

**Pasadena City College**  
**Classified Senate Meeting Minutes**  
**November 18, 2015**

**Attendees:** Denise Albright, Richard Caldwell, Graciela Caringella, Antonio Casillas, Candelario Diaz, Shelagh Rose, Dean Sao, Jeannie Sullivan, Jeff Wojcik. **Absent:** Debra Cantarero (CCLC), Mei Ling Cheng, Anh Ha (CCLC), Felisia Mitchell (CCLC), Robert Peña, Rosie Roberson (CCLC), Katina Williams. **Guest:** Barbara Bossard

**1. Call to Order** – Call to order by Jeannie Sullivan at 10:15 am.

**2. Approval of Senate Meeting Minutes for November 4, 2015** – Dean Sao motions to approve, Jeff Wojcik seconded, Denise Albright abstained, all else in favor, minutes are approved.

**3. Old Business, Discussion, and Possible Action**

- a) **Accreditation Update** – Jeff and Shelagh gave a brief update on accreditation. Committees are progressing and moving forward. Integrated Planning/Unit Plans have been the biggest challenge and were completed on time. The accreditation teams are working backward from the timeline. A Shared Governance website is being put together so that all group's information is accessible in one place.
- b) **Student Equity Plan Review** – This is our second read. Jeannie hopes that you have all read it, please provide your comments to Dr. Cynthia Olivo directly or please let Jeannie or Debra know so they can consider your comments and share them at the next College Council meeting. It was emailed to all Classified Staff.
- c) **AP3003 Classified Role in Shared Governance** – 2<sup>nd</sup> Read (replaces Policy 2000.3) – Jeannie indicated to provide comments as soon as possible to email Barbara or Debra so they can also provide information for discussion at the next College Council meeting.
- d) **BP/AP 7126 Applicant Background Investigations** – 2<sup>nd</sup> Read – Dean requested clarification on the background screening and who was performing the background investigation. Discussion of the clarification of the background screening. Jeannie indicated a third party is performing the background screenings. Graciela commented that it appears the only change that is being made is to the background screening process for Student Workers. Shelagh commented she has Student Workers that are international students and the current policy presents a challenge because of the length of time (45 days) for Student Workers to be cleared. Jeannie commented she recalled this process at a previous College Council meeting and asked for senators to provide feedback.

**4. New Business, Discussion and Possible Action**

- a) **Fundraising Activities** – Jeff and Barbara shared with the Senate that they have begun a See's fundraiser via an online candy store and shared the details of ordering online. Denise added that she is also able to assist in Fundraising if the senate is interested we can use Chick-Fill-A as a source as they have expressed they can contribute 20% of the earnings towards a senate fundraiser. Jeff closed by indicating that we would need a minimum of \$500 for the online candy store purchase.
- b) **Appointments** –
  - **Hiring Committee Appointments** – Jeannie provided the names of the individuals who will serve:  
#017 – Custodian (Facilities) – Ronnie Littleton, Richard Caldwell  
#018 – Job Developer, Academic Affairs (CEC) – Sylvia Moreno  
Graciela motioned to approve, Denise second, all in favor, motion carries. Graciela commented and recommend for the senate to also appoint individuals who are not in the hiring area to serve on hiring committees. Jeannie indicated the union president provides the names to the senate for appointment. Graciela commented that is correct with the exception of the latter part of the classified hiring procedures. Jeannie indicated she will speak with hiring managers and recommend they also take into consideration requesting appointments form other areas and not just classified representation.
  - **Standing Committee Appointments** – Jeannie mentioned Yajaira has volunteered to serve on the Commencement Speaker Selection Advisory committee. Jeff motioned to vote separately on the hiring committee and standing committee appointments. Commencement Speaker Selection Advisory Committee – Yajaira De La Paz; Jeff motioned, Dean second, all in favor, motion carries.
  - **Standing Committee Reports** -
    - EEO Committee: Denise and the EEO Committee met at the end of last month and there was controversy of the EEO training and the discussion of the possibility of having the training online. Denise indicated per Dr. Vurdien, we are unable to provide EEO training online as it should be completed in person. Graciela commented additional EEO training has been implemented in Human Resources that takes place during the initial meeting of hiring committees.
    - Parking Advisory Committee – Jeannie commented on behalf of Terry Powell who serves on the Parking Advisory Committee. According to the Chancellors Office, the current parking rate of \$64 fee to students is too high and should be charged at a maximum of \$57. Currently the committee is proposing to increase the parking rates for faculty and staff to increase their rates to support offset the deficit and the increase in the parking rate. The report is available on the shared drive is anyone would like to read it.

## **5) Special Reports -**

- a) **President's Report** – Debra not present, she is attending CCLC, no report to provide.
- b) **Vice President's Report** – Jeannie – Currently does not have a report to provide as she has stated what she needed to during the course of this meeting.
- c) **Treasurer's Report** – Jeff reported we have about \$18,000 left which is about half of our budget. He is still waiting on expense reports from Halloween purchases and therefore cannot provide an accurate report until those have been submitted. Our T&A account has not changed and our Scholarship funds have not changed.
- d) **Board of Trustee's Report** – Felisia not present, she is attending CCLC, no report to provide. Jeannie asked if anyone is available to represent Classified Senate as Felisia is at the senate retreat. Discussion was made and a substitute representative was not available to attend. Jeannie asked Barbara to send Mary Thompson an email indicating Classified Senate would not have a representative present at the 11/18/15 board meeting.
- e) **Academic Senate Report** – Shelagh reported that there are opportunities for our students who are doing transfers to Cal State University. She indicated there are 12 Community Colleges are doing pilot Bachelor's degree awarding. There was a huge debate on if the need was to follow the requirements for developing our own outline of classes and curriculum for awarding Bachelor's degrees. The decision was made for following the outline that CSU and UC's outline. Jeannie acknowledged that the request for our Bachelor's degree program in research last year that Dr. Cornner and Julie Kiotas were working on was denied and asked Shelagh if PCC would be making a new proposal or request to award Bachelor's degrees in a specific area. Shelagh indicated that CTE areas are currently being reviewed and that it came as a surprise to most that PCC is not one of the 12 schools that are participating. Shelagh also mentioned that 11/19/15 was the Pathways conference for the First year students.
- f) **4CS Report** – Debra not present, she is attending CCLC, no report to provide.

## **6. Audience Participation, Announcements and Public Comments – None**

**7. Adjournment** at 11:05 am, Jeff motioned to adjourn, Graciela 2<sup>nd</sup>, all in favor, meeting adjourned.