

Approved 09-25-2013

Meeting Minutes for Wednesday, September 11, 2013 and continued September 18, 2013

West Campus, BC 214, 3:00 – 5:00 pm

Members Present 9-11-213: Cornelia Alsheimer, Cindy Bower, Stan Bursten, Gordy Coburn, Steve DaVega, Monica DiVito (Anita Cruz subbed), Patrick Foster, Jack Friedlander, Chris Johnston, Debbie Mackie, Jennifer Maupin, Gracie Maynetto, Paul McDowell, Bronwen Moore, David Morris, Raeanne Napoleon, Kenley Neufeld (President), Kathy O'Connor, Francisco Rodriguez (Dina Castillo subbed), Patricia Stark, Laurie Vasquez

Members Absent 9-11-2013: Monica DiVito, Ellie Katzenson/Gracie Maynetto, Francisco Rodriguez

Guests 9-11-2013: Barbara Bell, Dina Castillo (sub), Anita Cruz (sub), Lori Gaskin, Kathy Molloy, Anna Parmely, Ben Partee, Carmen Rivero, Alice Scharper, Marilyn Spaventa

Members Present 9-18-213: Cornelia Alsheimer, Cindy Bower, Stan Bursten, Gordy Coburn, Steve DaVega, Monica DiVito, Patrick Foster, Jack Friedlander, Chris Johnston, Debbie Mackie, Jennifer Maupin, Gracie Maynetto, Paul McDowell, Bronwen Moore, David Morris, Raeanne Napoleon, Kenley Neufeld (President), Kathy O'Connor, Francisco Rodriguez (Sonia Zuniga-Lomeli subbed), Patricia Stark, Laurie Vasquez

Members Absent 9-18-2013: Francisco Rodriguez

Guests 9-18-2013: Laura Ferris, Jana Garnett, Carmen Rivero, Sonia Zuniga-Lomeli (sub)

## **1.0 CALL TO ORDER**

President Neufeld read the following opening statement to the Academic Senate:

We have been elected by our departments and divisions to combine our wisdom and experience in order to make policy and decisions that serve our students and help our community to work better together. We should try our best to listen to each other and to speak with kindness and respect in order to accomplish our shared responsibility.

### **1.1 Public Comment**

Anna Parmely, mathematic instructor, announced her interest in serving on the proposed Faculty Compensation Study Committee. Professor Parmely believed that her interest and analytic expertise would add a lot of value to the committee.

**1.2 Approval of Agenda – so approved**

**1.3 Approval of Minutes 7-17-13 (Attachment A) – so approved**

**1.4 Approval of Retreat Notes 8-21-13 (Attachment B) – so approved**

## **2.0 INFORMATION**

### **2.1 Appointments**

- Patricia Stark to Steering Committee – Senator Stark to serve on Steering on behalf of the seat vacated by the Past President
- Needed: across campus faculty member interested in serving on the Facilities/Safety committee
- Needed: A Senator to represent the Academic Senate as liaison to the Instructors' Association
- Needed: Experienced faculty member, knowledgeable about the college, our processes, and interested in reviewing policy, to serve on BPAP (the vacated Past-President seat) with E. O'Connor and President Neufeld.

**2.2 C-ID July Newsletter (Attachment C) – for review only**

**2.3 New Senate Website - <http://library.sbccc.edu/sbccsenate>**

President Neufeld has created a blog site. Committee Chairs and Senators are welcome to participate, if interested, please contact President Neufeld.

**2.4 Printed College Catalog - please ask faculty**

President Neufeld would like Senators to ask their divisions whether each faculty member would/would not want to receive a personal copy of the printed catalog and email the results to President Neufeld.

### 3.0 REPORTS

#### 3.1 President Report (Kenley Neufeld)

President Neufeld reported on the following:

Board of Trustees: a) established 2013-14 Board goals; b) retained Lew Edwards Consulting Group to continue strategic planning for the potential 2014 Bond Measure; c) closed session – no action taken on the possible purchase of a neighboring apartment building; d) Ed Policies held discussion on the role of education in reducing recidivism.

District Technology Committee: have not yet met

Board Policies/Administrative Procedures: Academic Affairs Chapter 4, policies have been sent to various constituencies for review, when completed they are forwarded to the Academic Senate for review and then to BPAP. Items now in HR Chapter 7 (previously in Chapter 4) will also be reviewed.

Program Evaluation Committee: First item – to develop a committee charge.

