

## ACADEMIC SENATE

### ADOPTED MINUTES

August 31, 2009

Board Room 626

3:00 – 5:00pm

**1. Call to Order**

President Lamb called the meeting to order at 3:05 p.m.

**2. Roll Call**

Jeffrey Lamb, President

Barbara Pavao; LaNae Jaimez; Karen Wanek; Erin Duane-*ex officio*; Lisa Giambastiani; Jeanette McCarthy; Matt Borchert; Rennee Moore-*ex officio*; Joe Conrad; Lou McDermott (arrived at 3:15)

Absent/Excused: Carl Ogden; Thom Watkins

Guests: Dr. Trudy Largent; Ferdinanda Florence

**3. Approval of Agenda – August 31, 2009**

President Lamb requested addition for approval of minutes from August 14, 2009.

Motion to Approve as amended – Senator Borchert; seconded - Senator McCarthy; M/S/P – Unanimous

**4. Approval of Minutes**

**May 18, 2009**

Under Comments and Questions on page 2, Senator McCarthy requested “procedure” be added as she had stated “the procedure and timeline for discontinuance was not followed”.

Motion to Approve as amended – Senator Conrad; Seconded - Senator McCarthy; M/S/P – Unanimous

**August 14, 2009**, dual packet meetings: AS and joint meeting of Educational Administrators/AS.

Motion to Approve with editorial/typo corrections to be made – Senator Borchert; M/S/P – Abstentions – Senator Moore and Ms. Duane.

**5. President’s Report**

Available for viewing at [sccsenate.blogspot.com](http://sccsenate.blogspot.com)

At the FaBPAC meeting held Aug 19, VP +-Jay Field led a discussion on accreditation, sought input and divided tasks. They want to meet one more time before the document is

due to finalize their work on accreditation. They went over the Integrated Planning Process (IPP) calendar and budget calendar. It is important to connect these two calendars to show the way we plan to allocate, and is helpful for accreditation.

President Laguerre gave a report on the budget forms and mentioned that CSEA has a list of 34 cuts they recommend. (This report is housed on the BlogSpot as is a link to that document and the budget calendar, with the overlay of budget and IP calendars. The latest version of the college's efforts to reach a balanced budget is on the "People and Things" List.)

*At the Board of Trustees (BOT) August 19, 2009:* 1) donations to the college were received from the Chinese American Association of Solano County and Mr. C.C. Yen of McDonalds who gave \$5000 each to the Educational Foundation for Students Helping Students Grant. 2) Dr. Steinback gave an accreditation update. 3) President Laguerre informed the BOT about the budget forums. 4) Kitchell received an award for the design of the Vallejo Center. 5) The BOT approved the divisional reorganization. 6) Susan Rinne gave a 4<sup>th</sup> quarter CCFS 311Q report. We ended up at a \$1,077,000.00 deficit. That was the final number for the year. 7) Dr. Laguerre announced the Student Budget Forum on Sept. 3.

*Shared Governance Council (SGC): August 26, 2009.* Interim HR Director, Dr. Largent, announced two positions open for Fiscal Services and Bond Accountant. There was a lively discussion, in part because the job descriptions were from late 1990s and there have since been changes for the Director of Fiscal Services position.

Due to her promotion to Dean, Dr. Shirley Lewis is no longer representative for management but rather for the Minority Coalition. Shared Governance Council has moved back to the 2:00-4:00 p.m. meeting time. They had agreed to meet over the summer as it is good for faculty to have Shared Governance to listen for changes that are going on and then getting that information and then be able to report it so there are no surprises when everyone comes back in the fall.

Comments/Questions: President Lamb responded to a question regarding faculty being paid to participate in Shared Governance Council. He stated that there was some discussion but it is his opinion that Shared Governance is not a place for negotiation. The Senate members agreed that Shared Governance is a place to discuss what is best for the college, how to move forward, and to review policy. Senator Conrad stated that negotiation should not happen anywhere except in a negotiation session. Dr. Lamb opined that regarding Board Policy 2005, it isn't time to question if unions should be sitting at the Shared Governance table and that we should table that discussion until the

college is in a healthier position. Senator Pavao offered that we may also need to consider that Shared Governance Council was created many years ago in a very different universe than the one that the college is in today.

