



# JOINT MEETING of the ACADEMIC SENATE and EDUCATIONAL ADMINISTRATORS

## Adopted Minutes

**November 16, 2009**  
**Board Room 626**  
**3:00 – 5:00 pm**

**1. Call to Order**

President Lamb called the meeting to order at 3:03 p.m.

**2. Roll Call:**

**Educational Administrators:** Philip Andreini, Joe Conrad, Maire Morinec, Robert Myers, Leslie Rota, Robin Steinback, John Urrutia

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

**Absent:** Shirley Lewis, Rennee Moore – *ex officio*, Erin Vines

**Guests:** Superintendent/President Jowel Laguerre, Rob Simas

Connie Adams, Interim Admin Assistant

**3. Approval of Agenda – November 16, 2009**

Motion to Approve – Senator Borchert; Seconded – Senator Crawford; as Amended with removal of Accreditation Update item; Unanimous

**4. Information/Discussion Items**

- Reorganization Presentation – S/P Laguerre  
S/P Laguerre gave an updated PowerPoint overview of the administration reorganization. The printed PowerPoint has been emailed to attendees.

**Comments/Questions:**

In response to questions, S/P Laguerre clarified the following points:

- The current salary schedule will be used for all new positions.
- Positions were changed from executive vice-presidents to vice-presidents to keep salaries within budget. This could be open to change later.
- The new Dean of Enrollment Management will also be responsible for the Student Association and student clubs;
- With budget constraints, while the savings in salaries is not significant overall, the savings is being invested into other positions – to take what is available to do more.
- The Dean of Academic Success is expected to be in place January 4, 2010.

- There will be a session on this reorganization plan with the Board of Trustees on Wednesday, Nov. 18, followed by Dec. 2 for approval and a move to have job descriptions to begin the recruiting season early. By April or so candidates will be identified.
- Job descriptions are going forward to the Shared Governance Council (SGC).
- Target start date of July 1 for the Vice President of Academic and Student Affairs (VPASA).
- Target start date of January for Vice President of Finance & Administration (VPFA). This position was part of the previous reorganization.
- Shirley Lewis will be reassigned as the Dean of Enrollment Management with a July start date planned. Time will be allotted for training in this transition. This was also left open for more discussion on the plan. A Director of Financial Aid and a Director of Admissions will be hired to report to the Vice President
- S/P agreed to take into account the importance of a qualified recruiter in this process.
- A job description is not yet ready for the Library/Technology Learning Center Coordinator. S/P Laguerre will be the supervisor until this position is filled.
- Different processes were used for the Enrollment Management and Vice President positions for two reasons: the former is one position and the latter is two positions; the previous reorganization included the former.
- Concerning the workload of the Dean of Academic Success, covering Distance Education, Library, and Basic Skills, S/P Laguerre could see this position change later into two positions which isn't affordable at present. This position was partly to allow partnership with some other entities that do not have a lot of staff members connected to them".
- S/P Laguerre plans to keep the Vice President of Administrative and Business Services cap at \$135,000. The College has not differentiated between the two Vice President position salaries. Outside data shows they are usually different. He said a mistake was made by saying the salary was negotiable in the hiring process.
- The Human Resources Director hire came within budget.
- Separating the library from technology should not affect student technical information fluency as long as the necessary adequate student technical literacy support from the library is maintained.

S/P Laguerre spoke about work in process to expand the Vallejo Center with intention to add more career programs. The property, which was a Ford dealership, would allow a of state-of-the-art auto program. Considering the current real estate market and that an automotive program is not currently offered, he stated that this is a good time to take advantage of this property. He encouraged everyone to join the tour planned for members of the Board of Trustees at 5:30 p.m. on Wednesday, Nov. 18.

#### Comments/Questions:

President Lamb responded to discussion on the proposed campus addition and acknowledged the value of conversation regarding the purchase of land, the particulars of planning, how funding fits in with growth, the Strategic Plan, and overall where the College is headed. Because this item was not on the agenda, Senate may invite S/P Laguerre back for further discussion.

➤ Full-time Faculty Hiring Priorities for 2010-2011

VP Steinback met with S/P Laguerre on Friday, Nov. 13, to discuss his direction regarding new faculty hires. Typically a joint meeting would have already occurred by September and recommendations delivered for new hires for the following year. Budget issues, reorganization, accreditation and other topics, precluded this hiring item being addressed. The discussion that followed included the following points, questions and concerns:

