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Cerritos College
Faculty Senate

February 28, 2017
11:05 A.M.
Cheryl A. Epple Board Room

MINUTES

Regular Meeting ♦ February 28, 2017

	LAST NME	FIRST NAME	DIVISION	TERM
X	Beyene	Aemiro	SEM	2018
E	Casas	Ralph	Health Occupations	2018
X	Clifford	Stephen	Liberal Arts	2017
X	Falcon	Dennis	Humanities/Social Science	2017
X	Fernandez	Christina	Fine Arts	2017
E	Garriott	Don	DSPS	2017
X	Greenberg	Bruce	Business Education	2017
X	Griffin	April	Liberal Arts (Secretary)	2018
X	Hoppe-Nagao	Angela	Liberal Arts	2017
E	Juntilla	Tim	Liberal Arts	2018
E	Krayer	Adelle	Health Occupations	2018
X	Lacy	Tor	SEM	2018
X	Lefebvre	Lyndsey	Part-Time Faculty Rep	2017
X	Lewellen	Michelle	Humanities/Social Science (President)	2018
X	Lundeen	Brittany	Counseling	2017
X	Mc Cance	Ian	SEM	2017
E	May	Russ	HPE/A	2017
X	Miranda	Veronica	Part-Time Faculty Rep	2017
X	Moore	Deb	Library	2017
X	Moriarty	Cindy	Business Education	2018
X	Mulleary	Joe	Technology	2017
X	Mullins	Terrance	Humanities/Social Science	2017
X	Negrete	Bernie	SEM	2017
X	O'Neil	Scott	SEM (Vice President)	2017
X	Obasohan	Victor	Humanities/Social Sciences	2018
X	Richardson	Chris	HPE/Athletics	2018
X	Soto	Armando	Counseling	2018
X	Trager	Julie	Fine Arts	2018
X	Ukita	Traci	Counseling	2017
X	Vega	Frank	Technology	2018
X	Voorhies	Ann	Health Occupations	2017
X	Worrel	Dara	SEM	2017

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	LAST NME	FIRST NAME	DIVISION	TERM
			CCFF <i>Liaison (Non-Voting)</i>	
X	Malfavon	Allen	Student Liaison <i>(Non-Voting)</i>	

GUESTS: Debbie Jensen, Felipe Lopez, David Betancourt

1. CALL TO ORDER (11:05 A.M.)
Pledge of Allegiance
2. ANNOUNCEMENTS/INFORMATION ITEMS
 - A. Part-Time Senate Representation
 - B. Information coming out this week.
3. APPROVAL OF MINUTES
 - A. Minutes for 2/7/16
 - a. Approved with the following changes: change CTX to CTX advisory committee.
 - B. Minutes from 2/14/16 with changes
 - a. Abstain Joe, Christina, Lindsay, Julie, Frank
4. APPOINTMENTS AND NOMINATIONS
 - A. Full-Time Faculty Hiring Committees
 - a. Committees moved forward
5. STANDING COMMITTEE REPORTS
 - A. Enrollment Management – Michelle Lewellen
 - a. Did not meet last week
 - b. FTE research
 - i. Better organization on how we are examining FTEs
 - B. Coordinating – Michelle Lewellen/April Griffin
 - a. Asked to present to ACME regarding the faculty prioritization hiring committee
 - i. Presented Monday 2/27
 - b. Presenting to planning and budget on Thursday
 - c. May present to the Deans meeting next
 - d. Should be presenting to coordinating on Monday
 - e. Senator Hoppe Nagao: in the ACME meeting it seemed that there was concern about the roles that the deans play in the process. The concern is that the voice of the deans will be lost. We are working to find a resolution that works with both faculty and deans. Deans are asking for more time to meet and discuss.
 - f. Was there discussion of how the deans rotated?
 - i. We have left that up to ACME. Each constituent group should be allowed to appoint participants. In theory, this should be data driven (quantitative and qualitative) so it shouldn't matter which deans and/or faculty serve.
 - C. Student Equity – Michelle Lewellen
 - D. Planning & Budget – Michelle Lewellen
 - E. Board Meeting – Michelle Lewellen
 - a. 16 week calendar on the agenda
 - b. Sabbaticals will be on the April 2017 board meeting
 - F. EMP – Michelle Lewellen/April Griffin

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a. Meeting on Friday

6. SENATE DISCUSSION/ACTION ITEMS

A. San FACC Presentation – April Griffin

- a. Falcon Leadership project
- b. Year long leadership program
 - i. Mentorship with someone on a different campus (Citrus, Chaffey, Rio Hondo, Mt SAC, Pasadena)
 - ii. Commitment is meet at least once a semester in person and at least once a month by phone

B. PEDAL Program – Debbie Jensen

- a. There was technology issues in the boardroom the presentation will be moved to next week.

