



## ACADEMIC SENATE

### Adopted Minutes

February 28, 2011

Board Room 626

3:00 pm – 5:00 pm

**1. Call to Order**

President Watkins called the meeting to order at 3:15 pm

**2. Roll Call:**

Thomas Watkins, President

Darryl Allen, Michelle Arce, Kim Becker, Abba Christiansen, Nick Cittadino, Susanna Crawford, Erin Duane – *ex officio*, LaNae Jaimez, Richard Kleeberg, Lou McDermott, Scott Parrish – sub for John Nagle, Karen Wanek

Guests: Jowel Laguerre, Arturo Reyes

Connie Adams, Interim Admin Assistant

**3. Approval of Agenda – February 28, 2011**

Motion to Approve – Senator McDermott; Seconded – Senator Jaimez; Unanimous

**4. Comments from the Public**

None

**5. Information/Discussion Items**

**Reorganization** – S/P Laguerre and EVP Reyes

EVP Reyes distributed two documents: A Brief History of the Administrative Reorganization at Solano Community College and Reorganization Structures which included the Current 7-Dean Model, Proposed Dean Model, and Proposed 4-Dean Model. He reported that a reorganization planned for July 2012 has to be implemented now primarily to: save money; align divisions that make more sense; create capacity for additional faculty leadership, and; have more layers in larger divisions with directors, coordinators, and/or faculty chair positions to be sure decisions are made closer to impact areas. A committee was formed to work with EVP Reyes, which included Sheryl Scott and Cynthia Simon representing CSEA and Thom Watkins, Emily Blair, and Susanna Crawford representing faculty. While it was not considered appropriate to include deans on the committee, they submitted recommendations which were considered.

Questions/Comments: EVP Reyes stated that major change suggestions will be taken back to the Committee. Following are his responses to queries and concerns:

- The Dean of Enrolment Management and Financial Aid position will not be filled at this time. However, it is not being eliminated. The current plan would have a Director of Financial Aid (federal mandate), a Director of Admissions, and one dean in the Student Services area, the Dean of Counseling/DSP.
- Approximately \$270,000 would be saved by eliminating two academic dean positions and \$400,000 by eliminating three. The backfill costs are difficult to assess until FTE is considered.
- The Committee will reconvene to discuss: coordinator tasks; hours required; create a model; obtain FTE numbers for coordinators, etc., and; figure cost savings.
- A classified staff option: one administrative assistant per division and addition of a night clerk for support in the evening hours to better assist adjunct faculty and students.

- There were no reorganization tasks given to the Committee regarding the Vacaville and Vallejo Centers. They will likely remain as they are.
- Math lab would be kept in Math/Science and English lab in Humanities.
- Coordinator and/or other faculty positions will be discussed with the Faculty Association.
- There are positives and negatives to keeping or reassigning deans. Someone who has lost their job may align more appropriately for these positions and skill sets are important.
- Performance levels are unknown with added workload in fewer divisions. Coordinators, directors etc. could represent their areas and work with the dean, who would be ultimately responsible
- The current and more accurate full-time faculty number is approximately 160. Full-time faculty who teach in two disciplines are counted twice. Though there are many disciplines under a division, many programs are unique and may have only one faculty member.
- Structure and job descriptions will need to be created as soon as division decisions are made, which will clarify cost savings. Cost savings of \$50,000 and more need to be considered, as well as the impact of faculty release time and impact on Faculty Obligation Numbers.
- Counseling/DSP Division is not in the current reorganization.
- Floating dean changes are not in the current plans. Proposal from the deans included academic and curriculum responsibilities moved from that position to their areas.
- Course substitution waivers could be reviewed by faculty chair or faculty who would inform the dean for signature as the dean may not be experienced in a particular program.
- “Facilities Use Agreement” was placed under one dean to synchronize, rather than in multiple areas as it has been. This refers to use and rental, not the Facility Department.
- Basic Skills wasn’t listed under a division as the coordinator would work directly with all division overseeing programs that involve basic skills. Basic Skills is a source of funding and not a program or task.
- CA/OT Computer Applications and Office Technology (non-transferrable) will be brought together in the vocational area.
- A grants facilitator would work with the grant coordinator and help faculty who want to write a grant. The facilitator could fill the gap in coordinating responsibilities/ ideas/reviews/submission process etc. which would eliminate disconnect that can occur, especially for people who don’t regularly write grants. A new accounting manager in Fiscal Service could answer accounting questions related to grants, including the Perkins. EVP Reyes will review the options for oversight.
- Cuts can continue through summer and fall. It doesn’t appear the mid-size college level will be achieved. A decision was made to go to a 25% reduction but at same time trying to serve students and maintain FTES funded levels. Costs must be cut by reducing sections, while maintaining the same number of students. The strategy is to offer fewer sections and classes that are bigger (40 students). The ability to measure productivity here isn’t available yet. The average daily attendance proposal was rejected and funds will continue to be census allocated. If summer can be cut by 25-30% with increased enrollment, the fall and spring semesters will be less impacted. Fall will depend on summer and how the deans schedule.

