March 30, 2009

OFFICERS AND MEMBERS PRESENT

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>ACADEMIC SENATE PRESIDENT</td>
<td>JIM BICKLEY</td>
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<tr>
<td>VICE PRESIDENT</td>
<td>EDWARD MARTINEZ</td>
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<tr>
<td>SECRETARY</td>
<td>AHNI ARMSTRONG</td>
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<tr>
<td>TREASURER</td>
<td>PATRICIA LYNN</td>
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<td>ADJUNCT FACULTY</td>
<td>MARK DODGE</td>
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<tr>
<td>COMMUNITY EDUCATION CENTER</td>
<td>NADEGE WILLIAMS</td>
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<tr>
<td>COUNSELING</td>
<td>CECILE DAVIS ANDERSON</td>
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<tr>
<td>ENGINEERING</td>
<td>BERNARDINO RODRIGUEZ</td>
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<tr>
<td>HEALTH SCIENCES</td>
<td>LEE HASSIJA</td>
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<td>KINESIOLOGY, HEALTH &amp; ATHLETICS</td>
<td>JESSIE MOORE</td>
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<td>LANGUAGES</td>
<td>LOKNATH PERSAUD</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>NATURAL SCIENCES</td>
<td>KERIN HUBER</td>
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<td>PERFORMING AND COMMUNICATION ARTS</td>
<td>TAD CARPENTER</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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<td>VISUAL ARTS AND MEDIA STUDIES</td>
<td>REBECCA MORRIS</td>
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OFFICERS AND MEMBERS ABSENT

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<tr>
<td>BUSINESS &amp; COMPUTER TECHNOLOGY</td>
<td>SHELLEY GASKIN</td>
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<td>COUNSELING</td>
<td>CHUCK WARD</td>
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<td>ENGLISH</td>
<td>ROGER MARHEINE</td>
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<td>MARTHA BONILLA</td>
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<td>HEALTH SCIENCES</td>
<td>TOM NEIDERER</td>
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<td>LANGUAGES</td>
<td>ANDRZEJ BOJARCZAK</td>
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<td>LIBRARY</td>
<td>DONA MITOMA</td>
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<td>NATURAL SCIENCES</td>
<td>TERRI BORMAN</td>
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<td>SOCIAL SCIENCES</td>
<td>DAVE MCCABE</td>
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<td>SOCIAL SCIENCES</td>
<td>DEREK MILNE</td>
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<td>SOCIAL SCIENCES</td>
<td>PHIL RICARDS</td>
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<td>SOCIAL SCIENCES</td>
<td>DAVID URANGA (Alt)</td>
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<td>VISUAL ARTS AND MEDIA STUDIES</td>
<td>YOLANDA MCKAY</td>
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I. CALL TO ORDER – 3:05 p.m

II. PLEDGE OF ALLEGIANCE AND INTRODUCTIONS
Pledge of Allegiance was led by Fred Keene

Introductions: Robert Navarro (former Dean of Engineering & Technology); Debra Cantarero (Classified Senate representative), Rich McKee (Chair, Calendar Committee) Rick Van Pelt (Dean, Facilities); Bob Miller (Academic Support), Grace Apiafi and Patty Gallego (Kinesiology, Health & Athletics)

III. APPROVAL OF MINUTES
The March 16 minutes were presented for review.
MOTION for approval of minutes as submitted made by Fred Keene & Mark Dodge. Vote: Approved by a majority; one abstention.

IV. PUBLIC COMMENT:
Grace Apiafi and Patty Gallego (Kinesiology instructors) expressed concern that there had been a violation of Policy No. 6300, which reads:
Page 3, 4. c: “Four tenured faculty members from the division selected by the division according to division procedures. Third- or fourth-year untenured faculty may serve on the committee, but only if an insufficient number of tenured faculty are available to serve. “

Ms. Apiafi and Ms. Gallego said the rights of instructors from their division had been taken away because of the dismissal of fellow faculty members from the HR hiring committee for the position of Dean of Kinesiology, Health and Athletics. Those dismissed had signed a vote of “no confidence” against the current interim Dean, Beverly Tate. The faculty who did not choose to sign a vote of “no confidence” remained on the committee. Both Ms. Apiafi and Ms. Gallego said these dismissed members were rightfully and legally voted to represent their peers on the hiring committee. This matter has been presented to Dr. Jacobs.

The Senate Board did approve the management hiring procedures currently in place. President Bickley said this matter is a Senate (not Union) matter and will be taken under
advisement for Senate Executive Committee discussion and discussion with Administration in regards to the proper course to address this matter. The Executive Committee may have questions and invited Ms. Gallego and Ms. Apiafi to the next Executive Committee meeting.

