



**JOINT MEETING of the ACADEMIC SENATE
and EDUCATIONAL ADMINISTRATORS**

Adopted Minutes

January 19, 2010

Board Room 626

1:30 – 4:30 pm

1. Call to Order

President Lamb called the meeting to order at 1:35 pm

2. Roll Call:

Educational Administrators: Philip Andreini, Joe Conrad, Jerry Kea, Shirley Lewis, Robert Myers, Leslie Rota, Robin Steinback, John Urrutia, Lisa Weeks

Academic Senate: Darryl Allen, Thea Alvarado, Susanna Crawford, Erin Farmer – *ex officio*, Lisa Giambastiani, LaNae Jaimez, Richard Kleeberg, Jeffrey Lamb, Jeanette McCarthy, Lou McDermott, Barbara Pavao, Karen Wanek, Darla Williams

Absent: Rennee Moore – *ex officio*, Maire Morinec, Erin Vines

Guests: Barbara Fountain, Rob Simas, Lexus Avelar, Khalid Mahmool, Svetlana Podkolzina

Connie Adams, Interim Admin Assistant

3. Approval of Agenda – November 30, 2009

Motion to Approve – Senator Pavao; Seconded – Senator McCarthy; Unanimous

4. Information/Discussion Items

➤ **Student Late Add Petitions – Vice President of Student Services Lisa Waits and Barbara Fountain, Director of Admissions**

VP Waits explained that Solano College has had approximately 1500 late additions each term. The add codes are used through the business day prior to the census, after that they require a petition. Generally, students pick up petitions at Admissions and Records. VP Waits further explained the concerns of cost to this out of control late add number and what those dollars actually represent. The College cannot be claiming apportionment for people not registered. Some of these students have sat in class, been graded, received final grade though not registered and not on the roster. Faculty can check in MY Solano for confirmation of registered students. She stated it's a student cultural issue and this institution has a lot of work to do to correct this problem. Another issue is the workload in Admissions and Records for processing late additions. If students have met financial aid deadlines or EOPS, which are pending, they are allowed to register and they can add and drop. If they're not paying fees and no financial aid awarded or pending, they must be dropped. VP Waits has found in the past students were pending a petition to financial aid which is a different status than waiting for aid to come through. She reiterated that the biggest concern is that the College cannot claim apportionment for these students when they are not registered in the classes and reimbursement is not received for students who are added after

the class census. Dean Myer noted that liability is another reason students who are not on the roster and not enrolled should not be allowed in class.

Barbara Fountain, Dean of Admissions & Records distributed a handout with a detailed listing of tenants of process to follow. She explained that most California community colleges add a requirement that late add petitions have to go through a dean's office. Locally, petitions were almost encouraged for years, using "late, computer glitch, transportation" etc. as excuses. There is not enough staff to spend the hours per day needed for processing. A full explanation should be required for late adds as in other colleges and they should not be continuing into the second month of the term. The College is erroneously claiming apportionment on the 320 Report or excluding them from another workload. The roughly estimated cost in apportionment loss has been several hundred thousand dollars per year. Dean Fountain would like to correct the process. Only student and instructor signatures are currently required. Senate President Lamb queried what positive impact will occur with dean signatures. Dean Fountain stated that some instructors will sign anything and she proposed requirement of division deans to add an extra layer to appropriately filter who should be able to do late add petitions, with a full explanation needed from student and instructor. VP Waits added that deans are responsible for monitoring and checking on enrollments and build the schedule to meet enrollment targets so they are held accountable for enrollments and how they are managed. She shared past experience at Mellones Colleges where most approved petitions were excluded from the apportionment report as it was a major issue. Dean Fountain added that it helps to know how well the enrollment in classes is being monitored. What has become painfully clear from bills and collection letters is that Solano seems to have a prevalence of faculty that don't seem to be checking enrollments, which is important to do so at least once or twice in the first two weeks, though daily would be best and faculty needs to inform the office. Senator McCarthy asked to be consulted first as an instructor. It is the student's responsibility to obtain signatures.

