



JOINT MEETING of the ACADEMIC SENATE and EDUCATIONAL ADMINISTRATORS

Unadopted Minutes

August 8, 2012
Board Room 626
1:00 pm – 4:00 pm

1. Call to Order

EVP Reyes called the meeting to order at 1:07 pm

2. Roll Call:

Educational Administrators: Lily Espinoza, Jerry Kea, Jeffrey Lamb, Shirley Lewis, Renee Moore, Maire Morinec, Arturo Reyes, Charlene Snow, Erin Vines

Academic Senate: Kevin Brewer, Alba Christiansen, Nick Cittadino, Tracy Fields, LaNae Jaimez, Katherine Luce, Amy Obegi, Scott Parrish, Terri Pearson-Bloom, Melissa Reeve

Connie Adams, Interim Admin Assistant

Absent/Excused: Joe Conrad – *ex officio*, Dale Crandall-Bear – *ex officio*, Erin Duane, Susanna Gunther, Ken Williams

Guests: Suniya Malhotra of ARCHITECTURE, Khalid Mahmood (visitor), Quent Carter (visitor)

3. Approval of Agenda – August 8, 2012

Motion to Approve – Senator Jaimez; Seconded – Senator Cittadino; Passed - Unanimous

4. Information/Discussion Items

➤ Facilities Master Plan and Educational Master Plan Update – Suniya Malhotra of ARCHITECTURE
Ms. Malhotra reported that the Facilities Master Plan is a work in progress. A session will be held tomorrow from 10:30 am to 12:00 pm showing Master Plan Facilities options for the College campuses and input will be gathered. It will offer an objective way to look at facilities in relation to the Educational Master Plan (EMP) and from the perspective of what needs to happen to facilities. An assessment of facilities was completed which included structural, mechanical, electrical, and plumbing at all campuses and detailed reports were created in a consumer report style. The District will receive a live data tool with all of the information tied in to the Chancellor's Office FUSION tool database.

The State has some standards for space justification, including lecture, lab, library, ADTV, and office that was reviewed. Standards are based on student population, weekly student contact hours, full-time equivalent students, and full-time equivalent faculty. While standards are outdated and don't reflect the realities of running an institution, efforts have been made to update them but not in time for this, and it is actually doubtful they will be changed because of much disagreement on how to change. The plans need to be lined up with what the state expects. Analysis shows the College is slightly over on lecture, under in lab, a little over on office, grossly under on ADTV (media broadcasting program, things related and distance learning rooms), based on future growth projections as well, and there was consensus that a 2 % increase is reasonable. The first four or five items could be focused on and course corrections can be done through live documents as things change. College workshops were conducted in May and input gathered on how people felt about the campus, sustainability, and to identify particular aspects of the campus, i.e. main areas, study, social, favorite places, heart of campus, problem areas, and identifying what the problems are. Overviews showed different ways data are looked at. All input received at workshops influenced options that will be presented at the Flex meeting tomorrow. Water and energy resources were looked at and a high utility expense with outdated

infrastructure was noted along with opportunity to look at ways of improvement. Money saved can be cycled back to maintain and increase programs and for access. Currently 130 acre feet per year of water are used for irrigation alone and the approach was to look at decreasing that demand. The campus is also experiencing 370 acre feet loss per year in runoff. The ARCHITECTURE team looked at remedies for the campus and can eliminate the irrigation demand entirely and reduce runoff from 370 to 24 acre feet by tying storm drains to retention ponds, adding bio-swales, and by filtering runoff from parking.

Senator Pearson-Bloom raised concern about the new million dollar soccer field being replaced by a retention pond. Ms. Malhotra responded that ideas would be implemented over time and plans could be adjusted. Water is draining to the soccer field and the natural topography needs to be considered. Some design and planning goals were worked on with the deans with multi-tasks going on for the proposal. Goals are always in process and changes can be prioritized with feedback. The Governing Board was given justification for the bond measure and the amount of work that needs to be done on campus. It was broken down into: modernization of facilities and updates that affect the learning environment (education); efficiencies through maintenance and operating costs; energy and water efficiency; distinguish and deepen community relationship. Based on feedback, a project list was drafted. Some things have been around a while which reaffirmed their positioning. Ms. Malhotra reiterated that the plan is a work in progress and the key is to understand the first 4-5 projects. Circumstances may have changed, so items can be changed, sometimes influenced and reordered by options and different implementations selected. The top priorities may shift or may be concurrent based on options preferred. The Educational Master Plan (EMP) helps inform that draft project list.