Senator Becker expressed concern for important populations who will not be served, including the aged and students with disabilities, and the detrimental effect to society when programs such as Adaptive PE are cut. She is working with grant staff for funding assistance. EVP Reyes promised to look for additional funding sources for adaptive PE programs, which have all been cut for the summer.

Senator Crawford read a list of topics of concern from the Math/Science division and noted that no one acknowledged either option was good. One query was how transfer level classes (transfer is one college mission) with maximum caps on enrollment would be handled. EVP Reyes responded that it may require choosing to serve university students in the summer with higher enrollment cap classes (e.g. history) and offer smaller classes fall and spring for the year-round students. This would limit the number of summer transfer courses. Other comments from the Math Division: top admin are expected to have fewer tasks than hired

for without decrease in pay; expectation that deans will do more work with the same pay; floating position should not have supervisory position over faculty; with the decrease in divisions, it will be harder to find deans; what compensation will be given to faculty for increased workload; the administration does not have enough information to make decisions; negotiations will need to take place, and; it remains to be seen how either model will ultimately affect the faculty and students.

Senator McDermott opined that the grant facilitator, contract education, community education, facilities use, and SBDC should be under finance.

Opinions were expressed regarding placement for the Nursing Program. EVP Reyes opined it seemed logical in CTE as a job-related program. Senator Wanek stated the program is required to have a coordinator. She agreed with other opinions that it might be best suited in science, but also noted it is very different from other courses, mostly taught off campus. It needs strong oversight and someone familiar with Perkins funding.

Librarian Ruth Fuller questioned the division placement for the library and why it didn't get back to the Dean of Learning Resources, as the original hire was in part to oversee that division. Ms. Fuller noted that the library does have a strong link with English, but offers resources across campus and is a division that represents everybody, not just Humanities and Letters. A challenge at the College is that there is no direct library management. Most modern institutions place the library under technology. Ms. Fuller noted that the instructional guide and mission of the College library separate it from other public libraries. It is best to have a librarian directing the library and it would at least need a chair. She expressed that a lot of time has been wasted trying to teach people with each new reorganization and it would be difficult to have a coordinator for every area. She added that, if it has to remain under a specific division, Humanities might be most logical.

EVP Reyes reported a decision will be made before Wednesday; the plan will be discussed with Tom Henry on Tuesday, March 1, and taken to FaBPAC and the Governing Board on Wednesday, March 2. More accurate financial information will be available when the structure is completed. Additional comments can be forwarded to EVP Reyes. He stated he does not know yet if March 15 notices will be given and is not aware of pink slips for classified employees. President Watkins confirmed there are no plans for full-time faculty March 15 notices. Notices would have to be sent 45 days after the reorganization is finalized. The reorganization plan is to begin July 1.

## **6. Action Items**

### **Faculty Title Designation Resolution**

Senator Arce read a memo from the Humanities Division which expressed no support for the resolution. After brief discussion and questions, Senator Kleeberg clarified the resolution purpose is to align with most community colleges and with the new College policy that, upon retirement, outstanding faculty could be awarded "Emeritus Professor" designation by the Governing Board and it would make sense to confer that on a "Professor". The following are faculty title options: "Professor" for full-time tenured faculty; "Assistant Professor" for full-time non-tenured faculty, and: "Adjunct Professor" for part-time faculty. Motion to Approve – Senator Kleeberg; Seconded – Senator McDermott; Passed 8:2

## **7. Announcements**

President Watkins welcomed Michelle Arce, the new representative from Humanities.

## **8. Adjournment**

Motion to Adjourn – Senator Kleeberg; Seconded – Senator Jaimez; Unanimous  
The meeting was adjourned at 5:02 pm