Dean Andreini stated that he gives students, who present late add petitions, a lecture on how they cost the College apportionment money, etc., and late adds interfere with the College student service. He felt there is some ambiguity regarding when and under what circumstances the College claims apportionment. VP Waits acknowledged the difficulty with such large numbers, something is unclear with process, and it needs to be corrected. Some other external mechanisms may be needed to remind people of deadlines. She asked faculty to check My Solano at least once a week to match the roster. Other community colleges have reasons for students not added because faculty forgot to communicate, or dean didn't forward form, or some other human element, and they could be included in apportionment. VP Waits offered help with how to complete the form and have more evidence. Senator Allen noted that when students come to class, faculty sign the form, so some other firm deadlines and guidelines are needed. To change behavior, education and consequences are needed. Senator Crawford noted the College has a liability, so students cannot be allowed to stay in class until the late add is completed. Senator McCarthy opined that, if this issue gets on every division meeting agenda and faculty become educated, it will make a change. Senator Pavao expressed that as a counselor she can see lots of reasons a late add is going through the process and to find some classes the timing might not meet those deadlines. VP Waits stated that deadlines will be issued prior to the start of term. Clarity is also needed in how to work with students on probation, excessive units, pre-requisite challenges,

transcripts timelines etc. so the process isn't made cumbersome for those cases. Dean Conrad stated that the current form doesn't request what counts as a reason, only asks if the student been attending class. There must be some written exception guidelines, otherwise deans become the bad guys. In response to a question regarding special handling for batches of short-term SBDC classes, she noted allowances will be made for those classes. Dean Fountain observed that the College is in process of shifts in lots of ways, and one evident issue that BANNER and new leadership have brought to light is that many things have been done for a long time without following consistent procedures. Attempts are in process to address and clean up issues in a right way and streamline procedures for faculty, admissions, and students. It won't be an overnight change, but work will be done to reduce the number of late add petitions next spring, followed by more reduction each semester. VP Waits added that the registration process and add codes will be part of the next orientation. Information and money for staff is key. Deans remind faculty, faculty remind students, then it is up to the students to follow through. Faculty can tell students not to return to class until they are enrolled. Late add petitions cannot be done online. Add codes are on faculty rosters and the default gives thirty codes to each instructor, which works through midnight the night before the deadline.

Suggestions were made, including: make a decision at the level of allowing students in who haven't shown up; have something for students with add code spot and expiration date on it; make deadline sooner; serious students use email, so have students email faculty for add codes; and have the deadlines in the course syllabus. It was agreed that something needs to be created for more efficiency and to eliminate confusion. VP Waits noted that the overall flow will be looked at while taking the Institutional Core 4 to heart, as that's what the College service area outcomes are based on. It will require a cultural shift, so it will be important to assess ways to educate students about their responsibilities and how to interact more with staff and faculty appropriately when they're not in this crisis mode, which a lot of students live in. Mr. Simas added that when a feature in the BANNER faculty grade book is turned on, faculty will find much more access to information. In response to a question regarding special handling for batches of short-term SBDC classes, she noted allowances will be made for those classes.

➤ **PERT – IPP Update – Rob Simas**

Rob Simas reported that PERT (Process Evaluation Review Team) met last fall, formally constituted and scheduled to meet bi-weekly. They submitted a report on five areas of accomplishments to Superintendent/President Laguerre at the end of term. PERT was asked to work on the new Strategic Plan and gave a mediated training. More video training modules will be available online as they are completed. PERT forwarded nine recommendations to the S/P's Cabinet for IPP (Integrated Planning Process) modifications. Seven were approved, two with some modification, one is pending and one was not approved. PERT will take a look at the process and figure out what's happening and how to make things better. This spring PERT will work on a Luminus (studio) Group which will offer ability to post information. A tracking sheet will be created and cover forms for each proposal. Everyone will have access to look at cover sheets and proposals for accountability and transparency.

Senator Crawford would like to see one place to search for and link to information, as now there is so much information in many places. Senator Allen added a system documentation control would

be helpful. Mr. Simas noted that the old Intranet is going away and My Groups will address that. All faculty and staff will have access and specific people will be assigned to add and change content. PERT includes the AS President, Associated Student Body President, two faculty, two staff, and all VPs or representatives and will begin meeting on Fridays.

