May 12, 2008

OFFICERS AND MEMBERS PRESENT

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>NAME</th>
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<tbody>
<tr>
<td>ACADEMIC SENATE PRESIDENT</td>
<td>KAY DABELOW</td>
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<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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<td>ADJUNCT FACULTY</td>
<td>MARK DODGE</td>
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<tr>
<td>ENGINEERING</td>
<td>MARK KEEHN</td>
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<tr>
<td>ENGLISH</td>
<td>ROGER MARHEINE</td>
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<tr>
<td>HEALTH SCIENCES</td>
<td>LEE HASSIJA</td>
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<td>HEALTH SCIENCES</td>
<td>TOM NEIDERER</td>
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<tr>
<td>KINESIOLOGY, HEALTH &amp; ATHLETICS</td>
<td>JESSIE MOORE</td>
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<td>LANGUAGES</td>
<td>ANDRZEJ BOJARCZAK</td>
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<td>LIBRARY</td>
<td>JUDY OHYE</td>
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<td>MATHEMATICS</td>
<td>FRED KEENE</td>
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<td>MATHEMATICS</td>
<td>PAT PEACH</td>
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<td>PERFORMING AND COMMUNICATION ARTS</td>
<td>RITA GONZALES</td>
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<td>SPECIAL SERVICES</td>
<td>JO BUCZKO</td>
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OFFICERS AND MEMBERS ABSENT

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<tr>
<th>OFFICE</th>
<th>NAME</th>
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<tr>
<td>BUSINESS AND COMPUTER TECHNOLOGY</td>
<td>PATRICIA LYN</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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<td>ENGLISH</td>
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<td>LANGUAGES</td>
<td>LOKNATH PERSAUD</td>
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<td>NATURAL SCIENCES</td>
<td>MARTHA HOUSE</td>
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<td>NATURAL SCIENCES</td>
<td>RUSSELL DIFIOI</td>
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<td>SOCIAL SCIENCES</td>
<td>PHILLIP RICARDS</td>
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<td>SOCIAL SCIENCES</td>
<td>DAVID URANGA</td>
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<tr>
<td>VISUAL ARTS</td>
<td>YOLANDA MCKAY</td>
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I. CALL TO ORDER

Because of a lack of a quorum, the meeting was opened for information items at 3:15 pm.

- Title 5 Update: Edward Martinez
- PCCFA Report: Roger Marheine

Meeting was called to order at 3:26 p.m.

II. PLEDGE OF ALLEGIANCE AND INTRODUCTIONS

The Pledge of Allegiance was led by Tom Neiderer.

Introductions: Dr. Perfumo, VP Murillo, VP Jacobs, Carrie Blenda, Joe Futtner, Shelley Gaskin, Joanne Kim

III. APPROVAL OF MINUTES

The April 28 minutes were reviewed with one correction noted (page 3, line 1: add Arabic Numeral 5 between words “...Title (5) changes.”

The minutes stand approved as amended.

IV. PUBLIC COMMENT (None)

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

1. Educational Policies Committee: Jim Bickley
   Course Overlap: Both Jim Bickley and Margaret Ramey have met to talk about current Title 5 changes involving course overlap issues.
Although the Senate Board approved a course overlap policy/procedure last fall, no student overlap was permitted this spring. Dr. Ramey indicated that monitoring faculty verification of a student making up overlap time was something that needed to be addressed in case of an audit. Changes voted on last semester would mean that overlap would be reduced from one quarter of class time to one eighth of class time (10-20 min per class session for a class that meets twice a week). Both Dr. Bickley and Dr. Ramey will make a presentation at the May 21 dean’s meeting to suggest that course overlap be handled at the “dean’s level,” i.e. that paperwork be kept in individual division offices. Title 5 doesn’t require a course overlap procedure.

Dr. Bickley said he did not know of other schools having problems with course overlap. Overlap approval as approved by the Senate Board last fall is contingent upon the decision of both instructors.

Abridged Program Discontinuance Procedures:

Abridged Program Discontinuance Procedure for Career and Technical Education Programs Academic Senate’s Educational Policy Committee’s Recommendation Regarding an Abridged Program Discontinuance Procedure.

