

JANUARY 25, 2016

PRESIDENT	VALERIE S. FOSTER	Present
VICE PRESIDENT	SHELAGH E. ROSE	Present
SECRETARY	STEPHANIE L. FLEMING	Present
TREASURER	JAY CHO	Present
ADJUNCT FACULTY: Mathematics	DWANE CHRISTENSEN	Present
ADJUNCT FACULTY: Social Sciences	MARK DODGE	Present
ADJUNCT FACULTY: VAMS	ALEXIS MOORE	Present
ADJUNCT FACULTY: Eng and Tech	ERIKA RUVEL	Absent
BUSINESS	AHNI DODGE	Present
CEC	DANNY HAMMAN	Present
COUNSELING	JAMES ARAGON	Absent
COUNSELING	SARA MIRANDA	Present
COUNSELNG (Alt)	MYRIAM ALTOUNJI	Absent
COUNSELNG (Alt)	CECILIA MEDINA	Absent
DSPS	BIANCA RICHARDS	Present
ENGINEERING and TECHNOLOGY	DAVE CUATT	Present
ENGINEERING and TECHNOLOGY (Alt)	JASON NORRIS	Absent
ENGLISH	GLORIA HORTON	Present
ENGLISH	TIM MELNARIK	Absent
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
LANGUAGES (Alt)	MARY ERIN CROOK	Absent
LANGUAGES (Alt)	CHARLENE POTTER	Absent
LIBRARY	DOROTHY POTTER	Present
MATHEMATICS	DAN GALLUP	Present
MATHEMATICS	KATHLEEN HOGUE	Present
MATHEMATICS	CHARLIE HOGUE	Present
MATH	DWANE CHRISTENSEN	Present
MATH (Alt)	YOSHI YAMATO	Absent
MATHEMATICS (Alt)	GRAYR ANDREASYAN	Absent
MATHEMATIACS (Alt)	DONNA NORDSTROM	Absent
NATURAL SCIENCES	RUSSELL DI FIORI	Present
NATURAL SCIENCES	MARTHA HOUSE	Absent
NATURAL SCIENCES	PETER CASTRO	Present
NATURAL SCIENCES	ERIKA CATANESE	Absent
NATURAL SCIENCES (Alt)	VERONICA JARAMILLO	Absent
NATURAL SCIENCES (Alt)	KATIE RODRIGUEZ	Present
PERFORMING/COMMUNICATION ARTS	RITA GONZALES	Present

PERFORMING/COMMUNICATION ARTS	RIKKI MAGEE	Present
SOCIAL SCIENCES	LAUREN ARENSON	Absent
SOCIAL SCIENCES	EDUARDO A. CAIRÓ	Present
SOCIAL SCIENCES	KAITZER PUGLIA	Present
SOCIAL SCIENCES (Alt)	CHERYL BEARD	Absent
SOCIAL SCIENCES (Alt)	LYNORA ROGACS	Present
VISUAL, MEDIA & PERFORMING ARTS	ROD FOSTER	Present

## GUESTS

DIRECTOR, INST. EFFECTIVENESS	CRYSTAL KOLLROSS	Present
COUNSELING	LYNELL WIGGINS	Present
PLANNING & PRIORITIES	KRIS PILON	Present
CLASSIFIED SENATE	ROSIE ROBERSON	Absent
ASSOCIATE VP/ACADEMIC AFFAIRS	GILBERT LUI	Present
MANAGEMENT ASSOCIATION		Absent

## A. CALL TO ORDER

## B. PLEDGE OF ALLEGIANCE Led by Dan Gallup.

## C. APPROVAL OF MINUTES: January 11, 2016: The minutes were approved as submitted.

## D. PUBLIC COMMENT:

E.A.Cairó	<p>Made a request for the Senate President to send faculty a revised/corrected email pertaining to submission of hiring committee volunteer requests to the Academic Senate for approval.</p> <p>President Foster said the matter has been resolved with the deans and the timeline stated in the previous email was determined based on HR timelines.</p>
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## E. SPECIAL GUESTS

