



ACADEMIC SENATE

Adopted Minutes

May 17, 2010

Board Room 626

3:00 pm – 5:00 pm

1. Call to Order

President Lamb called the meeting to order at 3:03 pm

2. Roll Call:

Jeffrey Lamb, President

Thea Alvarado, Erin Farmer – *ex officio*, Lisa Giambastiani, Richard Kleeberg, Lou McDermott, Barbara Pavao, Karen Wanek, Darla Williams, Thom Watkins – sub for Jeanette McCarthy

Late Arrivals: Darryl Allen, LaNae Jaimez

Absent: Susanna Crawford, Jeanette McCarthy

President Lamb introduced Senate guest Delores Davidson, from Foothill College, State Academic Senate Representative.

Guests: Superintendent/President Jowel Laguerre, Trudy Largent – Int Dir HR, Leslie Rota – Dean/Int VPAA, Tracy Schneider, Thom Watkins, Delores Davidson – ASCCC “Relations With Local Senates” Committee Representative

Connie Adams, Interim Admin Assistant

3. Approval of Agenda – May 17, 2010

Motion to Approve the Agenda – Senator Giambastiani; Seconded – Senator Williams; Unanimous

4. Approval of Minutes – May 3 and May 10, 2010

Motion to Approve both sets of Minutes – Senator Williams; Seconded – Senator Alvarado; Unanimous

5. Comments from the Public

None

6. President’s Report - Available for viewing at scsenate.blogspot.com and attached to these minutes

After delivering his report, President Lamb acknowledged and expressed appreciation for the following people:

- Tenure Tea Committee Co-chairs, LaNae Jaimez and Thea Alvarado, for organizing an exceptionally well-done event.
- Kathy Kearns for producing special mugs as gifts for the tenured faculty.
- The outgoing Senators for their time and service to the Senate.

President Lamb informed Senators that Darryl Allen and Mary Ellen Murphy attended the CCC Assess Project Conference and Ms. Murphy produced a report that will be placed on the blog. Senator Allen noted that there is a financial incentive for colleges to use the statewide math and English assessment tests as the costs would be covered by the state. He pointed out that anyone can view all the conference presentations at www.CCCAssess.org.

7. Reports

7.1 Superintendent/President Jowel Laguerre

No report due to other commitments

7.2 Election Committee – Darryl Allen

Senator Allen stated that only one nomination was received for President, At-Large, and 2-year term Adjunct and elections will not be held for those positions. There were two nominations for the 1-year

term Adjunct. Senator Kleeberg had suggested the two nominees might agree to share the office and each serve for one semester. President Lamb queried if Senators had any issue with such a split. Senator Pavao opined that there is nothing addressing that, it would be an issue with continuity, and it's not the perfect solution. President Lamb noted that athletics is allowed one-year replacements for flexibility with sports schedules. Senator Wanek stressed the importance of resolution and the need to get ballots out soon if necessary to stay on track. General consensus was to allow nominees to split the year if they agree or an election will be held.

7.3 Committee Reports

7.3.1 SLO – Tracy Schneider

Tracy Schneider reported on her continuing efforts with SLO assessments. She noted that while previous trainers are no longer paid to train, some have still been offering support. Some faculty have not been clear about the continuing assessment needs. Ms. Schneider will be meeting with deans on June 1, to clarify what divisions need to be doing and strategy on how to make sure things continue when there is no one paid for that purpose. Someone from each department or division needs to have reports on what happened, what is working, what is not working, new ideas for a campus-wide report, and to make sure everyone is connecting the idea about outcomes to program reviews and proposals. What is done in SLOs could lead to proposals. Ms. Schneider has been consulting with faculty who have requested help. Though focus has been on the student services side, she recently did a facilities presentation. Because SAOs are part of the process, she plans to ask S/P Laguerre to change her title by removing "Learning" from Learning Outcomes Assessment Coordinator because her work involves all the outcomes and everything at the College works together. She has met with VP Roth to explain how to get his people to handle SLOs. President Lamb added while SAOs are being implemented they're not always being connected to direction with the larger institution. Ms. Schneider noted that the transparency is also missing as to how things are being done and in some school districts the board oversees it. S/P Laguerre has been talking to directors and vice presidents regarding work on SAOs. The SLO department was set up as temporary while they got everyone trained. Ms. Schneider has two more years at 50% of a five-year position and will suggest somebody will be needed afterwards for accreditation and organizing but probably not at 50% for the long term. Most schools have this as a permanent position. Ms. Schneider shared that all staff and every department has an effect on students, whether directly or indirectly.

