

**Pasadena City College  
Calendar Committee  
Meeting Minutes - Thursday, April 26, 2012**

**Calendar Committee Members Present**

**Committee Co-Chair**

Krista Walter, English Dept. Faculty, Acad. Senate

**Classified**

Haroldine Gardner, ISSU

Glenna Watterson, Classified Senate

**Academic Senate**

Matthew Henes, Mathematics

Lydia McDonald, Languages

Loknath Persaud, Languages

Phil Ricards, Social Sciences

Tomas Riojas, Counseling

**Confidentials**

Cynthia Smith, Administrative

Assistant, Administrative Services

**Management Association**

Dina Chase, Assoc. Dean, A&R Dept.

**Calendar Committee Members Not Present**

Jim Arnwine, Division Dean, Performing Arts

Dr. Robert Bell, Co-Chair, Vice President,  
Student Services

Richard Harsha, CSEA

**Associated Students**

Miranda Alvarado

Chris Fennessy

Ashley Jackson

Steven James

**I. Call To Order**

The meeting was called to order at 12:14 p.m. by Krista Walter, Co-Chair of Calendar Committee.

**II. Approval of Minutes of March 29, 2012**

Krista Walter called for a motion for approval of minutes.

Phil Ricards asked that comments be included in the minutes regarding the Rapid Response Fact Check page on the web that had a misstatement indicating that the Calendar Committee proposed a trimester calendar. This had not been proposed by the Calendar Committee. He asked that this misstatement be removed at the March 29, 2012 calendar meeting; it had not been when the committee met for the April 26, 2012 calendar meeting and wanted to address this in the minutes. *(A request was subsequently made to the web office 4/27/12, article was removed).*

Lydia McDonald said this is not the purview of this committee; Chris Fennessy noted that College Council was to reevaluate and clarify the actual charge of the Calendar Committee and he would ask the AS representative to College Council to place it on their agenda for discussion. He also stated that the Calendar Committee should reconvene should these misstatements persist, to create a formal statement that the Calendar Committee did not propose a trimester calendar.

**On Motion of Haroldine Gardner and seconded by Lydia McDonald, the Calendar Committee voted 11 ayes, 3 abstentions (Matthew Henes, Glenna Watterson, Chris Fennessy) 0 opposed to approve the minutes of the March 29, 2012 Calendar meeting.**

**III. Public Comments**

There were no public comments.

**IV. Status and Sign Off of the 2012-2013 Academic Calendar**

Kathy Barnes obtained signatures of all bargaining unit representatives by the April 26, 2012 Calendar Meeting; the calendar was going forward as Consent Item 102-I on May 2, 2012, PCC Board of Trustees Meeting.

**V. Introduction of the 2013-14 Academic Calendar**

Krista Walter asked everyone to review the 2013-2014 Calendar. Matthew Henes inquired about the possibility of starting classes for spring on Wednesday, February 19, 2014 to allow for more

time between winter and spring. Haroldine Gardner stated this would involve teaching days, and push back the commencement date. Phil Ricards said we would lose time at the end of summer/beginning of the fall semester. Chris Fennessy noted that students do want to have more time between winter and spring. Cynthia Smith said since it involves instructional days, we need to have this discussion when Dr. Bell is here. Phil Richards asked that Spring Break be put on the table to coincide with the PUSD spring break. Lydia McDonald stated that the break in the middle of the term is psychologically sound for students, knowing they have an equal amount of time left when they return from spring break.

Haroldine Gardner mentioned that with the Winter Holidays on December 24, 25, 31<sup>st</sup> and January 1<sup>st</sup> the mandatory vacation days for classified would be December 26, 27, 30. Glenna Watterson said we need to look at a Flex (Professional Development) Day. Krista Walter said we would need to revisit the subject of a second flex day on the 2013-2014 Calendar; she has been contacted about this. Cindy Smith noted that Le Baron Woodyard of the State Chancellor's office has specific information regarding flex day posted on the State Chancellor's website.

The following updates to the 2013-2014 Calendar were discussed and preliminary suggestions made as to the following dates/color blocks inserted in visual calendars.

October 1, 2013 – orange (indicating a Faculty Professional Development Day)

Visual calendar for December needs to be changed to 2013, scratch 2012

December 1, 2013 – pink (indicating campus closed as part of the Thanksgiving Holidays)

December 9-15, 2013 – yellow (indicating final exams)

December 16-23, 2013 – green (indicating classes not in session)

December 24, 2013 – pink (indicating campus closed as part of Winter Break)

February 14-17, 2014 pink (indicating Lincoln/Presidents Day Holidays)

March 28, 2014 – pink (indicating campus closed for Cesar Chavez Day)

Cindy Smith asked that we carry over the June/July 2013 information on the current calendar to the 2013/14 calendar (where these months are duplicated) as follows:

June 10-16, 2013 yellow (indicating Final Exams)

June 17-23, 2013 green (indicating classes not in session)

June 24, 2013 blue (indicating start of summer session)

*(Note: With calendar going to a trimester schedule the June dates would no longer be applicable.)*

The committee agreed to revisit Spring Break. The calendar secretary was asked to update the 2013-2014 Calendar accordingly.

## **VI. May and June 2012 Calendar Meeting Location Changes**

Since Dr. Bell had requested future meetings to take place in Creveling or Circadian as a second choice, Kathy Barnes was able to secure Circadian for the May meeting and Creveling for June (if June meeting was needed). Chris Fennessy proposed Circadian for future meetings, citing atmosphere of Creveling was not appropriate for this type of committee meeting.

*After 12-13 calendar went to Board it was determined that May and June meetings were not necessary. Dr. Bell asked that we poll committee members by email, it was unanimously agreed upon by Calendar Committee members that May/June 2012 calendar meetings be cancelled.*

*For the 2012-13 fiscal year, standing committees were asked by R. Miller's office to move back to their original meeting locations and not use Circadian or Creveling citing expenses involved with facilities, technical and video set up. All future calendar meetings will be in C217.*

## **VII. Adjournment**

No motion called –Krista Walter adjourned Calendar Committee at 1:00 p.m.