#### 3.2 College Planning Council Liaison (Kathy O'Connor)

Senator O'Connor reported on two CPC meetings: 8-5-2013 the retreat a) discussions were held on what type of college do we want to be and identified our strengths and limitations and opportunities; b) the college was removed from accreditation warning status and sanctions, final requirement - a special report and follow up visit; c) discussed the Strategic Plan development, the Chancellor's office Scorecard and process for prioritizing facility projects. 9-3-2013 meeting a) reviewed the adopted budget for 2013-2014; b) Modular Master Plan and removal schedule; c) Program Review deadline to submit is 11-01-2013; d) Prioritization of College Facility needs in preparation of potential bond measure (P&R to also review/make recommendations); e) Potential initiative to meet FTES target (also to be discussed at Senate); f) ZBB and budget development 2014-15 both process to be in place for one more year; g) discussed developing an endowment with the Aspen Award, with a potential of \$20-25,000 per year, to fund special projects.

#### 3.3 Academic Policies Liaison (Gordon Coburn)

Senator Coburn reported on the following:

AP: a) BPAP review procedure/process was explained; b) President Neufeld attended, explained that Continuing Education faculty are not in the current Board Policies and new policies need to be drafted, e.g. evaluations (no required office hours for non-credit faculty); c) AP to explore and improve the contradictory language with regard to Salary Class Transfer.

Scholastic Standards: has not yet met

#### 3.4 Faculty Development Liaison (Laurie Vasquez)

Senator Vasquez reported on the following:

Sabbatical Leave Committee: Discussed a) working on timeline for submitting proposals; b) faculty could begin taking Sabbatical as soon as Spring 2014; c) Unused Sabbaticals to roll over; d) The possible acceptable configurations for Sabbaticals - 4 one year; 8 one semester; a Spring 2014-Fall 2014.

Committee on Teaching and Learning: More faculty representation needed.

Faculty Recognition Committee: More faculty representation needed.

Faculty Professional Development Committee: Discussed a) the shift/change for Fall/Spring in-service; b) President Nevins has recommended that FPDC and CTL be combined for this year and Melanie Eckford-Prossor and Michael Robinson to be co-chairs and find a day and time that would work.

#### 3.5 Curriculum and Instructional Policies Liaison (Kathy O'Connor)

Senator O'Connor reported on the following:

Curriculum: a) technical reviews are in progress; b) all changes for Spring 2014 must be approved by 9-30-2013; c) Summer/Fall 2014 deadline is 11-04-2013 – remind all faculty; d) new language for the pre-requisite policy is being developed.

Honors: plan to add new courses forward to meet the Nov. 4 deadline.

Faculty Lecturer Committee: Work in progress to develop new ideas with the goal to bring more awareness to the award. To ensure that the new lecturer be supported throughout the process the committee will be a

co-chaired. A new \$500.00 budget has been established, thanks to Superintendent/President Gaskin who has also provided funding for Medals to be given to past lecturers and worn at graduation.

The following committees have not yet met: Instructional Technology Committee, Matriculation Advisory Committee, Committee on Online Instruction and International Education Committee,

### **3.6 Planning and Resources Liaison (Chris Johnston)**

Senator Johnston reported on the following:

Planning and Resources Committee: a) discussed two developments that occurred over the summer, 1) the unexpected classroom furniture in IDC; and 2) the rekeying process that caught many by surprise; b) P&R also set the remaining agenda items for the year, 1) prioritizing/ranking the projects for the proposed bond measure, 2) room utilization and priority rooms, 3) discussed the review and ranking of Program Resource Request through Program Review due November 1.

Facilities Planning, Safety, Security Committee: a) there was an update on the smoke free/tobacco free and security believes that it has gone very well; b) lock and key update - Erik Fricke is the point person.

EOPS/Financial Aid Advisory Committee: has not met yet

Partnership for Student Success Steering: ranked the Basic Skills proposals.

### **3.7 Executive Vice President (Jack Friedlander)**

Dr. Friedlander reported SBCC is off to a good start for the fall semester; as of this morning the overall enrollment is up 1.4% and up 4.2% for new and the resident enrollment is up 4.19%, very good because we had budgeted 2% growth for the year. The decline has been in the Life Fitness Center and General Work Experience due to the limit on repeatability. Parking is getting worse and a consultant has been hired to come up with some options/recommendations to increase access to the campus. Of note: Chancellor Brice Harris has stated in an update that in 2008-2009 approximately 2/3 of the CCC budget was in the general fund and for the current year it is now at only 1/3 and there is no certainty year after year because the rest of the budget is tied up in different pots of money, for example, Prop 30, and the Redevelopment Fund. This budgetary uncertainty is something the Systems Office will need to take on.

