



**FACULTY SENATE COUNCIL MEETING
APRIL 27, 2010
APPROVED**

PRESENT: Laurie Lema (President), Keith Mikolavich (Vice President), Marva DeLoach (Library), Rick Godinez (San Ramon Campus), Jane Brecha (Math/Computer Science), Ralph DePew (Physical Education, Athletics and Dance), John Thomas (English), Craig Gerken (Physical Science/Engineering), Peter Churchill (Business Education), Catherine Machalinski (Biology and Health sciences), Becky Opsata (Applied and Fine Arts), Buzz Holt (Social Sciences), Barbara Hewitt (Representative-at-Large), Lisa Orta (Faculty Development Coordinator), Raine Dougan (Counseling), Doug Dildine (Part-time Faculty Representative), Len Grzanka (Part-time Faculty Representative), Ann Patton (Faculty Senate Administrative Secretary)

ABSENT: John Freytag (Corresponding Secretary), Absent (ASDVC)

GUESTS: Susan Lamb

The meeting was called to order at 2:00 p.m.

1. APPROVAL OF THE APRIL 27, 2010 AGENDA AND THE MINUTES OF MARCH 30, 2010.

It was MSC to approve the agenda of April 27, 2010, 2009 as amended. All in favor. Approved.

The minutes of March 30, 2010 were not ready for review.

2. PUBLIC COMMENT

- A. Dougan commented in response to a question at an earlier meeting regarding counselor to student ratio at DVC. She said our ratio is 1 counselor per 1000 students.
- B. Gerken commented his division was trying to make decisions on funding allocations and had been told to use Program Reviews. However, they could not find any information in the program reviews to help them make decisions. So they agreed since all their program reviews were accepted and recommended expanding programs, they considered them all equal and made their decisions based on that.

3. ANNOUNCEMENTS

- A. Hewitt announced District Board member John Nejedly is running for County Assessor and if he wins that election, he will no longer be on the Board. She said faculty need to think about what type of replacement we would like. He represents the Danville, San Ramon, Lafayette, Orinda area. Lema added that Sheila Grilli's term is ending. Lema said under Chancellor Benjamin's leadership, the Board is now very functional and listens more to faculty issues and concerns.
- B. Orta announced there are two part-time hiring workshops scheduled. One on Tuesday, May 4 at DVC and another on May 7 at SRC. She said she is not sure when the full-time hiring workshop will be offered.
- C. Lema announced the first presentation of the Faculty Lecturer, Nancy Zink was the previous Wednesday and there was a good turnout. She said it was an upbeat lecture. The second presentation of the Faculty

Lecturer is scheduled this evening at 7:00 p.m. in the PAC with a reception following. She encouraged all faculty to attend.

D. Lema announced the retirement dinner will not be able to take place on campus so it will be held on May 21 at the Concord Hilton. Details will be announced soon.

E. Lema announced there is a reception this Thursday, May 6 for newly tenured faculty in the BFL Community Conference Room. She said there are 18 faculty receiving tenure!

F. Lema announced a newspaper insert on DVC's 60th anniversary has been published. She reviewed what is included in the insert. She said she was hoping for more information on academic programs but the size of the insert was dictated by the amount of advertisements included.

G. Lema announced President Walters will be attending the next Senate Council meeting. She said Council needs to focus on what they would like to discuss with the President.

Machalinski said we should discuss the budget process and budget cuts.

Brecha said she has heard from her division they would like President Walters to be more involved in increasing faculty involvement and developing faculty leadership. Lema said in reference to the accreditation report recommendations on faculty leadership; we should ask how she sees things have changed and what more faculty can do to be leading college work.

Holt said the President visited his division last week and they learned a lot from the questions she was not prepared to be asked.

H. Lema announced Mark Steidel informed her that faculty can still apply for computer replacements if they have a computer that is from before 2005. He told her they will not be able to fund all the requests and will select replacements by lottery. Those that are not selected will be given priority next time. This is for full-time faculty only. Machalinski added that departments can request a refurbished computer for their part-time faculty.

I. Mikolavich announced he has a brand new son born early April at 7 lbs. 4 oz. and 20 inches long.

J. Orta announced the call for Fall Flex activities has gone out. She said faculty worked hard to get back the time on Optional days so she is hoping for some really good workshops. Lema said a discussion about Flex activities will be on the next agenda.

