

OFFICIAL

May 9, 2017
11:05 A.M.
Cheryl A. Epple Board Room

MINUTES

	LAST NME	FIRST NAME	DIVISION	TERM
X	Beyene	Aemiro	SEM	2018
X	Casas	Ralph	Health Occupations	2018
X	Clifford	Stephen	Liberal Arts	2017
X	Falcon	Dennis	Humanities/Social Science	2017
X	Fernandez	Christina	Fine Arts	2017
X	Garriott	Don	DSPS	2017
X	Greenberg	Bruce	Business Education	2017
X	Griffin	April	Liberal Arts (Secretary)	2018
X	Hoppe-Nagao	Angela	Liberal Arts	2017
X	Juntilla	Tim	Liberal Arts	2018
X	Krayer	Adelle	Health Occupations	2018
E	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
X	May	Russ	HPE/A	2017
X	Miranda	Veronica	Part-Time Faculty Rep	2017
X	Moore	Deb	Library	2017
E	Moriarty	Cindy	Business Education	2018
X	Mulleary	Joe	Technology	2017
X	Mullins	Terrance	Humanities/Social Science	2017
E	Negrete	Bernie	SEM	2017
X	O'Neil	Scott	SEM (Vice President)	2017
X	Obasohan	Victor	Humanities/Social Sciences	2018
E	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
X	Fierro	Jose	College President (Non-Voting)	

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			CCFF Liaison <i>(Non-Voting)</i>	
X	Malfavon	Allen	Student Liaison <i>(Non-Voting)</i>	

GUESTS: Rick Miranda, Dr. Kristi Blackburn, Dr. Stephen Johnson, Angela Conley, Sally Havice

1. CALL TO ORDER (11:05 A.M.)
 - Pledge of Allegiance
2. ANNOUNCEMENTS/INFORMATION ITEMS
 - A. Classified Employee Awards – May 25, 11am, Student Center
3. APPROVAL OF MINUTES
 - A. Minutes for 5/2
 - B. Motion for approval from Senator O’Neil
 - C. Second by Senator Soto
 - D. Abstentions: Senators McCance and Lovejoy-Robold (substitute for Juntilla)
4. APPOINTMENTS AND NOMINATIONS
 - A. Faculty Hiring Committee/Welding – Miodrag Micic
 - B. Approved
5. STANDING COMMITTEE REPORTS
 - A. Enrollment Management – Michelle Lewellen
 - B. Coordinating – Michelle Lewellen/April Griffin
 - a. Food vendor contracts were pulled from last Board meeting. They will go forward next meeting with a 6-month contract and to investigate other options.
 - b. Felipe will work with students to make sure the expectations of what vendors might come will be realistic.
 - C. Student Equity – Michelle Lewellen
 - a. Assessment done by M2C3: Community College Assessment Lab
 - i. Community college success measure: random in class assessment
 - ii. Online one for selected faculty
 - iii. Online survey for management and student services
 - iv. Management will be the ones to distribute the surveys in the classroom
 - D. Planning & Budget – Michelle Lewellen
 - a. CTX and IFalcon stipends were retracted as both programs were institutionalized at previous Board meetings so the funding source was incorrect on the proposed budget.
 - E. Board Meeting – Michelle Lewellen
 - F. EMP – Michelle Lewellen/April Griffin
 - G. Program Review – Angie Conley/Stephanie Rosenblatt
 - a. Updated Program Review handbook with curriculum and SLO addendums
 - b. Next year there will be 6 departments going through
 - c. Need more resources for make Program Review+ more user friendly
 - i. Departments find it clunky
 - d. SLO committee involvement has really augmented the process. Departments are incorporating SLO data
 - e. Departments want to track students’ employment, transfer, completion, etc.
 - f. Thank you to all faculty who participated in the Program Review process this year.
6. SENATE DISCUSSION/ACTION ITEMS
 - A. Cancellation of classes – Michelle Lewellen