1.	<p>Crystal Kollross:</p> <p>Information presentation on upcoming Budget Retreat</p> <p>Date Friday, February 5<sup>th</sup> -- 8:30- 3:30 in Creveling Lounge</p> <p>Invitation RSVP Deadline by: January 29<sup>th</sup></p> <p>Participants include Academic Senate, Classified Senate, P&amp;P, Associated Students, BRAC, IEC and Academic Computing and Technology Committee, and Bobbi Abrams (Foundation)</p> <p>Purpose: To review the budget prioritization list -- no new ideas will be added</p> <p>Input will be forwarded to the Superintendent/President for final approval</p>
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## F. COMMITTEE REPORTS

1.	<p>Kris Pilon: Planning and Priorities</p> <p>Currently, Planning and Priorities is also the Accreditation Steering Committee. Because this is a “big job” they are moving to “split” the Accreditation Steering Committee out of the P &amp; P.</p> <p>On this week’s College Council there will be a new College Council Policy that will lay the groundwork for this move. The Committee is considering (again) using an external consultant to assist with campus climate issues and also developing a process for an Educational Master Plan “To Do” list.</p>
2	<p>Danny Hamman: Budget Resource Allocation Committee</p> <p>Faculty committee members include Co-Chair, D. Hamman, R. Foster, J. Kiotas and M.E.Crook.</p> <p>The Senators were emailed today the 2015-2016 Proposed Adopted Budget Overview.</p> <p>The Committee’s position on this matter is advisory</p> <p>The Board of Trustee’s goal for the portion of the General Fund used on compensation is 85%. This</p>

	<p>figure has been around 87-89%. The amounts paid to STRS and PERS is increasing dramatically over the next ten years.</p> <p>The Budget ends with about 16 million in reserves.</p> <p>The integrated budget and planning process will be discussed at the Budget Retreat.</p> <p>Rod Foster: Having a roll-over budget has ceased. Program review is more important for the sake of getting necessary resources.</p> <p><b>MOTION</b> made and seconded by M. Dodge and R. DiFiori to extend discussion by two and one-half minutes.</p> <p><b>VOTE:</b> Motion passed unanimously,</p> <p>Discussion:</p> <p>EACairó: Suggested the Senate Executive Committee engage in dialog with administration about needing to be included in the Budget process.</p> <p>D. Hamman: COLA amounts are different and fluctuate every year.</p>
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## G. CONSTITUENCY REPORTS

1.	<p>PCCFA Report: On behalf of J. Kiotas, D. Hamman said a Leadership Retreat is scheduled this Friday in the G-1 Conference Room.</p> <p>PERB settlement negotiations are almost complete.</p> <p>Winter intersession will return next year.</p> <p>The issue of a “monetary settlement” is close to being resolved.</p> <p>R. Foster: The issue of evaluations was taken up. They will be going through an entire re-write of the contract.</p>
2.	Adjunct Faculty Report: M. Dodge: No report.
3.	Classified Senate: No report.
4.	Associated Students: No report.
5.	Administration/Management Association Report: No report

