

## Mission College Academic Senate President's Report 8/30/07

Welcome back to the beginning of another year! I'm going to try to keep this as short as possible, since it covers several months . . . but a lot has been going on during our "vacation", and it's important to stay up-to-date on developments. I'm not sure I can get everything in one report, but I'll try to fit as much as possible here.

In June, I attended the **ASCCC Faculty Leadership Institute** along with Angelica Buendia-Bangle and Dulce Maria Gray (West Valley Academic Senate President and Vice President). As always, the information we received from the various presentations was tremendously empowering – budget analysis, legislative updates, practical advice on dealing with other constituencies in the District, and much more. Angelica and I have worked closely over the summer to make sure that the faculty of the District are well-represented, and we are both looking forward to a productive relationship between the two college Senates this year.

I will be serving on the ASCCC's Relations with Local Senates committee this year as a representative of Area B, which stretches roughly from Santa Rosa and Solano down to Salinas and Monterey. This committee works closely with local senate leaders at community colleges around the state to provide a link between them and the State Academic Senate's Executive Committee.

The draft of the College's **Educational Master Plan** was reviewed by GAP on June 6, and will come to the Senate for approval in early Fall. Stephanie Kashima, Daniel Peck, and I worked with President Robles on pulling together the information from all five of the EFMP forums this spring as well as the various assignments completed by departments and programs, and the result is truly amazing. The substance of the plan is in a 60-page section at the beginning, but there are three enormous binders of supporting documentation backing up the plan. Thanks to everyone involved, and particularly to Daniel Peck – without whose hard work this could not have been accomplished!

During the week of June 18, a committee met to interview firms applying to develop the new **Campus Master Plan**. It was a fascinating process just to see the different presentations and get a sneak peak at some of the different possibilities that might show up in our final plan. The firm of Lionakis Beaumont has been selected by the committee, and will be recommended for approval by the Board at their next meeting.

In the bigger scheme of things, we have recently been contacted by the Statewide Career Pathways Steering Committee asking for faculty input on some of the initial templates for articulation that have been developed. Of five disciplines that are templates completed, three are areas in which we have programs – Engineering and Design (Drafting & CAD), Computer Applications, and Manufacturing. I forwarded the email to appropriate faculty in those areas, but all faculty are invited to review and comment by going to the URL for the project: <http://statewidepathways.org/forum/Default.aspx>. We've also received a request for additional faculty volunteers to work this year to work with this project in other vocational areas; I will be sending out an email shortly with more information on this project.

**SHARED GOVERNANCE AND OTHER MEETINGS**

As usual, these are only my notes from the meetings. For full official details, please consult the minutes of the meetings.

**GAP, 5/30**

- Most of this meeting was spent reviewing drafts of the accreditation standards.
- The college Mission Statement was discussed, and a revised draft was developed which will be considered for adoption at the July 11 meeting.

**District Council, 5/30**

- Lengthy discussion was held on the FCMAT recommendations and progress towards meeting them. Each recommendation needs to be evaluated regularly. George Kotzitz, Interim Vice Chancellor of Finance, plans to work with the BAMS subcommittee on this. I believe that this is more properly the role of DBAC, and questioned this, but was told that BAMS is involved because of the relationship between the 50% law and the District budget. It was also stated that the main issue in the report is the improvement of communications between District Administrative Services and College Administrative Services. Communication may be helped by the installation of a web content-management package for the District in Fall 2007, which will be searchable and will allow all users to locate information more easily.

**GAP, 6/6**

- GAP was given a draft of the new Educational Master Plan for Mission College, based on the documents and discussions completed over the past two years as part of the E&FMP process. This draft will be coming to the Senate and other shared governance bodies for formal approval in Fall, but needed to be reviewed by the Board in June prior to being submitted as part of the scope change request and facilities planning process by July 1.

**DBAC, 6/6**

- The tentative 2007/08 budget was presented for review, and will go to the Board at the 6/21 meeting. The final budget will come to DBAC in August, and will be Board-approved in September

**District Council, 6/13**

- The recommendations of the FCMAT report are an ongoing topic of discussion at District Council, and there is a strong interest in making sure that progress toward addressing the recommendations by all those identified as "owners" or "stakeholders" for the recommendations is evaluated on a regular basis.
- District Council also serves as the Staff Development Coordinating Committee for the District, and in this capacity a presentation was given by Patricia Stokke on the plan developed by her in consultation with the two College staff development coordinators. (This is the same plan brought to the Academic Senate by Heather Rothenberg last May.)

**Board of Trustees, 6/21**

- Mark Williams, the District's legal counsel, gave a presentation to the Board on the Brown Act as it relates to Boards of Trustees. His specific focus was on informal meetings between the Chancellor and Board members, and on other meetings and discussions held outside of Board meetings.
- He stated that it is acceptable for Trustees to ask "staff" (District employees) questions about items on upcoming agendas to clarify details – "Who is this person and where do they work?", etc. It is also acceptable for them to make statements to the Chancellor on items. However, it is not acceptable for an "exchange of ideas" to occur or for them to get opinions on situations. A one-way communication between staff and a board member does not constitute a violation.
- It is acceptable for board members to meet with the Chancellor to set agendas, times, etc. I also asked specifically about the ability of trustees to meet with the Academic Senate president outside of Board meetings to discuss issues, and was told that because the Education Code specifies the relationship of the Academic Senate to the Board, such one-on-one meetings are acceptable.
- The search for a new Chancellor is expected to begin in September. The selection of the consultant for the process is continuing, and James Andrews expects that the Board will be asked to decide on a consultant in August.
- Javier Castruita (Director of Facilities) and CCS Group gave an update on the Main Building situation, including comments from the State Chancellor's Office specialist assigned to us. She wants to see a campus facilities plan which supports the academic program of the college (this is why the Educational Master Plan was essential!), assurance that new building sites will be acceptable under the Field Act, and a general analysis based on the CCC cost guidelines which compares the cost of remodelling & retrofitting the main building and the cost of new construction. An action plan has been developed by CCS to meet the State's requirements, and is underway.
- It was announced that there will be a Land Corporation workshop sometime in the Fall semester, which is being planned by Don Cordero, Joy Atkins, and Bob Lucas. The set up and planning meeting will be held 7/19.