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- a. Hasn't come through yet
 - b. Where is this discussion going? What numbers have we been looking at?
 - i. Felipe will present to EC tomorrow
 - ii. Once EC gets the number and are comfortable Michelle will be brought it.
 - iii. The goal is to get the number for the Fall
 - iv. Until then 60% is the operating number
 - v. Classes with smaller numbers are worried because those classes will run at almost capacity while larger classes may run with half
 - 1. There will be exceptions to this rule (classes necessary for graduation, Health Occ courses required for a sequence, etc.)
 - 2. Discussion needs to happen between faculty with smaller classes and larger classes to determine if they agree on the number
 - vi. Schools in our area with cancellation numbers have a list of distinct exceptions
- B. Senator of the Year – Michelle Lewellen
- a. Angela Hoppe Nagao
 - i. Work on Faculty Hiring Prioritization
- C. Part-Time Senate Representation 2017-18 – Michelle Lewellen
- a. 3 applications
 - b. Ryan Hitch and Martin Salgado from English
 - i. Senator Clifford motions to approve
 - ii. Senator Lundeen seconds
 - iii. Approved
- D. Senate Committees language change – Michelle Lewellen
- 1. Add language for Senate to appoint a Chair(s), *if necessary*
 - a. Senator Ukita motions to approve
 - b. Senator Hoppe Nagao seconds
 - c. Approved
- E. EMP – Rick Miranda
- a. Year long process where MIG met with faculty, administrators, staff, and students
 - b. Thank you for participating in the EMP process
 - c. EMP has been approved by P and B and Coordinating.
 - d. Motion for approval Senator O'Neil
 - e. Second from Senator Soto
 - f. Approved
- F. FHP – Angela Hoppe-Nagao
- a. Decisions by Taskforce
 - i. VP of SS, VPAA and FS Pres are non-ranking
 - ii. 4 deans
 - iii. 4 faculty
 - iv. Staggered terms
 - 1. 1st year
 - a. 2 faculty and 2 deans have 1 year term
 - b. 2 faculty and 2 deans have 2 year terms
 - 2. Faculty are non-consecutive 2 year terms
 - b. Data
 - i. Licensure, accreditation recommendation, required by outside agency or state/federal mandate should have priority
 - ii. Small departments should have priority
 - iii. Division ranks should be removed
 - iv. Categorically funded should come out with the priority list, not when ranking
 - v. Enrollment (how many students took a class in that department/year)

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- vi. Success-remove
 - vii. Retention
 - viii. Resignation coming out
 - ix. Replacement (y/n) or growth (y/n)
 - 1. If a position is a replacement then it should be in the last three years
 - x. FTES
 - xi. WSCH/DSCH
 - xii. FTEF
 - xiii. Efficiency-Rick will define
 - xiv. Remove overall department reassigned time hours
 - xv. Removed reassigned time
- c. Discussion but NO decisions
- i. A replacement is required for a one-person department
 - a. President Fierro agrees
 - 2. Accreditation issues should be given priority
 - 3. A department might need to be retooled or if there is another chair that can keep the department going during a transition from one full faculty to zero
 - 4. CTE might be given a priority
 - ii. IERP should provide data for justification
 - 1. Is the form populated or are Chairs doing this
 - 2. IERP should present to Senate or Chairs Council in addition to Planning and Budget
 - 3. Data needs to be static and not used to make an argument. Should not be writing a narrative that fits what they want
 - 4. Data has to meet the criteria or it does not get sent forward to the committee
 - iii. Availability of PT instructors
 - 1. Maybe used a rubric for low, med, high
 - iv. CTE only (must provide Top Code)
 - 1. Provide data, transfer, certificates and degrees
 - v. Transfer
 - vi. Certificates
 - vii. Degrees
 - viii. Are courses feeders or pre reqs for other courses or other departments
 - 1. Provide information regarding numbers of courses
 - 2. Provide information on department and students
- G. Discussion
- a. Success rates-Will removing this hurt those who have high success rates?
 - b. Small department-What is a small department?
 - c. For both items, clear definitions are still being established
 - i. The process to determine if a department is viable is not what the hiring prioritization committee is designed to do. The committee does not want to kill a department through the hiring process
 - d. Aren't retirements automatic replacements?
 - i. This isn't the only criteria. There are other things that need to be looked at including needs of the college.
 - ii. There is replacement criteria but that is not the only criteria
 - e. If there is a Golden Handshake, is it the idea that those who take the golden handshake will not be replaced for one year? If this happens in a small and/or one-person department will, there be no one for in the department for a year?

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- i. Past practice is that EC can hire over summer if necessary
- ii. Put wording in the document to ensure small departments will be protected in the case of a Golden Handshake
- f. 2 more meetings this semester
- g. Will not pay stipends for work over the summer so work on the committee will come in the fall.
 - i. 8 weeks until the FON comes out
 - ii. Hope is that decisions will be made at that point.