## H. ACADEMIC SENATE OFFICERS REPORTS

1.	<p>President's Report: President V. Foster</p> <p>To be in line with working conditions, the Senate Executive Committee is communicating well with union leadership and administration in the development of an evaluation instrument, which will be presented to the Senate then the union will negotiate the working condition items. This same strategy will be used in developing the chair models for Senate review and input. In response to M. Michelson, V. Foster explained that there are several reasons why the Senate is providing feedback on the evaluation instrument including peer evaluation and pedagogy. The process for Senate input is explained in CA Educational Code 44660 through 44665.</p> <p>A Statewide Academic Senate award, presented by the Chancellor's Office, has been given to PCC's Bio 11 course. President Foster teaches the course and commended K. Rodriguez for developing an outstanding course. This is a hybrid class which has successfully helped to close the achievement gap for Latino and African American students.</p> <p><u>Academic Senate Equity Retreat – Friday, March 18<sup>th</sup> – Altadena Country Club</u></p> <p>Attendance will be open to all Senators and Alternates.</p> <p>Funding will be provided through the President's office.</p> <p>Guest Speaker: From USC's Department of Urban Education</p> <p>Discussion of equity issues from a solution-oriented perspective</p> <p>This retreat will also be presented to Math and English (Basic Skills)</p> <p>Funding is available for substitute instruction.</p> <p><u>Academic Senate Scholarship Fundraising</u></p>
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	<p>The Senate Executive Committee met with the Scholarship Committee Chair, X. Leng, and B. Abram, Executive Director – Foundation to discuss fundraising ideas.</p> <p>The Executive Committee has wanted to host a mixer and a suggestion was made to use this as a fundraising opportunity. A Valentine’s Day Mixer will include a silent auction and light refreshments. Additional information is pending.</p>
2.	Vice President: No Report
3.	<p>Secretary: S. Fleming</p> <p>In regards to splitting the focus of P &amp; P and the Accreditation Steering Committee – there is an accreditation working group that is evaluating the functionality of College Council and all the committees falling under College Council. There will be a sub-committee to College Council that’s Planning &amp; Priorities and there will be a sub-committee dealing with accreditation.</p> <p>Additional College Council matters will be presented to the Senate for discussion.</p>
4.	Treasurer: No Report

#### I. EXECUTIVE COMMITTEE RECOMMENDATIONS (hiring committee members)

**MOTION** made and seconded by M. Dodge and R. DiFiori approving Recommendations 1 and 2.

**VOTE:** Motion approved unanimously.

1.	Approve Joe Peron (Athletics), Daryl Taylor (Athletics), Tammy Silva (Athletics), and Fred Fimbres as alternate (Athletics) to the Dean of Athletics & Kinesiology hiring committee.
2.	Approve Charlie Hogue (Mathematics), Jay Cho (Mathematics), and Sharon Bober (Mathematics) to the Dean of Mathematics hiring committee.

#### J. OLD BUSINESS

1.	Approval of BP/AP 4051 College Credit for High School Classes: Lynell Wiggins Continued below
2.	<p>Approval of Committee on Committees Recommendations (3<sup>rd</sup> read): Jay Cho Last presented December 7<sup>th</sup> – Handout Provided</p> <p>The proposed procedures clarify, not replace, the Senate Bylaws. If determined a recommendation violates a bylaw, it would be deleted.</p> <p>Item 1: Each committee chair <del>should</del> <b>shall</b> complete the Committee Training Module in Canvas. . .</p> <p>Item 2: Maintaining current committee information on the committee web page for Brown Act compliance.</p> <p>Item 3: Create an “Archived Committee” section on the committee web page. Recommendations are more procedural and does not need to be in the bylaws which would require a lengthy approval process.</p> <p>Item 4: Academic Senate Committee Management Wider committee participation would be encouraged.</p> <p>Item 5: Committee chair selection process.</p> <p>Item 6: Situations needing approval of the Senate Board.</p> <p><u>Discussion</u></p> <p>G. Horton: The Committee membership management process would be cumbersome. In response to M. Michelson, President Foster explained that the Committee on Committees is a standing committee that makes recommendations to the Senate Board</p>

**MOTION** made by D. Cuatt and seconded by M. Michelson to postpone a vote on this recommendation because the Bylaws Committee used a lot of the information from the proposed recommendations in the creation of Bylaw 5.1.

Discussion

Jay Cho: Having Committee Recommendations in line with specific bylaws would require a vote by the entire faculty to make changes. This would be difficult.

There is an **OPEN MOTION** on the floor from the "First Read".

M. Michelson requested comparison of Bylaw 5.1 with the proposed recommendations.

**MOTION** made and seconded by T. Stoddard and K. Puglia to extend discussion by 5 minutes.

**VOTE:** Motion passed unanimously.

Discussion

R. Foster: To populate rather than open up committee, suggestion made to stagger committee membership terms in the first year by having 2-3 year terms.

