

MISSION COLLEGE ACADEMIC SENATE AGENDA

Approved Meeting Minutes

To: Mission College

Date: September 19th, 2013

Time: 2:15 PM – 4:15 P.M.

Place: CC 219-220

I. Call to Order & Roll Call

The meeting was called to order at 2:18pm.

Senators	A	P	Senators	A	P
Applied Science- C. Beggs		X	Liberal Studies- M. Johnston		X
Applied Science- C. Brockmeier		X	Liberal Studies- Vacant	X	
Associate Fac- S. Rettus		X	Liberal Studies- Vacant	X	
Associate Fac- Vacant	X		Math & Science - K. Neary		X
ASG Rep- L. Vu		X	Math & Science - A. Piekarski		X
ASG Rep- D. Medica		X	Math & Science – R. Reed		X
Bus & Tech- H. Sun		X	Senate President – W. Abdeljabbar		X
Bus & Tech- J Van Tassel		X	Student Services – C. Perlas		X
Lang Arts- C. Brown		X	Student Services – T. Tran		X
Lang Arts- L. Glaser		X	Guests: L McGinley, W Bowers-Gachesa, J Schillings, R Castello, C Cox, P Hernas, T Thompson, J Schweppe, L Martin, C Beck, J Chew, D Dorian, R Pavao, C Lam, C Breidenbach, J Segal, A Akers-Martin, T Winsome		X
Lang Arts- J. O’Neill		X			

II. Order of the Agenda

Motion: to move item VIII C, Discussion on Budget and Basic Aid, and its Effect on FTES and College Efficiency with Vice Chancellor of Central Services, Ed Maduli, after item V, Information and Announcements (M/S/U – Beggs/Johnston)

III. Approval of MCAS Meeting Minutes

Approve minutes from the September 12, 2013, meeting.

As per President Wael Abdeljabbar, the meeting minutes will be approved at the Mission College Academic Senate meeting on September 26, 2013.

IV. Oral Communication from the Public

This portion of the meeting is reserved for persons desiring to address the Senate on any matter not on the agenda. No action will be taken.

There were no oral communications from the public.

V. Information & Announcements (College & District)

Senator Char Perlas informed the Senate that they are in the process of developing an SLO Accreditation Task Force. She encouraged Senators to join once it is formed.

Jessica Schillings, STEM Advisor/Counselor, thanked several of the Senators for their work on STEM week. She gave a breakdown of the happenings of each day, including President Abdeljabbar speaking on the first day. Additionally, the STEM grand opening was very successful.

David Medina and Vu Le, the two new Student Representatives from the Associated Student Government, were introduced to the Senate.

President Abdeljabbar was featured as the employee of focus in the Mission College Board Report that was given to the Board of Trustees at their meeting last on 9/17/13.

Cathy Cox informed the Senate that there will be an Academic Academy Institute in February 2014 put on by the ASCCC. Registration has just opened up. The focus will be on general education, common core standards, etc. If anyone is interested, please let Cathy know and she will send forward you the information.

VI. Administrative Business/Actions/Appointments

A. President's Report

Division Council: Penny Johnson discussed Student Success Act (SSA.) They gathered data on the top five majors, and how the SSA might change enrollment patterns. They will also pick up on where they left off on the three year project of SSA. The College is using 5 ftes less than what was final for fall 12. It was suggested that Division Council help with organizational changes of departments and divisions. Enrollment priorities were discussed. A PowerPoint presentation was made, and is below.

The infographic is titled "Enrollment Priorities – SSA" and is set against a dark grey background with rounded corners. It features three horizontal bars, each with a colored rounded rectangle on the left containing a category name and a light grey rounded rectangle on the right containing a list of bullet points.

