Nov. 5, 2007

OFFICERS AND MEMBERS PRESENT

<table>
<thead>
<tr>
<th>OFFICER/DEPARTMENT</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>VICE PRESIDENT</td>
<td>JIM BICKLEY</td>
</tr>
<tr>
<td>SECRETARY</td>
<td>EDWARD MARTINEZ</td>
</tr>
<tr>
<td>TREASURER</td>
<td>AHNI ARMSTRONG</td>
</tr>
<tr>
<td>ADJUNCT FACULTY</td>
<td>MARK DODGE</td>
</tr>
<tr>
<td>BUSINESS AND COMPUTER TECHNOLOGY</td>
<td>PATRICIA LYNN</td>
</tr>
<tr>
<td>CEC</td>
<td>NADEGE WILLIAMS</td>
</tr>
<tr>
<td>COUNSELING</td>
<td>CECILE DAVIS ANDERSON</td>
</tr>
<tr>
<td>ENGINEERING</td>
<td>MARK KEEHN</td>
</tr>
<tr>
<td>HEALTH SCIENCES</td>
<td>LORI GAGLIARDI</td>
</tr>
<tr>
<td>HEALTH SCIENCES</td>
<td>LEE HASSIJA</td>
</tr>
<tr>
<td>LANGUAGES</td>
<td>ANDRZEJ BOJARCZAK</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>JUDY OHYE</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>KRISTA GOGUEN</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>FRED KEENE</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>PAT PEACH</td>
</tr>
<tr>
<td>NATURAL SCIENCES</td>
<td>JOE CONNER</td>
</tr>
<tr>
<td>PERFORMING &amp; COMMUNICATION ARTS</td>
<td>TAD CARPENTER</td>
</tr>
<tr>
<td>PERFORMING &amp; COMMUNICATION ARTS</td>
<td>RITA GONZALES</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION</td>
<td>JESSIE MOORE</td>
</tr>
<tr>
<td>SOCIAL SCIENCES</td>
<td>DAVID URANGA</td>
</tr>
<tr>
<td>SPECIAL SERVICES</td>
<td>JO BUCZKO</td>
</tr>
</tbody>
</table>

OFFICERS AND MEMBERS ABSENT

<table>
<thead>
<tr>
<th>OFFICER/DEPARTMENT</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC SENATE PRESIDENT</td>
<td>KAY DABELOW</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>TOOK TOOK THONGTHIRAJ</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>RUOYI WU</td>
</tr>
<tr>
<td>LANGUAGES</td>
<td>LOKNATH PERSAUD</td>
</tr>
<tr>
<td>NATURAL SCIENCES</td>
<td>MARTHA HOUSE</td>
</tr>
<tr>
<td>SOCIAL SCIENCES</td>
<td>SUSIE LING</td>
</tr>
<tr>
<td>SOCIAL SCIENCES</td>
<td>HUGO SCHWYZER</td>
</tr>
<tr>
<td>VISUAL ARTS</td>
<td>YOLANDA MCKAY</td>
</tr>
</tbody>
</table>
I. CALL TO ORDER

On behalf of President Dabelow, who was not present, the meeting was called to order by Vice President Bickley at 3:06 pm.

II. PLEDGE OF ALLEGIANCE AND INTRODUCTIONS

The Pledge of Allegiance was led by Ahni Armstrong.
Introductions: Lisa Costa-Yamauchi, Alicia Vargas, Peter Michael, Bob Miller.

III. APPROVAL OF MINUTES

The October 22 minutes were reviewed and accepted as presented.
Motion to approve the minutes as submitted was made by Mark Dodge and seconded by Fred Keene.
Vote: Unanimously approved.

IV. PUBLIC COMMENT: None

MOTION to move Information Item #4 up on the agenda made by Edward Martinez and seconded by Jo Buczko. Vote: Unanimously approved.

