

Approved 11-13-2013

Meeting Minutes for Wednesday, October 23, 2013

West Campus, BC 214, 3:00 – 5:00 pm

Members Present: 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, Laurie Vasquez

Members Absent: Patricia Stark

Guests: Pat English, Chantille Marquez, Mindy Mass, Dean Nevins, Art Olguin, Ben Partee, Carmen Rivero, Alice Scharper, Jan Schultz, Julie Smith, Marilyn Spaventa

## **1.0 CALL TO ORDER**

1.1 Public Comment

1.2 Approval of Agenda – so approved

M/S/C To move agenda item 4.4 up and before all other agenda items with the exception of agenda item (Maupin/DaVega)

1.3 Approval of Minutes 10-16-13 (Attachment A)

M/S/C To approve the meeting Minutes of 10-16-2013 (O'Connor/DaVega)

## **2.0 INFORMATION**

**2.1** Changes to the 2013-14 Academic Calendar (Attachment B1 and B2)

President Neufeld reported on the attached, information item only, memo from Associate Dean Allison Curtis. Based on the negotiations of the bargaining units the college will be closed December 23 and December 24 and the attached calendar reflects that change.

President Neufeld added faculty need to keep in mind that grades are still due one week after the end of the semester.

## **3.0 DISCUSSION ITEMS**

**3.1** Spring In-Service Schedule - FIRST READING (Attachment C)

President Neufeld reported there would be no vote on this item today; it is the first reading for discussion and questions only, and for Senators to then have further discussions with their Division. President Neufeld explained the Faculty Professional Development Committee has proposed two options for the required spring 2014 In-Service days. There is a recommendation from the Campus Kick-Off Steering committee, of which President Neufeld and President Gaskin are members, in support of Option 1. The workshops would be offered on the first flex day and open to both classified and/or faculty to coalesce and create community energy and to also improve workshop attendance. The Kick-Off Steering committee has also recommended moving the In-Service days to Wednesday and Thursday. The move was based on long running commentary from faculty to have the Friday before the semester to prepare for their classes and for zero week activities such as ESP, Gateway, other meetings and events. Option 2 also has the one day all campus In-Service scheduled.

Discussion topics/comments:

Support for EVP to speak to the broader institutional-wide perspective on day 1 of In-Service  
Changing In-Service days would create difficulty because of zero activities on Wednesday.

Prep for courses should not be used as an argument to move In-service up a day

Need a one day faculty only focused in-service and topics appropriate – with Superintendent/President, the EVP and maybe another speaker.

Departments should be able to have their own professional development activities in lieu of workshops and pending approval from Faculty Professional Development committee.

Departments that serve students continue to have to make the decision between the two In-Service days and which day to attend

Workshop topics could be more relevant; more variety and not repeated so often.

In-Service workshop offered by DSPS was wonderful and applicable to all.

Classified may need their own In-Service day to get the focused messages they need. Why would the college shut down just before school starts: classified should have their In-Service during summer.

President Neufeld explained, like commencement, In-Service is a required activity and an explicit part of employment. In-Service requires faculty be here 6 hours each day for two days twice a year.

President Neufeld reported the vote for Option 1 or Option 2 would be held at the next meeting; and before that time he would also verify if the Academic Senate would have the authority to vote on the days In-Service will be held and asked Senators to please communicate this information to their Division.

### **3.2 Board Policies and Administrative Procedures (see <http://goo.gl/nN79tc>)**

President Neufeld reported the following board policies and administrative procedures have been reviewed by BPAP and are now at the Senate for review before going to the Board of Trustees.

- BP 4100 Graduation Requirements

- AP 4100 Graduation Requirements

President Neufeld went over both documents where only the format had been changed. The content had not been revised.

## **4.0 ACTION ITEMS**

### **4.1 Procedures for Evaluation of CE Adjunct Faculty (see <http://goo.gl/4wjT37>)**

President Neufeld explained the existing evaluation policy for adjunct faculty did not easily map over to the continuing education adjunct faculty and the revision has been proposed by both continuing education faculty and the Academic Policies Committee.

