# Minutes of Meeting

## Academic Senate Board

**February 26, 2007**

### Officers and Members Present

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
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<tbody>
<tr>
<td>Vice President</td>
<td>Jim Bickley</td>
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<tr>
<td>Secretary</td>
<td>Edward Martinez</td>
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<tr>
<td>Treasurer</td>
<td>Ahni Armstrong</td>
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<tr>
<td>Adjunct Faculty</td>
<td>Mark Dodge</td>
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<tr>
<td>CEC</td>
<td>Nadege Williams</td>
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<tr>
<td>Counseling</td>
<td>Cecile Davis Anderson</td>
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<tr>
<td>Health Sciences</td>
<td>Lorraine Gagliardi</td>
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<tr>
<td>Languages</td>
<td>Andrzej Bojarczak</td>
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<td>Languages</td>
<td>Loknath Persaud</td>
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<td>Library</td>
<td>Dorothy Potter</td>
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<td>Library</td>
<td>Judy Ohye</td>
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<tr>
<td>Mathematics</td>
<td>Fred Keene</td>
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<td>Natural Sciences</td>
<td>Joe Conner</td>
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<tr>
<td>Performing &amp; Communication Arts</td>
<td>Rita Gonzales</td>
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<tr>
<td>Performing &amp; Communication Arts</td>
<td>Tad Carpenter</td>
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<tr>
<td>Social Sciences</td>
<td>Hugo Schwyzier</td>
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<tr>
<td>Social Sciences</td>
<td>Susie Ling</td>
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<td>Special Services</td>
<td>Jo Buczko</td>
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### Officers and Members Absent

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
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<tbody>
<tr>
<td>Academic Senate President</td>
<td>Kay DabeLOW</td>
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<tr>
<td>Business and Computer Technology</td>
<td>Patricia Lynn</td>
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<td>Engineering</td>
<td>Jason Norris</td>
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<tr>
<td>English</td>
<td>Beverly Tate</td>
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<td>English</td>
<td>Took Tok Thongthiraj</td>
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<td>English</td>
<td>Ruoyi Wu</td>
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<tr>
<td>Health Sciences</td>
<td>Lee Hassija</td>
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<tr>
<td>Health Sciences</td>
<td>Tom Neiderer</td>
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<tr>
<td>Mathematics</td>
<td>Pat Peach</td>
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<tr>
<td>Natural Sciences</td>
<td>Martha House</td>
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I. CALL TO ORDER

The meeting was called to order by Vice President Bickley at 3:15 PM. Vice President Bickley will be chairing this meeting in place of President Dabelow who is currently hospitalized, but is in stable condition.

II. PLEDGE OF ALLEGIANCE AND INTRODUCTIONS

The Pledge of Allegiance was led by Fred Keene.

Guests: Drs. Jackie Jacobs and Sabah Alquaddoomi

III. APPROVAL OF MINUTES

The December 4, minutes were reviewed.
A motion to approve the minutes was made by Mark Dodge and seconded by Edward Martinez. Vote: Unanimously approved.

IV. PUBLIC COMMENT: None
V. STANDING/AD HOC/CAMPUS-WIDE COMMITTEE REPORTS

1. Calendar Committee: Dorothy Potter provided four drafts of the 2008-2009 campus calendar.

Flex Days:
2007-2008. This calendar cannot be finalized until there is approval of a start date for the 2008-2009 calendar year.
Fall Flex Day is Tuesday, week 5 Spring Flex Day is Tuesday, week 4

2008-2009:
Fall Flex Day is Wednesday, Oct. 1 [Week 4 or 5 -- depending on start of fall semester]
November 11: Veterans Day Holliday
Spring Semester:
Draft 1: spring flex day will be either Tues March 10 or Wed March 11; Draft #2: spring flex day will be Wed March 18
Will be observing Cesar Chavez Day on Tuesday, March 31

Discussion/Comments
The Calendar Committee requests the Senate Board representatives talk to their divisions for review and input on a preferred calendar within the next two weeks (before the next Board meeting)
Will Flex Days be “necessary” in 2008-2009?
Future Flex Days along with campus-wide dialogue is necessary
Faculty might be more open to having Flex Days after experiencing the upcoming Flex Day regarding SLOs.
President Dabelow supports having a Flex Day.
The orange (Flex Day) calendar markings need to be corrected to correspond with dates given.
Having a Flex Day on Tuesday or Thursday would impact the Tuesday/Thursday mathematics classes.
Scheduling Flex Day on a Wednesday would create a loss of three days for the Monday/Wednesday classes.
**DRAFT DIFFERENCES PRESENTED BY DOROTHY POTTER**

**Draft 1**
Fall starts Aug. 25 (week before Labor Day.)
Winter intersession begins Jan 5\(^{th}\), allowing 1 day (Jan 2\(^{nd}\)) in new year for staff and counselors to get set up and students to late register or make adjustments to their schedules for winter intersession. Staff and counselors find this problematic.