4. APPOINTMENTS

Program Review Process Task Force

Ray Goralka

Keith Mikolavich

Milagros Ojermark

Obed Vazquez

It was MSC to approve the appointments listed above. All in favor. Approved.

5. FACULTY SENATE ELECTIONS

Lema informed Council the election process for faculty Senate Council Corresponding Secretary and Representative-at-large needs to take place. Council reviewed the proposed timeline. May 6, 2010 - Nominations due; May 10-11, 2010 – Ballots distributed; May 20, 2010 – Voting ends; May 25, 2010 –results announced. Council agreed to the timeline.

6. PROGRAM REVITALIZATION/ DISCONTINUANCE PROCEDURE

Lema asked Council if they received any feedback on the proposed Program Revitalization/Discontinuance

procedure. No one responded. Lema said she received feedback on a concern regarding the required meeting after Division Council. They suggested there should be a department chair or program lead in attendance. And they also recommended if a program is to be revitalized two faculty from the program should be included.

DeLoach ask on page 3 where it mentions the inclusion of the UF President, should it not be the UF VP as it is a local issue. Lamb responded the UF President is involved if the program is to be discontinued.

DeLoach moved to approved the Program Revitalization/Discontinuance procedure with the recommended changes. Churchill seconded the motion. The question was called. All in favor. Approved.

7. TEXTBOOK TASK FORCE

Gerken, Textbook Task Force member said the task force wants to provide information to accomplish this task as much as humanly possible. He said they realize in courses such as math it is easy to assign a book even if there is no staff assigned to the section but that is not the case in many other departments. He said there is some leeway to include "TBD" for the book. For example the book has not yet been published. He said there may be a need for some deans to keep on their faculty to get their textbooks in. They realize this year is a trial run but the bookstore needs the orders in this week.

Holt said he has not seen any information about this and since it is a new procedure, not everyone knows about it. He asked if we could state a maximum of what it would cost without naming the text. DeLoach explained, it is more than just that, but it gives students an opportunity to shop around and even become familiar with the text prior to the class. Bill Foster reminded Council the bookstore has a rental program if the cost of buying a text is too much for a student.

Lema asked if the Task Force talked about a process for this new policy. DeLoach responded they are working on finalizing the timeline first.

Hewitt said she would like to see the actual wording of the law. Gerken said he will send it out to Council.

Machalinski suggested allowing the information entered in the online application to rollover if an instructor is using the same book in subsequent semesters. Foster said he will look into that.

Hewitt asked if it was set up so students can order their books at the time of registration. Foster said it is not yet but will be.

Dildine asked what sort of lead time the bookstore needs to have the book in stock. Foster said at least 2 weeks but at least the student will have the information right away.

Lema said she will have the Task Force return to review their recommendations.

8. FACULTY SENATE PRESIDENT'S REPORT

A. Lema highlighted some of the resolutions that were voted on at the Plenary Session. She told Council they can see all the resolutions that were voted on, at the State Academic Senate website.

Lema said it is rare that they actually count votes at the sessions but there were two resolutions this time that they did count. There were all yes votes to commit to continuing effort with the state consultation group, to pursue possible next steps which might result in actions, including but not limited to writing a letter of no confidence to the accreditation commission leadership, seeking advice and support from federal agencies, and considering legislative alternatives to ASSJC.

She said they did not vote on the resolution to write a letter of no confidence to the Accreditation Commission because they would like to work with constituency partners first.

Lema said there were also all yes votes to research options available for peer review and accreditation other than ACCJC.

Lema told council there had been opposition to AB 1440 on Mandates for Degrees in relation to Articulation and Transfer and it was agreed it should go through Title 5, but there have been some changes to the bill that now require CSU guarantee admission at junior standing, any community college student who completes an associate degree for transfer. So it was decided that the guarantee of admission was a big change and the Academic Senate would accept it.

Lema said the State Senate was opposed expanding the community colleges mission to include awarding bachelor degree, and it was opposed changing BSI funding into flexible categorical funds.

Lema said they left unresolved the attempt to increase the 50% law to non-instructional faculty. She explained an unresolved resolution goes to the executive board to research and decide on next steps.

Lema said they resolved to not recognize the State Chancellors MOU with Chapman University because it was articulated outside of consultation.

Lema said the State Senate strongly opposed disproportional reductions in humanities, fine arts, performing arts, music, media arts and PE at California Community Colleges. She said the resolution is a symbolic act but it is a position the State Academic Senate will take if there are continued proposed cuts to these areas.