K. Puglia: Expressed concern with committee member management.

**MOTION** made and seconded by D. Hamman and E.A.Cairó extending discussion by five minutes.

**VOTE:** Motion passed unanimously.

Discussion

IK. Puglia suggested keeping Item 4b (Committee member terms) in the bylaws  
Parliamentarian M. Dodge said this item would not need to be maintained in the bylaws.  
Training module guidelines should be brought to the Senate.

Item 6: 6.c: Recommending having 18 months rather than a year of non-meeting before archiving a committee. Need clarification for 6d. It is important to maintain consistency.

Committee Chair J. Cho: Does not support having the recommendations in the Bylaws due to difficulty in making and implementing changes. In response to G. Horton, two-year term limits would include chairs. The Bylaws are currently silent on the proposed recommendations. The proposed recommendations are proposed for clarification. A recommendation would be deleted if it violates any of the Bylaws.

D. Cuatt: It is not the purview of this committee to modify bylaws.

**MOTION 2:** made and seconded by D. Cuatt and M. Michelson to **table** discussion.

Parliamentarian M. Dodge: If recognized by the President, discussion could be tabled.

Discussion

President Foster: Against sending and adding these recommendations to the Bylaws Committee current workload. She has made several requests for documents from the Bylaws Committee and they have not been provided. President Foster requested list of Bylaws discussed by the Committee and a timeline for discussion on remaining bylaws.

Parliamentarian:

If tabled, discussion ends and the matter is re-agendized.

Clarification on wording of motion: D. Cuatt and V. Foster.

	<p>To <b>continue discussion</b> at the next meeting (February 8) and incorporating today's feedback after discussion on Article 5.1.</p> <p>Parliamentarian M. Dodge clarified action to be taken following tabling or continuing a motion.</p> <p><b>RESCINDED: Motion</b> to Table: D. Cuatt, M. Michelson: would not rescind her second on the motion.</p> <p><b>VOTE on MOTION</b> to <u>table</u> discussion. <b>VOTE:</b> Motion fails. Yes: one No. Majority: Abstain: one</p> <p><b>MOTION</b> made and seconded to continue discussion to the next meeting made and seconded by D. Cuatt and P. Castro.</p> <p><b>FRIENDLY: AMENDMENT</b> made and seconded by M. Michelson and D. Cuatt to agendize / revisit the latest revision of Article 5.1.</p> <p>Point of Information &amp; Clarification Question: S. Fleming The revision of Article 5.1 was discussed and passed by the Senate on January 12, 2015. Until today, this is the only bylaw revision that has been approved by the Senate Board. For Clarification, why did the Bylaws Committee take up an article that has already been revised and approved? Answer: M. Michelson: The Article's wording needed to be cleaned-up. President Foster requested the revised Article 5.1.</p> <p>Jay Cho recommends against putting detailed information into the Bylaws which could cause problems with having to obtain a vote by all the faculty.</p> <p><u>Point of Information: Parliamentarian M. Dodge</u> Whatever the Bylaws Committee passes could supersede previously approved recommendations.</p> <p>President Foster encouraged/requested again that the Bylaws Committee to share its documents with her.</p> <p><b>CALLING THE QUESTION</b> made by K. Puglia. <b>VOTE:</b> Unanimously approved.</p> <p><b>VOTE is on MOTION</b> to continue discussion to the next meeting with the Executive Committee adding Article 5.1 with this discussion. <b>VOTE:</b> Motion passed by a majority vote.</p>
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## K. NEW BUSINESS

