



ACADEMIC SENATE

Adopted Minutes

October 19, 2009

Board Room 626

3:00 – 5:00 pm

1. Call to Order

President Jeffrey Lamb called the meeting to order at 3:04 p.m.

2. Roll Call:

Jeffrey Lamb, President

Matt Borchert; Erin Duane – *ex officio*; Lisa Giambastiani; LaNae Jaimez, Richard Kleeberg; Lou McDermott; Darryl Allen; Thea Alvarado

Late Arrivals: Susanna Crawford; Jeanette McCarthy; Sandy Rotenberg (for Barbara Pavao);

Absent/Excused: Rennee Moore – *ex officio*; Karen Wanek

Guests: Superintendent/President Jowel Laguerre

Connie Adams, Interim Administrative Assistant

3. Approval of Agenda – October 19, 2009

Motion to Approve – Senator Borchert; Seconded – Senator Giambastiani; Unanimous

4. Approval of Minutes – September 21, 2009 and October 5, 2009

Motion to Approve September 21 minutes – Senator Borchert; Seconded – Senator Jaimez;

Unanimous; Abstentions: Senators Allen and Alvarado

Motion to Approve October 5 minutes – Sandy Rotenberg; Seconded – Senator Borchert. Sandy Rotenberg requested to remain included under Roll Call as a guest, but to be removed as sub for Senator Paveo. Vote to Approve Minutes as Amended – Unanimous.

Abstentions: Senators Allen and Alvarado.

5. President's Report - Available for viewing at sccsenate.blogspot.com

The report as copied from the blog:

Financial and Budget Planning Advisory Council: Items of note include the Green Initiatives Grant for \$418,000, two workforce development grants worth \$50,000, and the Budget was approved by the Board on October 7, 2009. Additionally, due in large part to Susan Rinne's determination, we have received \$1.8 million FTES as a result of miscalculation recovery. Terri Pearson-Bloom sent out a very articulate e-mail on the subject that I've linked here.

We also received an update on the current categorical programs funding situation. There was a handout distributed showing the difference in **categorical program budgets** from 2008-09 to 2009-10 and it showed a total funding loss of \$2.3 million. Another spreadsheet showed the categorical program budgets, the carry-over (if any), and total cuts needed for 2009-10 in Student Services. The state created guidelines this year on what funds are flexible versus non-flexible. Because the state is allowing some transfers between funds that historically had strict compliance requirements, a public hearing is required at a Board meeting in order to approve transfers. In particular, this concerns the transfer of \$227,809 from Matriculation into DSP.

VP Waits requested FABPAC's support of the proposed transfer and advising the college still needs to identify at least \$178,663 to keep all categorical programs whole for 2009-10. There was group consensus to support that FABPAC was informed, supports the proposed plan, and the transfer is

appropriate. The topic will be on the October 21 Board Agenda. VP Waits thanked everyone for the endorsement.

Lastly, VP Steinback estimates we'll reduce 123 3-unit classes next spring. The Chancellor's Office is stressing to all colleges to focus on Basic Skills, workforce development, general education, and transfer –also support student services. Dr. Laguerre presented information on the executive level reorganization. He used the same power point that he had used in many division meetings.

Shared Governance Council: Items of note included: The topic of sections reductions for spring came up. SCFA President Tom Grube presented the union's concerns about how course reductions will affect adjunct faculty. My response was that while the Senate values our adjunct faculty, the Senate's role is to ensure that faculty voices are heard in the discussion revolving around the cuts. We are to make certain that the College participates in productive dialogue and makes cuts based on informed input. Because the Chancellor's office has presented its guidelines for cuts, I requested that the District present SGC with a report on which sections will be cut from which disciplines and how spring semester 2010 differs from a typical spring. I stressed that there should be a clear philosophy for making cuts that includes faculty input. ***Does the Senate want to offer a response to this? Should we create a "philosophy statement" on course reductions?***

Bob Myers was present to discuss a Strategic Proposal on **Women's Intercollegiate Sports**. Unfortunately, SGC had not received the proposal due to a clerical error. We will discuss it in our next meeting.

There will be discussion in the next month or so on the **College's Strategic Plan**. On October 29th the PERT will meet with Dr. Jensen and then on November 12 and 13th there will be a campus forum and finally on December 4, there will be a community forum on the Strategic Plan.

Dr. Laguerre also commented that there have been some organization changes as a result of Jay Field's departure. A **Chief Information Officer** position will be created and Jim Ennis will most likely fill that slot. Also, there is a good chance that an academic Dean position, a **Dean of Library and Learning Resources**, will be created to run the Library, Distance Education, the Teaching and Learning Center, and perhaps tutoring. For the moment this will be filled with an interim but the end goal is to flesh-out the position even more to potentially fill the need that the BSI committee put forward for a center for academic success. This model would include reading/writing/ and math labs as well as the student athlete support under one roof.