Category	Details
100 + units	<ul style="list-style-type: none">● Goes into effect April 2014 for Su/Fa 2014 registration cycle● Only units completed at WVM will be used in count● The first 30 units of Basic Skills will be disregarded● ESL coursework will be disregarded
Probation/ Dismissal	<ul style="list-style-type: none">● Goes into effect January 2014 for Su/Fa 2014 registration cycle● Need to determine if taking a study skills/success class will guarantee appeal gets approved.● Need to determine if a block will be placed until student enrolls in or passes a study skills/success class.
Mandated Services	<ul style="list-style-type: none">● Applies to new students only● Goes into effect November 2014 for Wi/Sp 2015 registration cycle● Students that complete mandated services by Feb 2015 will receive earlier registration priority● Students that do NOT complete mandated services by October 2014 will receive later registration priority

Proposed Order of Priorities

- State mandated groups (by state-specific order of priority)
 - Veterans and active military
 - Foster Youth
 - DSPS
 - EOPS
 - CalWORKs
- College defined groups
 - needs to be defined
 - includes new students that completed an orientation
- By unit level
 - Those who *have completed* orientation or equivalent
 - 100 – 76 units
 - 75 – 51 units
 - 50 – 26 units
 - 25 – 0.5 units
 - Those who *have not completed* orientation or equivalent
 - 100 – 76 units
 - 75 – 51 units
 - 50 – 26 units
 - 25 – 0.5 units
- New students & Returning Students that have not completed an orientation
- 100.5 units and above
 - ranked lowest to highest
- Academic or Progress Status
 - Probation
 - Subject to dismissal
- Concurrent HS Students

Funding Formula

○ Initial Orientation	10%
○ Initial Assessment	10%
○ Abbreviated SEP	10%
○ Counseling/Advising	15%
○ Comprehensive SEP	35%
○ At Risk Follow-up Service	15%
○ Follow-up Service	5%

GAP: the main topic was MC Strategic Plan Comprehensive Listing of Goals. Last semester the Senate approved the Strategic Focus Plan. Now we are focusing on certain areas for this year. Linda Angelotti, Senior Executive Assistant to the College President, will email those to everybody.

PGC will be sending out report cards showing efficiencies and goals to department chairs.

Yolanda Coleman informed the Senate that she needs two faculty for the GE Sub-Committee, which meets every five years to review the current GE courses and requirements to make sure that they are in compliance with Title V. Senate Senior Administrative Assistant, Jennifer French, will send out the call.

The faculty members who are participating in the Senate's Mentor Partnering Program have been paired up with new full-time faculty. Mrs. French will email the list out to the Senators.

New FT Faculty			Mentor		
Jan	Wang	Health Occupations	Yolanda	Coleman	Student Services- Counseling
Carla	Breidenbach	Spanish	Cathy	Cox	Library Services (and Curriculum Diva)
James	Schweppe	Chemistry	Bianka	Guardino	Student Services- Counseling
Thao	Gaozongh	Counseling	Kathy	Henderson	Workforce & Adult Education-Institute for Int'l Studies
Adrian	Wise	Political Science	Keith	Johnson	Fine Arts- Music Instructor
Aram	Shepherd	Counseling	Matthew	Johnston	Philosophy Instructor
Joanna	Sobala	Economics	Kelly	Neary	Biology Instructor
Megan	Stein	English	Char	Perlas	Student Services- Counseling
Nita	George	Communication Studies	Rebecca	Tran	Counseling Services- Counseling
Teresa	Thompson	Accounting	Camilla	Weiberg	Social Science-Child Development

B. Committee Appointments:

GAP- The only volunteer was a new faculty mentor. According to the contract, new full-time hires are not allowed to be on any committees during their first year. So the call will go out again.

C. Senate Sub-Committee Reports

There were no reports given.

D. Other Reports

There were no other reports given.

E. District Academic Senate (DAS)

The DAS will meet on the following days:

Mission College on October 24th at Mission College

West Valley College on November 26th at West Valley College

F. Recognitions

There were no recognitions given.

G. Other

Associate faculty members will be voting for a new Associate Faculty Academic Senator. There are four candidates. Only associate faculty who are working this semester may vote.