H. 16 Week Calendar Format – Michelle Lewellen

- a. Reminders: not looking at specific dates, we are looking at session models.
- b. Recommendation from the senate to the union. Union will work with the administration to move forward
- c. Thanksgiving week break was something that was rated highly in the last survey regarding the 16-week calendar.
 - i. That is a union issue
- d. Option 3 and 4 don't align with K-12
 - i. K-12 is actually moving to mirror a college schedule
- e. 6-week winter mirrors 6-week summer so this wouldn't be too much of a change. Staff are also used to prepping for a 6-week session.
 - i. 6 week winter session was not proposed by the senate because it pushed the graduation date far into June
- f. Option 3 offers an intersession and 2 summer sessions. This brings more options forward for students
- g. Mt SAC does not offer spring break so that they end the semester before the summer begins
- h. In a time of struggling FTES 3 summer sessions and a winter session
 - i. Motion to adopt option 1 from Senator Obasohan
 - j. Second from Senator Trager
- k. Discussion
 - i. The 8 week summer session may be needed in some departments
 - 1. Pedagogical decision from departments to have a 6 or 8 week session
 - 2. 8 week would allow for FTES to be bumped into the next fiscal year
 - 3. Dr. Fierro: If you have 12 weeks in the summer why not be able to schedule according to the departments need
 - a. A 12-week class
 - b. An 8-week class that starts after 4 weeks of summer
 - c. This will be more work, but why not allow this for students to have choices.
 - 4. We are currently on a 2 six-week summer and we offer classes that are not true six-week courses
 - ii. What is the value of having 4 weeks off in the winter if there is no winter intersession
 - 1. We are attempting to align with other colleges
 - 2. This is always based on available FTES
 - 3. We need to have winter available for students to catch up
 - iii. Dates, times, sessions will all be negotiated by the union
 - iv. 3 years ago an overlapping summer was scheduled and this caused student complaints because there were not clear pathways for prerequisites and to ensure students were able to move through the course series within the summer program

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- v. Conceptually it might be easier to have a calendar with two six week sessions even though we have the flexibility to have different start dates
- vi. Option one gets us closest to status quo while including a winter session
- vii. Senator Worrel called the question
 - 1. Senators Casas, Krayner, and Fernandez oppose
 - 2. Senators Greenburg,
 - 3. Motion to forward option 1 to the union approved

I. Senate Goals – Michelle Lewellen

- a. No feedback on senate goals
- b. Postponing shared governance survey until fall

7. REPORTS

A. College President (Dr. Fierro)

- a. A recommendation for VPAA will be made in closed session
- b. Closed session will be limited to one hour
- c. New procedure to keep meetings from going into the wee hours of the night
 - i. Open session may go until 9
 - ii. Closed session is limited to an hour
 - iii. May have one additional hour for further discussion
- d. About 3000 degrees and certificates awarded
 - i. About 500 more than last year
- e. Students are graduating faster and taking fewer classes to complete degrees
 - i. This is good news and can hurt us because it means fewer FTES
- f. If something comes up during the summer Michelle will be contacted but as of now there are no pending issues that will require work over the summer
- g. We will miss base enrollment
 - i. We stand to lose 5-5.5 million dollars
 - ii. Summer was moved into the previous year and so our enrollment was increased to 17.800 and our base became 17.700. This was good for the revenue for that year, but this is not the appropriate size of our college.
 - 1. Need to work in initiatives to afford losing 1000 FTES
 - a. Dual and concurrent enrollment
 - b. CTE
 - c. Partnership with local districts
 - d. Friday/Saturday classes
 - e. This past year there were a lot of positions that were left vacant. These were left vacant on purpose so that collect vacancy savings to minimize the fiscal impact if we do not hit our enrollment target.
 - i. Rotating positions
 - 1. Administration
 - 2. Staff
 - ii. The goal is to save about a million on vacancies
 - f. We will prepare for not receiving the funding. The idea is prepare for the worst and then be comfortable with what we do receive.

B. Student Senate Liaison (Allen Malfavon)

- a. Budget approved for next year
- b. If you are an advisor you can always ask for additional funds

C. CCFF Liaison

D. Secretary (April Griffin)

- a. No report

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E. Senate Vice President (Scott O'Neil)

a. Negotiate the flex week to be later

F. President (Michelle Lewellen)

a. IEPI data was not ready yet

b. Will sign off on in during the summer when it is ready if no one objects

c. Thanks to Alan for serving as the student liaison

d. Thanks to President Fierro for being willing to work with the faculty

8. ADJOURNMENT (12:20 P.M.)