

**Mission College Academic Senate
Ext. 5413**

Approved Minutes

Thursday, November 10, 2011

**Copies of the MCAS minutes & agendas can be found online at:
http://www.missioncollege.org/senate/agendas_minutes.html**

I. Call to Order/Roll Call

The meeting was called to order by President Dianne Dorian at 2:15 pm.

Senators	A	P	Senators	A	P
Abdeljabbar (Ext. 5250) B&T	X		Morgan (Ext. 5397) AS		X
Brown (Ext. 5315) LA		X	Oliver (Ext.5427) AS/Beggs		X
Dorian (Ext. 5312) President		X	O'Neill (Ext 5082) LA		X
Glaser (Ext. 5093) LA		X	Student Senator Nguyen/Peters		X
Guardino (Ext. 5398) SS		X	Retterath (Ext. 5328) M&S		X
Harrison (Ext.5340) AS		X	Sun (Ext.5570) B&T		X
Johnston (Ext. 5305) LS		X	Thickpenny (Ext. 5287) LS		X
Jones AF/B&T	X		Winsome (Ext.5217) M&S		X
Lai (Ext.5081) SS		X	Zilg (ext. 5835) AF/B&T		X
Guests: J. Van Tassel, L. Jones, R. Nakamoto		X	Guests: C. Cox, N. Ambriz-Galaviz		X

II. Order of the Agenda

A motion was made to accept the order of the agenda with the approval of moving up Items VIII A and B. (M/S/U – Oliver/Sun)

III. Approval of the Minutes for 11/3/11.

The meeting minutes dated 11/3/11 will be reagentized for approval.

IV. Oral Communication from the Public

None.

VIII. New Business

A. Discussion re: Replacement of Vice President of Administrative Services Position

College President Laurel Jones reminded the Senators that at the MCAS meeting of 9/29/11, she discussed the issues resulting from the retirement of the Vice President of Administrative Services. There are pros and cons to both filling the position and leaving it vacant, but it is the opinion of President Jones that during these dire financial times, the College cannot afford to not have a full time hire working on the budget.

At the 9/27/11 meeting, the Senators requested that President Jones look into alternatives before taking any action to rehire. One alternative was to reclassify the position as a Dean. Dr. Jones reported that although she was unable to find any other community college with a Dean of Administrative Services job description, she did find a specific job description for the position of Dean of Enrollment Management. The cons to making the position a dean position would be that the other duties envisioned for this position would have to be divvyed out and assigned to others. Therefore, such an option

is not appealing. Another suggestion was to hire an interim VP. President Jones stated that the College will likely have to hire an interim due to a massive shortage of CBOs on the market. Downside of an interim is they usually work only four days per week, only do the job at hand and do not have intimate knowledge of the College. However, it would likely cost the College a little less than a permanent hire. The third idea was to consider upgrading existing personnel. After considering various people, it became apparent that this is not a feasible option.

President Jones stated that the “effectiveness criteria” for the position are the following: first, over the next two years, the College is facing the worst two years financially. Therefore, dealing with the budget is a full time job and not having a person in place will be unhealthy for the College. Secondly, our traditional manner of budgeting is concerning as it is too conservative. We must understand where our budget planning is more or less effective. The College needs a game plan in order to answer all budgetary questions over the next three years. The College also needs someone who will consistently support the PGC and be involved in accreditation issues. The President added that she herself is not equipped to do this job as her skills are not in budgeting.

Dr. Jones concluded that hiring a replacement for this position is the right action to take at this time. The Senate will be presented with the cost savings of a full time hire in the future. The President encouraged faculty to be involved in the upcoming hiring committee.

At this time, the regular order of the agenda resumed.

V. Information & Announcements

The College needs faculty volunteers for Accreditation purposes in the following ways: Faculty co-chairs, a faculty Accreditation chair and faculty to serve on one of the four standard committees: Institutional Mission and Effectiveness; Student Learning Programs and Services; Resources; and Leadership and Governance. There will be administrative support for all volunteers and all co-chairs will be trained and receive a stipend. The next Accreditation visit is in Spring 2014.

