September 24, 2007

**OFFICERS AND MEMBERS PRESENT**

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<td>ACADEMIC SENATE PRESIDENT</td>
<td>KAY DABELOW</td>
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<td>VICE PRESIDENT</td>
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<td>SECRETARY</td>
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<td>ADJUNCT FACULTY</td>
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<td>BUSINESS AND COMPUTER TECHNOLOGY</td>
<td>PATRICIA LYNN</td>
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<td>CEC</td>
<td>NADEGE WILLIAMS</td>
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<td>COUNSELING</td>
<td>CECILE DAVIS ANDERSON</td>
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<td>PHYSICAL EDUCATION</td>
<td>JESSIE MOORE</td>
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<td>SOCIAL SCIENCES</td>
<td>SUSIE LING</td>
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<td>SPECIAL SERVICES</td>
<td>JO BUCZKO</td>
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<td>VISUAL ARTS AND MEDIA STUDIES</td>
<td>YOLANDA MCKAY</td>
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**OFFICERS AND MEMBERS ABSENT**

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I. CALL TO ORDER

The meeting was called to order by President Dabelow at 3:05 pm.

II. PLEDGE OF ALLEGIANCE AND INTRODUCTIONS

The Pledge of Allegiance was led by Ahni Armstrong.
Introductions of and welcome to guests: Debra Cantarero, Chuck Ward, Bob Miller, Beverly Tate, Shelly Gaskin and Alicia Vargas.

III. APPROVAL OF MINUTES

The September 10, 2007 minutes were reviewed and accepted as presented.

IV. PUBLIC COMMENT -- None

MOTION made by Fred Keene and seconded by Jessie Moore to move Information Item Number 1 forward on the agenda. Vote: Unanimously approved.
See Information Item Number 1 below: Dr. Paulette Perfumo
V. STANDING/AD HOC/CAMPUS-WIDE COMMITTEE REPORTS

1. Equivalency Committee Chair Susie Ling: The proposed Equivalency Memo was discussed at the last and previous Senate meetings. Determination of faculty equivalency is based on state requirements. The equivalency process enables an applicant to claim equivalency to the PCC minimum qualifications to teach at the community college in specific disciplines. President Dabelow said that according to HR most faculty granted equivalency are started at the beginning salary and rarely begin at the second service column. Equivalency is not a factor with pay ranking. It is the Academic Senate’s responsibility to make an equivalency determination. Three members of the Academic Senate’s Equivalency Committee must sign off on any equivalency request.

Fred Keene requested the vote on this matter be worded as “approved” [approving what the memo says] versus an acceptance vote [accepting the memo]. President Dabelow asked for Senate approval so this item can be a functioning document supported by the Academic Senate.

MOTION made by Freed Keene and seconded by Jim Bickley for approving the Equivalency Memo as presented.

Discussion/Comments:
Equivalency approval is made by whomsoever is serving on the committee for a particular equivalency process: three Academic Senate Representatives and two division representatives.

In response to concern expressed by Jessie Moore about misplaced information, Beverly Tate said equivalency information is sent from the division dean to Human Resources, and from Human Resources to the equivalency committee. President Dabelow said the division dean and the faculty representative advocating an equivalency have the right to bring supporting materials with them. Susie Ling favors hearing from the current division instructors about their opinions of the candidate’s qualifications.

VOTE ON THE MOTION: Unanimously approved.

2. Connections Committee chair Beverly Tate provided a committee report that listed division programs and/or projects which are already in place and a list of PCC faculty working on projects with schools in the Pasadena Unified School District. Senate representatives were asked to review this information and to share it with their division faculty to add updated information. After consulting with Dr. Jacobs it was decided that any teachers working with local PUSD District school staff or administration should report this
information to Bob Miller’s office by e-mail at bmiller@pasadena.edu [Ext. 7665] to avoid overlap and confusion. A grid format of this information will be developed.

3. Senate Faculty Development Committee chair Chuck Ward presented two documents for review and approval.

PCC Academic Senate Faculty Development Committee Goals 2007-2008: The goals outlined the following areas:
- Brown Bag Lunch & Learn Workshops (fall 2007 & spring 2008)
- Coordinate workshops and activities with the SLO coordinator
- Faculty Development Website
- Faculty Development Newsletter

MOTION made by Cecile Davis-Anderson and seconded by Joe Conner to approve the goals as submitted.
Discussion: Refreshment costs for the Brown Bag Lunch & Learn workshops are covered by the Academic Senate.
VOTE: Unanimously approved.