*Accreditation:* President Lamb reported that the Accreditation Working Groups are completing their work. Dr. Steinback invited senators to communicate with the co-chairs if interested in attending the meetings. For electronic input, the wiki is available at [techlr.pbworks.com](http://techlr.pbworks.com); click on the link “probation” for the current status of the report that is being worked on. Not all working groups are active with the wiki, but most are.

Tracy Schneider has agreed to be the accreditation editor.

*Basic Skills Committee:* President Lamb conveyed some information that Josh Stein, former Basic Skills Coordinator and representative of the Basic Skills Committee to Senate felt that the senate should know:

1) There is a budget report due in October so the Senate should be watchful for that and make sure it is done in a timely fashion. 2) BSI has several initiatives planned from last academic year that should move forward, but because there are no coordinators, it’s hard to track the progress of going those initiatives. 3) The coordinator positions are currently being vetted by the Union, but Mr. Stein felt that we need representation to urge the further progress of the positions. 4) There is a coordinator workshop on Sept. 17 and Mr. Stein felt pretty strongly that someone should be there.

*Hiring Committee:* President Lamb has appointed Terri Pearson-Bloom and Thom Watkins to the Director of HR hiring committee and Michael Goodwin and Adrienne Cary to the VP of Business and Administrative Services hiring committee.

*Administrative Assistant for the Senate:* Christy Martin worked for us last semester. Our new sub is Connie Adams who will begin working on Sept. 3 after the approval process.

*Faculty Development Committee:* President Lamb has been asked to serve on the ASCCC Faculty Development Committee and attended the first meeting on Thursday.

## **6. Reports**

Dr. Laguerre could not attend so Dr. Largent presented some highlights:

1) President Laguerre will be presenting a budget within a few days. He’s exploring a number of options, with the focus on protecting jobs. Dr. Laguerre has made presentations to a number of groups and will continue to do so. The college is on track with the current accreditation. Dr. Largent noted that Michael Wyly has been doing a great job on Standard 6, the recommendation group of which she is a member, which addresses staffing and organizational stability.

2) The college is currently recruiting for the VP of Administration and Business Services and the Human Resources positions and hopefully will fill both those positions by the end of October. The Director of Fiscal Services position description was revised and recruitment will hopefully begin in October. Dr. Laguerre has interviewed candidates for the interim CBO position, hoping to make a selection on September 4. Meanwhile, Susan Rinne is acting as Interim Director of Fiscal Services. The positions are open until filled and they are on the fast track. The first screening has been closed, the committees are formed and they are doing their work, and the selection process should begin soon.

3) There is continuing dialogue about the reorganization. The board approved the divisional level re-organization at their last meeting. Regarding the executive level reorganization, HR is working to document what is needed for new job descriptions and changes in positions and titles.

Comments/Questions: Dr. Largent confirmed the new position of CBO that is being recruited is the same as the VP of Business Administration and Business Services. Concern was expressed as to whether reorganization at that level is being communicated to the applicants so that they may understand that their position could be done away with shortly after their being hired. Dr. Largent noted that the CBO position will not be done away with in the reorganization, but rather, the position would become the Executive VP – one of two. Senator Conrad expressed that this was not clarified in presentations and that he had heard that people would be automatically funneled from the current position into the new position. Other senators agreed. Senator Conrad further explained that what he understood from the President was that the VPs of Academic Affairs and Student Services would be combined into one VP, and that the CBO and Technology VP positions would also be consolidated into a single position. The assumption would be likewise that neither the candidates nor people currently holding those positions would be automatically placed into the new position but would have to apply as well. A concern would be that the candidate who would be hired and, then, three months later, realize that he or she must apply again. Dr. Largent stated that she could not speak for Dr. Laguerre, but from her HR perspective, the reorganization would have to be explained to the candidates at some point during the interview process. It will be dealt with in this way because when the job description was put out in June, the reorganization had not yet been formulated.