7.3.2 Other Committee Reports

Curriculum: Erin Farmer reported that there was a proposal to house SLOs in Curriculum as an addendum to course records, but has not been acted on. She opined that it probably should be acted on and institutionalized before the next accreditation report.

Erin Duane will be taking Ms. Farmer's place as Curriculum Chair.

New Senate Representatives: John Nagle will replace Darla Williams; Alena Hairston will replace Lisa Giambastiani, and; Abba Christiansen will replace Barbara Pavao for the one year remaining.

New Senators Announced: Thom Watkins, President; Nick Cittadino – At-Large; Lou McDermott – At-Large Adjunct.

First Fall Senate Meeting: President Lamb suggested the first Senate meeting be held on August 11, the optional Flex-Cal day before the first required Flex-Cal days.

7.4 Distinguished Faculty of the Year Awards – Thom Watkins

Chair Thom Watkins reported that the Committee felt the way the award process was changed this year was not appropriate. The award is from the Senate and is to be fully handled by the Senate and shouldn't be changed by anyone else. The Committee members also felt pushed.

Senator Pavao reminded Senators that it has always been the notion the Senate doesn't have to have a distinguished faculty award. It's something to really acknowledge as a huge honor. Thom Watkins noted that there was only one adjunct nominee and the committee decided the person was definitely deserving

of the award. Marc Lancet opined on one challenge in the process may be that there are many worthy people, but faculty members aren't always timely about sending in their nominations.

Information/Discussion Items

7.4 A Proposal for Travel Funding – Marc Lancet

President Lamb had recently suggested consideration for support from the Senate for students (such as in speech and debate teams) who are looking for funding. Instructor Marc Lancet suggested Senate could also support a faculty member and reported he was contacted by the First European Wood-Firing Conference being held in Germany this summer. He asked Senators to consider helping with his expenses and he shared how this fits into and can impact the College environment: unique connection with a diverse treasure trove of cultures; Solano ceramics courses have an internationally recognized name; Mr. Lancet, with a collaborator wrote a book on Japanese wood-fired ceramics which was later translated to German; Chapter 3 of his book shows Solano College building their first kiln; he has been asked to address aesthetics of wood-firing at this conference; there are no plans for a second conference, so this is a unique opportunity, and; the event will provide a network of opportunities. Mr. Lancet elaborated on the last point stating he had previously: collaborated with Japan; work he did in England led to collaboration with English students; a conference he attended in Arizona (Women in Wood-Fire) led to a second Solano kiln being built which was led by two women who have continued as professional wood-fire artists, and; these connections have led to individual event and curriculum changes. Mr. Lancet distributed his budget outline and the letter of invitation he received, as he expressed that he can't do this on his own and hopes the Senate will agree to help. In response to questions asked, Mr. Lancet stated that the turn-around time for a grant would not be timely for this event, the time for travel and post conference activities adds to the actual conference cost, he'd appreciate any amount Senate would be willing to offer, he encouraged Senators to see this as a model program, and he thanked the Senators for their consideration. President Lamb will send out an email reminder to request Senators' input before the decision on amount to help fund Mr. Lancet's expenses.

7.5 Faculty Hiring Process – Leslie Rota & Trudy Largent

President Lamb had called on Leslie Rota and VPAA Robin Steinback as to what can be done to assure faculty is included in the hiring process now that there is a potential for eleven faculty members to be retiring and possibly six full-time replacements made. He noted that some deans make emergency hires late in summer without input from faculty; therefore, it would be good to have a plan in place. Interim VPAA Rota and Interim HR Director Largent came to Senate to address this.

Dr. Largent reported that talks began in January regarding an early retirement plan, union issues were worked through and the window closes on June 7. At that time the individuals and numbers will be known and the College can have a good sense where to go forward to analyze what areas and disciplines will be impacted. The options will be to not fill positions or to fill with adjuncts or one-year full-time temporary positions.

Interim VP Rota presented an overview. Deans met to figure this out and can't follow the regular hiring process because of the timing. She suggested temporary full-time positions for one year. Based on how many people are expected to retire and departments they are in, she came up with a tentative list which she distributed. Interim VP Rota explained that temporary full-time positions are just that because in the fall: the deans will follow the regular process and forward quantitative and qualitative recommendations to the Vice President; the VP consults with the Superintendent/President; Deans and Academic Senate meet to decide what can be filled, and; positions will be advertised in spring for fall 2011 hires. Dean Rota noted that because the temporary hiring will be done over the summer, it would be wise to consider smaller hiring committees. The positions can't just be given to adjuncts as faculty will have to apply. Advertisements will go out later this week for these positions noting they depend on funding available. Dr. Largent stated that the projections for early retirement are 11-13 people and replacement of six. The College will have to look at what the needs are. VP Rota reminded Senators these are truly temporary and the major work will still need to be done in the fall.

