fleming and K. Pilon. Primary focus will be the work that has been completed up to this point. Questions may be received and answered. An information newsletter will be provided that details the work completed in addressing each of the recommendations.
4. Treasurer's Report: No report.

I. EXECUTIVE COMMITTEE RECOMMENDATIONS (Sub-Committee Members)

1. Approve Dave Cuatt (E&T) and Charlie Hogue (Mathematics) to the Nominations and Elections Committee.
President Foster proposed a motion be made to add the names of K. Goguen and R. DiFiori to the names submitted for approval. Reason: these two names were previously submitted in spring, 2015 as volunteer requests but at that time the Committee Chair said it would be disruptive to the Committee's process.
MOTION made and seconded by M. Dodge and P. Castro to add the names of K. Goguen and R. DiFiori to Recommendation 1.
VOTE: Unanimously approved.
MOTION made and seconded by A. Dodge and J. Aragon approving all four volunteers to Recommendation 1.
VOTE: Motion approved by majority vote. No: 1

J. EXECUTIVE COMMITTEE RECOMMENDATIONS (Hiring Committee Members)

1. Approve Myriam Altounji (Counseling) and Katie Rodriguez (Natural Sciences) to the Title V Activity Director Hiring Committee.
MOTION made and seconded by J. Aragon and P. Castro approving Recommendation 1.
Discussion:

In response to M. Michelson, President Foster stated the Title V Activity Director Hiring Committee “blurb” (Statement for M. Altounji and K. Rodriguez) was the rationale for the choice of both recommendations provided by Dr. K. Scott.

VOTE: Motion passed by a majority vote. Abstain. 1: S. Fleming

K. OLD BUSINESS

1. Approval of Equity Plan (3rd read) Cynthia Olivo

MOTION made and seconded by K. Hogue and S. Rose approving Recommendation 1.

Discussion

Dr. Olivo: In response to M. Michelson, the final draft will be reviewed for typographical or calculation errors. The core content of the expenses and where the student equity dollars will be spent are all included.

VOTE: Motion passed unanimously.

2. Approval of Senate Goals (2nd read) Shelagh Rose

MOTION to approve Recommendation 2 made and seconded by R. Gonzales and T. Stoddard.

Discussion:

S. Rose:

Per the Senate Board’s request, Goal #1 was added addressing accreditation and Goal #2 was added addressing collegiality specifically in the Academic Senate.

Goal #4 addresses needs for faculty to have and support faculty leadership training opportunities and roles. In response to K. Puglia’s, S. Fleming read revised wording to state: “. . . support the faculty role in shared governance”

In response to M. Michelson, S. Rose said all the goals were on the floor for discussion.

L.Rogacs: asked for the insertion of language that is more measureable.

MOTION made and seconded by M. Dodge and T. Stoddard to extend discussion by five minutes.

VOTE: Motion approved unanimously.

Concerns with or in Support of Removing Goal 2

D. Cuatt: supports honest, open and ethical discussion.

J. Hallinger: Recommending adding the words to work and collaborate with other college constituents.

For Clarification: S. Fleming: Recommendation 2 was received from a Senator at the last Senate meeting.

B. Richards : inquired if Goal #2 could address videotaping concerns.

Goal #5:

B. Rodriguez: This goal should incorporate wording for a college goal.

S. Rose: Could add “. . . student success and collaborate with other campus constituents to support solutions. . . “

Goal #6.

Melissa Michelson: requested changing the word “Increase” to “Utilize”

Add bullet points instead of numbered goals.

S. Rose: The timeframe for these goals would be within the academic year.

MOTION made and seconded by L. Rogacs and B. Richards to extend discussion five minutes.

VOTE: Motion passed unanimously.

Melissa Michelson:

Revise wording in Goal 7 to read “...procedures to reflect change in practice as needed.”

Requested to amend this document and remove Goal 2.

L. Rogacs: suggested providing that is more concrete (i.e., training, etc.) for Goal 2. Current wording seems unobtainable.

P. Castro: in agreement with wording for Goal 2 to state “Consistently follow Robert’s Rules of order to create a collegial environment.”

T. Stoddard: Suggested making a positive statement such as “Model a collegial environment for both senators and guests to the academic senate.”

M. Dodge: It would less complicated to leave in the goal numbers. The best rules in the Senate are the unwritten rules of practice that are not in Robert’s Rules of Order.

Melissa: Assessment is needed for each of the goals.

S. Rose will revise the Goals for a third read and requested Senate feedback be forwarded to her prior to the next Board meeting.

L. NEW BUSINESS

1. Approval of BP 4102, AP 4102, & AP 4103 (1st read) Salomon Davila
Power Point Presentation Title: Pasadena City College Economic and Workforce Development Topics: Collective Impact; Advisory Committees; Advisory Committee requirements, timeline, developments in Academic Affairs, etc.) Career Pathways; Kolb’s Learning Cycle; Work Experience Education; Development of Internships; Work Experience Education; Sample Process for Internship Program; Sample Course Structure and Opportunities.