President Lamb added his understanding that technology would be incorporated within the job description and/or included as a question to be asked at the interview as it's not uncommon for technology to be folded into that particular position, and therefore the person hired would continue as the job transitions to Executive VP position. Senator Conrad expressed that it makes some sense that the Academic and Student Services seemed to go together, whereas VP of Technology and Business would be harder to

cover. His understanding on the division of labor was that technology would have a director (CIO /Chief Information Officer) who would report to the Executive VP of Business. Senator Wanek asked if the new CBO or Executive VP would be required to be a CPA. Dr. Largent responded that would be preferred, but President Lamb added that this possible requirement would be covered at the director level and, as the director's sole responsibility would be the accounting department, the VP would not need that skill set.

*Study Abroad Committee – Chair Ferdinanda Florence:* Florence will be going on sabbatical in spring semester; Senator Moore will be replacing her as Chair of the Study Abroad Committee.

Ms. Florence presented the program's new website, with links to faculty proposal packets, course descriptions, evaluation and feedback forms, photos from previous courses, including a collection of Ron Zak's photos. Noting that the site was still "under construction", Ms. Florence asked for suggestions and comments. President Lamb suggested including a link to the state department site to check on the state of countries being traveled to.

*Distance Education Committee – Rennee Moore:* The committee met during summer but not yet this year. Even though the VP of Technology and Learning Resources Field has negotiated a very good contract with eCollege, the committee is still evaluating the platform. The committee will continue to evaluate and develop some surveys to determine what is needed, and what the college might want to ask for in our platform.

Unfinished business Senator Moore needs to complete is the wording in the schedule for the possibility of a face-to-face final exam, in accordance with the Ed Code. Some faculty have already included language to let students know that it might be a possibility that their online course would require that they have an in-person final exam. Senator Moore noted that for her class it says "your attendance will be required for a final exam taking place on campus". The language the committee wants to put into the course description and on the online registration pages is "Your attendance may be required at a final examination administered on the main campus. Please see your course syllabus for details and/or contact your instructor". As a result of some discussion pointing out that there may be some confusion about which of the campuses the language refers to, it was decided to alter the language slightly to "Your attendance may be required at a final examination administered on the SCC campus".

Senators confirmed a conceptual agreement for this to be put in the course schedule.

## **7. Information/Discussion Items**

*Divisional Reorganization:* President Lamb stated that Dr. Laguerre has spoken with many individuals and that all divisions have had at least one presentation so far, and as the Senate had its initial personal responses to it, he'd now like to hear a senate representational response. Senator Moore felt that moving Distance Education to academic supervision is appropriate to ensure academic quality, rather than focus on technological delivery, and it was therefore a logical reorganization. Senator Pavao, representing both counseling and library services, had been given a "lengthy epistle" describing the concerns of some of the library faculty about their placement under Academic Affairs. She couldn't say that all counseling/library faculty are in agreement but she knows the counseling faculty is very, very concerned about Student Services being combined with Academic Affairs, as these are two very different areas requiring different skills and expertise.

Senator Wanek mentioned concern for the Nursing Department was that, since their department has a great many external directives over them, notably from the BRN (Board of Registered Nursing – CA), faculty are unsure whether that the dean's position as newly constituted would meet the specific requirements that nursing faculty have a director or dean solely over nursing. This could affect the nursing department's compliance with the BRN. She believed it had been brought to the attention of Dr. Laguerre and that perhaps a director of nursing might report to a dean. This led to more general discussion, including to the question again as to where the cost saving are. It was ventured that perhaps there may be no net loss of positions but a downgrade of positions for cost savings, and it is these cost savings with which President Laguerre would like to start a foundation to generate money for the college.

President Lamb's recollection is that President Laguerre wants to have the flexibility to reprioritize the college's needs, for example, with a Director of Institutional Advancement. Another question arose as to whether there is a staffing master plan being used as a guide for these reorganizations. There is overall concern about money and recruitment of students; for example, if the college will be recruiting primarily students requiring basic skills attention, there needs to be money for this, and it isn't secure yet, apparently. Some divisions have been very quiet in their responses to the reorganization, which gives no clear indication of their approval or disapproval of these plans.

