

Approved 9-11-2013

Meeting Minutes for Wednesday, July 17, 2013

West Campus, BC 214, 3:00 – 5:00 pm

Members Present: Cornelia Alsheimer, Cindy Bower, Stan Bursten, Steve DaVega, Monica DiVito, Patrick Foster, Chris Johnston, Paul McDowell, Raeanne Napoleon, Kenley Neufeld (President), Kathy O'Connor, Patricia Stark, Laurie Vasquez

Members Absent: Gordon Coburn, Jack Friedlander, Debbie Mackie, Jennifer Maupin, Bronwen Moore, David Morris, Francisco Rodriguez

Guest(s): Priscilla Butler, Lori Gaskin, Ellen O'Connor, Ellen Stoddard

## **1.0 Call to Order**

**1.1** Public Comment - no request made/or received

**1.2** Approval of Agenda - so approved

**1.3** Approval of Minutes 5-8-13 ([Attachment A](#))

M/S/C To approve meeting minutes of 5-8-2013 as amended (Johnston/Bower)

## **2.0 Information**

### **2.1 Appointments**

- Liaisons to Senate Committees
  - P&R liaison Chris Johnston
  - Faculty Development liaison Laurie Vasquez
  - AP liaison Gordon Coburn
  - Curriculum liaison Kathy O'Connor

Liaisons also serve on the Academic Senate Steering committee.

- College Planning Council (CPC)
  - Priscilla Butler, P&R chair
  - Laurie Vasquez, VP Academic Senate
  - Kim Monda (Substitute for Past President Academic Senate)
  - Kathy O'Connor, Academic Senate liaison to CPC
  - Kenley Neufeld, Academic Senate President

Senator Alsheimer requested to have an I.A. Board member sit on CPC. Note: This item to be placed on a future Senate agenda for discussion.

- Committee on Non-Teaching Compensation
  - Kathy O'Connor and Kenley Neufeld
- Board Policies Administrative Procedures (2 faculty + AS President)
  - Ellen O'Connor, Kenley Neufeld and one TBD
- Facilities, Planning, Safety, Security (4 faculty total)
  - Chris Johnston liaison, 3 TBD

President Neufeld announced all Senate appointments made thus far. Three positions to be determined at the retreat: 1) if past President position, on steering, should be filled - Monica DiVito and Patricia Stark expressed interest in serving; 2) BPAP needs one more faculty; 3) Needed: one Senator to be liaison to the I.A. for the Academic Senate. Currently David Morris is the I.A. liaison to the Academic Senate.

### **2.2 Committee Chairs**

- Academic Policies – Ellen O'Connor to return
- Faculty Professional Development – Michael Robinson to return
- Faculty Recognition – Sheila Wiley to replace Laura Welby

- Committee on Teaching and Learning – Melanie Eckford-Prossor to be chair

### 2.3 Fall Flex Schedule

President Neufeld announced Superintendent/President Gaskin would have all Thursday morning (8 a.m.-noon) and the speakers will be: President/Superintendent Gaskin, EVP Friedlander, Senate President Neufeld, the keynote speaker Chancellor Brice Harris and Division/department meetings to be held after lunch. The proposed Friday workshop schedule was also announced.

### 2.4 Creation of Program Evaluation Committee (PEC) see AP 4021 - <http://goo.gl/PSSmQ>

Although the Board Policy has not yet been ratified, President Neufeld explained, the Administrative Procedures have. The composition of the District committee PEC shall be: a) co-chaired by the Academic Senate President and a dean from Educational Programs (both non-voting); b) a voting dean; c) a voting student rep; d) a voting Division rep (one each per division); d) 4-5 non-voting resource e.g. Articulation Officer, Institutional Research, CCG rep, one rep each from the I.A, CSEA, Supervisor's Bargaining Unit and Managers Group. The first meeting tentatively scheduled for 3 p.m., Thursday, September 5, 2013 in A218C.

### 2.5 C-ID Newsletter ([Attachment B](#))

President Neufeld reported on the Recruitment block in the newsletter where they are looking for faculty reviewers. Senator O'Connor explained the Curriculum Institute is looking for volunteers to move the Course Identifier process along. There is a push by the state to have 80% of our courses with course identifiers by fall 2013 and 100% by June 2014. Note: Schedule Laura Castro to attend an Academic Senate meeting and update the Senate on our compliance status.