PCC Faculty Staff Development Plan / 2006-2007 Goals and Objectives
The College-wide Staff Development Committee membership includes: Chuck Ward, President Dabelow (representing faculty); two classified members and two administrators.
The Committee has drafted a plan on how $99,000 in funding would be distributed amongst the various areas. Final distribution figures will be discussed.
- Faculty development workshops [specific workshops are not listed]
- Funding conference/workshop attendance for faculty
- SLO newsletter
- Demonstrate the college’s commitment to its core value of “passion for learning” through a college-wide convocation
- Funding participation in ASCCC institutes such as accreditation, curriculum and leadership.

Chuck Ward and President Dabelow have gone through this proposal to look at funding for more college-wide projects, funding for example, for the upcoming SKINs [Art Night].

Comments/Discussion
Events to be funded could be daytime or nighttime and not any particular day.
Susie Ling said it would be hard to approve this process without knowing what else is going on. Example: What other available monies are on campus?
President Dabelow said it was her understanding there would be some (limited) staff development funding available but not similar to past PFE levels.
Once Human Resources takes its funding from the $99,000, the Committee is working with a budget of approximately $25,000 - $30,000 for each of the constituent groups.

President Dabelow and Chuck Ward need the Academic Senate’s support to present the proposed Plan before going to the next Committee meeting. The listed costs are an indication and not a definitive amount of how the money would be spent.

The Senate could make an advisory vote.
A vote of confidence is being asked in support of the sub-goals.
The budgeted amount is firm but the listed costs represent general and not specific figures. Lori Gagliardi expressed her support for the Committee’s plan.

**MOTION** made by Jessie Moore and seconded by Lori Gagliardi to approve this item as submitted.

**Vote:** The vote was unanimously approved. Abstentions: One

4. Career and Technical Education Committee -- Certificate Program:

Handout Information Includes the following references
Committee review found that the application process for a vocational certificate is not consistent across campus and did not have technology attached to it. A chronology of addressing this matter is provided.

A Chronological Committee Progress Report was presented.
Ms. Gaskin was appointed as faculty representative to the Career and Technical Education Task Force. The Trustees requested the Task Force to develop a Focused Strategic Plan for increasing the number of successful course and program completers in CTE.

In response to the ARCC Report: the College is directed to develop a Focused Strategic Plan for improving the rate of successful course completion in the College’s career and technical education programs.

Dr Gaskin reported that Dr. Sugimoto had welcomed the proposal and met with the committee to discuss an easy-to-use tracking system for the certificate process for students, program chairs, faculty, and division deans. The Task Force is gathering information about each Division’s successful tracking strategies.

ARCC funding has been received for the 2007-2008 college year to develop a framework for Student Relationship Management.
It was noted that PCC has been using the cost-efficient “Santa Rosa” system [an enterprise-wide software system-- now used statewide] for approximately 20 years.

Currently, certificates are mailed back to the divisions for division dean and instructor signatures.

The CTE proposal would allow faculty to access [data and/or tools] student certificate information.

Mr. Martinez said the counseling office can only view certificate information noted at the end of a student’s transcript. The IPRO office would have data on certificate numbers.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

1. Approval of Academic Senate Goals  2007-2008:
At the last Senate meeting the wording quality technology in goal #3 was changed to quality technological infrastructure. The 2007-2008 Goal objectives handout is for information purposes only.

Discussion:
Infrastructure technology needs to be properly supported.

Dr. Bickley referenced item 3.b. of the Goals Objectives which reads: Support allocation of resources to service new and existing infrastructure.

In response a question about the hiring of technology technicians, President Dabelow emphasized that the Senate discusses and addresses academic and not union matters.

MOTION made by Andrzej Bojarczak and seconded by Jessie Moore to amend the wording in Goal number 3 to support the college’s commitment to having a ‘supported, quality technological infrastructure.’

Discussion:
The responsibility portion of the recommended Senate Goals lists who is responsible in meeting their referenced goals.
In the technological area, the Senate added this item into the Recommended Academic Senate Goals so it can have a larger role than just one of requesting money.

VOTE: Motion was unanimously passed.

MOTION: To accept the nine goals as amended made by Mark Dodge and seconded by Pat Peach. VOTE: Unanimously approved.
2. Approve appointment of David Uranga to Academic Senate Ad Hoc SLO Committee.
3. Approve appointment of Krista Goguen, David Uranga, Xiaodan Leng, and Regina Fernandez to the Distance Education Committee.
4. Approve appointment of Leslie Tirapelle as Faculty Technology Committee chair.
5. Approve funding of two nights lodging for ASCCC Fall Plenary Session, Anaheim: not to exceed $300.00.
7. Senate fundraiser: Ceramic afternoon with Jim Gonzalez

MOTION approving Items 2, 3 and 4 made by Mark Dodge and seconded by Fred Keene.
VOTE Motion passed unanimously.