Comments/Questions: After comment regarding CIS positions, President Lamb expressed it will be important to insure that in the discussions that deans have, they'll be comparing apples to apples and reminded that there are eight faculty who were never replaced and this year may add another five faculty. VP/Dean Rota noted that the temporary hire topic is to address only the people who are retiring this year and requests for permanent people will take place in the fall. Dr. Largent stated that there may be a second opportunity in September for additional retirements depending on Board approval.

Senator Kleeberg opined the importance to not deny faculty in any division the opportunity to take part in the hiring within their divisions. Dr. Largent stated that this request for smaller committees in a one-time suspension of process for the immediate need of temporary hires. She clarified that June 9 will be the advertisement date and then committees will be formed as it will be known how many will be hired. The College will know on June 7, June 16 is the Board notification date to say the programs will be offered and that will be a time to follow-up on the process.

There was consensus with to this one-time only, non-precedent setting hiring committee process - which will be made up of a dean and two faculty members for each division that will be hiring temporary full-time one-year positions. He asked Senators to send out this information in their division reports and notify faculty to watch for updates and communicate with their deans if interested in participating on a hiring committee. This is not changing District policy for hiring processes including the permanent full-time hiring practices.

7.6 Review Constitution – All

President Lamb sent an email on May 12 with an attachment showing the Constitution review work accomplished through the last study session of May 10. He reviewed the major points and decisions: remove the representation numbers so that as the college changes, the Senate as a body can move with a little more flexibility to allow for proportionate representation, possibly by the number of faculty rather than changing divisions or by other methods; he also sent summative comments from Senator Kleeberg and Senator Alvarado regarding adjunct votes; since the proposed changes are not up for immediate action, these discussions can be happening in divisions by the beginning of next semester on adjunct votes from status quo to no vote, half a vote, full vote or any variation thereof. Questions and concerns were raised regarding how to decide on proportional representation, how to gain an accurate and current list of full-time and part-time faculty, and desire to have more opinion input from Senators.

President Lamb stressed the importance for Senators to speak with their divisions and have input from all informed constituents. Senator Pavao suggested it would be better to agree conceptually first on the role of part-time faculty as she expressed concern with ideas on qualifying who should be allowed to vote. Senator McDermott noted that full-time and part-time faculty can vote for Senate President. Senator Kleeberg shared that faculty in his division would like to see the process simplified with a set vote number rather than dependent on amount of courses taught, i.e.: to eliminate 1/5, 2/5 or 3/5 vote. President Lamb queried if there were any objections to the concrete work done on the second draft. Hearing none, he recommended one more Senate meeting before semester end to work through Article III – Senate Offices, and then draft a robust inclusive pro/con paper to bring something tangible to divisions regarding the part-time vote. President Lamb noted that would have Senate prepared in the fall to move everything forward with a revised, up-to-date and functioning constitution except for this one piece of representation which could conclude with a vote of options decided upon. Senators who are available will meet on Monday, May 24, from 3-5 pm for the review.

8. Action Items

- 9.1 Approve Changes to Student Services Procedures Policy #5200
Motion to Approve – Senator McDermott; Seconded – Senator Jaimez; Unanimous
- 9.2 Approve President's Participation at Faculty Leadership Institution
Motion to Approve – Senator Kleeberg; Seconded – Senator Giambastiani; Unanimous
- 9.3 Approve General Education Reciprocity Policy to Honor Other CCC Courses

Tabled for more education and discussion within divisions. To be placed on the fall agenda.

9.4 Honoring a Colleague – Jeff Lamb

President Lamb requested Senate approve suspension of Senate rules for this item in order to introduce and act on a resolution to honor Erin Farmer at this final regular Senate meeting.
Motion to Approve – Senator McDermott; Seconded – Darryl Allen; Unanimous

10. Action Reminders

Faculty members needed on Accreditation Standard III C – Technology Committee

11. Announcements

12. Adjournment

The meeting was adjourned at 5:01 pm

Monday, May 17, 2010

President's Report to the Senate Meetings:

FABPAC: Dr. Laguerre announced that on Monday the Vallejo Center was approved as a center by the California Community Colleges Board of Governors (BOG). As a result, the District expects to receive will receive \$1 million for 2009-10 and the funding is ongoing. Chancellor Jack Scott commented that his first day on the job was at Solano College. Chancellor said that he's proud of the progress our college has made. Dr. Laguerre reported that the \$1 million is allocated towards the Vacaville Center and at the next meeting we will bring forward some initial proposals for allocating the dollars. The District has essential staffing and service needs to fulfill for Vacaville like maintenance & operations, lab technicians, and so on. The Vacaville Center has been receiving \$1 million since it achieved center status in the early 1990's.