V. STANDING/ AD HOC/ CAMPUS-WIDE COMMITTEE REPORTS

1. Student Service Fund Board of Directors Meeting Report: Judy Ohye
This Board is responsible for allocating money in the Student Service Fund. $350,000 has been allocated for the 2007-2008 fiscal year. $240,000 has been reserved for those organizations and groups which get automatic funding. $110,000 is available for new and augmentation requests. Each fall the Campus Bulletin posts a notice about the application form for this funding.
There is current funding for student clubs including AGS, Black Student Alliance, MECHA, Puente, Ujima, etc. and various campus organizations and programs: Transfer Center, Cross-Cultural Center, Music Department, Puente and special events (homecoming expenses, Borders of Diversity, Philosopher Citizen Institute.

Board members are currently: Scott Thayer (chair), Glenna Watterson, Kindred Murillo, Lisa Sugimoto Judy Ohye, and Associated Student representatives. The student representative positions change yearly. Meetings are held two to three meetings in the fall. Student Service funds are maintained through bookstore, cafeteria and campus vending machine revenues. Dr. Bickley asked the Senate representatives to share this information with groups in their divisions that would want to apply for available funding.

2. Distance Education Committee: Goals – Alicia Vargas provided a handout outlining the Committee’s Goals: Goal 1: Collaborate with the faculty union to implement the Senate approved evaluation procedure for faculty who teach online. Goal 2: Develop recommendations to improve support for on-line and web-enhanced courses. Goal 3: Develop recommendations for professional development opportunities for faculty who teach online and web-enhanced courses. Goal 4: Develop Distance Education policy recommendations.

A sub-committee has been developed to address policy issues (primarily contract issues). Research is done with local and national colleges. A number of committee members are faculty who work online here and across the country.

3. Ad Hoc Fundraising Committee: Committee members are Joe Conner (chair) and Terry Stoddard. They have compiled a list of potential fundraising donors and a questionnaire to assist with the development of Academic Senate fundraising ideas. Those ideas include having keynote speakers go into the community for public forums or presentations to attract potential donors. Possible use of future funding could include funding for: 1) adjunct office hours, 2) faculty outreach to outside campuses, 3) new staff computers, 4) staff training, and 5) teaching assistants. Dr. Conner said the community would be responsive to PCC because of its great reputation locally and nationwide. Being a committee of only two members, Dr. Conner asked for volunteers to help form a “core group” that would work on developing recommendations to the Board of Trustees.

Dr. Bickley recommended that the Executive Committee meet with the committee to develop a plan and assist in describing the Committee’s proposed recommendations and goals. Dr. Conner sent President Dabelow a summary of the proposed recommendations. He added that based on his current knowledge of revenue sources he feels that a fundraising event would raise a minimum of $100,000. Dr. Bickley said the Committee would need to explore how funding would interface with the PCC Foundation.
Senate representatives were asked to forward this information within their divisions and to seek out potential Committee volunteers.

4. Calendar Committee Dorothy Potter: Presentation will be postponed until the November 19 meeting.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

1. Appoint Kaitzer Puglia to Educational Policies Committee
2. Appoint Bucky Bhadha to Educational Policies Committee
Both nominees are from Social Sciences.

MOTION approving items 1, 2 made by Edward Martinez and seconded by Ahni Armstrong.
Vote: Unanimously approved.

3. Approve Staff Development Guidelines from the Academic Senate Faculty Development Committee.
   Handouts: 1) Request for Funding Guidelines, and 2) Faculty Development Funding Form.
   On behalf of Committee Chair, Chuck Ward, Krista Goguen said approval of these two documents would allow faculty to apply for funding assistance for faculty and conference attendance beginning this fall semester. The funding form, which would be approved by the Committee, is to be filled out in conjunction with the required yellow Conference Request form.

   The Committee has developed an easy method of keeping track of the distribution of monies. This is an equitable process and funds are available until the money is gone. Krista did not have the figures on how much staff development funding is currently available. Approved funding requests will be for approximately $200 per application.

   MOTION made by Fred Keene and seconded by Jo Buczko to approve the Staff Development Guidelines and Funding Request form. Vote: unanimously approved.