The Committee met with CTE Dean, Ellen Ligons, for input pertaining to the System Office demands in this area. It was noted that this procedure is to be faculty initiated. Either a majority of faculty teaching a program or, if no faculty have taught programs suggested for discontinuance, then a majority of faculty in the division would have to request discontinuance as a first step. The CTE dean would verify information that the course is no longer needed.

President Dabelow asked for this information to be shared within the various divisions even though modest changes are expected to be made.

It was asked by Ahni Armstrong if a program had been inactive for at least three years could C & I 1) put such a course on inactive status, or 2) not list the course in the catalog. Edward Martinez said this matter would be handled through the original discontinuance policy.

2. Ad Hoc Committee on Title 5 Changes

Title 5 Update: Edward Martinez reported that an open forum has been held on the various changes mandated by Title 5 revisions. The forum was held on 4/22; another is scheduled for 5/13. The Committee has produced first draft revisions to policies # 3200 (Curriculum Development), #4500 (Grading, Course Repetition), and #4600 (Degrees, Certificates, etc.) A revision is still needed for #4700 (Probation and Dismissal). Policy revisions for 4500 and 4600 are currently under consideration by the Academic Senate Board. Policy 3200 is under review by the C&I Committee. Based on input from faculty, especially from the Counseling Division, a second draft of proposed changes to the AA degree will soon be available. First drafts of new proposed majors will be available as well.
3. CTE Committee Update: Shelley Gaskin  
Handout provided: Committee Progress Report and Approval of Future Goals  
The Committee seeks approval of the listed committee goals:  
1. Assist and support the Office of Career and Technical Education, the CTE Task Force, and CTE faculty to continue the success of the first annual CTE Day and extend that success into future academic years;  
2. Continue, in the 2008-09 academic year, the investigation of systems that will assist CTE faculty in tracking and locating information about the progress of students towards completion of a certificate;  
3. Continue, in the 2008-09 academic year, the investigation of standardizing the process by which students apply for and obtain the physical certificate when they complete a CTE program;  
4. Continue, in the 2008-09 academic year, the identification of tools that will assist CTE faculty in helping students successfully complete courses and complete certificates.  

MOTION made by Tom Neiderer and seconded by Pat Peach in favor of the proposed goals submitted by CTE committee as presented: VOTE: Unanimously approved.  

4. Academic Senate Scholarship Committee: Joanne Kim  
Forty-nine applicants applied for the Dean's Honor/Edna Plummer and Keith Miller Education scholarships. Scholarship Committee members, Joanne Kim (Chair), Lauren Arenson, Jorge Encinas, Padma Ganapathe, Angela McGaharn, Paula Smith, and Robert McLean approved the following.  

**For: Dean's Honors:**  Above 3.7 GPA and have received Dean's Honors at least twice  
• Dongying Shen  
• Tamira Dy  
• Leonardo Gorito  
• Sean O'Connor  
• Phuong Truong  
• Kan Yu  

**For Keith Miller Educational Scholarship**  
Minimum: GPA 3.2. Many were above this level.  
These awardees specified they would like to work in education.  
• Rebeca Jaramilo  
• Hsin-Yi (Cindy) Lin  
• Johnny Ng  
• Lupe Ojeda  
• Zhuohan Zhao  
• Zhina Zhou  

The Executive Committee recommends a $2,000 scholarships be given to each scholarship awardee (upon matriculation).
MOTION made by Roger Marheine and seconded by Jo Buczko in support of both the Scholarship Committee’s recommendation and the Executive Committee’s recommendation: Vote: Unanimously approved.

A Scholarship Reception, with refreshments will be held June 2, 2:30PM - 3PM, in C233.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

1. Request for Funds: Academic Senate Breakfast ($5,000) and Scholarship Reception ($200)
2. Academic Senate Scholarships: Twelve at $2,000 each
MOTION made by Tom Neiderer and seconded by Pat Peach approving items 1 and 2. Vote: Unanimously approved.