There was a call for question to cut off debate – a vote was taken and all were in favor -

M/S/C To adopt the Continuing Education Adjunct Faculty Evaluation procedures as drafted (Maupin/Morris)

### **4.2 Board Policies and Administrative Procedures (see <http://goo.gl/nN79tc>)**

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

- BP 4010 Academic Calendar

- AP 4010 Academic Calendar

- AP 4022 Course Approval

- BP 4025 Philosophy and Criteria for AS Degree & GE

- AP 4025 Philosophy and Criteria for AS Degree & GE

- BP 4030 Academic Freedom

- BP 4040 Library Services

- AP 4040 Library Services

- BP 4231 Grade Changes

- AP 4231 Grade Changes

M/S/C to adopt all BP/AP policies identified in agenda item 4.2 (Bursten/Vasquez)

### **4.3 Sabbatical Leave Reports (see <http://goo.gl/Dbp2mC>)**

M/S/C To receive the Sabbatical Leave Reports from Collette Barr, Eric Wise and Jan Schultz (Maupin/DaVega)

### **4.4 Ranking of Faculty Positions**

President Neufeld explained the Academic Senate would use the following formula for the ballot: assign

seven 1's, six 2's, and six 3's on the ballot, with the one's (1) holding the highest ranking possible and the three's (3) the lowest. To be decided: when the priorities of the dean's shall be heard; before the Senate holds their discussion, after the Senate has held their discussion, or, after the Senate has voted.

M/S/C To hear the recommendation of the deans before the Senate discussion (Maupin/Coburn) 1 nay

EVP Jack Friedlander, representing the deans, reported this year was particularly difficult because we have gone so many years without replacement positions. The EVP explained when he presents the priorities and rationale on behalf of the deans they will not be numbered or ranked. The deans have recommended the following: two academic counseling; two English skills; one English; one mathematics; one computer science; one cosmetology; one computer applications.

The Senators held a thoughtful discussion based on the requests and the needs of the departments, divisions, and the college. Before the vote took place the ballot was adjusted accordingly to number those with more than one request. All votes were counted and the ranked results based on the number of faculty positions available are as follows:

1. Academic Counseling
2. English
3. Computer Science
4. English Skills
5. COMP
6. Academic Counseling
7. Math
8. Psychology
9. Cosmetology

M/S/C To adopt, the recommendation of the Academic Senate, the results of the 9 highest ranked faculty positions as listed (Mackie/Coburn) 1 nay

President Neufeld reported he would share this information with the Superintendent/President of the college and with Dr. Friedlander and departments should be hearing from HR very soon.

Of note: Parliamentarian Morris reported it is possible the Senate may be in violation of the Brown Act by acting in this manner to make a recommendation; we are making a decision based on a secret ballot. President Neufeld explained what the Senate voted on was a ranking. We are not voting on the ballot; we are voting on the ranked list and it will be a public vote. This is our vote: the motion on the table for the vote is to adopt the 9 positions as the recommended positions from this body. This will be a public vote unless a Senator asks for a secret ballot.

## **5.0 REPORTS**

### **5.1 President Report (Kenley Neufeld)**

President Neufeld reported on the new classroom building: The Board of Trustees have decided to move forward with the lease/lease back method where the property will be leased to the construction company during construction and upon completion the property/lease is returned. This would allow the college a greater selection in hiring a construction firm, rather than having to hire based on the lowest bid. The Board has also hired the same construction firm currently working on the Humanities building. The new 30,000 square foot, 23 classroom building will be LEEDS Silver and the push is for gold. The size of the building due to the cost has been reduced by approximately 1500sq.ft. The total estimated cost \$19.6 million includes all furniture, etc., and what is not covered by Measure V will come from the construction fund. The Coastal Commission approval is still needed.

**5.2 College Planning Council Liaison (Kathy O'Connor) – handout only - no report given**

**5.3 Academic Policies Liaison (Gordon Coburn) – no report given**

**5.4** Faculty Development Liaison (Laurie Vasquez) – handout only - no report given

**5.5** Curriculum and Instructional Policies Liaison (Kathy O'Connor) – no report given

**5.6** Planning and Resources Liaison (Chris Johnston) – no report given

**5.7** Executive Vice President (Jack Friedlander)

Dr. Friedlander reported on the request made by the Academic Senate about the conversion of the categorically funded positions to the general fund. The Academic Senate had asked for verification on: 1) if the positions were needed and 2) would the funding stream would be there. Dr. Friedlander reported there is assurance that the money would be there and paid for from the categorical allocations. The much needed positions due to the new Student Success legislation are: 2 DSPS, 1 Counseling, and 1 EOPS. When they are part of the general fund these positions would not be counted toward our full time faculty obligation (FON). If there were a time when budget cuts would occur in those categorical program allocations then at that time we would count them towards the FON.

**5.8** Instructors' Association Liaison (Dave Morris) – no report given

## **6.0 ADJOURN**