### **3.8 Instructors' Association Liaison (Dave Morris)**

Senator Morris reported: a) the I.A. negotiating contract has passed with 75% in favor. The increases should be in the September paycheck and the one-time bonus should be in the October paycheck; needs Board approval; b) the I.A. has proposed the creation of an IA/Senate workgroup with three members from each group to begin setting up parameters for the District supported faculty compensation study. If interested in serving contact President Neufeld, who will then select three faculty; c) Senate matter and information item re: faculty who have requested salary increases based on having completed an online degree; SBCC has a general accreditation policy, the policy does not specify by whom. AP to review a possible update of our salary class transfer regulations.

## **4.0 DISCUSSION ITEMS**

### **4.1 ESL/Basic Skills Proposals (Attachment I or <http://goo.gl/oB7dPT>)**

Kathy Molloy, from the Partnership for Student Success Steering Committee, presented the recommendations for funding the ESL/Basic Skills proposals. Ms. Molloy stated these are all great, worthwhile proposals and recommended that all be approved. At the next PSS meeting they will be developing the plan for evaluation and report procedures.

M/S/C Move the ESL/Basic Skills Proposals to Action (O'Connor/Bursten)

M/S/C To approve the ESL/Basic Skills Proposals (O'Connor/Bursten)

### **4.2 Ranking Faculty Positions for 2014-2015 (Attachment D)\**

Discussion to determine how ranking faculty positions will occur at the October meetings.

President Neufeld read a synopsis of Agenda item 4.2, attachment D.

After the last ranking the Academic Senate decided, those positions not filled, could present their proposals again during the fall 2013 semester. Deadline dates were announced for:

- Intent to retire notification, in writing, due: Friday, September 13, 2013.

- Proposals for new and replacement tenure track faculty due: Friday, September 27, 2013. From last year the ranked and unfilled positions are: Nursing, Radiography, CIS, and Chemistry, and are not a part of the current proposal process - the search to fill the tenure track positions continues.

Unknown at this time is the number of retirements.

Known at this time is the available positions: The District has approved 3 new positions.

Discussed: 1) Computer Applications, English Skills and Psychology, and giving them preference or a handicap. These three positions have gone unfilled for two years and the departments are getting farther behind. 2) Put all requests forward equally and make a determination based on the need/best interest of the students. 3) Look at the process strategically and keep in mind many new regulations/requirements and the consequences if unfilled. 4) Times have been worse and throughout the years the Senate process has adjusted accordingly. 5) Standard practice is available only when there is available funding. 6) Revisit the new and/or replacement faculty hiring practice, procedure and policy.

President Neufeld reiterated that this is one of the most important tasks the Senate does, to identify faculty positions to fill, and above department/division needs, to consider and meet the needs of the college. There are more needs than there are positions available to fill. The plan that was outlined at the beginning of the year was to allow both new positions and replacement position requests to be presented at the Senate.

M/S/D To exempt replacement positions from ranking (Johnston/Coburn) 8 yay 10 nay

M/S/D To exempt the 7 positions from the last two years from the ranking process (Bursten/Alsheimer) 8 yay 10 nay

Friendly amendment from Senator Alsheimer to: 1) to modify the motion to exempt the 7 positions from the last two years from the ranking process; 2) to give the 7 replacement positions from previous years preference in being filled before new replacements and new hires.

There may not be enough positions available to exempt replacement faculty proposals from ranking. Time wise this is important because of the deadline to submit all new and replacement proposals.

Parliamentarian: 1) To operate this properly there is nothing in the Senate rules that allow for friendly amendments. You can have an amendment, presented as an amendment. That amendment then takes priority and gets voted on. 2) An amendment cannot be proposed where the language is not clear to all the members of the Senate what that original motion was. 3) a) we need the original language of the motion made; b) we need the specific language of the amendment being proposed; c) How to proceed: we vote first on the amendment; if it passes, on to the initial proposal as amended.

Parliamentarian asked for explanation as to why this is in discussion if in fact it needs to be an action item because of the deadline. What you are saying is this should have been put on as an action item because we needed to have action in time for the September 27 deadline.