Mr. Simas outlined the process and noted there are different timelines for operational and strategic proposals. FaBPAC, VP Carey Roth and S/P Laguerre will further define the recommendations. Review groups need to be set up and ready. One suggested future proposal change would be to assist the Program Review objective that one or more members on writing review should be outside of the program area. After written communication of results of SGC, FaBPAC, and S/P review groups, a requirement will be to send copies within two weeks to authors and the Research and Planning Office for documentation. Report updates are a standing item on SGC agendas. A checklist is being created for the use of review groups to provide more structure. President Lamb added that PERT is listening, getting feedback on what's working, what is not, and is recommending changes.

➤ **Full-time Faculty Hiring Priorities for 2010-2011** – VP Robin Steinback

VP Steinback distributed a document which identifies alphabetized requests for full-time faculty positions as received from deans. She reported it is unknown at this time whether or not the College will be hiring faculty for next year. There is a proposal at the S/P Cabinet to not hire full-time faculty for next year as a cost-saving measure. VP of Administration & Business Services Carey Roth, Director of Fiscal Services Nahlini Sirivisan, and VP of Student Services Lisa Waits attended a statewide budget workshop last Friday. Information provided to community colleges about the budget situation will be shared at the Cabinet meeting later today and Dr. Laguerre will share that information with FaBPAC. The faculty requests are all to replace faculty who have retired or resigned. Based on discussions with divisions, the data used in the past and present is available on the Director of Research site, which includes Program Review data, FTES percentage of sections taught by full-time and part-time faculty, percentages of contact hours scheduled for that division, and average fill rate for the discipline and the growth trend over a several year period. VP Steinback explained that Solano College Deans were working with incomplete data when they expressed that data wasn't available. It was out there but in a variety of places. Rob Simas was able to pull it together late in the term, so complete data was not as early as normally expected. This information is usually ready at January Flex Cal for the next year. Staff has been trained recently to pull out that data. President Lamb queried how this item has gone from a position in the last discussion where there was possibility to have two full-time hires imposed to a position of having a non-prioritized list and uncertainty if hires will be made. VP Steinback explained: a commitment was made at the last joint meeting to follow the process; the budget situation has been fluid; the College reduction to categorical has been addressed; statewide reductions to categorical process are primarily in Student Services; and a commitment was made this year to hold Solano Student Services whole to support faculty and students with general fund monies. The most up-to-date information will be posted on the Chancellor's website and everyone can see it. VP Waits hasn't yet heard from the legislative analyst office.

Senator Pavao asked if there were retirements without replacement requests and President Lamb expressed concern that the College could get to a critical mass of loss of full-time faculty which

will affect the ability to serve the students and the programs that were promised to serve them. VP Steinback clarified: in 2007-2008 seven faculty retired and six were replaced, CIS did not fill a position; Math had a retirement position which was replaced by an Anatomy position; in 2008-2009 four faculty retired and Cabinet approved three hires; two faculty were hired and one (not identified or recruited) was held back, and funds were used to help keep Student Services whole; two nurses retired and two were hired to maintain the program and certification from the Board of Nursing; English and Political Science positions were not replaced; Maire Morinec moved from faculty to a regular contract, a different position; 2010-2011 hiring priorities were replacement requests for three faculty who will retire this year. To recap: four positions before were left open before this year which adds three more. Senator McCarthy expressed concern that to focus just on replacement leaves out focus on future needs and a better data driven process. Dean Rota noted it's an option to replace or shift to somewhere else in a division, reports are submitted to Deans and the VP, and the VP makes recommendations based on that. President Lamb expressed that ideally input is shared with a dean and the dean should check with faculty, perform due diligence and bring forth recommendations to colleagues and then to the VP. Senator McDermott noted that when a full-time faculty member is lost, the loss is not only in the classroom, but also on committees. Dean Andreini added that the qualitative aspect is very important as well. More work falls on one person's shoulders. It can work with a hard-worker but becomes kind of perilous and with one change a department can be in deep trouble. Less gets done with less full-time faculty. President Lamb added that the net loss is 8 since 2007-2008 and the overall impact is significant. Senator Crawford mentioned that some divisions are also losing significant faculty to other centers. VP Steinback stated that, for now, the College intends to recruit a Dean of Math & Science. Dean Rota stated that unless the College numbers grow and with severe budget cuts, new faculty cannot be hired.