**GAP, 7/11**

- GAP members and members of the Academic Senate met in joint session to review the draft of the accreditation self-study. Following the review of the self-study, GAP continued its meeting separately.
- The reclassification of the Dean of Administrative Services position to Vice President of Administrative Services was discussed. Since this position is responsible for the same areas and duties that are handled by a Vice President at West Valley, this is seen as a matter of parity between the colleges which could open the District to legal problems if not dealt with.

**DISTRICT COUNCIL, 7/11**

- Procedures have been developed for all policies in Chapter 6 of the Board Policy Manual. This chapter covers financial and business practices of the District, and was completed first. The goal is to have all procedures searchable on the website. Other chapters of the procedures manual have been turned in and Albert Moore is proofreading them.

- Discussions were held on progress with issues mentioned in the Technical Assistance Report. The TAV report will be discussed in a roundtable by the Chancellor and the four Senate president.

**DBAC, 7/18**

- A discussion was held on the issue of including leases of off-site facilities, such as the Campbell center, in the "fixed costs" section of the District budget, and how those leases should be handled. Several concerns were raised, including the issue that if a facility is supposed to be available for use by both colleges then procedures have to be in place to ensure equitable scheduling. Other concerns include additional costs for support. Expenses paid as "fixed costs" are taken off the top of the budget model, so adding expenses in as fixed costs means less money to be allocated out to the colleges.
- DBAC also reviewed the timeline proposed for the development of the new budget allocation model and some additional preliminary documents for the process. These documents will come back for further consideration in August to allow time for constituencies to review them.
- A recommendation is going to the Board to take action to sell OPEB ("Other Post-Employment Benefit") Bonds and to establish a Retirement Board to oversee the administration of these bonds. OPEB bonds do not require a general election vote because they do not add to the District's debt, they just allow it to be restructured. The purpose of these bonds is to allow an "evening out" of the liability faced by the District with regard to retiree medical benefits.

**BOARD OF TRUSTEES, 7/19**

- There was an update to the Board from Associate Vice Chancellor of Human Resources James Andrews on the progress in hiring a consultant for the Chancellor's hiring process.
- A large number of curriculum changes submitted by CRC were approved by the Board, including several courses for the forthcoming LVN-to-RN program. (These were the first courses to be approved through Curricunet.)

**DISTRICT COUNCIL, 7/25**

- District Council first met as the Staff Development Steering Committee, to review the Staff Development plans for the coming year. Lots of questions and comments ensued, including a general sense that there needs to be more training on how to use various online services and technology. District Staff Development (SD) feels that they don't have the knowledge or funds to do as much training as they would like; however, other members of the committee mentioned that some training could be offered by others in the District with SD coordinating those trainings.
- Several District Council members will be meeting with the three S.D. coordinators to review the current year's plan and compare it to the 1999 S.D. model and suggest changes. I will participate if my schedule permits.

**DBAC, 8/1**

- Costs for the Campbell Center will be added to the Fixed-Cost schedule for 07/08. Another item added to the fixed-cost schedule was the insurance premiums for Athletics and P.E. Insurance premiums for student health care were not added, however, and will remain off the schedule. (Chancellor

Arterberry reminded DBAC that they are a recommending body to the Vice Chancellor, who can choose to accept or reject the recommendation.)

- Funding for the District Emergency Preparedness plan was denied by Land Corporation. Frank Ramos asked DBAC to fund a revised plan at a lower level than initially requested, but a motion was made to fund up to the original requested amount (\$578,781) based on the importance of this issue to the college community.
- Draft responses to three FCMAT recommendations were distributed – Organizational issues, Communication, and Review of the 50% law. The response dealing with the 50% law indicated that staff would receive training relating to the law, and Dr. Kozitza stated when asked that this training would be provided by District staff and Division Chairs.
- A recommendation is being made that the timeline for requesting Land Corp. funds be moved back one month so that colleges will know earlier in the year how much money will be allocated by the Land Corp for special projects.

#### **BOARD OF TRUSTEES, 8/2**

- A presentation was made by Javier Castruita on the overall process used in managing construction projects within the district – the project phases, contract approval process, and financial tracking of project budgets. The powerpoint, which was quite detailed and informative, will be posted on the Facilities department website.
- There will be a special Board meeting on Thursday, August 9, to select the consultant firm. The hiring process for the new Chancellor is expected to begin in September.

#### **DISTRICT COUNCIL, 8/6**

- Stephanie Kashima attended in my place as Senate VP.

#### **DBAC/BAMS, 8/15**

- Helen Ostrander attended DBAC in my place, and conveyed comments and concerns I had received from Division and Dept. Chairs about proposals for the timeline and development of the new District budget allocation model.

#### **BOARD OF TRUSTEES, 8/16**

I was not at this meeting. However, the following issues were discussed and should be noted:

- The Board was asked to approve the sale of OPEB bonds (see DBAC notes, 7/18).