Discussion moved to the issues of jobs. President Lamb mentioned how budget is setting up Delta Points, a benchmark of where we are, to check regularly on jobs, and noted that this will help save jobs, if the college can reprioritize and move people around. However, he further observed that saving a job by putting in a new area ignores the fact that the administrators are part of the college family as well, and that the college is letting go of three people with the potential of saving two other people down the road. This is just not

letting go of the people who make the most noise. He characterized the letting go of an administrator as an easy chop and observed that to sacrifice from the leadership first could be seen as a political move.

President Lamb acknowledged that he doesn't have a sense of the overall plan of what the Senate should do about this. He noted that in the last joint discussion, with the deans, he found that they were unhappy with the extra work that will fall on their shoulders. He proposed, therefore, to find out what their thoughts are, and to have one-on-ones with the Superintendent/President, with the senators' approval. He wishes to let Dr. Laguerre know what he's hearing as concerns, and to ascertain "what is the plan and how does this best serve our students?" Faculty's role as a result of this change could be quite a bit stronger, but, as the Senate's role in this is still unsure, President Lamb affirmed that we need further discussion, and agreed to keep the Senate informed of any developments.

### *Senate Goals*

*Constitution/Proportional Representation:* President Lamb noted that the Senate has been looking at its Constitution, proportional representation (even more of an issue since the division reorganization) and a change in election format, all of which still are under discussion. This latter issue is all the more urgent as the Senate has two out-of-term members, and needs to move fairly quickly to set and hold elections

Comments/Questions: Senator Giambastiani brought up the related issue concerning the "one person/one vote," referring to the current policy that adjuncts get 1/5<sup>th</sup> of a vote for each class they teach, so the most they can get is 3/5 of a vote. The rationale for this is that full-time faculty are those who are most invested in the goings-on of the institution and so they get a say per their investment – like a shareholder. However, the union looks on it as one person/one vote, referencing the Constitution of the United States. It may prove fruitful to look into it and see what other institutions do. If we set up online elections, we'll have to factor that in, as well as how to determine whether a voter is full-time or adjunct.

*Accreditation Reports/Standing Committee:* The Senate needs to decide whether and how to establish a standing Accreditation Committee, including membership, meeting frequency, mission and how best to integrate it into our on-going business.

*Academic Integrity II:* The Senate still needs to conclude work on Academic Integrity II; this is the portion that covers the academic and ethical obligations of faculty.

*Enrollment Management:* The Senate needs to contribute to the campus-wide discussion of how to increase our retention rates, as we are not being compensated for too large a

growth. This discussion could and probably should be held in conjunction with basic skills, student services, etc.

Comments/Questions: It was observed that students can be taught responsibility and management as part of most courses so they have a greater stake in their work and therefore in their grade. President Lamb expressed that faculty are trying to teach the whole student, incorporating basic skills, and life skills along with academic skills. Senator Wanek mentioned a joint grant with Napa College in nursing, sharing a success specialist, on campus for students, who offers workshops on test taking, anxiety in nursing, and focusing on issues with nursing students. They can see her individually or she has workshops regarding the topics students' request. Students have given great feedback. President Lamb stated that Josh Stein has talked about incorporating workshops into basic skills courses.

Senators agree to have the paper ballot election and to postpone any recommendation for online elections. Senator Watkins and McDermott had been looking into online elections and are willing to continue working on that. Senators Wanek and Borchert agreed to co-chair an election committee for the upcoming elections. Senators Pavao, Jaimez, and Giambastiani volunteered to help with "grunt work" of stuffing envelopes, etc.

Returning to a previous issue, Senator Wanek wished to clarify that she herself could not, at the moment, find in the BRN directives any reference to the direct supervision of nursing faculty, but that it had been brought to her attention by her constituency as a concern. <sup>i</sup>

**8. Action Items**

**9. Action Reminders**  
None were advanced.

**10. Announcements**  
Notice was received from Financial Aid Director, Art Lopez that FA will be adhering to the financial aid regulations regarding a maximum number of units that are eligible for financial aid.

**11. Adjournment**  
Meeting adjourned at 4:53 p.m.