



**ACADEMIC SENATE**  
**Meeting Minutes**  
**January 25, 2016**  
**3:00 pm – 5:00 pm**

<b>Call to order</b>	The meeting was called to order by Senate president Michael Wyly at 3:00 pm.
<b>Roll Call</b>	<p><u>Present</u>  Michael Wyly, President; LaNae Jaimez, Vice President; Erin Duane, Secretary/Treasurer; Amy Obegi; Andrew Wesley; Janene Whitesell; Joseph Conrad; Ken Williams; Lue Cobene; Marivic Macalino; Mark Barrett; Nicolas Cittadino; Nedra Park; Sabine Bolz; Scott Parrish; Joshua Scott; Narisa Orosco-Woolworth; Thomas Bundenthal</p> <p><u>Guests</u>  Leslie Minor, VP of Academic Affairs  Yulian Ligioso, VP Finance  Corrine Kirkbride, presenter  Kelly Penwell, presenter</p> <p><u>Absent</u>  Jeff Kissinger</p>
<b>Agenda approval</b>	A motion to approve agenda with item 11.1 moved to the post report period was proposed; the motion was approved with no abstentions; motion carried.
<b>Approval of Minutes</b>	Minutes from November 2, 2015 and November 30, 2015 approved unanimously.
<b>Comments from the Public</b>	Deferred
<b>AS President Update</b> <i>6.1 Hiring Report</i>	There are no additional updates at this time
<i>6.2 ASCCC</i>	A small group met on 1/25/2016 to talk about file formatting, logistics on how to put together the self-study. Discussed ways as faculty leaders to encourage colleagues to be participatory in the process. All understand it is lot of work, organization, and really cautious steps into the accreditation process can mean a good number of hours. All have been here long enough to understand the importance of a clean accreditation and need to find a way for AS to become involved. Identified faculty leaders through

release time who are working as co-chairs with partners in administration, and they are going to chair steering committees for each of the standards. Senators are encouraged to avail themselves to the committees, and to encourage their constituents to do the same. Hopeful that we'll be able to collectively change the climate a little about workload and accreditation so that we put together a positive, representative document

*6.3 Peer Review Task Force*

Currently working to establish first meeting of the academic year. For those unable to attend the FlexCal session held during the mandatory flex day, it was very well attended, and the task force received a lot of really good feedback overall. Walked out of meeting feeling optimistic. The charge of the Peer Review Task Force at this point is to meet a couple more times to incorporate input received from our colleagues. Goal is to urge the PRTF to have that draft submitted to the AS for consideration by one of the February meetings (ideally 2/2/2016). Will be up to senators to vet with colleagues. Once approved, it will be forwarded to the negotiations teams.

*6.4 Bachelor's Program Update*

Deferred to Dr. Minor; will be addressed in agenda item 8

*6.5 GELO/ILO Update*

This has been a long process going back and forth between assessment, AS, office of VP, and college governance council. The final iteration was approved by the senate and approved by the board at the last meeting. The next step is to develop an apparatus for how we will assess the GELO's and ILO's, and looking ahead, how we are going to assess the instrument. Not only will we be assessing the outcomes, but we will assess the actual instrument as well.

*6.6 Code of Ethics Update*

This has been a very long conversation, going back about 2.5 years. The Code of Ethics as the AS passed it was approved by the Board of Trustees.

*6.7 Emergency & Part time hiring Policy & Procedures*

This policy is still on-going in review; awaiting response on next steps

**Superintendent Report**

No report was given

**VP of Academic Affairs Report**

Dr. Minor submitted substantive change proposal and was contacted by the ACCJC substantive change committee chair regarding perceived gaps in the proposal. Met with chair and president and agreed to review and resubmit in six weeks. By that time, may not be able to get all course curriculum work done such as getting course outlines of record written. Other colleges in the Bachelor's pilot have been able to submit their proposals and get them accepted by the committee but not approved; on hold until courses have been approved by curriculum and their boards. If we can get the work submitted for approval, we can meet the timeline to

get the curriculum fully approved by the committee and board and be approved. Will work with project designers Jim DeKloe and Ed Re to develop. Have to demonstrate to commission that we have a mission that includes undergraduate education for all four years. Easiest way is to change the term “transfer level” to “undergraduate” so that we are not limited. This will be an action item to update the mission statement; will go to College Governance council on February 10; if approved, can move ahead to board ASAP. Commission needs to see progress.