1.	<p>Proposal for a Legislative Liaison: Stephanie Fleming Information Handout: <u>Proposal for Pasadena City College Academic Senate Legislative Liaison</u> History: The legislative Liaison would be appointed to a two-year term by the Academic Senate President and approved by the Senate Board. This person's responsibilities would be to inform the Senate of legislation that impacts faculty and students.</p> <p><u>Suggested changes were received</u> E.A.Cairó: Suggested providing 1) an opportunity for all faculty to apply for this position and to be approved by the Senate Board and 2) for a website to be maintained listing legislative information. M. Michelson: have a drop down menu process for volunteers.</p> <p>Before requesting reassign time, a time and effort report would be needed.</p>
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	<p>S. Fleming does not think 5.5 hours per week would be surpassed making this a shared governance or professional development responsibility. The Senate could revisit this matter in regards to reassign time.</p> <p>Other campuses handle this type of work in varying ways.</p> <p>A “second read” will be scheduled.</p>
2.	<p>Discussion of Hiring Committees: Valerie Foster A hiring committee draft was proposed last spring due to 1) difficulty in finding faculty to serve on the hiring committees and 2) the same faculty always tending to volunteer. An e-mail forwarded by E.A.Cairó last year identified these problems with filling hiring committees. There is a current process for filling faculty hiring committees and reassignment positions, and the draft specifically refers to campus-wide classified and management positions.</p> <p>President Foster presented amendments to the draft for consideration for next year. These changes were based on suggestions made by L. Wiggins. This proposed process was reviewed.</p> <p>Discussion R. Foster: On-line EEO training is needed. President Foster: EEO training is good for two years. D. Hamman: No one could be “forced” to serve.</p> <p>Suggestion received for smaller areas with smaller faculty representation (i.e., Library).</p> <p><b>MOTION</b> to extend discussion by five minutes: M. Michelson, D. Hamman. VOTE: Motion passed</p> <p><u>Representation Suggestions:</u> Senate representative model: Change number 3 to 5 to 1 per 10 or a percentage of full time faculty in the area.</p> <p>A second read will be on the next agenda.</p>
3.	<p>Approval of Faculty Hiring Guidelines: Melissa Michelson The Hiring Committee’s charge was to create a pamphlet for Senate approval to be available for new faculty, EEO training, faculty pick-up, or as a PDF on the Senate web site.</p> <p>Discussion E.A.Cairó: No number is given for how many would serve on an Administrative hiring committee. Suggested having discussion of having more faculty on Administrative (in particular Dean’s) hiring committee process. In response, S. Fleming explained that President Vurdien’s interpretation was that the additional “staff” listed would be a faculty member for academic dean hiring committees.</p> <p>At the next CAPM meeting, the Executive Committee will ask for clarification on the interpretation of the term “staff”.</p> <p>Reference: AP 7250.</p> <p>Administrative hiring committees references the draft process.</p>

	<p>President Foster: Question: Who are the <u>other administrators</u> referenced in the Administration hiring committee paragraph (line 11) Page 3.</p> <p>D. Gallup: Expressed concern with greater specificity for part-time faculty hiring versus full-time faculty hiring.</p> <p><b>MOTION</b> to extend discussion by 5 minutes made and seconded by E.A.Cairó and M. Michelson.  <b>VOTE:</b> Motion passed.</p> <p>Melissa Michelson asked if a separate dean hiring committee category should be considered. Will wait for input from Executive Committee from CAPM</p> <p>D. Potter: Reference attributes (Ad Hoc Hiring Issues Committee) and a date.</p>
	OLD BUSINESS
1	<p>Approval of BP/AP 4051 College Credit for High School Classes: Lynell Wiggins  <b>MOTION</b> made and seconded by E.A.Cairó and M. Dodge approving AP/BP 4051.  Revised draft presented for clarity.  <b>VOTE:</b> Approved unanimously.</p>
4.	<p>Approval of BP/AP 4300 Fieldtrips and Excursions: Gloria Horton  President Foster: The document sent to the Senate was a Word document of the actual policy and procedure. The language in <b>red</b> cannot be changed. The committee will be forwarded the documents so they do not have to cut and paste within the policy format.</p> <p><u>Discussion</u>  L Rogacs: Remove parenthetical reference of arts and music: To read: “ . . . may authorize field trips or excursions related to instructional classes or college-related ACADEMIC, cultural, social athletic, or club activities.”</p> <p>S. Fleming: For consistency not to identify any disciplines.</p> <p>Changes will be presented at the next meeting.</p>
5.	Approval of BP/AP 4021 Program Discontinuance: Rod Foster (continued)

**L. ANNOUNCEMENTS:**

**M. ADJOURN:** MOTION to Adjourn, made and seconded by Mark/Ahni. **VOTE:** Approved.