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**FACULTY SENATE COUNCIL MEETING  
SEPTEMBER 24, 2013  
APPROVED**

**PRESENT:** Laurie Lema (President), Beth McBrien (Vice President), John Freytag (Corresponding Secretary), Katrina Keating (Representative-at-Large), Buzz Holt (Social Sciences), Maria Dorado (Counseling), Marva DeLoach (Library), Keri DuLaney-Greger (English), Craig Gerken (Physical Science/Engineering), Peter Churchill (Business), Catherine Machalinski (Biology and Health Sciences), Theresa Flores-Lowry (Kinesiology), Cheryl Martucci (Math/CompSci), Rick Godinez (SRC), Valerie Colber (Part-time Faculty Representative), Ann Patton (Faculty Senate Administrative Secretary)

**ABSENT:** (Applied and Fine Arts),

**GUESTS:** John Hanecak, Ellen Kruse, Katy Agnost

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

**1. APPROVAL OF THE AGENDA OF SEPTEMBER 24, 2013 AND THE MINUTES OF SEPTEMBER 17, 2013.**

**It was MSC to approve the revised agenda of September 24, 2013. All in favor. Approved.**

**It was MSC to approve the minutes of September 17, 2013. All in favor. Approved.**

**2. PUBLIC COMMENT**

None.

**3. COUNCIL COMMENT**

Freytag reminded Council they have discussed obstacles to students in the enrollment process. He said another obstacle at this time is physically getting to campus. He told Council there was an article in the Contra Costa Times the previous week about the parking problems on and near the Pleasant Hill campus. Although the first two weeks of the semester are the worst, parking continues to be an issue throughout the semester. Freytag said in particular, the intersection on Golf Club Rd. from the overflow lot is dangerous and he would like to see the college work with the city of Pleasant Hill to come up with a solution. Council members agreed.

Holt commented that he would like to see the issue of bikes and skateboards on campus addressed.

**4. ANNOUNCEMENTS**

Flores-Lowry announced the DVC Women's Volleyball team will be hosting a game on September 25 on campus at 6:30pm.

**5. APPOINTMENTS**

This item was addressed after the discussion in item 6 on the Faculty Senate Student Services Committee.

**Faculty Senate Student Services Committee**

Nancy Deason – Counseling

Carol Okay – Counseling

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

## 6. BUDGET COMMITTEE REPORT

John Hanecak reported the Budget Committee will be looking at allocation of not only one-time money this year of about \$2.8 million, but also new ongoing funds of around \$1.2 million but that is not final. He said the Committee discussed allocating the ongoing funds to staffing, or operational funds, or new line items in our budget that would then not need to be included in program review (technology, buildings and grounds maintenance). Hanecak explained the Budget Committee has looked at program reviews for making recommendations on one-time funds. However, the current iteration of the Budget Committee has not had to look at ongoing funds before and we don't yet have a strategic plan or a staffing plan.

Lema requested Hanecak send her the list of areas the Budget Committee has discussed for the ongoing funds and other relevant documents from the Budget Committee meetings.

Lema asked if the Budget Committee talk about the structural surplus at the district of about \$1.2 million. Hanecak suggested DGC discuss that money and it could be brought up as the Governing Board is selecting a new member. Holt reminded Council if we don't get off of stability we would need that money. Hanecak added that to get off stability we need to add about 500 FTES.

Lema said this topic will be on the next Council agenda.

## 7. FACULTY SENATE STUDENT SERVICES COMMITTEE

Lema told Council she took the draft of the Faculty Senate Student Services Committee charge and membership to that Committee for review. They did approve the draft with some minor changes which Lema reviewed with Council. The membership approved by the FSSSC consists of one faculty from each division selected by the divisions, three faculty from Counseling and Library, one part-time faculty member, one classified member from a student services area, two students (non-voting), the VP of Student Services (non-voting), and two Student Services Deans (non-voting).

Council made a few minor recommendations for revisions noted by the corresponding secretary, including the addition of Academic and Professional matters under the committee description.

Council agreed this committee is becoming more significant and everyone should pay attention to their work.

Council discussed how the selection of the part-time faculty representative would be determined. Lema reminded Council this is about doing committee work with your expertise lens rather than being a representative for your constituency.

Lema asked Council if they could vote on the description and membership and come back to clarify how part-time faculty representatives are selected for committees. She said it does vary from committee to committee whether they would be appointed by the Senate President or by a division or the part-time body.

Council agreed the Part-time Representative on the Council will seek out a representative for the FSSSC and if more than one comes forward, the FSC President will discuss the selection with the Part-time Council representative.

Council also agreed the length of term will be three years and may be reappointed.

