

DVC
DIABLO VALLEY COLLEGE
321 Golf Club Road
Pleasant Hill, CA 94523

**FACULTY SENATE COUNCIL MEETING
SEPTEMBER 11, 2012
APPROVED**

PRESENT: Laurie Lema (President), Beth McBrien (Vice President), Milagros Ojermark (Applied and Fine Arts), John Freytag (Corresponding Secretary), Cheryl Martucci (Math/CompSci), Buzz Holt (Social Sciences), Keri DuLaney-Greger (English), Marva DeLoach (Library), Craig Gerken (Physical Science/Engineering), Peter Churchill (Business Education), Catherine Machalinski (Biology and Health Sciences), Maria Dorado (Counseling), Theresa Flores-Lowry (Physical Education, Athletics and Dance), Renee Sporer (SRC), Valerie Colber (Part-time Faculty Representative), Ann Patton (Faculty Senate Administrative Secretary)
ABSENT: Katrina Keating (Representative-at-Large), Doug Dildine (Part-time Faculty Representative)
GUESTS: Susan Lamb, John Hanecak, Tish Young

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

1. APPROVAL OF THE AGENDA OF SEPTEMBER 11, 2012, AND THE MINUTES OF AUGUST 28, 2012.

It was MSC to approve the agenda of September 11, 2012 as revised All in favor. Approved.

It was MSC to approve the minutes of August 28, 2011 with corrections. All in favor. Approved.

2. PUBLIC COMMENT

None.

3. COUNCIL COMMENT

Machalinski commented that we now have to go through IT, and IT has to go through the District just to get simple technology matters taken care of such as getting a printer online, updating flash player, etc. She said this is not a good way of doing things and asked why we have to do it this way.

4. ANNOUNCEMENTS

Freytag wished a Happy Birthday to Machalinski.

Lema asked Council if they know of projects, initiatives or other significant work by faculty members, to please forward information to her. She would like to include these in the reports to the Governing Board.

Lema announced the SLO center is busy and getting a lot of drop-ins for assistance with SLOs. She told Council the final draft of the Accreditation SLO report will go through the Accreditation Advisory Group to the SLO Committee and then to this Council. She said also the Distance Education Committee is working on a draft of the Distance Education policy as mandated by Accreditation.

5. APPOINTMENTS

Governance Committees

College Council

Vacancies

Patrick Leong - Faculty at Large

Institutional Planning Committee

Vacancies

Paul Pitner- Early Childhood Education, Social Sciences Division

College Committees

Workforce Development Committee

Vacancies

Appoint

Kellie Conde – Counseling

College-wide Professional Development Committee

Continuing

Kris Koblik

Vacancies

Helen Demarco (replacing Glenn Appell)

Information Technology Committee

Vacancies

Leslie Month – Math (part-time)

Environmental Sustainability Committee

Vacancies

Lynn Krouse

College Work Groups

Grade Appeal Committee

Michele Krup- Art Department

Ruth Miller

Faculty Senate Committee

Student Services Committee

John Rodriguez - Physical Sciences Rep

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

6. BUDGET – Appendix A, B

Hanecak, Budget Committee faculty representative shared the Budget Committee agenda items for their Fall 2012 meetings. He told Council the Committee is still looking for a co-chair from within the group. He said they are also discussing whether or not the committee has the right expertise in its membership.

Hanecak explained they will be looking at reserves this year and discussing possible uses for those funds. The District has said the colleges must have spent down all their reserves before the District will consider tapping theirs. Machalinski commented that is poor planning and will look bad in our accreditation report.

Lema said issues such as this one, and membership will be on the next agenda to discuss and recommend to Hanecak, our faculty representative to take back to the Budget Committee.

Hanecak told Council the Budget Committee will be meeting right after the November election and will be discussing the impact of Proposition 30 whether or not it passes.

Hanecak then reviewed with Council the budget status report. He commented that he was at a mayor's conference the previous week and many of them felt the 55% figure in support of the proposition was low. He said he also

heard people who identified themselves as Republican, said they would vote for the proposition because they understand the devastation it would cause for schools if it does not pass.