The draft plan was presented to the Governing Board in mid-July and they voted on August 1 to put the \$348,000,000 bond measure on the November ballot. The original intent was to have all options listed with visual/conceptual maps of the campuses for completed projects. However, the EMP took longer than expected, so the FMP timeline is off and they are working to have the visuals before November. Tomorrow will be the first presentation of these options. Groups will be visited and more feedback gathered in order to return with a refined plan. Proposed facilities don't have to be justified to the state, but to receive state money it is important to be close to state standards. All districts are facing a scheduling issue as well and many are studying how to address that issue. The State can't agree on standards and they only look at full-time faculty office space, not administrative staff, break rooms, and other space needed.

Comments/Questions: EVP Reyes reported that there will be time at each school meeting to speak about this and it is very important to get feedback from the whole school to create a list of priorities. If there is interest in some things considered for the last bond, bring those forward. Questions were raised regarding how this plan compared to the previous bond and the rationale for changes. Ms. Malhotra will post options online with a survey to reach out to more people for input and added the importance that everyone be involved in the plan.

EVP Reyes noted that the EMP has also been through this process in constituency group meetings, updates from MIG have been distributed that addressed the process from beginning to now. A timeline was created and then presentations were added in Winters, Dixon, Travis, other places the College serves. The EMP has been tied to the FMP. Through this process, changes in economy occurred over the last few years and original projections were very optimistic. The line goes up on FTES, but in reality enrollment and the budget are declining and faculty hiring hasn't materialized. Space is underutilized on campus. After some discussion on the possibilities of large increases or more decreases, agreement was made to enter in 2% growth from where we are now. An additional chapter is being added to the EMP with some ideas on what is truly needed educationally moving into the future as well as with facilities. The dilemma is how to tie together facilities which is informed by the EMP with a need to be careful how to justify facilities. EVP Reyes reminded everyone that this is a budget-driven updated EMP, not a fully new one. He thanked everyone for participation in forums and meetings and he is comfortable that it reflects input throughout the campuses and community.

➤ Flex-Cal – What is Admissible & Senate Line Item Budget

Senate Line Item Budget: Last semester Senate President Watkins spoke with VP Yulian Ligioso to initiate an Academic Senate line item Flex-Cal budget for professional development activities of \$5000 per year. The budget was approved by FaBPAC and needs follow-up to cover current Flex-Cal expenses. EVP Reyes will speak with VP Ligioso.

What is admissible? EVP Reyes suggested there would not be enough time for solutions and that discussion focus on how to address the issue. Possibly a subcommittee of deans and senators could be formed at the next meeting to look at regulations, what is appropriate, and come back with recommendations. He queried if members wanted to look at numbers and timelines. Suggestions and comments included:

- Richard Kleeberg had done a lot of work on this and could be a resource.
- Dean Lamb had served on a statewide flex committee and offered to serve on a committee in consultation with deans or as their representative of them.
- What is and isn't admissible needs to be determined and guidelines created.
- Activities are under the purview of faculty (see 10+1) and the committee needs to be balanced, maybe 3 + 3. A small group could meet to decide the scope of work, key issues to work on, bring back a draft to the Senate and see if other items need to be added.
- President Gunther had expressed concern about who has oversight and where approval lies.
- One of the issues was having mutual agreement about the list of things.
- Contractually the deans approve, but there is no list with consistency.
- In some areas the debate was more along lines of whether the deans should approve activities or whether their role is to just sign off for faculty credit.
- On the flip side, there are certain contract deadlines related to submission of Flex-cal hours and activities that are not followed so what is the process to go through to deal with some of those issues? Sometimes people ask permission after late submission.
- Questions are: what qualifies; what is in our contract, and; how to document.
- The form needs work to allow for a better evaluative component to show how an activity will improve the instructor's teaching.
- Another issue was that people participating in things like the Academic Senate weren't getting hours approved; therefore, being penalized, while there is no penalty for not serving and not being involved.
- This could take some time, possibly a year, to really look at what the issues are.
- Who is doing what for other professional duties and responsibilities? In some schools people have to show what they do or document office hours and what they're doing for other activities and this all needs be looked at together. With people who are not engaged at the level you are, faculty don't get credit for some things or get different credit. Clarification is needed on what people get credit for now as part of the five hours and how to separate that, if not to be included.
- To make this work for now and the future, separate off a few questions to have answered now and then do the year-long work as well. A new policy was being used without discussion and there is a need to know the standing practice and policy while reviewing it all.
- If language says "at the counselor's discretion", what that is has to be understood.
- There are guidelines of what is acceptable.
- Spend a month or so on guidelines, validate timeline, lists, parameters, approval process, and maybe revise forms, then share the information, solicit feedback on the direction, and then, if the Senate is interested, continue a year-long review, look at other colleges and come up with a policy for the future. This process will help the deans do their jobs consistently now while working on the long-term solution.