VI. Administrative Business/Actions/Appointments

A. President’s Report: President Dorian reported on the following:

- **District Council/District Budget Advisory Council (DC/DBAC):** Chancellor Hendrickson recently announced that he accepted Vice Chancellor Ed Maduli’s recommended RAM model and transition plan. A Task Force has been convened to flesh out the details of the RAM. The task force consists of two ACE representatives, two faculty, two classified, the two Student Senate presidents, the two Vice Presidents of Administrative Services, Vice Chancellor Ed Maduli and a District Finance representative. The task force will discuss the International Student’s funding among other things.

Vice Chancellor Brad Davis reported on the Board of Trustee’s decision not to hire from the current pool of chancellor candidates. Chancellor Hendrickson will stay until June to allow time to reopen the

search. VC Davis indicated that the Board will be asked for clearer direction as to what they are looking for as a fit for WVMCCD.

- Governance & Planning (GAP): The body discussed the RAM and task force and delivered its recommendation to President Jones to accept the College budget reduction proposal to not fill vacant positions. The group discussed the questions raised by Senators as to what happened with the Math and English positions on the list of vacant positions and it was explained that when the positions were vacated they were lowered to a standard pay range for a new hire. The difference between what the incumbent got paid and the listed value was reallocated. The English position ID was reassigned to one of this year's new hires.

President Jones will write a response to the recommendation which will then go to the Chancellor and be presented to GAP next week. Additionally, President Jones shared the WVC budget reduction plan. Anyone with questions about the WVC plan is encouraged to contact Dr. Jones.

- CBAC: The group discussed the RAM and brainstormed how to work toward the \$300K shift of funds from MC to WVC. Although the College will attempt to avoid lay-offs, transfers may occur. Vice President of Instruction Norma Ambriz-Galaviz noted that dollars don't have to transfer as actual cash; they can come in the form of personnel transfers resulting in the transfer of funds associated with those positions.

B. Other Reports:

- ASCCC Plenary Session Report-out: President Dorian reported on the recent Fall 2011 Plenary session which was held in San Diego. Ms. Dorian stated that the resolutions that were passed on Saturday have been emailed out. Most had to do with the Student Success Task Force recommendations and repeatability issues. As a result of the resolutions, the recommendation for mandatory staff development, consolidation of categorical programs and the idea of two levels below transfer being a repeatability issue was removed by the SSTF. There was much concern regarding the recommendations for training faculty to do advising and for students to use computers for much of the advising. A resolution passed to allow for academic advising should a college choose to do that. A resolution also passed on the lack of consultation with ESL professionals before the publishing of the SSTF recommendations. A resolution passed regarding the need for Adult Education to be handled by the community college's due to budget cuts decimating the ability of K-12 to handle Adult Ed.

C. Committee Appointments: None.

D. Recognitions: None.

At this time, the Senators heard Item VIII B.

VIII New Business

B. Overview & Discussion of the New E-Recruitment System

Human Resources Recruitment Specialist Rose Nakamoto and HR Executive Coordinator Francine Caracciolo introduced the new streamlined E-Recruitment System. Ms. Nakamoto explained that the online hiring system was developed through the collaboration of WVC, MC and the District. Until now, WVMCCD was the only CCC District in the State that used paper applications. According to data, the paper applications are cumbersome to users and resulted in lower numbers of applications being submitted compared to other community colleges.

Ms. Nakamoto walked the Senators through the new process. The new applicant portal can be used for the hiring of full-time faculty and staff, emergency hires and part-time pools. The new system allows applicants to attach their resume and transcripts to their application, save their profile for future use and check their application status. Internal staff can create a hiring requisition within the system and then a supervisor can review the requisition online. Hiring committee members can review applications and provide rankings online. Ms. Nakamoto reviewed and distributed guides on how to create requisitions, how to create emergency hire requests and information on Elluminate Sessions which will provide face-to-face and webinar trainings on the new system.