Ms. Gallego referenced a Courier article where Roger Marheine went on record with a guest commentary in PCC Courier expressing his support of Dean Beverly Tate. Ms. Gallego felt that Mr. Marheine’s comments were not clearly identified as those being made by an individual, rather than those being made by the Faculty Association President representing the Association’s position. Ms. Gallego said she believed this may have been an inappropriate use of his title and position and felt that his characterizations of the Kinesiology faculty were unfair and not based on any formal inquiry into the matter. She said that what was printed in the Courier was not a true, representative story of why faculty have been “raising their voice about these situations.” She stated that the Kinesiology faculty concerns are broader in nature and do not represent a “personal fight” with Dean Tate.

President Bickley said that the matter is complicated and it was likely not the Senate’s responsibility to address the appropriateness of Mr. Marheine speaking out as an individual and/or union representative. It was suggested that this concern be directed to the Union leadership. President Bickley said he, too, was contacted by the Courier and chose not to make a comment.

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

1. Calendar Committee – Calendar drafts (1, 2 and 3) for 2010-11: Rich McKee
   MOTION to vote expeditiously on approving 2010-11 calendar made by Tad Carpenter and seconded by Rita Gonzales. Vote: approved by a majority vote.

   Discussion:
   Fred Keene said he felt like he was being “cut off” and resented having this motion made after he had made a “special effort” to get calendar information from his division faculty. President Bickley said division feedback is to be presented and this information will be incorporated.

   Calendar Committee chair, Rich McKee, noted that if the Calendar Committee’s recommendation of Draft #2 is opposed, it is important to announce both the reason and an alternative recommendation. No definite motion on this matter was found in the March 16 Academic Senate minutes in reference to the Calendar Drafts.

   MOTION to approve Draft 2 by Jo Buczko and seconded by Pattie Lynn:
Discussion:

Social Sciences: 16-13 in favor of Draft 1 compared to Draft 2. Mathematics: 58% in favor of Draft 3, with draft 2 coming in second, and draft 1 as a poor third. The Calendar Committee favors Draft 2: The classified staff favors a longer separation between the Spring Semester and Summer intercession in order to better prepare for the upcoming session. Classified Senate President, Debra Cantarero, said the Classified Senate favored Draft 2 as more workable for the staff. It will provide ample time to prepare for the students, to provide better services as they work in the classrooms, labs, Computer Services, etc. without the presence of faculty and/or students.

VOTE on the Motion: Ayes: Majority approval; Nos. 2; Abstentions: 1

MOVED UP ON THE AGENDA: ITEM 3., Section VII INFORMATION ITEMS

2. Nominations and Elections Committee: Senate Elections Chair, Pat Peach, asked for nominations from the floor and none were received. Those individuals submitting Intent to Seek Office forms were submitted by the following (incumbent officers):

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<tr>
<td>Jim Bickley</td>
<td>President</td>
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<tr>
<td>Edward Martinez</td>
<td>Vice President</td>
</tr>
<tr>
<td>Ahni Armstrong</td>
<td>Secretary</td>
</tr>
<tr>
<td>Patricia Lynn</td>
<td>Treasurer</td>
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MOTION was made by Mark Dodge and seconded by Fred Keene to accept the above submitted names for intent to seek office on the Academic Senate Executive Committee. Vote: Ayes: Majority approval. Abstentions: 4.

Next week the ballots and accompanying candidates’ statements will be distributed to faculty. Senate representatives were encouraged to send out faculty reminders to get their ballots back in.

3. Ad Hoc Title 5 Committee Chair Edward Martinez submitted a First Draft of Policy No. 4062 entitled: Philosophy and Criteria for Associate Degree & General Education. The language of this policy was taken almost entirely from the Community College League Title 5 resource document: Pages 2, 3, and 4 are procedures. Senate representatives were encouraged to share this information with their faculty and to specifically review the sections pertaining to their divisions for review and feedback to the Committee. This information will be relayed to the C & I Committee, the Associated Student Body and Management, for review and input before being forwarded back to the Senate—hopefully before the end of this semester. Academic Senate Office Secretary, Judy Benson, was
asked to forward an electronic version of this policy to faculty originating from the Senate office.

4. Distance Education Committee – Academic Senate Faculty Survey on Student Academic Integrity and Authentication Spring 2009: Sandy Haynes presented a copy of this survey (which included a few handwritten corrections): This survey is being prepared in response to recent guideline changes to the California Code of Regulation, Title 5, regarding student authentication in online classes. A survey of all faculty at this institution will help identify policies and practices currently employed by instructors in both on campus and online classes that promote academic honesty (integrity) and student authentication.