4. Creation of Ad Hoc Title V Committee: Title V regulation changes have been approved and now need to be implemented at the local level. This subject was discussed at a previous Senate meeting. Areas of curriculum, grading, associate degree standards, etc. are under Academic Senate purview and policies need to be drafted to address these changes. If approved, a call will go out right away for faculty representative input on this committee. President Dabelow asked Edward Martinez to chair this committee.

   Dr. Bickley said Educational Policies Committee would welcome the help and assistance from the newly formed Committee. The Committee would address English and Math standards, course repetition, and anything having to do with the curriculum/Associate Degree requirements.

   MOTION made by Fred Keene and seconded by Joe Conner to approve the creation of an Ad Hoc Title V Committee. Vote: Unanimously approved.
MOTION made by Mark Dodge and seconded by Cecile Davis Anderson to approve Edward Martinez as Chair of the Ad hoc Title V Committee. [No vote, motion amended]

Fred Keene suggested there be an opportunity for Senate feedback on this appointment before a final vote. Dr. Bickley recommended approving a tentative appointment of Mr. Martinez followed by a formal appointment at the November 19 Senate meeting.

MOTION AMENDED to appoint Edward Martinez as interim chair of the Ad Hoc Title V Committee and to formally appoint Mr. Martinez as chair at the November 19 Senate Board meeting.
Vote: Motion unanimously approved.

Mr. Martinez said full involvement of faculty is needed in this effort. He will forward an invitation message to all faculty.

5. Appoint Joe Futtner as Curriculum & Instruction Chair beginning Jan 1, 2008 to Dec. 31, 2009. Carol Curtis’ two-year term ends January 31. The current Vice Chair is Joe Futtner, an instructor in Art/History.

MOTION made by Ahni Armstrong and seconded by Joe Conner approving this appointment.
Vote: Unanimously approved.

6. Ratify attendance of Mark Dodge at ASCCC Fall Plenary Session and payment of registration by the Academic Senate.
MOTION of approval made by Joe Conner and seconded by Jo Buczko.
Vote: Approved by a majority. Abstention: 1 [Mark Dodge]

Sent to Committee: None

MOTION Information items 2. and 3 up on the agenda made by Patty Lynn and seconded by Joe Conner. Vote: Unanimously approved.

VII. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President’s Report: None. President Dabelow was absent.

R-2 Vice-President’s Report: Dr. Bickley will attend this week’s Board of Trustees meeting. CCC: There was no CCC meeting last month because of the Campus Center groundbreaking.

CAPM: Time/Place/Manner Update: Dr. Jacobs took the lead on forming a consultative committee in the CAPM meeting. The first meeting has been held. All groups sending
representatives to CCC will send representativess to this new committee. Dr. Bickley shared the Senate’s concerns coming out of CAFPE. Dr. Bickley will keep us updated.

**R-3 Secretary’s Report** made by Edward Martinez.

Institute/Conference Participation: Provided a handout to share and post within the various divisions announcements of upcoming institutes.
- Accreditation Institute: January 25-27, 2008, Hilton Pasadena City College Counseling
- Faculty Development Institute: Feb. 2-24, 2008, Westin South Coast Plaza
- Vocational Education Leadership Institute: March 6-8, 2008, Seascape Resort
- Faculty Leadership Institute: June 12-14, 2008, Hyatt Regency, Newport Beach
- Curriculum Institute: July 10-12, 2008, Sofitel, San Francisco Bay
- Registration is open for ALL events. Register at www.asccc.org

Fall ASCCC Session Update: Mr. Martinez has a copy of the ASCCC resolutions passed or defeated November 3. There was discussion about a proposed expansion of opportunities for concurrent enrollment of high school students at the community colleges. There was some controversy about the CAHSEE (high school exit exam) process. A study of the impact of CAHSEE on community college students was approved. Dr. Bickley said the resolutions will be posted on the statewide Academic Senate website.

Dr. Bickley encouraged Senate representatives to attend one of the ASCCC Institutional programs mentioned in the Institution handout provided by Mr. Martinez.