Lema told Council the resolution eliminating equivalencies for minimum qualifications for AA degrees was opposed.

Gerken asked what comes from these resolutions. Lema explained the resolutions direct the work of the State Academic Senate, and what the Executive leadership advocates on behalf of faculty in consultation at the state level.

B. PROCEDURES

DVC Procedure 4001.03 Unit and Enrollment Guidelines

There was no discussion.

The question was called to approve. All in favor. Approved.

District Business Procedure 18.01 Budget Process

Lema told Council she took their concerns to DGC and they are being addressed and incorporated. She said faculty on DGC still have issues with the hardship clause and who makes the decision. She said she asked for an example of hardship and was given the scenario of another 9/11 event which could negatively impacts DVC International Student enrollment. As a result, DVC could lose significant funding from International Student fees. She said they also had a concern that if a hardship claim was made there should be faculty involved in the decision process. In this procedure the chancellor makes the final decision on hardship claims. Lema said DGC faculty members also thought Sabbaticals should be under the local control of the colleges if they are each funding their own, but if it stays under district control, it could be an advantage for DVC as we typically get the most sabbaticals.

Lema also said DGC Faculty members are advocating for lower minimum reserves because the colleges will need some of those funds to cover essentials college functions.

Holt asked are sabbaticals a negotiated item?

Lema explained they are a negotiated item.

Holt said the UF should be involved on how sabbaticals are distributed.

Lamb explained under the new budget process, the colleges will actually be paying the district back for sabbaticals based on FTEF.

Gerken said he does not understand why we have to go through the charge back process if the district says it is a district-wide service.

Lema said one advantage of the chargeback process is if the money is coming through the college than we have more opportunity to provide feedback about the services provided.

Lema said she will bring Council's concerns to DGC.

Lema told Council FSCC has recommended distributing Board Policy 1009 Institutional Leadership and Governance; Administrative Procedure 1009.01 Participatory Governance; and Administrative Procedure 1009.02 Process to Reach Agreement between the Governing Board and the FSCC on DW policies and procedures governing academic and professional matters to former Faculty Senate Presidents to get their feedback.

Lema told Council to send her feedback on any of the policies listed on today's agenda.

Council had a brief discussion on providing hard copies of some of the documents and maybe forming groups that could read and summarize them for Council.

9. BASIC SKILLS

Lupe Dannels informed the committee members terms are ending. She said the FCS Committee have been looking at its structure and membership and have looked at several statewide models.

Lupe told Council they are planning the Reading Institute and they are trying to get a mix of old and new instructors to participate. She said they have 40 spaces. She explained the first two days will be the reading apprenticeship where they will be looking at what to do with Basic Skills students in non-Basic skills classes. The third day they will be looking at the new millennium student. She said the Institute will start in the summer and continue in the fall. They will be creating a cohort and they are looking into adding to the cohort if funding is available.

Dannels reminded council the deadline for proposals for BSI funding are due on May 6. She said they have received a lot of proposals to support tutoring so they pulled a group together and came up with a design that could help provide tutoring support.

Patrick Leong told Council Foundations for College Success has funded tutoring at SRC for an hourly position and that is not going to be continued so we need to look at how we can help them with their tutoring needs.

If faculty wants more information on the Institute they should contact Dannels or Leong.

Machalinski asked what can be done about their tutoring they had to cut. Dannels said they cannot supplant tutoring but they can look at how they could do it differently and create a new tutoring plan. Leong added that they are also looking at how they can coordinate tutoring, not centralizing but seeing where programs could work together.

Hewitt asked if there is still more BSI money.

Dannels said they are currently using their 07-08 funds and need to spend them by this June. The 08-09 money is to be spent by June 2011 and the 09-10 money is to be spent by June 2012.

10. TUTORING ADVISORY COMMITTEE CHARGE

Council viewed the proposed charge and membership of the TAC that includes the recommended changes by Council from the last meeting.

Lema suggested instead of division representatives, the membership list 11 faculty because there are some divisions that have a stronger emphasis on tutoring and may want to have more members and others that may not feel the need for any members.

Brecha cautioned it always seems to be Math and English when it comes to Tutoring discussions but they are stretched thin.

Lema said if every division wants a representative then it allows for that but if not, it would allow for more than one representative from another division.

Machalinski is concerned that the membership from the smaller areas could get overwhelmed by the larger ones.

She suggested there maybe be some different wording that helps to spread out the representation without stipulating divisions.