At this time, the regular order of the agenda resumed.

VII. Old Business

A. Consideration of Board Policy Changes Including General Education/Associates Degree

President Dorian explained that today the Senators are being asked to review the revisions made by faculty member Cathy Cox to the Board Policy changes which include the General Education Associates Degree. If the two colleges Senate's agree to the changes presented today, then the policies will be considered a District Academic Senate recommendation to the Board.

The Senators discussed the policies and recommendations made by Ms. Cox. The following motions were then made on the revised policies:

- To approve BP 4025. (M/S/U - Glaser/Zilg)
- To approve BP 4100. (M/S/U - Thickpenny/Retterath)
- To approve BP 4220. (M/S/U - Harrison/Sun)
- To approve BP 4260. (M/S/U - Oliver/Guardino)

B. Consideration of Board Policy Procedure Changes to Ch. 4 Academic Affairs

President Dorian explained that the Senate is also being asked to recommend Board Policy Procedure changes to policies on Academic Affairs. Ms. Cox again submitted her recommendations and today the Senate is being asked to consider the revisions to AP 4020, AP4021 and AP4060.

Ms. Cox reviewed the changes she suggested with the Senate and provided rationale for such changes. The Senators discussed the recommendations made by Ms. Cox and the following motions were then made on the revised procedures:

- To approve AP 4060. (M/S/U - Thickpenny/Sun)
- To approve AP 4020. (M/S/U - Retterath/Guardino)
- To approve AP 4021. (M/S/U - Winsome/Zilg)

C. Review MCAS/Administration Faculty Awards Program

President Dorian reminded the Senate that reviewing the MCAS/Administrative Faculty Excellence Award Program was set as a goal for the fall 2011 semester. The program needs to be reviewed in terms of:

- The process of nominating and selecting faculty.
- Who is eligible for what awards?
- The criteria for selecting.
- How should we deal with ties?
- The award areas themselves: Are they still relevant? Should other types of awards be included? Can a program rather than an individual be nominated?
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Ms. Dorian recommended that a small task force of Senators be created to look at this and report back to the Senate before the end of the semester. Senators Trang and Zilg agreed to work with Secretary Milbourne on this task force with the direction to bring recommendations back to the Senate before the end of the semester.

Senate Vice President Winsome indicated that the Academic Direction Committee is developing a category of recognition for programs that successfully undergo significant revitalization or respond well to a significant challenge. The Senate might want to consider including these awards as well.

C. Discuss & Consider Approval of Curriculum Handbook

Curriculum Committee Chair Cathy Cox explained that the new Curriculum Handbook was recently approved by the Curriculum Committee and is now seeking Senate approval. Ms. Cox briefly walked the Senators through the Handbook. There were questions about who provides documentation to the Office of Instruction for a program to move forward to state and how does the communication flow? Ms. Cox responded that the Handbook states that it is the responsibility of the originator and/or department chair to gather the necessary documentation for the submission of the forms. Ms. Cox added that she did research with previous CRC chairs to see what past practice had been with respect to submission of forms to the state. The current handbook is consistent with past practices Business Instructor Jim van Tassel responded that this topic has come to the union as an issue several times. Mr. Van Tassel further indicated that a department chair was told by the OI that the chair was responsible for gathering this information, that the State wanted to deal only with one person, as part of a 3-person committee, and that this is not in the Chair's job description. Ms. Cox clarified that the 3-person group is not an approval committee but only responsible for actually sending the materials forward. The chair/originator does not communicate with the State; the OI does.

At this time, a motion was made to approved the new Curriculum Handbook.
(M/S/U - Lai/Zilg)

D. First Read of Transfer Degree re: Kinesiology

This item will be reagendaized for a future Senate meeting.

IX. Correspondence, Publications, & Announcements

X. Adjournment

The meeting adjourned at 4:15 pm. These minutes are respectfully submitted by
Academic Senate Secretary Lauren Milbourne.

XI. Planned Future Agenda Items