Looking at the Budget Status Report, Hanecak said any college reserves over 7% (which are about \$3.6 million for DVC) are to be split 50-50 with the District. Hanecak also said there will be no mid-year cuts at DVC if the proposition fails. He told Council the parcel tax proposition is not figured into the Budget Status Report. He said regarding Proposition 38, the approval rating the previous week was in the high 30s%. Hanecak continued explaining if Proposition 30 passes, our budget ending balance will be \$6.3 million however that is before possible expenditures. If the proposition fails, the ending balance will be \$2.4 million. He said we have \$2.6 million in reserves as a contingency if the proposition fails. He pointed out we do have lower medical expenses than were anticipated and \$28 in FTES that will come directly to the colleges from the state as a result of the new mandated cost block grant program.

Hanecak told Council he will have more information about other savings after the Budget Committee meeting this coming Friday.

Holt asked about allocations for deferred maintenance. Machalinski commented that we should use that money to put classes back in the schedule.

7. STRATEGIC PLANNING PROCESS

Tish Young, co-chair of the Strategic Planning Task Force, told Council the Task Force began meeting last April and met every Friday until the end of the semester. She said the Task Force has been working with Juan Lopez to help facilitate us to work together on the Strategic Plan. Young said the Task Force is putting together a survey that will go to the whole college on what types of things should be in the plan and what it can do for the college. Young told Council President Garcia has requested a draft of a Strategic Plan be completed by the end of the Spring 2013 semester. She said this is a broad college effort and most of the task force members sit on other major committees and are asked to keep a dialogue going with those groups. Young said in addition to the survey, there will be focus groups of about 120 people total and 16 people will be interviewed individually. Young commented that in the past, strategic plans were statements of what the college would do but did not really guide what we did. This plan will be actionable. The plan will be flexible to allow us to adapt to changing scenarios such as if proposition 30 does or does not pass.

8. STRATEGIC PLANNING – Appendix C

McBrien said we have a challenge now that the Strategic Planning process has been accelerated from two years to one. She said we have to be clear on the purpose and what we are expecting as some people want a set of guidelines while others want values, and others want very specific directives. She said the Task Force needs to be vigilant in communicating out everything they are doing. McBrien said President Garcia has expressed concern the work will be heavy in October and November but he does not want to rush it. In addition, if Proposition 30 does not pass, the conversations about how to adjust will then need to take place. Lema added that President Garcia has indicated we will slow the process down if we need to. The acceleration of the process was due to the sense that we need to move past the pre-planning phase.

Machalinski said it seems like we need two plans, one for the immediate situation we will need to address and a long term one for what the college will become. She added that the plans do not need to get down to specifics as that is what the IC does through the Program Reviews. Freytag suggested we could do parallel processes for the short term and long term planning. He also suggested information from the Scheduling Committee go to the Task Force.

Holt said he is concerned that the data will come from phase I and how the interviewees and focus groups are selected can skew the results. Lema responded that the group has discussed which categories of people to target and will be narrowing it down to individuals. Machalinski is concerned the focus groups will have some people who have not been paying attention and will skew the focus. McBrien told Council to send suggestions for whom to include in the focus groups and interviews to her or Lema. She reminded Council it is easy to lose the scope of the whole college as we are still siloed in some areas. She said the plan has to be representative of who we are as a community and we don't want to ask non-specific questions when we are looking for specific results.

Council discussed who should be part of the focus groups and interviews and how they should be selected. A suggestion was made to select them at random. Council also discussed how to best get student participation. Lema asked Council to send suggestions for survey questions to her or McBrien.

9. FACULTY SENATE COUNCIL TRAINING – Appendix D

Lema reviewed with Council the 10+1 items under Title 5 in the Ed Code that define faculty purviews. She explained for the first three items, Faculty Senate will be relied on primarily through collegial consultation. For items 4 through 11, the faculty will reach mutual agreement through collegial consultation.

Lema said Council will review the FSC Bylaws at a future meeting.

10. FACULTY SENATE PRESIDENT'S REPORT

DuLaney-Greger shared feedback from the English Division on the proposed Faculty Hiring Debriefing Group. She said her division wants to ensure the chairs of both the screening committees and the interviewing committees are included.

Lema reminded Council the Debriefing group will not talk about specific candidates but about the process and how it worked.

DuLaney-Greger said there should be a UF rep included.

Council agreed a debriefing should take place at the end of each year when full-time faculty are hired.

Sporer said to ensure there is a faculty centric perspective and a management perspective on the interpretation of the contract.

Council agreed a UF rep should be included.