Dr. Jacobs had asked the Committee to look at this matter. This survey was developed as a collaboration between the Distance Education Committee and the IPRO office. Last fall, a survey was sent out by the Western Conference on Educational Technology. The results were studied and integrated into questions thought to be helpful on this campus. The Committee has decided to send its survey out in “paper form” to approximately 1200 faculty, enabling as many faculty as possible to respond. At least 100 responses are expected. Senate representatives were asked to encourage their division faculty to respond to this survey. Ms. Haynes said the instructors are to mark all survey areas that apply to them. The Counseling area has been added in the survey changes. A cover letter will be sent with the survey noting that questions may be forwarded by e-mail or telephone to Sandy Haynes. President Bickley said the campus needs to demonstrate its commitment to academic integrity and completing this survey will be first step.

5. Senate SLO Committee/SLOARC: Cecile Davis Anderson presented comments on the accreditation team report and its application to SLOARC, etc.

Standard One: pertains to institutional mission and effectiveness:
Recommendation institutional development depends on a systematic assessment of the evaluation process to determine its effectiveness.

Standard 2: student learning programs and services (includes instruction, student support services, library and learning support):
1. Expand assessment of SLOs to program, degree and certificate level.
2. PCCs SLOs should be incorporated into a program review and resource allocation process (spending money based on what has been learned through program reviews for and assessments of programs, units, and areas in an effort to provide continuous improvement.).

Standard 4: Institution to evaluate effectiveness of its governance processes.

The Ad hoc SLO committee is working on developing the competency language to align with institutional outcomes.
An eLumen Workshop handout was provided for those interested in recording their assessment data in the electronic database. Presenters will be Linda Hintzman and Crystal Kollross. The dates are as follows:

- Tuesday April 28, 12:00 – 1:00, L118
- Thursday May 7, 12:00 – 1:00, L118
- Thursday May 21, 12:00 – 1:00, L118
- Tuesday June 2, 12:00 – 1:00, L118

Please contact the SLOARC and Tracy Ramirez at x7319 with any questions.

President Bickley pointed out that the SLOs need to be addressed more at the program and certificate/degree levels. Moving into the assessment phase and having eLumen workshops will be very advantageous.

**EXECUTIVE COMMITTEE RECOMMENDATIONS:**

1. **Appoint Tameka Alexander, James Aragon, Jim Bickley, Lori Gagliardi, Fred Keene, Edward Martinez, David McCabe, Bernie Rodriguez, and Lynn Wright to the PEP Leadership Task Force addressing the Early College High School for PCC (PEP: Pasadena Education Partnership – collaboration between PUSD and PCC). This partnership was begun at request of both governing boards to collaborate and work on various projects – one of which was early college high school. President Bickley said these representatives would be asked to be consistent with their attendance and to report developments back to the Senate. There are other joint venture projects being discussed by this partnership. Additional information is expected to be provided at the next Senate meeting.**

**MOTION to appoint and officially recognize that the above reference faculty have attended or will attend PEP task force meetings was made by Ahni Armstrong and seconded by Pat Peach. Vote: Unanimously approved.**

**Sent to Committee:** No items presented.

**VII. REPORTS FROM EXECUTIVE COMMITTEE**

**R-1 President’s Report:** President Jim Bickley attended the Accreditation Exit Interview. Recommendations included: 1) establishment of a systematic assessment of the campus evaluation process (2) regular classified staff evaluations; 2) storage of adjunct faculty evaluations in Human Resources; 3) development of a code of ethics by management and classified staff; 4) development of an irrevocable trust for certain college funds such as self insurance, etc.; and 5) evaluation of governance structures. Commendations were not shared and these might be in the final report which will be presented sometime around August.

Board of Trustees Meeting:
Lengthy discussion about the early college high school proposal. KPCC operations are doing well. It’s primary office will be moving to a new location on Raymond in Pasadena.

R-2 Vice-President’s Report: Edward Martinez reported on CCC items:
A survey was taken of campus constituency groups about their preference for use of the term “shared governance” vs “participatory governance.” The preferred term was “shared governance.” This term will be used in the future.

Smoking Policy: The Health and Safety committee will be asked to draft a new proposal to restrict smoking to designated areas. Academic Senate representative, Jo Buczko, is a member of this committee.

A newly developed campus-wide sustainability committee (comprised of faculty, classified staff, students and others) will advise CCC and make recommendations to the Facilities Planning Committee on future projects and policies related to energy, recycling, etc.