**It was MSC to approve the description charge and membership of the FSSSC with suggested changes.**

**All in favor, approved**

## 8. DISTRICT PROCEDURES

Lema brought back District Procedure 9.24 Student Group Expense Claim Guidelines because of some concerns from a few faculty. Flores-Lowry said her division has two concerns. First is the procedure states "for lodging expenses greater than \$1000, a requisition should be submitted at least 10 days in advance". Flores-Lowry said this is not always possible. She said the district has been flexible on this guideline and would like that they remain so. She said also the procedure states "For reservations requiring a credit card, it is required that a district procurement card be used". She said Kinesiology has three procurement cards but often the amount goes over their limit. Again, the district has been flexible and raised their limit when needed and they need to remain so. Lema suggested an MOU so these provisions will be continued.

McBrien said the Drama department is concerned that the inclusion of drama and forensics have been struck from the list of types of activities covered. They would like to see those added back in.

Freytag commented that not all faculty have procurement cards to use for reservations.

Lema will take these concerns back through the governance process.

Lema told Council District HR Procedure 2040.01 Sabbatical Leave for Faculty was at DGC for approval and she requested it be pulled because it is an academic and professional matter.

Lema said she spoke with Jean Hetherington who serves as a representative on the District Sabbatical Leave Committee and she was fine with the revisions to the procedure. Lema explained the revisions are to provide clarity in the process for both the committee and the applicants.

Holt asked why the Senate is looking at this when it contains a lot of references to the contract. Lema said the Union negotiates for sabbatical funds/# of positions but not the process for awarding and completing the sabbaticals. Council is not voting on the negotiaTED ASPECTS RELATED TO SABBATICAL LEAVES. . She will talk to Glenn Appell to make sure there are no Union issues before it goes to Consultation.

## **9. DEPARTMENT/DIVISION REALIGNMENT**

Lema reviewed with Council recommendations for revisions to the Department/Division realignment procedure. She said the suggested revisions include re-ordering the list of what situations this procedure covers, some language for clarification, and a statement of what this process is not intended to do. There are some formatting changes that have occurred to make it a procedure rather than a report.

Lema told Council the procedure was inconsistent in the section that addresses disagreements. in the case of disagreement, the senate council would form a task force and all parties would agree to accept. In the recommendation of the Task Force. However, it then states the affected parties may appeal. Lema suggested language that clarifies the appeal process including a timeline.

Lema asked Council to think about whether the Council members from the involved areas/disciplines should vote on an appeal.

Freytag suggested the Task Force should be 5 or 7 members to avoid having a split decision. He also suggested the process specify who are the Senate Officers. He then asked what to do if one of the officers is from the affected division and they have been excluded from the vote.

Holt said he is not comfortable with saying any Council members need to recuse themselves. Lema reminded Council anyone can choose to abstain from a vote.

Katrina said letting a representative from an involved area recuse themselves is to protect them, not because they cannot be trusted to be unbiased.

Machalinski suggested striking the last sentence under 3 and instead say “The appeal will be scheduled to be made at the next FSC meeting”.

Lema said this will come back for further discussion and asked Council to give some thought to the issue of Council members from the impacted areas recusing themselves.

## **10. FACULTY SENATE COUNCIL BYLAWS**

Postponed due to time constraints.

## **11. TUTOR TRAINING COURSE**

Katy Agnost, Faculty Senate Tutoring Advisory Committee Chair, said when she presented the proposal for a tutoring training course at a previous Council meeting, there were a lot of operational questions. She assured Council she has been working to get the answers to those questions but does not have them all yet.

Ellen Kruse said the TAC is recommending FSC approve sending the course proposal through the Curriculum Committee process which would seek feedback from the committee members whom are division representatives.

Ellen Kruse said this is one of many types of innovations that we hope to begin seeing and the Faculty Senate could develop a model for how we manage the advancement of these types of ideas through governance.

Machalinski suggested this course should be a pass/no pass course. Agnost said the English Tutoring class is graded. Kruse added that any student can take the course but they don’t necessarily become a tutor so a grade is a good indicator to the student on whether or not they have the skills to tutor. Holt added that transfer students usually want a letter grade.

Machalinski said she does not think any teacher who wants to teach this can because there are specialized skills needed to teach this. Kruse said there are many opportunities for training to teach tutoring including conferences, and workshops.

McBrien said we need to consider how they would do SLOs, and teacher evaluations. She said also we need to have some rigor in training teachers to teach this course. It would be a shame to see this opportunity pared down to watching a video and answering some questions.

**DuLaney-Greger moved to endorse forwarding the tutoring training course proposal to the Curriculum Committee for review.**

**All in favor approved**

## **12. ADJOURNMENT**

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

*Respectfully submitted,  
Ann Langelier-Patton  
Administrative Secretary*