The Policy Proposals will bring the campus into alignment with developments at the state level.

MOTION made and seconded by J. Buczko and B. Richards to extend discussion five minutes.

VOTE: Motion approved.

Discussion:

In response to M. Michelson, there will be review of the policy.

S. Davila: Comments and suggested changes may be emailed to him.

PCC’s internship program was in place in the 70’s and it went away and is being brought back. The length of time for internships varies.

A switch in certificate process would have to go through C & I.

2. Committee on Committee Recommendations (1st read): Jay Cho
Review of the recommendations, which were presented at the last Senate meeting.
Point 3: Minutes and various committee documents need to accessible on archived committees.

Point 4: Two options proposed for number of committee members.

- Option 1: to have a maximum of one member from each division . . .
 - Pros: encourages diverse participation
 - Cons: there can be a lot of members and difficulty reaching quorum
- Option 2: Each committee sets its own maximum number of members . . .

MOTION made and seconded by S. Fleming and T. Stoddard to accept the second option.

Discussion.

It is difficult to obtain a quorum with 12 people. Provides a more flexible and effective opportunity for the chairs.

T. Stoddard: Both options offer collegiality in representation. Prefers the second option.

VOTE: Motion approved by majority vote. Abstain: 1

MOTION proposed by M. Michelson (no second) to send the whole document or Goals #4, #5 and #6 to the

Bylaws Committee as a Brown Act Compliance issue. Parliamentarian M. Dodge: stated a motion is not needed if sending a referral. M. Michelson restated her request asking for referral of this document to the Bylaws Committee to handle after it finishes its work with Article 7.

J. Cho: expressed concern that changing the Bylaws would require a full faculty vote of approval. Said the proposed document is more procedure and it would not violate the Bylaws.

President Foster: The Bylaws Committee does not have an acting or temporary chair.

MOTION made and seconded by M. Dodge and B. Richards to extend discussion by five minutes.

VOTE: Motion passed by majority. No: 1

MOTION made and seconded by M. Michelson and M. Dodge to refer the whole document to the Bylaws Committee.

Discussion:

S. Fleming: In a bylaw the wording would say something like, "The Academic Senate and its sub-committees will follow the Brown Act." Would not recommend a delayed vote on this matter. The Bylaws could be updated in accordance with what the Committee on Committees is supporting.

T. Stoddard: Would not support a referral of this document because the goals would be able to be passed on to the Bylaws Committee after passage by the Senate.

P. Castro: is on the Bylaws Committee and does not see the point in referring this document to the Bylaws Committee. Recommended draft the general rules and moving on.

D. Cuatt: The Bylaws is a resource that could be used in the proposed review.

MOTION AMENDMENT by M. Michelson and M. Dodge to refer Recommendation 4, 5 and 6 of the Committee on Committees Recommendations to the Bylaws Committee.

- **Parliamentarian Note:** At 4:49PM the Videographer has left the room.

VOTE: Motion Fails: No: 16 Yes: 12 Abstain: 1

MOTION made and seconded by S. Fleming and T. Stoddard to return to the original recommendation Of approving the Committee on Committees Recommendations.

J. Cho: Referenced the need for Senate approval in Recommendation 6. a.

- In response to L. Rogacs, there is no current policy on approving mission statements.
- V. Foster: Committee mission statements were changed last semester within the Senate.

MOTION made and seconded by M. Michelson and L. Rogacs to table this item to the next agenda.

Parliamentarian: This motion is in order.

J. Cho asked for recommendations to be emailed to him.

VOTE: Motion passed by majority vote.

3. Information Update on Department Chairs: President Foster: The FA and the Senate is working on the best way to approach discussion. The FA would like to begin negotiations on chairs with administration in early February, which constrains the Senate's timelines in approving chair duties. This topic will likely be reviewed in the first three meetings in the spring before the recommendations are forwarded to the FA. Senators were asked to obtain feedback from their constituents this semester and to consider what is best for chairs to do and what the deans do.
4. Information update on College Organizational structure: Handout provided of a written response brought forward in CAPM for review and feedback.
 - A. A. Dodge said two disciplines are missing from #10 (Accounting and Hospitality).

B. BP/AP review update: Valerie Foster

The Senate is behind in reviewing Board Policies and Administrative Procedures. Several policies and procedures were given to the Senate to review over a year ago.

In November 2014, former Senate President E.A.Cairó handed out Board Policies to each of the Senators for review and revision. This needs to be finalized and changes may be forwarded to President Foster by December 14 otherwise President Foster will assume the Board policy does not need to be changed. President Foster questioned why none of these policies were sent to various committees that could have handled some of the reviews such as the Committee on Academic Freedom and Professional Ethics or the Educational Policies Committees. She assigned some the APs and BPs not previously assigned to the Educational Policies Committee.

A spring timeline is will be presented for Senate review.

MOTION to adjourn made and seconded by M. Dodge and E. Catanese. Motion approved.