VII. Old Business

A. Discuss Possibility of Distance Learning Sub-Committee Reporting to Curriculum Committee (Cox/Senate)

This item will be reagendaized.

B. Discuss Proposed Teaching and Learning Conference (Abdeljabbar/Senate)

Senator Brown spoke to her constituents and they want to know if they'll get PG&D credit. President Abdeljabbar mentioned that the Chancellor did state that he would look into it. Student Services was fine with it as long they would not be coordinating it. It was also mentioned that it would be nice if the conference had a specific focus.

Motion: that the Mission College Academic Senate supports the Chancellor in moving forward with the Teaching and Learn Conference in conjunction with the Senate's Faculty Professional Development Committee (M/S/U – VanTassel/Tran)

VIII. New Business

- A. Presentation on Pass/No Pass Option (Grogan)
This item will be reagendaized.
- B. Discuss F/W Grading (Grogan)
This item will be reagendaized.
- C. Discussion on Budget and Basic Aid, and Its Effect on FTES and College Efficiency (Maduli/Senate)

Ed Maduli, Vice Chancellor of Central Services, visited the Senate to give an overview of the budget. He had a handout for the Senators of the PPT that he gave. [That PowerPoint presentation will be sent as a separate pdf with these meeting minutes.] He started by stating that 11/12 was awful for the District- we dropped over 1200 ftes, in addition to other factors. In 12/13, it became even worse in terms of how the district could budget with not knowing if Proposition 30 would pass or not. For 13/14 the budget was balanced with one-time monies. The District as a whole is looking at \$3.5million in budget reductions. \$630,000 of that are cuts in salaries and benefits. Mr. Maduli continued giving his PowerPoint presentation. He noted that there is a 5% contingency reserve. Also, the colleges are down from 5-8%. Additionally, there is a penalty from the IRS that they did not prepare for. The IRS penalty was for missing or incorrect tax ID numbers when students apply. Every community college in California received a penalty, and all of the colleges are appealing this individually. Processes are being changed to insure that this does not happen again. Questions were answered. Discussion ensued on details pertaining to the information on the PowerPoint (PPT) slides. It was noted by guests several times that there seemed to be inaccurate accounting based upon the PPT slides being shown at this Senate meeting. Mr. Maduli noted that the decisions on the recommendations as a total budget were approved by District Council. Heated discussion ensued over where the District surplus ended up. Mr. Maduli moved on and stated that had the district not gone into Basic Aid in 12/13 there would have been a \$2million deficit. He continued to go over his PPT presentation. With Basic Aid, property taxes take the place of state apportionment and even exceed it. The Colleges don't choose to be there, we fall into it when we lose state apportionment. We're trying to stay in basic aid all the way through so we don't go in and out. Mr. Maduli noted that the cost of living adjustment (COLA) could go to service contracts: legal fees, software, employees. He recommended it going to salaries. He recommended to the Board that it be used for salary and benefits. Mr. Maduli continued to go over details of his PPT. He noted that throughout this whole time the Faculty Obligation Number (FON) was frozen. Since it was frozen, they could use a percentage instead of a number. As long as the percentage was greater than the previous year, we were in compliance. Questions were answered, including details on the ending of 12/13 and beginning balance of 13/14 differences, as well as the 5% reserve. Mr. Maduli put together a draft proposal to District Council to create a group of ten that would develop a Basic Aid funds allocation policy which would be controlled by the Board of Trustees. The ten people on the committee would be the following: each Academic Senate President (2), each Classified Senate President (2), Ace President, WVMCEA President, College administrators, VP of Administrative Services, Mr. Maduli, and the Director of Fiscal Services. They would come up with a recommendation that would go to District Council, then to the constituents to review, then back to District Council, with the hopes of having it all done by January. Guest Randy Castello, WVC Accounting Instructor, opined that there is a continuity problem and people are getting confused when looking at the 12/13 and 13/14 budgets.