President Neufeld thanked the Parliamentarian and explained there was no action associated with this item. It was a discussion item to explain how we would proceed in October, and was not intended to be on the next agenda. During the discussion a motion was made by a Senator. The timeline was brought to the Senate at the summer meeting with no opposition to the timeline. Without the motion we would have gone ahead with the timeline.

M/S/C To open ranking (one pool) to all retirement and new positions (DaVega/O'Connor)

Discussion on Robert's Rules and Parliamentary procedures occurred. Points addressed:

- Friendly amendment – technically not in Robert's Rules
- Two amendments at most to a motion and the process order of is last amendment first, then the original amendment, then the motion

- Following proper procedure, an adopted motion can be reconsidered at the same meeting; rescinded; amended

Statement on categorically funded positions and first reported at the 7-17-2013 Senate meeting:

The college is seeking support to not include categorically funded positions in the formal Senate ranking process due to their funding source being outside the general fund and our inability to apply categorical money for any other type of faculty positions. At this time the request applies to 5 positions in three different departments, DSPS, EOPS and Counseling. EVP Friedlander and Superintendent/President Gaskin confirmed with the Senate President that these categorical positions would not be included in the calculation of our Faculty Obligation Number because they are not general fund dollars. If a change occurred in the funding source e.g. if categorical money went away, at that time, the college would decide to either pay or not pay for those positions. If they chose to pay for them, these positions would then be counted in the FON. All positions hired through categorical funds would be reported to the Academic Senate at the time such an event takes place. Supporting this would benefit the college by hiring the essential faculty with categorical funds that cannot be used for anything else and would reduce the overall competition in our general ranking process (five fewer positions competing for the already reduced number of available openings).

If we agreed, to not include these categorical positions in the ranking process, would there be adequate funding available over the next few years? For current and historical purposes there is no indication that categorical funding will go away.

What would the disadvantage be? If the college does not spend the money the college would lose the money. And, something we were not aware of, according to regulations; the hiring of temporary contract faculty for these specific categorical positions is not acceptable and we are working towards compliance. The five categorical positions in question are: 1 credit counselor (currently vacant), 1 Continuing Education counselor (Lydia Aguirre-Fuentes), 1 EOPS counselor (Camila Acosta), 1 DSPS counselor (Gerry Lewin), 1 DSPS counselor (currently vacant). Currently two of these positions are being counted in our FON and would be removed from the FON count if there is positive support for this proposal. President Neufeld asked if there were any further questions/need for clarification or opposition to proceeding as proposed.

Currently the number of positions available due to announcements, retirements and growth are: 8 or 9

- Late Spring 2013 vacancy announcements (total of 2): Scott Brewer, Sherry Fair
- Announced retirements (total of 3 possibly 4): Rob Dependahl, Carol Diamond, Debbie Mackie, possibly Elida Moreno
- Growth (total of 3): Allocated/approved by Superintendent/President Gaskin

The fall 2012 required/frozen FON is 229.40 and our actual FON is 237.20. Two of the categorical positions under discussion are being counted in the actual FON and if removed would bring the actual FON total to 235.20 and with the growth position of three would bring the actual FON to 238.2 and a growth of one position. November is when the actual required FON will be released.

#### **4.3 Academic Senate Bylaws Revision (FIRST READING)**

(Attachment E or <http://goo.gl/oB7dPT> )

President Neufeld explained: the most significant changes to the bylaws: each appendix has been incorporated into the bylaws document itself; the ballot process to allow for the option of electronic voting, remove redundant items included already in the Constitution, and update data e.g. TLU, and committee information.

#### **4.4 Enrollment Generation Strategies (handout at meeting)**

Dr. Friedlander explained the handouts identify the FTES loss when all the non-enhanced non-credit FTES count moved to self-supporting/non state funded. The loss of that FTES will need to be made up by Credit.



When we can we borrow the FTES that are short from the summer. With the expected growth the only way to get out of debt would be to offer two summer session.

Dr. Friedlander, in an effort to collect additional data on the topic for the Senate, presented a student survey on "Interest in Two Six-week Summer Sessions" and asked the Senators for any suggestions and/or recommendations and received valuable suggestions and recommendations.