C. AP 6300 – Fiscal Management – Felipe Lopez

- a. Reserves change
 - i. Coming from the Government Finance Officers Association best practices documents
 - ii. Move to change the base reserves from 5% to 10%
 1. The move is to ensure what the reserve can cover salary and benefits for one month
 2. A survey of CACC districts show that half of respondents still maintained the 5% reserve while the other half had more than 5%
 3. Our reserves are currently approx. 26%
 4. Reserves have fluctuated in the past 10 years. Since 2010 we have been above the 10% minimum in reserves. We hit 20% in 2015
 - iii. Where do the reserves live?
 1. Is this putting 10% on top of the 26% that is already residing in reserves? Or is this we just need to keep it at 10%
 - a. The 26% is only in the unrestricted general fund
 2. Including operating transfers as well as operating expenses. Transfers are monies moved to a different fund.
 - iv. Before the raise was put into place there was 27 million
 1. Money was being transferred out of the general fund into other funds (capital outlay, Presidents innovation, public art, other post-employment benefits fund)
 - v. Concern is that the Board of Trustees has historically been very conservative financially and so this may spark further conservation
 1. Transfers have historically not been discussed at the faculty level and so faculty feel as though money could be spent on instruction but it is just being stored away for other purposes
 2. Other concern was money that wasn't being spent after it was transferred and so it was not counted as reserves but it was available if for spending.
 - vi. Total operating and operating transfers /
 - vii. This isn't coming from the Chancellor's Office, ACCJC, or the government. The 10% is not mandated and has been in place for 10 years with GFOA. Why is this necessary now?

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- viii. What happens when administration\board turns over, will the interpretation of his policy change?
 - 1. This is a long-term policy and the goal is to be fiscally solvent in the foreseeable future.
- ix. Open to eliminating operating transfers from the language and focus on operating expenses as being part of the calculations
- x. Typically having a higher reserve allows us to make adjustments more quickly. If we dipped below 10% we wouldn't meet local policy but it would allow us some time to make decisions before we fell below the 5% mandated by the Chancellor's Office.
- xi. How does this possibly change projects in process?
 - 1. There is some concern that we already have high reserves and we have stopped projects that are key to college programs. How do we continue to have those conversations about bridging what money we have and what needs money.
 - 2. Is there the ability to include input from the senate and find a median percentage that works for all constituents
 - a. Possible to discuss a median percentage in coordinating committee
- xii. GFOA is a professional organization that produces guidelines, no regulatory guidelines in CA
- xiii. Higher reserves do not change how we are funded by the Chancellor's Office.
- xiv. Senator O'Neil motions that there should be a discussion in coordinating committee to find a middle ground percentage and to eliminate the wording "and operating transfers"
 - 1. Seconded by Senator Mullins
 - 2. Abstains Senator Lacy
- xv. Is there a percentage the senate would be comfortable with?
 - 1. Concern that any increase would see a large increase in the reserves in the future based on the past practices of the District and
 - 2. It is troubling if we increase the reserves that the State can take our reserves and allocate that to different colleges
 - 3. There has been policy discussed at the state level that could punish colleges for having too much in reserves
 - 4. Why not introduce a cap on reserves?

D. Committee on Professional Development Shared Governance Document - Michelle Lewellen

- a. Moved to next Tuesday

7. REPORTS

A. Student Senate Liaison (Allen Malfavon)

- a. Thursday town hall meeting: LC 155 1-3PM
- b. Budget and finance committee meeting 12-2PM

B. CCFF Liaison

- a. The cost of sabbaticals was much less than actually predicted
 - i. The predicted costs were in the millions
 - ii. Replacement costs for 9 faculty to go on sabbatical was less than 300,000

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- iii. This number came from HR and Felipe
 - b. Annual meeting
 - i. Moving forward all elections will be electronic
 - ii. Endorsements will all be handled by the membership
 - iii. Earmark \$2 per member from general fund to the cope account (per month)
 - C. Secretary (April Griffin)
 - a. No report
 - D. Senate Vice President (Scott O'Neil)
 - a. No report
 - E. President (Michelle Lewellen)
 - a. In a conversation with Felipe regarding cancellation policies he wants an actual number and including only the average cost of a full-time faculty across the college. Cost of a class should not include things like cost of water\electricity.
 - b. Flat number across campus with exceptions (pre-reqs, major specific classes, etc.)
 - c. Senator O'Neil
 - i. Felipe had a number at his last college (Compton)
8. ADJOURNMENT (12:20 P.M.)



We are now accepting applications for the 2017-2018 year.

The SanFACC Mentor program seeks to build both individual and regional leadership capacity among current full-time/permanent employees. Mentees with a clear interest in entering or advancing in community college management will be paired with mentors from neighboring colleges already serving in an administrative role. This experience provides a safe environment to develop a knowledge base that

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supports effective leadership and management. Participants are enriched by experiencing the best practices and lessons learned from colleagues across the region.

This program is open to all full-time/permanent employees within a community college who are seriously considering moving into or advancing into an administrative position in a community college. Applications are due Friday, April 7, 2017. Contact [coordinator].

Application: <https://form.jotform.com/60346102872147>

Supervisor Acknowledgement Form: <https://form.jotform.com/60596173430152>

Recommendation Form: <https://form.jotform.com/60596610474156>

The program is sponsored by the San Gabriel/ Foothill Association of Community Colleges:

