



## ACADEMIC SENATE

### Adopted Minutes

**April 11, 2011  
Board Room 626  
3:00 pm – 5:00 pm**

**1. Call to Order**

Acting President Kleeberg called the meeting to order at 3:07 pm

**2. Roll Call:**

Darryl Allen, Michelle Arce, Abla Christiansen, Nick Cittadino, Susanna Crawford, LaNae Jaimez, Richard Kleeberg, Karen Wanek

Absent/Excused: Kim Becker, Erin Duane – *ex officio*, Lou McDermott, John Nagle, Thomas Watkins

Guests: VP Yulian Ligioso; Thomas Trujillo; Scott Ota

Connie Adams, Interim Admin Assistant

**3. Approval of Agenda – April 11, 2011**

Motion to Approve – Senator Jaimez; Seconded – Senator Cittadino

Amendment - add Program Discontinuance under Item 9 – Information/Discussion

Passed – Unanimous

**4. Approval of Minutes – March 21, March 28, & April 4 2011**

Motion to Approve three sets of minutes – Senator Jaimez; Seconded – Senator Cittadino; Unanimous

**5. Comments from the Public**

None

**6. President's Report**

Acting President Kleeberg reported that the Professor Resolution was on the agenda for initial reading at the last Governing Board meeting. Faculty member Jim DeKloe spoke briefly and passionately in favor of the Resolution. From comments Acting President Kleeberg heard, it seems it will be approved. The April 20<sup>th</sup> meeting will be a Governing Board Retreat to discuss Board related items.

Acting President Kleeberg recognized the outstanding Sabbatical Leave Presentation by Senator Christiansen and added that the Board was also very impressed with her work and effort.

**7. Reports**

**7.1 Curriculum – Erin Duane**

None

**7.2 Superintendent/President – Jowel Laguerre**

None

**7.3 Treasurer's Report – Karen Wanek**

Treasure Wanek reported on the Senate checking account:

Deductions: \$500 - Faculty conference expense assistance for Ferdinanda Florence and Marc Lancet

Income: \$258.40 – Faculty donations – 2 months

Balance: \$8745.28

Senators received clarification that faculty can choose to donate monthly, generally \$2 - \$10 to the Senate funds. Discussions have been held to have Senate line item budget information available which will help the Senate and subcommittees have clarity on funds available that can be used for staff development, events and other expenses.

Acting President Kleeberg informed the Governing Board about the Senate's decision to fund nearly \$2000 towards graduation and shared his concern that it's not something the Academic Senate can do regularly. The Board members expressed appreciation for this gesture. Acting President Kleeberg will ask President Watkins to write a memo to faculty reminding them that they can choose an amount to have deducted from their pay for the Academic Senate. Senator Cittadino suggested that the email explain how these funds are used.

## **7.4 Sub-Committee Reports**

### **7.4.1 Basic Skills – Susanna Crawford**

Senator Crawford reported that the August 16 Flex Cal mini-conference is being formulated and the speakers are confirmed except for one. Fifteen mini-grant proposals were due and collected on April 6<sup>th</sup>. The Basic Skills Committee will start reviewing school-wide proposals after spring break, followed by math and other proposals. Senator Crawford reported that the Legislative Analyst's Office is recommending a change in funding for Basic Skills courses. They are currently funded the same as other for-credit courses and would change to be the amount that non-credit courses are paid. They also want minimum qualifications to be based the same and require a Bachelor's degree to teach, rather than a Master's degree. Acting President Kleeberg agreed with Senator Crawford and others that lowering requirements in any area is not a good decision.

Senator Crawford requested addition of the Hiring Policy for discussion on the next agenda.

### **7.4.2 Tenure Tea Date/Time – Nick Cittadino**

Senator Cittadino announced that fourteen faculty will be tenured this year. Senators agreed that Friday, May 6<sup>th</sup>, from 2 – 3:30 pm would be the best date and time for the event. Senator Cittadino will inform S/P Laguerre and EVP Reyes and send an email to all faculty. He will be checking into musicians to perform at the Tea. Senator Allen offered to help with set-up, if needed.

## **8. Action Items**

### **8.1 Bylaws Revision**

Acting President Kleeberg will bring the one change to the Bylaws discussed on April 4 back to the Senate on May 2 to be voted on at that time.

### **8.2 Tenure Tea Budget**

Motion to Approve up to \$300 budget for the Tenure Tea – Senator Cittadino; Seconded – Senator Allen; Unanimous

## **9. Information/Discussion Items**

### **9.1 Solano College Budget/Bookstore – VP Yulian Ligioso**

VP Ligioso distributed a hardcopy of the Power Point that he presented at this meeting. He reviewed the background of current state legislative budget discussions and shared the three scenarios posed by the Community College League. Scenario #2 was recommended for budget planning purposes at the last January FaBPAC meeting. The current recommendation is #3. VP Ligioso pointed out census based election cost changes have occurred from a significant increase in the Latino population requiring additional printing of documents in Spanish, which could double the \$60,000 to \$80,000 cost per trustee candidate. He also noted he will refine the faculty hire figures.