Motion: to extend this topic by 15 minutes (M/S/U – Glaser/VanTassel)

Discussion continued. Mr. Maduli continued to answer questions and explained that they are providing the Board with a simplified more macro picture of the budget with less detail. Former Academic Senate President Dianne Dorian, commented on the Basic Aid Allocation Committee stating that the processes for budget are Senate purview and that the group should rely primarily on the advice of the Academic Senate. That doesn't mean the Senate President sitting at District Council approving a recommendation. It means that it comes to the Senate for discussion before it goes to District Council at both colleges. The Senate should be consulted in the development process prior to it going to District Council. Mr. Maduli commented that this is why the Academic Senate Presidents are included as part of the committee: they would come back to the Academic Senates to keep them up to date as to what was happening. Heated discussion ensued with an emphasis that Mr. Maduli was not understanding the Senate's purview over the budget process. Former Academic Senate

President, Cathy Cox, noted that Title V, under item ten of the 10+1 gives the Senate purview in creating processes for budget development, which means that the Senate develops the processes and if the Senate decides to include other constituent groups, including Administration, the Senate may, or it may call for a committee. The Senate controls the development of the processes; it does not determine where the money goes or the actual allocation. She opined that what is not happening is that the Academic Senates develop the processes, and then those Senate created recommended processes go to Mr. Maduli, which he would then take to District Council for voting as recommendations from the Academic Senates. Cathy also stated that she has asked several Vice Chancellors over the years to get her copies of the process by which the budget was developed. Not one of them did it, but they acknowledged that the processes had changed over time. And the last written process by which the budget was developed was from 1994, from what they had told her. Every time that process was changed, it should have come through the Academic Senate in some fashion. The changes should have been done with the Academic Senate's participation in determining what those changes should be, but that has never happened.

ACE President, Rod Pavao, asked about the holdings in excess of \$36million. Mr. Maduli stated that those holdings are in bonds. That is what's in the treasury that belongs to us as cash funds. Mr. Maduli continued to explain the funds with questions being answered.

Motion: to extend this topic by 15 minutes (M/S/U – VanTassel /Piekarski)

Mr. Maduli continued to explain the holdings. What is it that the Senate is supposed to take from all of these numbers, asked Senator Rettus. Mr. Maduli replied that we've been covering our budgets with one-time monies all along. But now we need to right the ship and stop utilizing one-time revenues. The colleges and District Services will be presenting their final cuts to the Council in November. Becoming Basic Aid did give us a lot of money- it replaced the money from the state with property taxes and any excess we get moving forward is ours, the state cannot take that away. Senator VanTassel opined that people do not understand the budget processes. He thinks we could improve how the budget is developed and that the Senate needs to be involved earlier, and that this relates to institutional integrity with regards to accreditation. Senator VanTassel would also like to see more of the operating information like does Community Education make money? He was noting the 311 report and would like a further breakdown.

<http://wvm.edu/documents.aspx?fid=26578&doc=26580&year=2012>

Mr. Maduli replied that the College needs to come up with a process in terms of how the budget is developed to take into account all of the excess revenues. This includes a feedback mechanism to show the constituents how those funds were spent. The monies reside at the Colleges, it is up to each college to budget it, not the District. Discussion ensued and questions were answered.

Motion: to extend this topic by 5 minutes (M/S/U – Tran/Sun)

Discussion continued with questions being answered.

IX. Future Agenda Items

- A. Accreditation 11/7
- B. Faculty Hiring Prioritization
- C. Discussion on Streamlining Part-Time Faculty Hiring Process
- D. Consider Approval of Revised Program Revitalization and Discontinuance Policy (Senate/ADC) (Fall 13)
- E. Discuss Need For and Impact of English Writing Assessment for Placement (Cox)
- F. Discussion on MC Department Website Issues (Johnston)
- G. Presentation on Student Success and Services Program (Johnson/Sanidad) (10/3)
- H. Discuss MC List of Potential Permanent 14/15 Reduction Areas

X. Adjournment

Motion to adjourn at 4:12pm (M/S/U – VanTassel/Beggs)