- The deadline for faculty to submit for flex activity plans is October. Agreement was to combine all lists in the next couple days, get a group together and return to the Academic Senate with information on September 17.

➤ Use of the Emergency Hiring Policy for Part-Time Faculty Hiring – Arturo Reyes

EVP Reyes stated the 1992 document outlined how emergency situations are hired but there is no definition or timeline. A group could be formed to work on updating the policy. The non-emergency hiring process currently takes about 2 ½ months so the logical mind says anything short of that time should be considered an emergency. That doesn't sit well with people in June who know they have to hire people when faculty are unavailable in the summer. The non-emergency process needs to be reviewed and streamlined to less than 2 ½ months and an emergency process needs to be created. There is no policy now to allow the deans or faculty to hire someone in a short two week time, if needed. Ways have been found way to hire people but the policies are outdated and consistency is needed. A group could be set up to look at policy and work with HR to resolve these issues. The full-time regular process has been used to hire adjuncts so there also needs to be separate policies for part-time, full-time, and emergency hires. At other schools within a week of classes starting, a qualified person is placed in the classroom as needed. The process here is too long and trust is needed to quickly place faculty in the classroom and there may be a point where a dean and faculty interview people and get someone hired in emergency situations. HR has been asked to open year-long pools to streamline the process.

A committee could make some recommendations to HR and move this forward. Senator Reeve reported the Academic Senate began reviewing hiring policies and procedures last year. To differentiate, a process for hiring reassign positions may be needed as well. Internal hiring assignments (coordinators and positions like that) have seen everything from using the full-time hiring process all the way up to including reference checks and first and second interviews. Maybe just one administrator could speak with them. There is no consistency. EVP Reyes noted this is one area everyone is in agreement to bring some sanity and streamlining to the process. It is unnecessary to go through a rigorous process to hire an adjunct for one semester. Dean Morinec agreed it is critical to have pools, but they also shouldn't expire soon so a timeline needs to be decided. Also there have been pools with only one applicant who is then selected. Regulations, laws, and equity need to be reviewed and advertisement needed to make it public to gather a real pool. Senator Pearson-Bloom noted that, if an adjunct doesn't teach within a two-year period, they have to go through the whole process again. That needs to be addressed before they are deactivated. Interim Dean Moore added that there should also be a mechanism to remove people from the list. HR won't let her open a pool when she already has people on the list. EVP Reyes responded that, if you have a pool of ten people, you interview them, you can agree not to hire any of them, but HR needs to know why they aren't hired. Then open another pool. He will ask HR why applicants are deactivated after two years. HR is moving to electronic applications and, once people apply, HR will send generic messages to have applications updated regularly.

EVP Reyes suggested a committee include Senators, Deans, and HR members to come up with some ideas and a plan to be vetted through different governing committees. This would eventually work into a Governing Board policy. HR would create the policies with advisory help from faculty and administration. There is urgency from all sides to get this resolved so we can take the initiative, start a committee and invite them. Decisions are needed for: the size of group; timelines; definition and criteria to determine use of emergency hire, and; how many times an emergency hire can occur for the same position. HR will be asked for feedback on emergency hiring policy from here and other colleges.

➤ Accreditation Update – Susanna Gunther

In President Gunther's absence, Dean Lewis gave the following update: Annette Dambrosio was recently hired to be the report writer/editor to work with Dean Lewis; drafts from key people who are addressing the nine recommendations have been received; the goal is to have the first draft completed by September 17th;

waiting for more feedback from President Gunther to be sure all faculty have an opportunity to review the draft before it is sent to the Governing Board on the 17th; a rough draft will be brought to the August 20th Senate meeting, and; it will be sent to \$All on the 31st. Three recommendations have to be addressed: Integrated Planning Process; SLOs, and; increased services including library expansions at the centers.