**R-4 Treasurer’s Report:**

Academic Senate/Classified Senate Halloween 50/50 fundraiser: The Senate has received $109 from event proceeds. Staff member Debbie Smith (Library) won $303.

**VIII. INFORMATION ITEMS**

1. What To Do” Brochure: Guide For Faculty:
This information was sent out electronically to the Senate Board by President Dabelow. A number of the representatives had not reviewed this document. Dr. Bickley asked the reps to check their e-mails from President Dabelow. This matter needs Senate Board review. After reviewing this document, Jo Buczko said she noted that there was no medical emergency section. At a previous Health and Safety committee meeting, Scott Thayer said it wouldn’t be appropriate to list medical emergency information into the brochure because it was an administrative guide for faculty. Jo added that the proposed document was confusing because mental health issues were included.

Dr. Bickley will check to see if this brochure was e-mailed to all the senate representatives.

*Follow-up: The brochure was e-mailed to the Senate Board by President Dabelow on October 19.*
2. Final Report on Collegiality and Integrity: Stu Wilcox
A copy of this report has been e-mailed to the Academic Senate representatives by President Dabelow for review. Following PCC’s last accreditation, a recommendation was made that the college provide a review of the issues about the deterioration of collegiality and integrity. Different issues identified include: college environment, communication, input into decision making processes, issues of fairness and respect, unions and collective bargaining practices, environment receptiveness and management style of college leadership. Groups meetings were held to identify how action would be taken in these areas for five to six months. Twelve recommendations were developed. The College Coordinating Council prepared a report on the status of the Collegiality and Integrity groups.

Stuart Wilcox said a campus survey was taken in spring 2005 and spring 2007. Survey responses showed a small shift of a positive move in the right direction. President Perfumo has asked for the next survey to be made in spring 2008 versus the proposed survey planned for spring 2009. Pat Peach asked who prepares the survey questions. Mr. Wilcox stated that IRPO prepares the survey questions from a neutral position. Dr. Bickley will check with President Dabelow about a response to be presented to the College Coordinating Council. A vote on this matter will be taken at the next meeting following additional review of the document.

3. Dina Chase: President’s Student Ambassador Program
Ms. Chase gave an overview and provided a handout about the requirements for student ambassador.

Interviews began today for this new program and will continue through the first of December. Applications will be continued through January, February and onward. Student Ambassadors will go out into the community beginning in spring 2008. Faculty will be asked to encourage their students to apply. Students will work with the college president and possibly some of the Trustees. Representation from all feeder high schools is being sought. This is a wonderful opportunity and experience for participants to attend certain events with the President and attend various functions on behalf of the school. Information has been posted on some of the student clubs Bulletin notices. GPA requirement: minimum of 2.75. Students will be hand-picked by the President.

To maintain a large candidate pool, there is no time limit for serving. Mileage would probably be compensated through the Presidents or Outreach office. It has been suggested that reimbursement for service hours would be made following an assignment or by an end-of-term stipend. High school students listening to comments made by the student ambassadors might feel more of a connection with one of their peers. Application referrals or a request for application forms may be made to Dina Chase. (dmchase@pasadena.edu).
4. Chief Peter Michael presented an overview of the Alert U System. Post Virginia Tech, Chief Michael received numerous text messages and e-mails about the need for a campus alert system. Chief Michael was contacted by the California Colleges and University Chiefs of Police Association about an Alert U pilot program first starting up on the west coast before going nationwide. PCC was one of three qualifying California college campuses to be signed up with Alert U, completely free of charge. Alert U is currently paying for this system and will secure corporate sponsors for future costs. Instructions about cell phone registration for faculty/staff/students are posted in the Bulletin and by correspondence from division deans to their instructors and students. A quarterly text will be sent to all participants with a message identifying the system’s current sponsor. Posters will be posted campus-wide.