We also briefly discussed the budget and got an update on the CBO, HR, and Curriculum Analyst position. They are all moving along well.

Legislative Education Project visit: The LEP staffers were here on October 13, 2009 and spoke to several groups on campus. They were interested in our thoughts on how the decisions that they've made in Sacramento are affecting us. They asked about BSI, accreditation, and categorical programs.

The Board: You can view the Board minutes here.

Other Items:

Accreditation: The visiting team from ACCJC will be here on October 29, 2009. The team will be smaller and stay less time on campus. I have continued to speak to divisions about accreditation and have thanked them for their contributions, advised them of a survey that is soon to be administered, answered questions about our current status, solicited input on how we are progressing, and invited them to participate in the next accreditation reports.

Appointments to Committee: I have asked for participation in a variety of committees. The response has been very good. We should be proud of the strong spirit of collaboration on campus.

IRB: I will be bringing forward to Shared Governance Council the Institutional Review Board recommendations that we approved last semester.

Comments/Questions: On the topic of program and faculty cuts, Senator McDermott opined that Senate should be concerned with the integrity of academic programs and student success and that faculty should be encouraged to update their Faculty Service Areas (FSAs) so cuts will not be based solely on their current course load. Senator McCarthy expressed concern for the lack of transparency, discussion and communication from division deans regarding criteria used, what cuts were made and departments involved and stated that faculty feel like non-participants in the process. President Lamb had requested that this topic be brought back to SGC and reiterated the importance to bring faculty guidance through the Senate to those who are paid to make those decisions. He requested that Senators about interest of participation in follow-up on budget cuts and Senator Alvarado volunteered. Senator Crawford suggested that senators first collect input from their divisions before the next Senate meeting. President Lamb stated that a spread sheet should be available on programs affected and he hopes to have a report back from SGC by then.

President Lamb welcomed new Senate members: Darryl Allen, at-large senator; Thea Alvarado, part-time representative; and Susanna Crawford, Math and Science Division. He and the Senators expressed appreciation to out-going Senator Carl Ogden.

President Lamb added to his Strategic Proposal Report an explanation of the process: Enrollment Management is the review group for student access questions so strategic proposals first go from initiator to Enrollment Management, then on to the Quality Teaching and Learning Review Group, which includes deans and Academic Senate President. From there it proceeds to SGC, FaBPAC and finally S/P Laguerre. President Lamb will pass on strategic proposal information as received.

Addressing participation on accreditation documents, Senator McDermott opined that, regarding academics, the Senate should be seeking out members and administration should have their own charge. President Lamb agreed that it is best to walk hand-in-hand with administration and that the process is currently designed that way with working groups lead by two co-chairs: one faculty and the other an administrator, staff, student, or other party.

President Lamb announced the State Senate's Exemplary Program Award of Outstanding Community College Programs. Recipients of the award will receive \$4000 or more. Senators can find information on www.ASCCC.org. The deadline for this award is December 10.

6. Reports

6.1 Superintendent/President Laguerre

The following points were covered:

- Dr. Nixon and Dr. Stephenson will be returning to the campus for the review on October 29th. S/P Laguerre expressed high expectations.
- S/P Laguerre made one correction to President Lamb's Strategic Planning Report that the small group meeting with Dr. Jensen will be the morning of October 30th rather than the 29th.
- He would like to see up to 100 college faculty members participate in sessions on November 12th and 13th as well as December 4th. He stressed the importance of more voices and representation for better decisions.
- S/P Laguerre plans to present Reorganization to the Senate as soon as scheduling permits. He has asked faculty members to help look at budget.
- Regarding Jay Field's departure, S/P Laguerre detailed a two-prong approach to secure an interim CIO followed by the interim dean position. Dr. Laguerre met with the Technology & Learning Resources faculty who strongly expressed they did not want anyone from outside and were adamant about their confidence in and desire for Jim Ennis to assume the interim CIO position.

This is moving forward faster than the interim dean position because the college must quickly attend to Banner. S/P Laguerre is, therefore, requesting the Governing Board make an exception and approve his position. Afterwards, the whole process will be initiated beginning with the job description. Though the timing is difficult for Information Technology, this is an important step in moving forward.

- S/P Laguerre had conversations with President Lamb and others regarding the suggested combination of the library with like activities, mentioning Basic Skills and Student Success Center. He is happy with what banner has done on that and the potential benefits. Interim staff is under consideration.
- Update on searches: 1) The Director of Fiscal Services hiring is on fast track because as of Dec. 31st the college Interim Director of Fiscal Services will have reached the maximum time the state allows. A national recruitment search is in place.
2) Human Resources (HR) Director – Candidates will be interviewed October 29, and by the end of October a permanent director should be in place. 3) Chief Budget Officer (CBO) interviews are scheduled for November 9 and by mid –November the candidate should be identified. This position will be Executive Vice President once the reorganization goes through. However, this position will not cover technology; the Chief Information Officer (CIO) will have that responsibility. S/P Laguerre asked for an open forum for the new HR Director and CBO so everyone will know who they are. E-mails will be sent out.
- Grants: The Green Education Project grant of \$418,000 is the first foray into green education for the College with council to help move forward in this energy area. Many employees in the county helped with the grant and they are determined to continue the momentum. This was the first grant written for the college by Nora O’Neill. She is now working on more grants.
- The two \$49,999 grants, for energy and manufacturing, from the Workforce Investment Board marks the first time the College has received something valuable from them. S/P Laguerre would like to take the indirect costs and invest in faculty development to help move these forward to create greater capacity for the College.