Comments/Questions: EVP Reyes reported that much work has been done over the summer. He has been very involved with and impressed with the level and amount of work faculty have accomplished. Some flex meeting time will be utilized to continue with work by all faculty on SLOs, PLOs, ILOs. He hopes to have those familiar with what has happened communicate with others how important this work is. Assessment plans are supposed to be in place, assessments completed for all of them, and changes implemented in instruction, curriculum, approaches etc. There is still more work to be done. The Accreditation team in October will expect the College to be at proficiency level, moving from 3-4 (out of 10), maybe now at 5-6, and only have one or two more opportunities to move it to 10. Not all SLOs and ILOs have been assessed and program level SLOs are not in place in a lot of areas. EVP Reyes requested everyone be advocates to move this agenda forward. He and Peter Cammish reviewed the report turned in to the Accreditation Commission two years ago which stated 80% completion. The College needs to get there in the next couple weeks. When conversations come up, acknowledge and thank the people who did the work now. EVP Reyes is hoping the report will reflect all the good work from over the last 8-9 years. It is unknown whether the Accreditation Team will expect progress from where we were or a lot of progress in sync with other colleges. If the latter, it could result in sanctions. He hopes the accreditors are as excited about how Mr. Cammish, in collaboration with faculty, has brought the information together.

➤ Ed Admin Goals

Erin Vines – Counseling, Student Services, and Special Services

Recommendation 6 is to provide services for DE students so he is working with a virtual students committee on ways to deliver services and a skype- type set-up will be available in EOPS, CARE, CalWorks, Counseling, Financial Aid, Transfer Center, Health Center, Admissions and Records, and other areas as well. This will help serve the centers as well. Dean Lewis and Dean Kea were involved in meetings. Work on SLOs and SAOs is a top goal for fall along with the Matriculation Plan and Equity Plan (he thanked Mr. Cammish for providing a document to move forward with that). Recommendation 5 called for Integration in the Planning Process and a document will be updated this fall to be integrated in the planning process to use more effectively. Work is in process to change IB classes for credit to bring students to the College. They are in the middle of moving Transfer/Career to the Tutorial Center downstairs. The Tutorial Center will be upstairs with a different look. An hour of flex time will have an AB1440 presentation from two counselors for an update on new regulations. The goal is to sift through changes in financial aid, educational progress within a time-frame of six years, admission and records and assist students in finding alternatives to repeating classes.

Charlene Snow – Math

Work is in progress on upgrading applied calculus sequence to CSU standards. Prerequisites have to be changed.

Jeff Lamb – Liberal Arts

Some things related to Accreditation will enlarge; working with outcomes and assessments will be a big goal; a focus will be on the library and centers; looking at DE services to be available; Curriculum Review will take up time over the year, working with Curriculum office on the step-by-step process; the Solano Theater Association contract was terminated and Dean Lamb is now responsible for both theatres; the 1300 building opening is now planned for January rather than November, which will affect scheduling in the spring semester; deans have a commitment to work on enrollment management, focusing on centers to have a healthy pattern of offerings at the centers.

Jerry Kea – Vallejo Center

Working on Accreditation; expansion of library for much needed resources; the elephant in the room has to do with keeping the Vallejo Center viable as an institution and to keep the doors open he is working with the deans scrambling to have the needed 1000 FTES to assure the \$1,000,000 continues coming from Sacramento; he has worked with the Benicia superintendent and high school administration to open classes there and bring students back from Diablo College to Solano College; there may be an opportunity to use classrooms in the renovated Mills elementary school building; Dean Kea is working with the Benicia mayor, a champion of green technology, to bring green tech classes there ; he has been working for a couple years with Cal-State Maritime and is close to signing an MOU with them for a BA in business, and: he is working with the Superintendent of Vallejo and their administration to collaborate with the Academies Project, a powerful initiative that can impact that school district for much needed support.

Maire Morinec – CTE/Business

Accreditation work; move forward with SLOs, tying outcomes together with the fiscal process; work with the Academic Senate to look at creating a Vocational Education committee, traditionally made up of deans of Vocational Education, to enlarge membership and make it more of a faculty driven sub-committee to look at how CTE funds are spent, to get advisory committees strong for all CTE programs, to have documentation as required, with input from industry partners on what is needed to enhance programs; look at Transfer Model Curriculum; will revise nursing curriculum to bring it into the 21st century, with emphasis on quality and safety in nursing, and the College will be the first in Northern California teaching from a conceptual standpoint as compared to a traditional disease model. Dean Morinec is proud of faculty who worked on that; Curriculum Review to clean up issues with TBA hours; advance look at CTE Program Curriculum Review to bring auto body, welding, and other programs long neglected into the 21st century.