- Currently, three faculty members have announced their intention to retire and there are three additional vacancies in math, CIS, and business. VP Steinback asked S/P Laguerre if the College intends to fill the three funded vacancies for 2010-11. He is focused on two key issues with the reorganization: BSI and current technical, as well as bringing additional funding through grants. His position paper emphasized the need to hire two new technical education faculty positions for 2010-2011, which he'd like to see in automotive and alternative fuels and potentially in a new area of CIS and/or green technologies.
- The College is three positions down from last year, one each in English, poly-science, and computer science. Senator Crawford added that math alone is down three positions.
- An automotive faculty position would be hired after procurement of land and facilities.
- The College is above the faculty obligation, considering last year's numbers (the Chancellor has not released numbers yet this year). VP Steinback shared that the College has held to principle to maintain faculty obligation number and opined it is a good thing to be over. The College moves farther away from the numbers when full-time faculty teach overload classes as they're counted as adjunct faculty. She explained that the faculty obligation number is never a compliance issue as long as colleges have progress toward it.
- The College has a process for faculty selection as follows: each division dean receives data; deans work with division faculty; deans make proposals to VP of Academic affairs; discussion held and VPAA either accepts recommendations or reorders; VPAA brings recommendations to the joint meeting of Academic Senate and Educational This process has not been followed this year as the data was not made available to the deans and their input was not available for this meeting.
- Concern was expressed that the Vallejo campus expansion proposal was not brought up at other planning committee meetings, including Academic Senate, Shared Governance Council, and FaBPAC.
- Should the priority be in hiring new English and math faculty who would serve Basic Skills or career and technology faculty? Is it clear to others that career tech is where to go first or BS?
- There are already approved certificate programs for GIS. The College is waiting to get full-time hire to start a program for approved GIS programs. Would that better serve the College than implementing a whole new program and expense?
- Citing a local media article, career and technical training would allow students to be trained without the need for a degree and find good-paying jobs locally which can support family and students could enter the workforce fairly quickly. Career technology education is one of mandates at community colleges. Basic Skills could be incorporated with drafting or business plan writing or automotive manuals etc. Federal government grant monies are available for CTE. It is imperative to look at the whole picture. As well

- as the \$5 million for property, monies would be needed to remodel the facilities, add staff positions, classified technicians, classified admin assistants, faculty, and a lot of equipment costs. Bond money won't solve this and significant general funds will be needed to support a program unless it can be supplemented with federal money. However, federal money is usually one-time and then the program must be institutionalized after the first year.
- VP Steinback assured everyone that S/P Laguerre has held forae and focus groups in the campus community as well as outside of the College. He has met with all local Chambers of Commerce, major employers' groups throughout the district who have shared information about what the College is and is not providing. Students are not being prepared at the College for local career technical jobs. The College has courses which go towards GIS, but does not currently have certification for GIS. There are certificates and degrees on the books that the College lacks the equipment or adequate space to offer, such as wind technology. The College also has an award winning water technology program. Training in these programs would offer good-paying jobs. Dozens of students have petitioned the district to offer these programs because they want the certification. Water is a big issue in the state. Collaborative College staff wrote grant proposals which were successful in technology and apprenticeship programs. As part of green initiative, the College is on record with an educational plan to be more cognizant of our use or misuse of natural resources. S/P Laguerre has done a great deal of research in considering the career/technology importance. In addition to S/P Laguerre working with the Board of Trustees to purchase the property, an established community advisory board is also involved, which is composed of people from the school districts, three board members, the Chambers of Commerce and others.
  - Regarding Basic Skills, faculty have major program revisions going through curriculum review now and one of the courses is math.
  - Regarding the potential for the facilities for energy programs, the College currently lacks lab space for the water programs and a large building with high ceilings for a wind plant.
  - The past process for new hires has been: come up with best argument for your position; hash it out; hear all arguments; look at the entire Strategic Plan, and; look at the direction. Concern was expressed that the process is not being followed with the property purchase offer and counter-offer already in place. Though the current situation may be unique, a commitment to get back to process is desired.
  - Other important projects have been on campus, including a new library. David Froehlich, Facilities Director, has accounting of expenditures and remaining Measure G funds, discussed at the last Board of Trustees meeting. At the next meeting on Wednesday, Nov. 18, they will prioritize the remaining projects.
  - Should this group put forth two positions (hires) that are not automotive/technology? It makes sense to try to stay with process as best as currently possible by planning to get the data needed today to put these forward in the spring, including the accustomed ranking. Emphasis was made on the importance of the College following process in the new hire decision making that has a good solid history and works collaboratively. President Lamb opined that if the alternatives put forth for CIS/automotive are the best for the campus, the data would hold true, and there would be agreement which people would be willing to back once the vision and direction is clear.
  - Why was faculty input entirely omitted on the Vallejo Center expansion process?

- Senators are encouraged to forward points to President Lamb to include for further discussion with S/P Laguerre and VP Steinback and he'll plan to bring back a report to the next meeting.
- Integrated Planning Process (IPP) – Rob Simas
  - Process Evaluation and Review Team (PERT)
 

The formalized PERT Committee scheduled the 7<sup>th</sup> meeting for this fall on Friday, Nov. 20. A report was prepared at the Nov. 13 meeting included the following points:

    - Many trainings have been completed.
    - Mr. Simas has attended most division and Flex-Cal meetings to clarify IPP.
    - From work completed by President Lamb, an IPP overview training module has been completed and can be seen on YouTube. Mr. Simas interviewed President Lamb for this module. Four more modules are planned.
    - PERT met with Dr. Jensen with recommendations for changes in the process, based on what's going on this fall based on discussions with review groups.

Questions/Comments:

President Lamb clarified that the purpose of PERT is to analyze and gather decisions that others make to the process. PERT does not make decisions.

- Strategic Plan Update

The Strategic Plan group meetings scheduled for Dec. 3-4, will focus on the current mission, values, vision and strategic goals and directions for validation and possible modification. Follow-up meetings will be held on Dec. 11<sup>th</sup> with external partners including the Chamber of Commerce, school districts, various service agencies, foundations, other schools, such as Brandman and Touro, to look at what the College has done. The outcome will give enough information to put together something for the College and community as a whole to bring forward.

- Review Group Discussions of Operational/Strategic Proposals

This topic was postponed to a joint meeting on Nov. 30, in order for adequate time for Senators and Deans to discuss the proposals together.

**5. Announcements**

**6. Adjournment**

The meeting was adjourned at 4:56 p.m.