VP Ligioso reported he has met with the classified union, the bookstore staff, ASSC, and FaBPAC to discuss the bookstore budget and possible changes because there is a large gap to fill, an increased revenue stream is needed, and there is less to cut elsewhere. Looking at \$100,000 in income from the bookstore is equivalent to not having to cut 30 sections.

VP Ligioso covered the points and advantages related to this proposal (listed on the Power Point) and added the following details and answers to Senators' questions:

- The College would be reimbursed for benefit costs by the contracted book company.
- Companies generally utilize student help. VP Ligioso has seen other colleges use placement in work/study for outside firms at 25%/75% and believes that could probably be done in this environment.
- Benefits of expertise on labor costs and mark-ups.
- Online and e-text could be increased as well as a large inventory of book rentals.
- The College could benefit from a large company's buying power and offer lower cost items for students. The current status of dealing with several used text book companies leaves a challenge to obtain what is needed, so new and more costly texts often must be purchased.

- Increased benefits through large company marketing ability and expertise.
- The bookstore has out-dated equipment. Contracting with a large company would offer opportunity for the newest technologies.
- The expectation is to generate an increase of \$100,000. Audit adjustments have been made but there is no sufficient and clear data for the bookstore. Estimates of what it should be netting can be made. Figures should be clarified for the 2010-11 school year.
- Everything is under consideration, including the large costs of mailings, becoming more efficient, administration costs, and looking at larger negotiated items.
- A possible drawback: once converted, if things don't work out, the switch back can be challenging. It will be important to have a very carefully written RFP (request for proposal) and set inventory money aside to buy inventory back if needed.
- Some companies guarantee \$240,000 per year. Figures would be in about two months after the close of the academic year.
- The bookstore proposal is being considered for spring or fall of 2012.

Comments/Questions: Senators expressed concern that improvement can't be tracked if the current financial situation of the bookstore is unknown and that this could just be a short-term gain for long-term sacrifice. VP Ligioso noted that Chabot College, comparable to Solano College, lost \$100,000 last year and is expecting about a \$125,000 loss this year. Faculty freedom rights would not change and the bookstore would provide support and not control.

Senators requested input from guest Thomas Trujillo, the Bookstore Interim Supervisor. Mr. Trujillo made the following points: the bookstore is working to streamline the book order process; Mr. Trujillo and the staff prefer to stay independent and requested support from the Academic Senate and faculty; they understand budget crisis and would like to keep their jobs; he came to the meeting to hear comments from everyone as professionals; he inquired how faculty want the campus to be run, and; expressed his desire for connection and effective communication.

VP Ligioso responded to more concerns regarding the lack of figures for profit and loss and will check with the auditors when they return. He noted that part of the challenge with the bookstore is that it is on a separate system and a new system could be set up to electronically transfer figures to BANNER, which is not currently possible. VP Ligioso agreed that the amount expected to be generated would have to be greater than the current revenues before making a change.

VP Ligioso agreed to come back to the Senate and discuss the overall College budget. The revision will be out the second week of May. He feels that the 2010-11 year should be able to close without a deficit. Major deductions will be seen around 2012-13. The budget will be addressed over a 2 ½ year timeline. Senator Crawford opined that minimum reserves could likely be doubled if what is planned is achieved. VP Ligioso stated that the reserve is currently at 7%. If that falls below 5%, there would be a challenge to get it back out. There may not be enough reserve money to pull the College through and deferrals are another challenge, with almost \$9 million in deferrals for Solano College. Midyear adjustments are usually done in January. Acting President Kleeberg and S/P Laguerre have heard that the legislature may decide one way to balance the budget would be to break the promise to pay deferred monies. Though promised and written in the budget, it could be withdrawn by the legislature. Senator Allen opined that one reason they've looked at reserves is that they have been higher than needed. Acting President Kleeberg noted the reserves topic has come to the Governing Board many times and each time they have refused to touch reserves. Senators agreed that at least reserves over the 5% recommended minimum be used during a budget crisis.

## **9.2 My Solano Course Studio Demonstration – Scott Ota**

Postponed because of time constraint

## **9.3 Budgeting/Mini-grants**

## **9.4 Program Discontinuance**

Senator Crawford reported that deans were meeting this week to consider programs to discontinue. College governance generally allows the President of the Governing Board to take drastic action in financial emergencies. Senators expressed concern that a possible back door" discontinuance of programs could take place. This discussion will be brought back to another Senate meeting.

**10. Action Reminders**

**11. Announcements**

Senator Allen will email faculty for nominations for Vice President, full-time At-Large, and part-time At-Large Senators the first week of May.

Acting President Kleeberg reminded Senators that they will remain in their positions at least until August to see what happens with the reorganization. He will discuss with President Watkins when to schedule the August Senate meeting as well as the Educational Administrators and Academic Senate joint meeting. The meetings will likely be held on Friday, August 12, and/or Monday, August 15.

**12. Adjournment**

Motion to Adjourn – Senator Jaimez; Seconded – Senator Crawford; Unanimous  
The meeting was adjourned at 5:00 pm