➤ **Faculty Obligation Number** - VP Robin Steinback

At the last meeting a request was made for the faculty obligation number. Rob Simas went to the Chancellor's office and made a table of Solano numbers for the last four years. He reported that the faculty obligation number is based upon the schedule reported at census every fall. The ideal number requires full-time faculty teach 75% of the sections offered. The College is asked to make progress toward that goal every year. Progress is determined by the size of college. Full-time equivalent faculty are reported, attributable to instructional and non-instructional faculty (release, counselors, and librarians), That total is compared to part-time faculty and the combined numbers for both, followed by a percentage that's attributed to full-time faculty. Release time has been decreased, an SLO trainer, facilitators and BSI coordinator positions have been added at Solano since last fall. Mr. Simas gave an example: an English faculty member has release time on Puente where they're dealing directly with students, but for the purpose of this calculation, they're calculated like coordinators and non-instructional faculty. So even though they have release time to deal with students, it isn't counted. VP Waits shared that the report is based on the load. As adjuncts are increased to serve satellite centers, full-time percents are affected. Overload counts as adjunct. For a coordinator position with 40% release time, whatever is overload is not counted as full-time, the release goes first. The College would like to move toward 75% but are moving the opposite direction with increased sections offered at satellite locations, as well as increased sections at the main campus. Senator Kleeberg queried if negative consequences are anticipated when numbers drop from 64 to 54. Mr. Simas responded that the Board of Governors (not

Chancellor or Finance) voted to relieve community colleges for full-time obligation for 2009 and will likely take the same action for next year. The penalty for a college falling beneath the progress or tipping point is the fine of a full-time faculty salary so you're paying for two. He expressed more concern in reference to the anticipated analysis forthcoming from VP of Administrative & Business Services, Cary Roth, on the 50% Law compliance, and explained that is the minimum, per education code, required to spend of undistributed budget on direct instruction as narrowly defined by law. This law was written in 1964 when legislature mistrusted education so counselors and librarians were not included in direct instruction. Materials and supplies used to teach in classroom are not included either. The irony is the faculty member teaching often must have supplies that are not included, such as chemicals used in experiments in chemistry class. Because this is an antiquarian law, attempts are being made to get the legislative analyst bureau to change it. The penalty is severe as the College would receive a deficit factor. Mr. Simas was at a college which missed 50% by 400ths of a percentage point and that college received a 7 % deficit factor. It's a good time at midpoint of year now to do analysis, which VP Roth will have completed soon. President Lamb stressed the importance for the College to pay attention to the 50% Law, to hire faculty members to comply, or the College would have to pay double for faculty.

Senator Pavao appreciated hearing from Rob Simas on this 75:25 ratio and noted that the state Academic Senate website has information on this how this is calculated. She shared that the College had a deficit that cost \$50,000 when she was AS President. She asked Mr. Simas what would happen when the budget improves, if many people would have to be hired. He replied that the College has grown considerably and is close to becoming a medium size college of 10,000 full-time equivalent students. When that happens, another \$1 million would be added to our baseline apportionment. The College currently has 8965 students enrolled. As soon as the Vallejo Center status is approved, Solano will receive \$1 million. Solano is one of three colleges with proposals in and have proven to the Chancellor's office that there are three viable centers. The FTES will be reset and they could bench Solano lower, so there is a risk if numbers fall short. Solano just completed the P1 Report for apportionment which is the paycheck basis. There are 5100 FTES, which includes 700 for summer and what was generated for fall. Spring is more healthily enrolled than fall, faculty has been hired and this is in the budget, many students are pouring in without jobs they previously had. Without the current late add issues, the College would have made it last year. VP Steinback is watching the numbers and hopes faculty gets students to the Admissions office to register. Every person retained matters. Colleges who just made 10k, have kept apportionment for 10k, even though re-benched below 10,000 as restoration allows three-years time. Solano has not reduced course offerings as other colleges have. Some sections have been reduced but the depth and breadth has been maintained. People are driving long distances to attend and outreach has been very effective, especially visible in high schools. Mr. Simas concluded by noting that this process takes teamwork. He expressed appreciation to everyone, including the facilities staff for taking pride in facilities upkeep for the students. He suggested everyone stay tuned for updates as tough times can also offer opportunities.

5. Announcements

6. Adjournment

The meeting was adjourned at 3:40 pm