Shirley Lewis – Vacaville Center

Gearing up for the parking lot expansion to accommodate additional students with the FTES increase and the temporary space leased from the old Vacaville Center will hopefully be adequate for students. A small reorganization took place on July 1 which moved Fire Technology and Aeronautics under Dean Lewis. Dean Morinec will continue to help support the Fire Tech Academy. An amazing graduation was held last month, 27 students began and completed the program to graduate absolutely ready to be hired with the lowest grade at 91%. They received more intensive training in more areas that employers are requiring. Fire chiefs met with faculty from the fire program which resulted in expanded training. 400 people showed up for the graduation. Aeronautics, this past year under Dean Morinec's oversight got a full-time enthusiastic instructor. Students are happy with him and the lab changes being made in the hangar. Efforts are under way to establish middle college high school in Vacaville and hopefully Vallejo and the main campus. The Vacaville School District is entertaining a resolution to formally go forth with the project with goals of getting a high school identifier number and opening the doors to a cohort of 50 freshmen in the fall of 2013. Rennee Moore and Genelle Rhoads are on the planning committee.

Lily Espinosa – Human Performance & Development

A nutrition degree is being created with a lot of growth in that vocational area with Perkins funds; an ECE conference will be held on September 29; a realignment curriculum change from ECE to Child Development & Family Studies has taken place; VITAE money has been received for a Sports Medicine Program and marketing will be developed to show related careers; a top code change was made from Physical Education to Kinesiology, related to the health and wellness industry, and resources and possibly certificates will be developed; with EMP/FMP in process, Kinesiology has been under intense scrutiny through the revisioning of the department and what the future of the program will be; curriculum is being realigned with transfer and vocational areas as a focus; embedded tutors was a popular and successful program last spring and anyone interested in that could contact Marie Maine at the Tutor Center; work is in process to get tutors to the centers and possibly online, and; Community Education non-credit Vista classes will likely produce another mailer to be sent out to increase enrollment. A decline was seen when mailings were discontinued.

A Title 9 annual state mandated survey was sent out to obtain students' interest and abilities in sports. After losing the football and water polo teams, the athletics department is working on fundraisers. A huge response from the community came through asking what they can do to help. A golf tournament will take place on Monday, October 14, from 9am – 4pm and may be added to flex activities. Anyone can participate, inform people, and be or find a sponsor. Corporate leaders and people interested in supporting the department will be participating. The cost will be \$125 to golf and includes lunch and dinner or \$65 for the dinner and auction.

The school is looking at hosting a sports conference in March, which would include career information. Golden State Warrior athletes may be there and would include a fundraiser by selling season tickets.

Comments/Questions:

EVP Reyes reported that centers need 1000 FTES to receive \$1,000,000 from the state. The College hadn't been held to that standard until now. If the numbers aren't met the College will lose money proportionately and moving forward won't receive any. To fulfill those numbers some classes and faculty have been moved. Currently there is one course short in Vacaville and a couple in Vallejo. EVP Reyes has had conversations with deans about scheduling and room use with a hope to be more efficient with classrooms and capacity and maybe try to extend the days as well. If necessary, late start 12-week courses and spring classes could be added. Summer classes, beginning before July 1, could also be counted, but it would be preferable to count them forward.

Middle College High School conversations are taking place in Fairfield and they may want to start in fall as well, now that Vacaville is moving forward. FTES would be counted for college classes the high school students take.

Student Success Task Force – legislation is now a reality. Conversations will be held about how to implement things from priority admissions to support services. Some broad statewide committees are looking at staff development, for example, as one piece of that.

EVP Reyes noted that Administration had a great relationship with Thom Watkins, past president of the Senate, and is now working almost daily in conversations with Susanna Gunther. He added that she is guiding the success and affairs of faculty forward. EVP Reyes sees the role of deans and his office as an administrative team that supports faculty and will continue to do that. President Gunther is very direct and knows where she wants to take things.

- Senate Goals
 - Emergency Hiring Process & Policy
 - Accreditation
 - Program Review Student Task Force
 - Student Equity Plan - in process of revision, CUE contract to be completed and may be renewed.

Senator Obegi reported a subcommittee will be established. The Academic Senate will move forward to make the Equity Plan document useful and integrated.

6. Announcements

7. Adjournment

Motion to Adjourn – Senator Cittadino; Seconded – Senator Obegi; Passed - Unanimous
The meeting adjourned at 3:42 pm