Item: 5: Discussion: President Dabelow said the Anaheim conference is approximately 36 miles away from PCC. Approval of two nights lodging would be helpful so that at least two representatives can attend the conference and represent PCC. Friday’s activities begin at 8AM and voting starts Saturday morning at 8AM
MOTION to approve this item made by Mark Dodge and seconded by Yolanda McKay.
Vote: Motion unanimously approved.

MOTION approving item 6 made by Pat Peach and seconded by Mark Dodge.

Comment: There will be a major conference at the Pasadena Convention Center on sustainable energy.
Vote: Motion passed unanimously.

MOTION approving item 7 made by Yolanda McKay and seconded by Pat Peach.
Comment: Susie Ling said a ceramic activity for faculty and staff would be fun. Ms. Ling will contact Jim Gonzalez.
Vote: Motion passed unanimously.

SENT TO COMMITTEE:
1. Faculty Technology Committee: proposed Electronic Usage policy/procedures.

VI. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President’s Report: Deferred to the next Senate meeting.

R-2 Vice-President’s Report: Deferred to the next Senate meeting.

R-3 Secretary’s Report: Deferred to the next Senate meeting.
R-4  **Treasurer’s Report**: Deferred to the next Senate meeting.

MOTION to move Section VIII Information Items 3 and 4 up on the agenda made by Joe Conner and seconded by Edward Martinez.

Vote: Unanimously approved.

**IX. INFORMATION ITEMS**

1. Dr. Paulette Perfumo welcomes and appreciates the work of the Academic Senate. She has had a busy transition learning campus processes, procedures and attending many meetings. She will be a guest speaker at the September 25 Flex Day program.

**Areas of Concern:**

**Technology**: Dr. Perfumo has begun technology discussions with Administrative Services to develop an integrated, data-based management system. She expressed her shock about the poor state of the campus infrastructure for technology. At its last meeting, the Board approved a technology infrastructure contract with Verizon. This process will take approximately eighteen months to two years. There will be an evaluation of developing timely technical and online support for faculty and staff.

**Emergency Preparedness Plan Components**: PCC has not gone through all of the State and National certification processes. Dr. Perfumo has been trained in this process, which was implemented at her last college. Developing a comprehensive emergency plan would enable the campus to be up and running with emergency resources and funding after a disaster. Escrow accounts need to be created to insure that financial records and student records are safeguarded.

**Vision 2020** is a plan to reach out to the feeder high schools and the greater Pasadena community at-large [business/industry, local citizens] for feedback through town-hall meetings on what they see as strengths, weaknesses, opportunities and threats to our campus and what they would like to see at PCC, long term, though the year 2020. Public/private partnerships and linkages are great opportunities to have the community participate with the community college campus and fund particular parts of a program. Example: This process led community and faculty leaders in development and funding of an instructional lab for a new certificate program.

**Reaching out to local high schools and junior highs**. The Trustees are very sensitive that two-thirds of our students come from outside of our district’s boundaries. To maintain PCC’s outstanding reputation, it is important to continue outreach to the local schools and businesses,
maintain quality student services, and make an effort to identify our strengths and weaknesses.

Creation of a President's Ambassador Program: This program will have student ambassadors go out with faculty counselors and sometimes instructional faculty to inform high school students about the community college campus experience. Dr. Perfumo has worked with two successful ambassador programs before coming to PCC. Student ambassadors would be available for assistance with events in the areas of greeting people, registration, tour assistance, etc. PCC’s student body president is very excited about this program.

Closing Remarks: Dr. Perfumo supports the philosophy of “servant leadership” to assist faculty in making the campus experience better for the students. An illustration of this process is that of an upside down triangle with the students on top followed by faculty, lab technicians, support staff, managers, Board of Trustees and the President.

Dr. Perfumo extended an invitation to PCC’s internal community for the groundbreaking of the new campus center Bookstore and ITB: Date: October 17, 4:00 PM. Location: West side of the Quad [near the red and white tent]. The State Chancellor and external community leadership has been invited. Confirmed guests include Assemblyman Anthony Portantino and the Vice Chancellor. A campus jazz ensemble and PCC’s marching band will be on the program and refreshments will be provided by Ty Yu and staff. Parking: in any campus lots on this day. Dr. Joe Conner volunteered to make an announcement of this event on his TV program tomorrow.