3. Appoint Bianca Richards as chair of the Ad Hoc Committee on Certificate Earners’ Participation in Graduation. MOTION made by Fred Keene and seconded by Ahni Armstrong: Vote: Unanimously approved.

Sent to Committee:
1. Recommended By-Laws Changes re creation of committees and senate expenditures.

VII. INFORMATION ITEMS

1. Kindred Murillo and Carrie Blenda with Strata Information Group which has been hired as a third party infrastructure assessment consultant for the college.

Both VP Kindred Murillo and Carrie Blenda seek ideas from staff to identify opportunities and obstacles within the various processes and then to look to technology for assistance in these areas.

Process review will be handled through business process analysis, surveys, one-on-one meetings, group meetings and open forums to get a clear picture of the campus’ current state of affairs in regards to technology and to work with various campus groups to identify opportunities for improvement.

There are two major campus-wide, technology initiatives:
1) Infrastructure: currently installing a technology infrastructure backbone system; and
2) Third party technology assessment by the Strata Information Group that has been brought in to assess what faculty, staff, managers, and administrators want technology to do. Tools to use in this process will include surveys, forums, small group meetings and one-on-one meetings.
Mrs. Murillo said administration wants to form interest groups and get faculty involved before the end of the spring semester (June 13). The assessment group is meeting with the Executive Committee tomorrow for additional feedback.

Discussion/Comments:
There are intersecting processes dealing with registration, student access to pre-requisite information, and faculty access to student information.
It is not fair to teach when the current registration process does not provide access to a student’s final grade until the student is enrolled within the next class in sequence.
We should not be “technologically seduced,” to avoid unnecessary spending.
Comment: Harvard Law School prohibits the use of laptops in many of its classes.
Jo Buczko requested an assessment of Special Services because of a hold on ordering a new EMR and/or appointment system.
Dr. Perfumo said continuous training is needed to help faculty best utilize available technological support.
The Language labs need better technical support.
Performing and Communication Arts students would benefit from being able to record class information onto MP3s or other learning tools.
The On-line Planning System needs to be more user friendly and provide feedback on meeting goals.
Cell phones should be kept out of the classroom.
Senate representatives were asked to inform their divisions about this subject.
Additional questions may be forwarded to Kindred Murillo’s office.

NOTE: As background to Dr. Van Pelt’s presentation, President Dabelow announced that Ling O’Connor had her first meeting of the Ad Hoc Sustainability Committee. During the discussion, a statement was made that the campus is already doing a lot for sustainability. President Dabelow asked Dr. Van Pelt to update the Senate Board on the college’s activities regarding sustainability.


PCC initiated an energy management system in mid-1990s. There are computer controls for heating and light. Campus fluorescent lights were exchanged to electronically ballasted units (saving the campus money). Power consumption was cut from 250 watts to 100 watts yet with increased lighting.

PCC teamed with Pasadena Water & Power years ahead of others to replace its CRT monitors with LCD units, which consume less power and heat, and result in the need for less air-conditioning.
• Orange lights are located on top of campus buildings for aerial/safety identification.
• The pool system is computer controlled (heating, water filtration, addition of chemicals). The pool does not have to be heated during the summer months.
• Parking Lot 5 is a naturally ventilated building. There are separate and easily accessible entrances for students, faculty and staff. If needed the Pasadena Department of Water and Power will provide emergency backup for power to emergency circuits. If gas pressure fails, gas preserved in on-site gas storage bottles will be used for emergency turbine use.
• LL Building has an underground “ice farm” /energy storage system. Ice is produced at night, and during the daytime the ice melts and produces cheaper cooling for the building.
• CEC also has an underground “ice farm” and takes advantage of same energy storage system.
• Library / Southern Side: window filming rejects ultra-violet light.
• Rooftops: The new library roof reflects heat and remains cool.
• Windows: New design doesn’t conflict with original 1930’s look. They reflect 48% of heat, reflect 58% UV lights and allow 74% of light in while reflecting 58% of UV rays.
• Heat Island reduction: Example: between U and K buildings from R building to gym area. 500 trees planted.
• Irrigation: One-sixth of campus area needs to be irrigated.
• A modern irrigation/control system and weather station will be installed.
• Stadium: Now has artificial turf.
• Fertilizers, pesticides and herbicides have been eliminated.
• Mass Transit: There are five mass transit Service stops on campus. More are available across the streets. Campus shuttles run back and forth between the Gold Line Station.
• Campus now has 43 Electric Carts (Police vehicles, shuttle service, and utility trucks).
• Bicycle use is encouraged. More bicycle racks are to be installed.
• The Arts building will be LEED certified, perhaps even at the silver level.
• Recycling: PCC recycled 290,000 pounds of green waste in 2006.
• Construction recycling. Only 14% of our material last year was converted to landfill waste.
• Supplies include: Green paper towels, cleaning supplies; ultra-efficient boilers; CO2 Sensors.
• Miscellaneous: auto dimmer ballasts, transformer replacement; elevator replacement; low-flow urinals.
• Replace air-handlers; replace campus center chillers; heat recovery system removed from C building and replaced with a gas system.
• Sustainability Committee: This newly formed committee is developing and growing. PCC is well on its way to become green/neutral.
3. Judy Ohye: Excellence in Academic Libraries Award Celebration: Tuesday, May 13, 12:15 pm, in front of the Shatford Library. Ice cream social to follow the award ceremony. All students, faculty, staff and administrators invited to this celebration.