The Ad Hoc Committee on Title 5 will be working on a proposed sustainability studies major.

R-3 Secretary’s Report: Ahni Armstrong reported that in several weeks, President Bickley, Ms. Armstrong, Ms. Lynn and Mr. Dodge will attend the ASCCC spring plenary session. President Bickley reported a good turn out for last week’s Area C meeting. An update will be provided at the next Senate Board meeting.

R-4 Treasurer’s Report: Patricia Lynn: Current scholarship fund balance is PR Fund Balance of $130,000 and TR balance of $21,000. The Executive Committee had not been informed of the 4% spending limit rule developed by the Foundation until recently and after the 2008 scholarships (totaling $24,000) were awarded. Last year, there was a private donation of $5,000 plus the monthly employee and senate representative payroll deductions. There has been a steady decline with the stock market. President Bickley and Dr. Lynn met with the Foundation in the fall. The Senate Office is setting up a scholarship account with the Credit Union and will deposit future scholarship fund deposits (by check, payable to the PCC Academic Senate Scholarship Fund) into this account. This year, the Executive Committee is recommending a total scholarship disbursement of $5,000. This figure, under the new 4% rule, would ensure that the Senate’s $130,000 endowment fund is not touched. President Bickley said he wanted the Foundation advisors to address the Senate about the status of, and decline of THE Scholarship account. An analysis will be made to better understand where future endowment donations are to be made.

Mousepad fundraiser money may be given to Patricia Lynn or Judy Benson.
Senate representatives were not encouraged to terminate their Foundation payroll deductions.

VIII. INFORMATION ITEMS: The following items will be discussed, with possible action to follow on each item.

1. Changes in the retirement plaque wall in the new Circadian were presented by Dr. Rick Van Pelt. The new wall will include recognition of names of faculty, staff and to all major constituent campus groups. The gold bricks previously mounted have been removed and cataloged, on file and electronically.

   Presentation of New Wall Design:
   - New design is classy and shows more honor.
   - The display sample was a clear glass panel with an LED light showing through letters which appear to “float on the glass.” Once a year, the current panel would be removed, and the new names would be etched, prior to the panel being reattached to the wall.
   - Retirees would include those with ten years of service and have retired from the college.
   - The LED lights put out zero heat and would last about 50 years.
   - An information form has been developed requesting retiree’s name, division, and years served.
   - An in memoriam section would also be added.
   - There is enough space to add information for the next 100 years.
   - The location of the panels would be in an area with security cameras. In the past, there has been no problem with damage to, or theft, to the bricks.
   - Approximate cost for this project: $30,000.

2. Veterans on Campus; upcoming symposium: Patricia D’Orange Martin:
   See Information Item Below.

3. PCC Senate Scholarship accounts in PCC Foundation – Elaine Chapman and Smith Barney Reps. This item was moved up on the agenda.

   Foundation Representatives: Presentation:
   The Executive Committee met with Foundation representatives, Elaine Chapman, Harsha Desai, Foundation Accountant, Lonnie Shields, Foundation Treasurer and Smith Barney representatives Ara Shabanian and Richard Bratincevic. The Committee wanted the entire Senate body to hear about the current scholarship fund investment status, in regards to the financial impact on the Senate and other investors as well.

   Smith Barney has been in charge of the Foundation’s investments for the past 12-13 years. Over the last 5-6 years, a Foundation Investment policy statement has been
developed to guide investments. The Foundation is comprised of 15 volunteers, including advisors, bankers, presidents of corporations, etc. This is a good working group for both the Foundation and its investments.

Three to four months ago, an independent attorney was brought in by the Foundation to check on another investment policy opinion. This outside law firm looked at the policy statement and opinion and determined that the current policy statement was “very sound.”

Prior to 2009, UMIFA dictated investment policy status’ rules and laws. Current investment policy status is directed by UPMIFA which provides a more pronounced, clearer-written policy and spending policy statements.

The NACUBO Endowment Study (handout provided) shows how investments are handled by all the colleges/universities nationwide. The schools on the left hand side (Harvard, Yales, etc) have invested 41% in hedge funds and private equities. Moving more to the right, the equity exposure goes up with hedge funds going down. The sixth box to the right indicates foundations with less or equal to $25 Million (including PCC). PCC’s investments include 56% stocks, 25% in bonds and 4.6% in alternatives/hedge funds and 9% in real estate and cash. It has been decided that hedge funds will no longer be a part of PCC investments for now.

The Foundation meets once a quarter. This meeting may include a speaker, investment outlooks, and sometimes action on moving the monies around. Once a month, volunteers meet with the Finance Committee to give a consistent update.