**Draft 2:**
Fall starts Sept. 2 (day after Labor Day). Winter Intersession will start Jan. 12 and have three holidays. This may be problematic for faculty. The school year ends June 19. Summer Intersession begins June 22, which accommodates the high students and some of the 4-yr institution students enabling them to attend our summer Intersession.

**Draft 3:**
Fall starts Sept. 2 day after Labor Day. Winter Intersession starts January 5\(^{th}\).

**Draft 4**
Fall starts August 25. Winter Intersession begins 1/12

**ADDITIONAL DISCUSSION/COMMENTS**
The orange (Flex Day) calendar markings need to be corrected to correspond with dates given. [Reference made to Draft 4.] Dorothy Potter said this Flex Day could be scheduled for Week 4 or 5.

Draft 3: There are two weeks between fall finals and Winter Intersession.
Draft 4: There is a four week difference between fall finals and Winter Intersession. This is too much time to be away from campus.
Drafts 1 and 2 have three weeks between the end of fall finals and Winter Intersession.

Draft 2 would be easier on clerical and facilities staff schedules and better for incoming high school students.

The Calendar Committee could give the Senate Board a recommended draft to vote on.

Mathematics classes would be seriously affected by a Winter Intersession start of January 12, resulting in a loss of three classes (nine hours).

Maybe classes that meet daily could extend the length of class times to avoid losing instructional minutes.

Having extra time between finals and the start of the two intersessions is crucial for necessary support staff work (i.e., lab upgrades, classroom organization, etc.)
Vice President Bickley recommended that the divisions take a vote on their calendar preference and bring this information back to the Senate Board.

To make this process easier, Sabah Alquaddoomi recommended that the Senate Board approve Drafts 1 and 2 (see p. 4 for descriptions). Drafts 3 and 4 were not generally favored because there was either too short or too long of a time between the semesters and the intersession start dates.

**MOTION** made by Jo Buczko and seconded by Susie Ling for faculty to be presented with Calendar Drafts 1 and 2 and that there be no circulation of Drafts 3 and 4.

**DISCUSSION:**
Several members of the Calendar Committee agreed that this motion would simplify the calendar approval process. The Calendar Committee has received concerns about the losses of Math and Sciences classes.

**VOTE ON THE MOTION:**  **Ayes:** Majority.  **No:** One

Vice President Bickley asked for the Senate representatives to bring back a report on their division consensus or vote on this matter.

Dorothy Potter added that the Flex Day issue be addressed regarding having a Week 5, Tuesday vs. Wednesday date.

**Correction**
Draft 1: Spring Flex Day date will be March 10 or 11, but could be March 17 or 18th
Draft 2: Spring Flex Day will be March 17 or 18th

2. Vocational Education Committee: No presentation.

3. Rank Committee: Rank Committee member Jo Buczko recommended the ratification of Theodore C. Clarke as Adjunct Assistant Professor for Fall 2006. Motion to approve this recommendation made by Fred Keene and seconded by Mark Dodge. Vote: Unanimously approved.

4. Ad Hoc Course Repetition Committee: Edward Martinez stated that there is no Ad Hoc Course Repetition Committee, and the Course Repetition issue has been dealt with by the Educational Policies Committee. The new course repetition policy as implemented by the System (Chancellor’s) office is now in effect. This policy will result in a second repeated course grade no longer replacing a previous substandard grade when calculating GPA. The Statewide Academic Senate is in discussion on this matter with the Chancellor’s office/Board
of Governors regarding amending Title V so that it will permit students to repeat courses and have substandard grades replaced by better grades in calculating their GPAs. (Handout from Dr. Ramey reflects this interpretation.)

5. Senate Elections Committee Timeline was presented on behalf of the Senate Elections Committee by Dr. Bickley. The new Senate officers would be able to attend the State Academic Senate Spring Plenary Session. A motion to approve this timeline was made by Joe Conner and seconded by Tad Carpenter. Vote: Unanimously approved.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

Vice President Bickley asked Mark Dodge (Senate Parliamentarian) about adding an additional agenda item to the Vice President’s Report on behalf of the three other members of the Senate Executive Committee. There was no objection to this request. Recommendation is to add Kay to represent the Academic Senate on the screening/hiring committee for the new College President.
To be addressed following the Working Board Item below.