Dr. Friedlander also discussed "Fresh Start" to make the enrollment process less restrictive to those students that have been out of school for two or more years and invite them back. Currently there are 27,000 students have taken 9 or more units at SBCC and stopped attending; of those students approximately 20,000 are still in the Santa Barbara area. They would need to go through our process: orientation; follow advice on what course of action to take and; meet our criteria for academic forgiveness. Give them the tools they need and invite them back.

#### **4.5 Board Policies and Administrative Procedures (Attachment F or <http://goo.gl/oB7dPT> )**

President Neufeld explained the following board policies and administrative procedures have been reviewed by BPAP and are being sent to the Academic Senate for review before going to the Board of Trustees.

- BP 3420 Equal Employment Opportunity

- BP 3440 Service Animals

- AP 3440 Service Animals

#### **4.6 Sabbatical Leave Reports (Attachment G or <http://goo.gl/oB7dPT> )**

President Neufeld explained the Sabbatical Leave Reports for C. Barr, E. Wise, and J. Schultz are ready to be received by the Academic Senate and following approval, forward them to the Board of Trustees.

M/S/C To receive the Sabbatical Leave Reports for C. Barr, E. Wise and J. Schultz (Bursten/Bower)

### **5.0 ACTION ITEMS**

#### **5.1 Year-End Committee Reports for 2012-2013 (Attachment H or <http://goo.gl/oB7dPT> )**

The committee reports were discussed and distributed at the Senate retreat.

M/S/C to accept receipt of the year-end Academic Senate Committee Reports for 2012-2013

(Vasquez/Napoleon) 3 abstentions

#### **5.2 Board Policies and Administrative Procedures (See <http://goo.gl/2L422G> )**

The following board policies and administrative procedures were presented to the Academic Senate at the July 17, 2013 meeting. All of Chapter 2 items were approved by the Board of Trustees in July.

- BP 2010 Board Membership

- BP 2015 Student Member

- AP 2015 Student Member

- BP 2105 Election of Student Trustee

- AP 2105 Election of Student Trustee

- BP 2110 Vacancies on the Board

- AP 2110 Vacancies on the Board

- BP 2200 Board Duties and Responsibilities

- BP 2315 Closed Sessions

- BP 2320 Special and Emergency Meetings

- AP 2320 Special and Emergency Meetings

- BP 2330 Quorum and Voting

- BP 2340 Agendas

- AP 2340 Agendas

- BP 2345 Public Participation at Board Meetings

- BP 2350 Speakers

BP 2355 Decorum  
BP 2360 Minutes  
BP 2365 Recording  
AP 2365 Recording  
BP 2410 Board Policy and Administrative Procedure  
AP 2410 Board Policy and Administrative Procedure  
BP 2430 Delegation of Authority to Supt-President  
BP 2431 Supt-President Selection  
BP 2432 Supt- President Succession  
BP 2435 Evaluation of Supt President  
AP 2435 Evaluation of Supt President  
BP 2610 Presentation of Initial Collective Bargaining Proposals  
BP 2710 Conflict of Interest  
AP 2710 Conflict of Interest  
AP 2712 Conflict of Interest Code  
BP 2715 Code of Ethics  
BP 2716 Political Activity  
BP 2717 Personal Use of Public Resources  
BP 2720 Communication Among Board Members  
BP 2730 Board Member Health Benefits  
BP 2745 Board Self-Evaluation  
BP 2750 Board Member Absence from the State  
BP 5015 Residence Determination  
AP 5015 Residence Determination  
BP 5130 Financial Aid (formerly BP 5270)  
AP 5130 Financial Aid (formerly AP 5270) - **conditional approval for Fall 2013**  
BP 5140 Disabled Student Programs  
AP 5140 Disabled Student Programs  
BP 5410 Associated Students Elections  
AP 5410 Associated Students Election  
BP 5420 Associated Students Finance  
BP 5500 Standards of Student Conduct  
AP 5500 Standards of Student Conduct  
BP 5510 Off-Campus Student Organizations  
AP 5510 Off-Campus Student Organizations  
BP 5570 Student Credit Card Solicitations  
AP 5570 Student Credit Card Solicitation  
AP 5610 Voter Registration

BP 2015 and the reporting out of closed session was something the Senate wanted changed. The approved BP 2015 now states “shall report consistent with the law”.

## 6.0 ADJOURN

KEY: M/S – Moved/Seconded (motion is disposed of with another motion)

M/S/C – Moved/Seconded/Carried (motion is approved)

M/S/D – Moved/Seconded/Defeated (motion fails)

A motion may also be Tabled and Withdrawn