Comments/Questions: In response to who would be meeting with Dr. Jensen, President Lamb explained that PERT team consists of two Academic Senate appointees along with representation from SGC /CSEA/Local 39 /VPs or their representatives and Rob Simas as chair. They in turn are inviting Tom Grube, Ross Beck, David Froehlich and Trudy Largent. The purpose of the meeting on October 30th is to set a process for acquiring necessary input to PERT to help it consider how best to implement changes in policy or procedure. S/P Laguerre stated that all this information be condensed before November 12-13 when all groups should be represented. Materials will be put together to send to participants. The College is obligated to finish this process of strategic planning by the end of this year. The team of two coming to the campus will focus on planning so the College certainly needs a plan in place. On December 4, the College will take as many people as possible to meet with Solano County communities and talk about where the College is headed and obtain feedback for the Strategic Plan.

6.2 Subcommittee Reports

6.2.1 At-Large Election Report

Senator Borchert reported there were no real problems with elections and Senator Wanek has written a report. President Lamb expressed appreciation to Senators Wanek and Borchert for their work on the election process.

6.2.2 Curriculum Committee – Erin Duane

- Solano College met the Chancellor’s office deadline at the end of September with a completed certification for approval of stand-alone programs (credit courses not part of approved degree credit programs). The College is now state-authorized to approve stand-alone courses. Without

this certification, stand-alone courses must be sent to the local board for approval, then to the Chancellor's office to be offered the following year. This certification speeds up the process considerably.

- A sociology degree was approved by the Chancellor's office.
- Leslie Rota agreed to serve as point person to CurricuNet every two weeks and report back to the Curriculum Committee. In January 2010, CurricuNet will replace Web CMS as the interface for faculty to create and modify courses. Ms. Duane will be attending the Best Practices Conference for CurricuNet October 29-30.
- Leslie Rota and FaBPAC are bringing about 276 courses to curriculum review. Ms. Duane reported this year's 32 course modifications, one new course on sociology of religion, and eight deletions. She will report back to Senate on the proposed curriculum schedule as completed.

6.2.3 Distance Ed Committee – Rennee Moore

No report at this time.

7. Information/Discussion Items

7.1 Senate Officers — VP/Treasurer

Lively discussion took place regarding what action Senate should take to fill the Senate Vice President/President-Elect position. Senators agreed that clarification is needed along with a workable process to be agreed upon. Any faculty member can apply for Vice President/President-Elect of the Senate. Pros and cons were discussed concerning the time frame for the Vice President to serve in order to become familiar with senate work before assuming the position of president and whether to proceed with an election now or later. It was decided that the question on succession must be resolved. The constitution is under task force review and the election topic and representation will be considered there. President Lamb suggested the Elections Procedures Task Force could focus on this and return with recommended language or alternatively, have an election now for VP or synchronize with the February timeline. Senator McCarthy suggested that the Senate should have an election now to have a new vice-president on board.

President Lamb relayed to Senators past experience of meetings held by the Academic Senate Executive Council to discuss and set agendas and distribute the workload of the President. He also asked Senators to consider who might be willing to fill the position of treasurer and Senator Alvarado volunteered.

7.2 Travel/Conference Prioritization

President Lamb asked if Senators had interest in attending ASCCC conferences scheduled for the coming year. The State Senate calendar was emailed to Senators to review and is also available at www.asccc.org. The budget has decreased to \$2500 for conferences and travel. At this time, two requests were put forth to the Senate for funding assistance to the ASCCC Fall Plenary Session: 1) Robin Arie-Donch requested \$246; 2) President Lamb requested \$1000. He will also look into partial funding availability through the State Senate.

Senators were in unanimous support of both funding requests.

7.3 Task Force Progress Reports

Senator McDermott reported the Online Election Task Force goal is to research alternative electoral procedures to select an efficient one for the Academic Senate elections.

President Lamb will send an email to solicit Online Election Task Force membership.

7.4 Signed Evaluations

This topic will be researched further to resolve the issue of Senate duty.

8. Action Items

Vice President/President-Elect election

9. Action Reminders

9.1 Task Force Meetings

9.2 Review Policy & Procedures/Academic Integrity

9.3 Resolve questions regarding signed evaluations.

10. Announcements

11. Adjournment

Meeting adjourned at 5:02 p.m.