It was MSC to approve the membership and purpose as agreed by the FSC. All in favor. Approved.

11. FSC 2012-2013 GOALS

Postponed due to time constraints

12. VP OF INSTRUCTION REPORT

Lamb said the college is in a timeline crunch on several things, including audits, and accreditation reports. We also need to be ready to react to the results of proposition 30. She said right now it does not look like it will pass.

However, DVC is in a better situation than LMC and CCC as far as 12-13 because we have done things such as developing a shadow schedule that can be pulled if the proposition does not pass. She said we do need to start the conversations now for 13-14 and we won't have much time after November to be ready for Fall 13. She told Council the Scheduling Committee will meet on Sept 21 and will need to talk about big factors as well as criteria. She said we will have to balance the spring and fall schedules to ensure the maximum FTES. She said we will also look at core pathways we can create for students even with the cuts.

Machalinski said her area has talked about which degrees and certificates they need to preserve.

Lema said these conversations will be ongoing.

Lamb reminded Council the Basic Skills Report is due October 10, and the Accreditation SLO report is due October 15. She told Council an announcement has gone out looking for a accreditation technical writer. She has received a lot of questions about load, etc. She explained it will vary semester by semester, depending on what stage of the process we are in at that time. She said the position is open to any constituency and how the compensation is paid will depend on who is hired.

13. STUDENT SUCCESS TASK FORCE – Appendix E

Lema told Council she met with Beth Hauscarriague, Newin Orante, Cheryl LeMay and President Garcia and discussed the proposal of a Task Force to address the Student Success Act college-wide conversation. Lema shared with Council a proposed purpose and membership. Council agreed with the goal of forming such a task force.

Machalinski said the membership should include more faculty as it is too student services heavy as proposed.

Lema pointed out it does include instructional faculty who are on the Faculty Senate Students Services Committee.

Lema said there is a question on who selects the members when they are designated as at-large reps.

Holt said Council should hold off on making a decision since the Council's Counseling Rep, Maria Dorado was not in attendance. Council agreed.

PROGRAM REVIEW TASK FORCE

Lema explained to Council how the group was formed and pointed out that the ideas listed came out of discussion from this group Council need to closely review it in terms of the recommendations that came from this group for the pr improvement process. Due to lack of time at this meeting Lema stated this will be more fully discussed and acted on at the next meeting.

14. SCHEDULING COMMITTEE

Postponed due to time constraints

15. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:00 p.m.

*Respectfully submitted,
Ann Langelier-Patton
Administrative Secretary*

Appendix A

**DIABLO VALLEY COLLEGE
BUDGET COMMITTEE
AGENDA ITEMS FOR FALL 2012**

August 31, 2012

- Organizational Meeting
- Brief Budget Update
- New Member Orientation

September 14, 2012

- Review of Adopted Budget for 2012-2013
- Follow up on Phase 3

September 21, 2012

- Committee size and composition

October 12, 2012

- Funds Available for the annual budget plan.

October 26, 2012

- Review need for College Reserves

November 9, 2012

- IC's report on 11-12 program reviews.
- Election results and impact on 13-14 budget (Peter Garcia)

November 30, 2012

- Development of the annual budget plan. (if we get IC's report by the 11/9/12 meeting)

December 14, 2012

- Development of the annual budget plan.

Appendix B

DIABLO VALLEY COLLEGE
2012-2013 Budget Status Report
As of August 27, 2012

State Budget

- The State budget is dependent on the passage of Prop 30 in November.
- Polls currently show that Prop 30 has a 55% approval rating.
- See Attachment A for more information about Prop 30.
- The State budget included a new revenue source for mandated cost claims. The District received \$28 per funded FTES for this new revenue source.

District Budget

- The District has a parcel tax measure on the November ballot that could bring DVC between \$1.5 and \$2 million dollars. (See Attachment B for more information about the parcel tax.)
- The District waived for one year the 7% limitation on reserves. DVC's reserves on 7/1/12 subject to the 7% limitation totaled approximately 7.9%.
- Health benefits increased only 5% compared to the 10% projection based on previous years increases.

College Budget

- The college will have sufficient reserves to avoid any midyear budget reductions in 12-13 even if Prop 30 fails.
- A complete review of the College's 12-13 budget will occur at the September 14, 2012 Budget Committee meeting.