To stay grounded with the students, Dr. Perfumo may be contacted to visit classes and even be a guest teacher. She has helped to develop a model student program called the Omega System which helps students with self-esteem and overcoming barriers to positive learning experiences. This program is applicable in a variety of academic areas.

2. Scott Thayer, Assistant Dean for Student Affairs presented Policy #4520: Student Conduct and Academic Honesty Policy. This information is accessible on the schools web site. This information was used to develop recommendations for faculty.

President Dabelow said that after the Virginia Tech incident, Richard Beyer, Roger Marheine and Peter Michaels spoke to the Senate Board in regards to creating a campus “What To Do” brochure. This document will be e-mailed to the Academic Senate.

Within the past year there has been an increase problem with discipline on campus. When danger is sensed, the campus police should be called. Scott Thayer may be contacted at X7798, T-Building, Old Print Shop location.
3. Bob Cody, Assistant Dean of Computing Services, said technology plays a large role in the college’s mission and goals. There is a strong campus commitment in providing a strong technology infrastructure for the students. Technology brings interdependence and also fosters collegiality among the various campus groups and is connected with student success.

Last spring large amounts of instructional monies were released and spent on technology. $720,000 was spent on desktop upgrades. $830,000 was spent on other facets of technology last year. A new purchasing system was entered into last year. The new administration has unfrozen instructional monies which can be used in the process of filling electronic maintenance positions. The Board of Trustees voted to approve entering into a large and complex campus infrastructure contract with Verizon.

Handouts Information:
Desktop Upgrade Status Report. This process is entering its fourth year. Upgrading the last 5% of the computers has not been an easy process.

Computer Lab Upgrades/Replacement Cycle [for the divisions]
Providing computers for faculty and staff is on a two-year cycle. Over the course of this year 226 computers are scheduled to be installed.

Desktop Upgrades, Instruction 2007-8 [Technician names listed]
Status report of Faculty/Staff Upgrades;
Status Report, Faculty/Staff Upgrades (Post) September 24, 2007;
Faculty and Staff Desktop Upgrade Schedule

Not provided for distribution:
16 page summary of all the divisions and offices that contain the details of each individual; type of computer they have and the type of computer they are scheduled to have.

This year's PC computer replacements will have 2gb of memory; Office 2007, and Internet Explorer (IE) 7.0 as a browser. We are in the second year of the MAC upgrades. Because of the rapid changes in MAC hardware the replacement cycle for the MAC labs is now two years. This year forty-seven MACS will be available for faculty.
Notebooks are not covered under the desktop upgrade plan. Last year the instructional equipment area bought all faculty notebooks. The executive committee has developed a notebook release form for an individual getting a laptop to sign and accept responsibility for the notebook. If a notebook is lost or stolen, the incident should be immediately reported to the legal authority where the crime happened.

A contract has been signed with Verizon to upgrade the campus network. This process will take approximately eighteen months to two years. The campus will have wireless capability, but it will not be used exclusively. Wireless technology will be available in the classrooms, the Quad, Lancer’s Pass, and most of the common quad student areas.

Mr. Cody asked for both the Academic and Classified Senate Boards to appoint a representative to serve on the Communication Committee. These individuals will help to plan and implement the communication plan. Mr. Cody has offered to attend the first Academic Senate meeting of each month and would like to set up an opportunity for the Verizon implementation team to jointly show both the Academic and Classified Senate a short presentation followed by committee questions. Contact: Bob Cody at RLCODY@pasadena.edu. Question: Can this technology process be combined with the Academic Senate Technology Committee’s work? Answer: The infrastructure process and implications are very significant. Areas of concern will need to be minimized and instruction needs to continue without interruption.

STANDING INFORMATION ITEMS

S1-1: CTA: Roger Marheine Union Elections Results. The PCC Faculty Association was declared the winner in this election by 64% of the vote. Richard Beyer said there was a meeting with the old board, steering committee members and their attorneys about the transition process. Certification should be on October 1st.


S1-3: ADJUNCT FACULTY REPORT:

IX. ANNOUNCEMENTS
X. ADJOURNMENT

MOTION made by Mark Dodge and seconded by Nadege Williams to suspend the business of this meeting until the next meeting on October 10. Vote: Unanimously approved.

The Executive Committee reports and Standing Information Items be at the front of the next agenda.

Meeting adjourned at: 5:09 PM. NEXT MEETING: Monday, October 8, 2007