The Variance Report: In FABPAC, *several members indicated that the discussion on the report elicited more disagreement and discontent than was recorded in the minutes. The members had many questions and concerns about the report, the clarity and validity of the numbers, the disproportionate percentages, and were informed that responses were forthcoming. Jeff Lamb and Louis McDermott questioned expending exactly 75% of the year's budget. The report's variance numbers would naturally trigger a barrage of questions—how true are the numbers.* Dr. Waits responded to the amendment comments by saying that VP Roth is currently intensely involved with Banner training six out of the last 10 days since the April 21 meeting. The short-term delay is expected to benefit us in the long-term. Generally, we would expect a response, however, it's her understanding that a definite date was not mentioned to respond. Last year's variance report format was provided to VP Roth, which staff is attempting to recreate. The comments will be shared with VP Roth.

SGC: In **Shared Governance** I provided a regular PERT and Accreditation update. We discussed the possibility of using the CCLC's Policy and Procedures numbering system instead of our own to facilitate the continual revision and editing of our Board Policies.

We further discussed some of the language in the 5000 series Board Policies and reviewed a new one, 1140, on Building Dedication Plaques.

Finally we received from Human Resources an updated ALG BP 4800 that reflects the changes in administrative structure after the reorganization and changes in the title and compensation of the Vice President of Academic and Student Affairs. The new title is Executive Vice President and there has been an increase in salary by \$10,000. We were provided with a revised ALG salary schedule that includes a new step 53. Of concern here is that SGC had always expressed concerns about the workload and salary of this position. Dr. Laguerre downgraded it in order to make the re-organization more fiscally palatable. Additionally, the changes to the ALG salary schedule were not presented to that group.

PERT: The FABPAC provided helpful comments to the IPP:

Thoughtful discussion ensued on methods to help the proposer(s) know FABPAC's role and expectations in evaluating a proposal's budget. Comments and suggestions for PERT to be sent from FABPAC via Jeff Lamb include:

- The proposer should have a list of FABPAC's general guidelines on what it will look for. FABPAC agreed to begin the work to develop guidelines for distribution. For example, because FTES apportionment is general fund revenue, should a proposal "claim" FTES as a sole funding source when these dollars already "hit" and are allocated in many areas? Example: A PE Program's funding is proposed to be offset by FTES. A student isn't taking only PE courses. Is there a rule of thumb on what percentage goes to the program or course and what goes elsewhere? What is the expected FTES offset?
- We should have a fiscal services "fiscal review" of the proposal prior to the FABPAC committee review. This review would give the committee guidance on how the funding might work.
- The Review Groups could play a stronger role. RGs look at existing programs and determine if it's a duplication of efforts and to make a determination of how the new program fits with existing programs.
- Proposal needs to take into account the current state-wide budget climate—whether good or bad—to assess viability of passage and funding.
For example,
given the current budget climate, proposals should consider the state's focus on basic skills, transfer rates, and workforce development.
- It is helpful if the proposer can be present at the meeting to answer questions and mitigate concerns.
- One of FABPAC's charges is to identify potential funding sources, and when we do approve and fund a proposal, we have to somehow track all sources. Last year's proposals would be funded if there was money available—no specific budget was identified.

Additionally, we have been working on the metrics that accompany the Strategic Goals and Objectives.

Accreditation:

In FaBPAC, I expressed concerns that the work accomplished last year in creating the Special Report is in jeopardy this year in terms of accuracy on the fiscal side, vis-à-vis the Third Quarter Variance Report. Dr. Laguerre responded that this report was shared at the Supt/President's Cabinet meeting and they also had questions but there is an explanation for it. He noted that confusion arose because the 2009-10 budget was not set up properly—it was just rolled over. Categorical budgets were either lumped together or did not move over to 2009-10. Excel shadow spreadsheets were maintained to track budgets, rather than fully utilizing Banner. Training is the top priority so data can be extracted accurately, and staff is working very hard to rectify systemic issues. Prior administrators did the best they could with shadow systems—in the short run it worked okay, but in the long run it is not.

Events:

I represented faculty at the Vacaville Center Opening Ceremony and gave a small speech.