Appendix C

Strategic Planning Update Faculty Senate Council September 11, 2012

This year DVC will embark on a new process to create our Strategic Plan (SP). Our SP needs to be a vehicle for the college to guide our decisions-making, allow us to monitor our progress and facilitate a broad based dialog on the future of our college.

The planning process will involve 3 main phases:

- Phase 1: Assessing the College- Fall 2012
 - All college survey
 - Focus groups: 120 people (~10 focus groups, 1.25 hours each) facilitated by SPTF members.
 - One-on-one Interviews (16) conducted by Juan Lopez

The data collected with will analyzed by Amistad Associates, along with the SPTF. A report of the findings will be prepared and disseminated through college committees.

- Phase 2: Focusing SP Objectives and Goals - Early Spring 2013
 - All College Day Flex activity to integrate Phase 1 finding, Student Success Act (SB 1456), fiscal realities into SP objectives.
 - Working groups (not yet formed) will take major outcomes/objectives and determine goals and measureable outcomes.
- Phase 3: Writing the Strategic Plan
 - A lead writer (still unidentified) working with workgroup leads will draft a Strategic Plan for DVC.

The FSC has is supporting this effort by appointing 5 faculty to the SPFT, and by forming a SSTF to ensure faculty ideas are part of the SP.

What more can FSC do to support SP at DVC?

- Encourage faculty to step into the leadership roles as they emerge
- Broadly discuss SP with colleagues; the importance of having a strong plan that has measurable goals and that shapes DVC future of the next five years.
- Encourage the community to participate in the survey, focus groups and interviews.
- Think about the big picture and educate others to do the same. Our SP needs to be inclusive and broad. The SP will be the vehicle that will define who we are as a college, where our priorities are, and where we hope to go.

Our task is to provide the DVC community an opportunity to engage in honest dialogue about our core values as a learning-centered institution, our vision for ourselves and for our students, and how we can best serve our community as we enter these difficult times.

Our plan will leverage existing resources, and allow for program innovations in a resource challenged environment.

We will tap our rich history and rediscover the importance of dreaming together.

**Defining and Understanding
The Role Of The Academic Senate
Excerpts From Title 5**

SECTION 53200 DEFINITIONS

Academic Senate means an organization whose primary function is to make recommendations with respect to *academic and professional matters*.

Academic and Professional matters means the following policy development and implementation matters:

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

Consult Collegially means that the district governing board shall develop policies on *academic and professional matters* through either or both of the following:

1. Rely primarily upon the advice and judgment of the academic senate, OR
2. The governing board, or its designees, and the academic senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

SECTION 53203 POWERS

A) The governing board shall adopt policies for the appropriate delegation of authority and responsibility to its college *academic senate*.

B) In adopting the policies described in section (a), the governing board or designees, shall *consult collegially* with the *academic senate*.

C) While *consulting collegially*, the *academic senate* shall retain the right to meet with or appear before the governing board with respect to its views and recommendations. In addition, after consultation with the administration, the *academic senate* may present its recommendations to the governing board.

D) The governing board shall adopt procedures for responding to recommendations of the *academic senate* that incorporate the following:

1. When the board elects to rely primarily upon the advice and judgment of the *academic senate*, the recommendation of the senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted.
2. When the board elects to provide for mutual agreement with the *academic senate*, and an agreement has not been reached, existing policy shall remain in effect unless such policy exposes the district to legal liability or fiscal hardship. In cases where there is no existing policy, or when legal liability or fiscal hardship requires existing policy to be changed, the board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

STUDENT SUCCESS TASK FORCE

Goal: To initiate a college wide conversation to address implementation of the Student Success Act mandates. This group is charged with bringing faculty, management and staff together to ensure broad participation and input on the recommendations and to coordinate efforts with the Strategic Planning Task Force in the development of an all college day activity.

Membership Composition to include Faculty, Staff and Managers:

- 2 Matriculation Committee Representatives
- 2 Counselors
- 2 Faculty Senate Student Services Committee from Instructional Divisions
- 2 At Large Student Services Representatives
(maybe someone from one of the Professional Development Committees?)

Membership Selection to be determined in consultation between College President (or designee) and Senate President

Meeting Dates/Times:
TBD

Task Force Timeline:
May 2013

Reporting Status:
Faculty Senate Council
Institutional Planning Committee



Appendix F