STANDING INFORMATION ITEMS

S1-1: PCCFA. Roger Marheine announced the following: President Dabelow will be receiving an award for her contribution to gender studies and work established back in the 70’s, at 1PM in Harbeson Hall as part of the Borders of Diversity Conference, Thursday, May 15.

Regarding retirement: Glendale just initiated a Golden Handshake for faculty who want to retire by December 31 – they will receive 50% of their last year’s base salary (annualized over five years). This item would save the college in the long run. This matter might be raised in the next round of negotiations for discussion.

CCCI: California Community College Independents Organization- This is an organization of independent unions and will be a good resource organization for PCCFA. PCC will have representatives at upcoming meetings.

PCCFA Elections: The ballots are out for officers for next year. Members who have not received a ballot may call Roger Marheine or Suzanne Anderson by Tuesday, May 13. Non-members are urged to join this week before next Tuesday’s (May 20) deadline.

PCCFA has been “battling” with CTA since its inception. PCCFA’s attorneys have given the advice to remain calm in regards to a soon-to-be filed CTA lawsuit. The state CTA claims that money is owed to them for past services.

PCCFA has worked hard in assessing budget and feels 1% model for all union fees would be fair. Reference was made to models of Santa Monica and De Anza.

S1-2: FACCC REPORT & PCCFA REPORT: No Report.

S1-3: ADJUNCT FACULTY REPORT: Mark Dodge reported: No report.

VIII. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President’s Report: No report except to note that she had attended a very successful Latino Advisory Breakfast last week at the CEC Jack Scott multi-purpose room.
R-2 **Vice-President’s Report:** No report.

R-3 **Secretary’s Report:** None. See Title 5 comments.

R-4 **Treasurer’s Report:** Graduate fundraiser: PCC logo t-shirts available. Can order with or without “Class of 2008” embroidery.

IX. ANNOUNCEMENTS

1. **Annual Retirement Breakfast:** June 13, 7:30 am, CEC Jack Scott Multi-Purpose Room, $15.00. Judy may be contacted at X7211 if shuttle service is needed.

2. **California Great Teachers Seminar, Aug. 3-8, 2008:** La Casa De Maria, Santa Barbara:
   Fee: $930 - includes lodging, meals, except for one dinner and registration fee. See Chuck Ward

3. **Title 5 Forum:** Second forum is scheduled for Tuesday, May 13 at 4PM in C217

4. **Retirement Potluck for Kay Dabelow and Jean Volckmann:** Tuesday, June 3, 12PM-1:30PM
   C217: Contact Susie Ling: X7335.

5. **2008-2009 Faculty Lecturer/Performer Award Nominations:** Deadline: Noon, May 23, Academic Senate: C227.

ADJOURNMENT: Motion to adjourn made by Mark Dodge at 5PM

NEXT MEETING: Monday, June 2, 2008