Dannels suggested giving priority to certain divisions.

Council agreed to give each division the first opportunities to appoint a representative.

Lema said for the classified members, the membership cannot specify classified personnel but they can highly recommend a lab coordinator. She said the membership also includes one manger and one student.

Dannels said there should be a Student Services manger on the Committee. Lamb said an academic manger includes Student services Manager.

DeLoach moved to approved the charge and membership of the Tutoring Advisory Committee. Churchill seconded the motion.

11. BUDGET

Ray Goralka, Faculty Representative and the Vice-Chair on the Budget Committee reviewed with Council the Budget Committee recommendations for reducing operating funds in the 2010-2011 fiscal year.

Goralka explained the Budget Committee set up a three-year program not knowing how the budget crunch will work out. He said currently they are only looking at operational budgets and explained this year the operational budget is larger than in the past because many district functions are now at the colleges such as Buildings and Grounds, International Students, and benefits for hourly staff. He said they had to decide what to cut and we were told by President Walters they needed to cut 15% from management, 15% from staff, and 15% from operating funds. And next year they will be looking at the budget process as a whole so the decisions on how much to cut from where may be made differently next year.

Goralka went on to explain the new budget model has to do with student enrollment. He said we will be funding growth at CCC for 5 years and if they don't grow in that time, we get the FTES back.

Goralka told Council the Budget Committee conducted a survey to help them decide how to cut operational budgets and respondents indicated a 10% cut was the maximum that could be done and still function. Then they needed to tie the budget process into Program Review. He said in three years we need to have zero budgets. Up until now we have been rolling over budgets since 1992. So they started looking at operational budget categories such as travel. The problem is in the past, departments would move their budgets around to different categories as needed such as taking supply funds and using it for travel. Now, departments will not be able to spend money designated for one category in another. Departments will have to designate the amount for each category at the beginning of the fiscal year.

Goralka said the Committee looked at possible cuts to Emeritus but it is fee based so they decided not to cut in this area.

An assumption the Committee made is with a reduction in staff and few faculty hires, Social Security obligations should go down.

Goralka said at that point the Committee reviewed the guiding principles to cut \$714,000. The priorities are to cut farthest from the classroom, and preserve tutoring services. He said the committee is concerned how they will get the cuts needed next year from operating funds. He said they are asking divisions to not make across the board cuts but to use Program Reviews in deciding where to cut. Goralka said operating funds are restricted in what they can cover such as when it can and cannot be used for food, and what types of travel is covered.

Lema asked how those restrictions would apply to Faculty Development funds.

Orta responded Staff Development money is where they can cover travel and food (such as for Nexus). This is different than their operational. Although she said she has cut way back on food for Nexus.

Goralka told Council next year we will need to decide our part-time full-time faculty ratio. He said that means we will be deciding how many faculty to hire next year as it will be up to the college now, not the District.

Goralka said another issue is International students provide \$4 million in revenue every year to the college. But we need to discuss what classes they are taking. Are they keeping California students from getting in those classes? He said one idea is to recruit students from countries we don't typically get that many students from and we would not have such an imbalance of students from particular countries taking a majority of the spaces.

Goralka said next year, when we will be funding step and column increases and several other things the district has funded in the past, we will start off \$2 million in debt which may result in more layoffs next year even if the state does not cut more.

Goralka said he is concerned they were told to make the 15% cuts to management, staff and operational. There were no discussion of what functions are essential. Lema added that we need criteria for the decisions that were made.

Goralka told Council the Chancellor mentioned going to 4 day weeks but he does not think it would save much.

Lema added that to really save money with a four-day work week the college would have to either furlough or reduce employees because our primary costs are in personnel not in facilities expenses.

Lema thanked Goralka and Orta for their work on the Budget Committee, and commented that this is the most transparency that has happened regarding the budget since she has been at DVC.

Mikolavich added that he appreciates the work the committee has done and also communicating information about the budget. However, he said transparency is great but we need to be involved in the discussions.

12. VICE-PRESIDENT OF INSTRUCTION

A. Lamb informed Council Deborah Blue is leaving the District and is taking the chancellor position in the Fresno Community College District.

B. Lamb told Council Kim Schenk Kim sent out a memo to get specifics about last years data for Program Review so they can clean it up. Lamb said after we have clean reliable data, we will only need to go back one year when updating.

There being no further business, the meeting was adjourned at 4:00 p.m.

Respectfully submitted,
Ann Langelier-Patton