### 2.6 Google Calendar, Google Drive, Facebook, and Twitter (time permitting) - not addressed

## 3.0 Reports

### 3.1 President Report (Kenley Neufeld)

President Neufeld having attended various meetings reported:

- a) The Sabbatical Leave committee shall reconvene, pending I.A. agreement ratification. In the agreement there is an allocation for a total of four, year-long leaves (8 one semester or configured accordingly – even cross year e.g. spring/fall) and to begin Spring 2014.
- b) President Neufeld reported on the very important topic of faculty responsibility and the legal requirement to accurately report positive attendance in a timely manner. Due to inaccuracies or failure to report, the college will not be receiving the equivalent of 100 FTES for the past year.
- c) The annual all day Senate retreat will be held on 8/21/2013, at Antioch University (breakfast and lunch served). Contact President Neufeld if there is something you would like to have on the agenda.
- d) In June, the EVP held a Student Success Business Process Analyses (BPA) workshop to form a Student Success model that creates an overarching structure for the multitude of in place initiatives oriented to Student Success available across campus. A workshop will also be held end of August.
- e) The Coastal Commission is slated to be on the July 25, 2013 BOT agenda.
- f) Non Credit has been renamed Continuing Education and a BPA is in progress on how to integrate these courses into the curriculum process and Banner. Everything should be available on Banner with the exception of CLL and that will not happen for another year or more.
- g) The new classroom building to be completed 5/2016, will be a LEED certified building.
- h) The football field will have a new scoreboard funded by Union Bank.
- i) The wireless lock project will be in progress from now and until completion in January 2014.
- j) The BC building chiller has been delayed – all bids were too high. A rebid is taking place.
- k) The tentative BOT approved SBCC budget: Revenue \$88.1m and Expenses \$86.8.
- l) Academic Senate Bylaws Revision to be brought forward for discussion at the retreat.

m) SBCC has been removed from the ASC WASC warning status; however, they are requiring another site visit and an additional written report from us.

**3.2** Executive Vice President (Jack Friedlander) - no report given

#### **4.0 Unfinished Business - Action**

##### **4.1** Board Policies and Administrative Procedures (Attachment D)

BP 2100 Board Elections

BP 2130 Term Limits

BP 2210 Officers

BP 2220 Committees of the Board

BP 2305 Annual Organizational Meeting

BP 2310 Regular Meeting of the Board

BP 2315 Closed Sessions

President Neufeld explained the Board Policies that are identified in agenda item 4.1 were heard and discussed by the Academic Senate; however, no vote was taken on these policies last semester.

Note for the current vote: BP2315 was not a part of the vote – there was a question about the Brown Act and a roll call vote with regard to closed sessions and the reporting of the vote out of closed session. After the follow up reports for clarity on BP2315 have been received, President Neufeld stated he would address the Senate concerns to the Board, if the Brown Act clearly states they must do otherwise.

M/S/C To approve BP 2100, 2130, 2210, 2220, 2305, 2310 and to pull BP2315 from the vote  
(DaVega/Bursten)

#### **5.0 Action**

**none**

#### **6.0 Unfinished Business - Discussion**

**none**

#### **7.0 Discussion**

##### **7.1** Timeline for Hiring Replacement Faculty (Attachment C)

President Neufeld reported the retiring faculty timeline was moved up. Due to the expected high volume of job openings, the hiring window will be closed earlier to gain access to a stronger faculty pool. For the October Senate hearings, there may also be new positions and another meeting may need to be added. To be discussed at the retreat or the 9/11/2013 meeting: the process/procedure for hiring replacement faculty.

##### **7.2** Categorically-Funded Positions

President Neufeld explained the college, for years, has funded temporary contract positions with categorical funds e.g. Matriculation. Superintendent/President Gaskin would like to do away with ongoing temporary contracts and have these positions filled with permanent tenure track faculty, funded with categorical funds and, not counted toward our FON. Option 1: Create an MOU explicitly stating these positions would not be counted, in perpetuity, toward the FON. Option 2: No, categorically funded positions should be temporary contracts only. Option 3: Categorically funded positions need to go through the ranking process like other faculty positions.

For the past few years categorically funded positions have been backfilled out of the general fund.

President Gaskin explained that as an institution we have misused temporary contracts. Ed. Code provides two reasons only (approved leave or documented growth from previous semester) for offering a temporary contract and, a temporary contract cannot exceed one year. There is a special provision in the Ed. Code that does not allow for temporary contracts in EOPS and DSPS. We are in violation of the Ed. Code in those areas.

Request for information on: a) temporary contract rules and how they are assigned; b) identify the full time positions being requested; c) how all the categorically funded positions fit into the matriculation process. President Neufeld restated the issue under discussion for the Academic Senate: To allow full time tenure track faculty to be hired outside of the established ranking process; funding is an issue; FON is an issue.

### **7.3 Board Policies and Administrative Procedures (Attachment D)**

- BP 2005 Legal Basis and Authority
- 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 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

For AP5500 #6: Senator Stark requested to have “faculty,” added after “from” and then add a comma after “administrators”. President Neufeld requested the Senators to review all policies before the next meeting.

#### 7.4 Constitution Revision

President Neufeld reported the revisions passed however not enough faculty, that could, voted. President Neufeld then explained the methods for how a Constitutional Revision can occur:

1. *Presentation of a petition containing proposed amendments to the President or Vice-President of the Academic Senate. The petition must be signed by twenty (20) percent of the tenure-track faculty or by five (5) members of the Academic Senate.*
2. *Upon proposal of a motion to amend the Constitution made at a plenary session and passed by a majority of the tenure-track faculty in attendance at the plenary session, a quorum being present.*

#### 8.0 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