Chief Michael and Scott Thayer have developed plans for a campus and personal security safety fair, scheduled Wednesday, November 14, 10AM-2PM in the Quad. There will be a variety of safety and earthquake preparedness vendors. A campus building map will be displayed showing evacuation routes and safe refuge areas. This type of map will be developed for each classroom. Faculty and staff volunteers are needed to receive training to work at the JPL urban search and rescue team table. The Emergency Operation Center Staff [primarily Administrative Service] will be identified at the end of the week. There will be representatives from various police and fire departments. USGS will be on hand to show where earthquake faults are located. Chief Michael hopes this type of event will be sponsored twice a year.

On Tuesday, Nov. 13, 12PM-1PM: Room C333: “post Virginia Tech” presentation followed by a question/answer session. This will only be for faculty and staff. Thursday, Nov. 15 between 12 and 1PM: same program for students.

Questions/Comments:
What are the safe areas outside of the buildings for Fire or Earthquake evacuation?
Fire Evacuation: 300 feet away from the building.
Earthquake Evacuation: After the shaking stops and it is determined how badly the building is damaged. Evacuation would be in an area 300 feet away from a one story building and further out from higher buildings and depending on structure height.
Evacuation Areas: north end of mirror pool, in the middle of Lancers’ Pass, in the Sculpture Garden, and other areas.
Evacuation locations depend on where there is a fire, earthquake damage or chemical leak. Concern was expressed that there is a need by faculty, staff and students, for an easily understood and easily explained emergency guidelines. Chief Michael said he is actively involved in the educational process of emergency preparedness. He referred to last week’s successful fire drill of the C building and the lessons learned from this exercise. He hopes to secure an emergency preparedness video that would enable faculty, staff and students to get certified for the year in learning about emergency
preparedness. There are Emergency Guidelines currently posted on campus, but they need to be updated.

Chief Michael hopes to secure a safety video that after viewing, an emergency certification for faculty, staff and maybe students could be earned.

5. Community Forum Report: Krista Goguen:
MOTION was made by Mark Dodge and Pat Peach to move this item up on the agenda. Vote: Unanimously approved.

On November 4 a Community Forum was held to discuss how individuals, organizations, businesses, and city governments support their school districts through a variety of ways. Ideas about financial support and partnerships with PUSD in particular were discussed. The school district could receive financial support from local cities. Community help could be provided by writing a check or developing business partnerships. Other ideas explored included: the joint use of facilities; utility discounts and the support of children in various areas. This was a positive informational meeting.

STANDING INFORMATION ITEMS:

S1-1: Pasadena City College Faculty Association: No report.

S1-2: FACCC REPORT & PCCFA REPORT: No report.
Dr. Bickley announced he would be attending a fundraising dinner this evening in support of Proposition 92. He would be sitting at the PCC table with Dr. Perfumo. Proposition 92 donation envelopes are available at today’s meeting and in the Academic Senate office.

S1-3: ADJUNCT FACULTY REPORT: Mark Dodge
Adjunct Faculty: No report.
ASCCC Fall Session: There was no mention of adjunct faculty.
Mark attended a textbook workshop. There was discussion that Taft College [Kern County] has been renting textbooks to their students since 1922 at a quarter of their purchase price. There is little profit for the college. Books less that $5.00 are not rented. A $2.00 overhead fee is charged to support the student bookstore.

Comment was received that renting books could significantly reduce Student Affairs resources. Dr. Bickley said Student Affairs was getting substantial revenue from Flea Market proceeds. Nursing students prefer to purchase their manuals to have them for future reference. Dr. Bickley said the Executive Committee and the Senate’s ad hoc Textbook Committee could look at the benefit of PCC renting books. CALPRIG representatives [a lobbying group for students in California] were very competent speakers for student lobbying.
IX. ANNOUNCEMENTS:

1. The Community College League of California [CCLC] will meet at the Fairmont Hotel in San Jose, Nov. 15-17. Community College League of California.

2. Dessert and Ceramic Workshop with Jim Gonzalez: Nov. 16  6-8PM, Z100  $35.00  The Sign-up list in the Academic Senate Office. There are 3 spaces left.

X. ADJOURNMENT: Motion to adjourn made by Mark Dodge and seconded by Pat Peach at 4:45 PM. Vote: Unanimous.

NEXT MEETING:  Monday, November 19, 2007