In response to Ahni Armstrong’s question about recouping the loss of almost $100,000 in assets from the Senate’s Scholarship fund, Mr. Bratincevic said the following: The Foundation accounts represent a “pool of funds” that make up some 400 different accounts. It has been extremely complicated to tie in together and manage these funds for various areas such as scholarships, etc. PCC’s funds have incurred losses of approximately 28%, but at the same time there has been a previous “spending policy” of up to 7%. The foundation funds are not sustainable with this type of spending and losses; money will “run out.” The NACUBO asset class is down from 25-32%. If PCC is down 25%, then PCC has to make 50% in assets to “break even.” Last year the Foundation placed a spending limit of endowment funds at 4% to lessen a large amount in funds. Foundation Treasurer, Ms. Desai, said the Senate had exceeded its spending limit by giving $24,000 in scholarship awards (Spring 2008) during the 2008-2009 fiscal cycle. Spending 4% of the scholarship funds would’ve been a more conservative figure versus the higher 7% figure. Senate Executive Committee Treasurer, Patricia Lynn, said the Senate had not been made aware of this limit and supported the scholarship awards based on the then current scholarship funding balance of $122,126. Ms. Desai reported that a “net loss” of $82,573 (33.5%) was incurred between December 2007 and December 2008 because of it exceeding the 7% spending limit for scholarship awards. There was an
administrative fee of 1.5% ($3,656.00) charged (for the first time last year) on the scholarship fund balance. All foundation accounts had to pay this fee. The principal amount of the Scholarship Fund is $130,000. As of December 1, 2008 the total balance of this Fund was $151,733. This amount includes the $130,000 principal.

Smith Barney is not involved in the calculations of the Foundation’s allocation of assets to the Senate’s scholarship fund.

President Bickley said the Senate’s loss was likely closer to 33% (close to 28% figure) and that this year was the “first time” the Senate was informed of having “overspent” its scholarship funds. Senate Treasurer Patricia Lynn said the Fund balance in March 2008 was $252,126. The Senate voted on allocating $24,000 in scholarship awards because of $122,126 shown as being available in the TR Scholarship account.

Jo Buczko inquired if equity or alternative assets are hedge funds. The Smith Barney representative’s answer was: Alternative assets.

Concern was expressed that the current spending restriction by the Foundation of 4% of its Temporary Restricted funds of $9,303 (based on figures from 12/08) would not be reflective of the current balance for this quarter. Mr. Martinez recommended the scholarship awards be restricted to the 4% ($9,303) amount. It was noted that Smith Barney does not set spending limits on Foundation accounts. If the spending limit on available scholarship funds was exceeded, additional funds would be deducted from the endowment account. (The Senate Executive Committee will likely ask the Senate Board to limit scholarships this year to $5000, to help compensate for having “overspent” last year.)

It was noted that the UMIFA rules did change in 2009 and there were no spending restriction guidelines in place before this time. Foundation monies are now all accounted for. Decent returns will be needed to build the accounts back up.

4. Faculty Lecture/Performance presentation: President Bickley announced that the 2008 Faculty Lecturer/Performance would be made by Jackie Smith of Engineering & Technology / Food Services on April 30, 12:00 PM in the Forum, followed by a reception in the U Patio. The 2009 nomination process will soon be announced.

STANDING INFORMATION ITEMS

S1-1: PCCFA REPORT: No Report.

S1-2: FACCC REPORT: No Report.
S1-3:  ADJUNCT FACULTY REPORT: Mark Dodge reported that the Committee did not produce an agenda. Concern was expressed about traffic haphazardly entering the traffic circle on the east side of campus. Vehicles should not charge into the circle if cars are present in this area.

IX. ANNOUNCEMENTS
1. ASCCC Plenary Session: April 16-18, San Francisco Westin.
2. Faculty Lecture/Performance Presentation April 30, 2009, 12:00 – 1:00 pm, Forum.
3. Campus wide staff mixer on Cinco de Mayo (May 5, 2009). A planning meeting will be held this Friday, April 3, 12-1 in the Library Terrace room. Input may be shared.
4. President Bickley said at future meetings, he will work on trying to limit the length of comments and discussion. Because the Senate Board reflects principles of our democracy and its meetings provide a forum for voices in favor of or against various issue, President Bickley said he might argue in favor of being more open to discussion than to restricting it.

X. Adjournment. MOTION to adjourn at 4:59 pm made by Mark Dodge and seconded by Ahni Armstrong.

Next Meeting: Monday, April 13, 2009