1. Working Board Item: Suggestions regarding College Presidential Qualifications (handout provided) to be presented at the Board Meeting on Wednesday, February 28.

Revisions/Comments:
Line 1 before Item 1: the word should is too restrictive. Revision: The following characteristics or traits are extremely desirable to the faculty.

Item 2: Remove the comma and add a hyphen (-) between the words ability, status.

Item 4 could be made into two separate items. Refer to communication skills first and fiscal skills second. We need someone who can grasp fiscal aspects, prioritize, and have a willingness to invest college resources into areas that enable the college to run effectively. Comment. Prioritizing experience should already be a skill that a candidate would have.

Item 5: We need to be careful about what is referred to under shared governance.

Item 8: Reword: Be a person that sees the community college as an educational partner that reaches a significant portion of the electorate.

Item #9: Suggestion: #9: The candidates need to be knowledgeable about the historic mission of community colleges and have current knowledge with applied issues relevant to same.
Item 11: Remove.

Item 15 should go before Item 14. Be a scholar before a fundraiser.
Take out word scholar and add the word “teacher.”
Scholar refers to having created published documents.

Item 16. International connections refers to a candidate being able to speak to students and having the ability to reach out internationally in different areas such as study abroad, international contacts, etc. Also, there will be a need to address future challenges the campus will face in this area in the coming years.

It is important for a candidate to be acquainted with the business community and various developments within the San Gabriel Valley (SGV) area.

Item 18: Add to #18 as follows: Be a person with teaching experience at the community college level and change this suggestion to Item 2.

Comments:
Adjunct faculty issues should be addressed to include provisions for professional offices and compensation for office hours.

Need a candidate who values both full-time and part-time faculty.

The suggestions should not be “ranked.”

These comments are general recommendations from the Academic Senate.

Dr. Bickley said this document will be reviewed by our “English colleagues.”

College president should be current with local and state policies and be able to address details that would assist in decision making at the community college level.

Fiscal matters should be open to input from a shared governance aspect.

We do not need a micro-manager.

MOTION made by Joe Conner and seconded by Fred Keene to approve the above-referenced suggested College President Qualifications which is currently in the editing process. Vote: Unanimously approved.
The edited suggestions can be e-mailed to the Senate Board for review.

2. **Recommendation** is to add Kay Dabelow to represent the Academic Senate on the screening/hiring committee for the new College President.

MOTION made by Mark Dodge and seconded by Joe Conner to suspend rules to take this matter “out of order.” Vote: Unanimously approved.

MOTION made by Fred Keene and seconded by Mark Dodge to appoint Kay Dabelow as the Academic Senate representative to the screening/hiring committee for the new College President. Vote: Unanimously approved.

3. Ratify appointment of Ken Cheney as chair of the Faculty Technology Committee.
4. Ratify appointment of Lynn Wright to Program Outreach Assistant hiring committee.
5. Ratify appointment of Carmen Porreca to Telecommunications Specialist hiring committee.
6. Ratify appointment of Kay Dabelow to Grants Specialist hiring committee.

MOTION made by Mark Dodge and seconded by Fred Keene to approve items 3, 4, 5, 6. Vote: Unanimously approved.

7. Flowcharts and guidelines for SLOs: No presentation.

6. Approval of refreshment budget of $100 for March 27, 2007 Faculty Lecture Performance Reception. (This amount is available in the Academic Senate Budget.) The Lecture Performance will be held in Harbeson Hall from 12:00PM – 1PM followed by a reception in the Circadian from 1PM-2PM. President Dabelow will ask the Board of Trustees to contribute towards the reception.

MOTION to approve this proposed budget and reception expenditure was made by Tad Carpenter and seconded by Fred Keene. Vote: Unanimously approved.

Vice President Bickley urged the Senate representatives to attend this year’s performance.

Sent to Committee:
1. CAFPE Committee. Faculty late grades have been turned in as late as two to three weeks after the deadline. This last semester twenty-one sections were involved, and the faculty involved were not all adjunct.
VII. REPORTS FROM EXECUTIVE COMMITTEE

R-1  **President's Report:** For President Dabelow Dr. Bickley said a document has been “floated around” stating that one representative of the Senate Board and one representative of the Senate/CTA are to sit on the screening/hiring committee for the next president. President Dabelow wanted it to be clear this is a contractual matter that CTA have their own appointment on the hiring committee. Roger Marheine went on record to thank President Dabelow for pointing out this error to Dr. Kossler.

R-1  **Vice-President's Report:** No report.

R-3  **Secretary's Report:** Mr. Martinez said the production of the Senate Something newsletter is delayed. The Release Time Committee will meet soon and reconvene to deal with issues of release/reassign time. Roger Marheine asked to be contacted if an additional committee person is needed.

R-4  **Treasurer's Report:** Dr. Armstrong said the Treasurer’s contribution letter will be mailed out in about a week. The Senate scholarship fund balance is approximately $227,000. The General Fund is under $10,000. Future donations may be directed toward the General Fund. The General Fund is under $10,000 and could use more contributions. The donations help fund various Academic Senate expenses such as the annual breakfast and the Lecture/Performance Awards.

VIII. INFORMATION ITEMS

Tad Carpenter requested information on the formation of a committee about majors being offered on campus. Edward Martinez said there is a “working group” addressing the clarification of our majors and how they are reported to the Chancellor’s office. Members include himself, Bob Miller, Barbara Salmon, and others.

STANDING INFORMATION ITEMS

S1-1:  **CTA:** Roger Marheine announced a CTA spring meeting to be held on March 1, 12:00 PM in the Forum.

Topics: Our CTA has met with leaders of the State CCA and CTA. They are threatening to “take us over.” This is called “trusteeship.” The State CTA is charging our local CTA with not being in compliance with collecting enough faculty dues. CTA would like faculty input. Our CTA has been charging one percent of gross income (base pay), excluding any overload or summer or winter classes. The state CTA will now charge a flat rate of $1290/year. Full-timers would pay $129/month for ten months. This is a considerable increase from the last amount of $1080. “CTA has done nothing for us in the past three years in terms of
negotiation, grievance and other activities at the college.” It has not provided any money (for example) for political action committees that could be utilized to help elect faculty-friendly Board members of the Board of Trustees. PCC’s CTA was even sent a bill for being provided a mailing list. $250,000 a year is sent to CTA.

There is an independent group on campus that is circulating a petition to be signed by full time and part-time faculty within the next 30 days that asks for a vote to consider moving to a different collective bargaining agent, an independent union or a group like the AFT; no union; or staying with the CTA. This information was forwarded from CTA’s Vice President. CTA does not want to be put into trusteeship, and if no feedback/opposition is received then CTA will charge $1290. This matter has to be discussed. Part-time contributions are $29 or $31/month for ten months. More details about this matter will be provided at the forum.

S1-2: FACCC Report: Joe Conner announced that he has FACCC literature regarding the Community College Initiative. Mr. Marheine said that FACCC is a lobbying organization. The California Teachers Association has not supported this initiative for fear of losing funding for K-12. PCC has donated approximately $55,000 towards the initiative effort, which should benefit students.

S1-3: ADJUNCT FACULTY REPORT: Mark Dodge said the part-time faculty would like to see the Senate use its clout in the Presidential Hiring Committee to advocate Adjunct Faculty issues.

S1-4: CURRICULUM COMMITTEE REPORT: Carol Curtis announced that Cecile Davis Anderson and Shelagh Rose have been hired as twenty percent faculty to assist with the SLO Resource Team. The team is Chrystal Kollross, Cecile Davis Anderson, Shelagh Rose and Carol Curtis. Carol asked for the Board to consider a draft she presented of a philosophical statement in support of SLOs. The draft will be reviewed by the Educational Policies Committee. This draft will be placed as an informational insert into the Flex Day binders. Questions or comments may be forwarded to Ms. Curtis.

Comment: Second Sentence. The words “technologically challenging” can be interpreted different ways, and it was suggested that the word “challenging” be changed to “current.” Another suggestion was to change the word “challenging” to literate but Ms. Curtis added that an environment is not “literate.” Student Learning Outcomes will be addressed by faculty and staff. Debra Cantarero said she would share this document with the Classified Senate.

Final Item:
The Scholarship Committee Chair, Joanne Kim, has requested that Sarah Miranda be approved to replace Yvette Rosas on the Scholarship Committee. Mark Dodge said that Ms.
Rosas (from Counseling) could currently serve on the committee and for this appointment to be ratified at the next Senate meeting.

IX. **ANNOUNCEMENTS**

An intellectual property rights workshop will be held on March 29th. Because of questions about sponsorship, this workshop might be moved off campus. Additional information will be made available by Dr. Conner. This workshop will be open for faculty and staff to attend.

X. **ADJOURNMENT**

MOTION made by Mark Dodge and seconded by Edward Martinez.