#### *8.2 CCC Registry*

Currently accepting applications for openings in English, Communications and Accounting.

#### *8.3 Grade Submissions*

Current procedure is for faculty to submit grades four calendar days from the end of the semester; though the majority turn them in on time, missing grades continue to impact financial aid distributions and registration. Elicited feedback from senators on how to encourage all instructors to meet deadline. Time management issues may be culprit. Developing a PowerPoint presentation to further highlight the orientation procedure and to do a new hire orientation each semester. President Wyly advised for new AS members that this topic has been an on-going discussion for the senate and that the four-day deadline was the end-result of senate-led conversations with administration and staff, including financial aid. Senator Bolz advised that while she was in the middle of giving finals, her dean requested grades; recommends that guidelines be clear and consistently voiced. Senator Whitesell asked if there was a way to submit an incomplete without having to okay them first (she had an extenuating circumstance with a student); Senator Conrad advised of process to submit an incomplete; President Wyly advised that they could send out a periodic procedure email.

#### *8.4 IEPI*

Last semester interim superintendent president Stan Arterberry discussed IEPI – Institutional Effectiveness Partnership Initiative – and some activities to do with state grants of \$150,000 – particularly a complete environmental scan/organizational review; Current president prefers that scan be done in house; changes will be brought to senate in next month or so.

#### *8.5 CCSE*

CCSE (Community College Survey of Student Engagement) is a student survey to understand what customers think of services provided and to identify any perceived gaps. If we don't use home grown survey, Dr. Minor suggests using this standardized one; however S-P Esposito-Noy may not be on board for current semester, but will need to do it next year.

#### *8.6 Academic Calendars*

The next three years of academic calendars have been approved by the board. Flex days remain at 7; President Wyly thanked Senator Conrad for his last minute participation on the process. Senator Bundenthal

	requested that last day of finals and last day of semester be included on calendars
<b>Sub Committee Reports</b>	Received reports from most sub-committees during the first meeting of the month. APR Coordinator, Senator Obegi, had nothing to report from her sub-committee as they have not met yet. President Wyly advised that VP Ligioso provide a standing monthly report to Senate; President Wyly requested that VP Brown also have a standing agenda item starting with next agenda.
<b>Action Items</b>	The senate directed President Wyly to work with executive board to draft a resolution for the process. Corrine Kirkbride (Math department) went on sabbatical and came back to find two new hires that had not been vetted through the math department hiring process, causing frustration. Students are also affected negatively by this.
<i>10.1 Hiring Process for Math &amp; Science</i>	President Wyly read a letter to the Academic Affairs office regarding hiring standards. Senator Bundenthal asked if we wanted to change the priority order; Senator Obegi advised that in Chemistry they need an Organic Chemist because the new hire cannot teach the class. Should consequences be added should they go outside the hiring process? President Wyly emphasized that this is an administrative issue. VP Jaimez argues that it should stay since that is how it was prioritized. Senator Wesley voiced concern over administrative excusing Dr. Yu's mistakes: not the first time; giving him a pass; fall out caused every adjunct lost overload. President Wyly recommended that they vet the documents and return to the subject at next meeting. Senator Jaimez moved to table it to next meeting; seconded by Senator Wesley.
<i>10.2 ConServ contract</i>	Proposed action in support of President Wyly's letter to the Board of Trustees re: proposed contract with ConServ and/or other for-profit collections agencies. Motion to move to next meeting by Senator Whitesell; seconded by VP Jaimez; motion passed.
<b>10.3 Change to the Mission Statement</b>	President Wyly explained the change from "transfer level" to "undergraduate," per ACCJC requirement as a change to the baccalaureate program. Senator Williams motioned to change the statement; seconded by Senator Cittadino; motion carried.
<i>10.4 Graduation Resolution</i>	Michael stressed importance of senate commitment to the 2016 commencement then presented resolution: " <b>Resolution 01.25.16.2: Commitment of the Academic Senate of Solano Community College to the 2016 Graduation and Commencement Ceremony.</b> " Senator Duane motioned to approve the resolution and Senator Obegi seconded the motion. The motion passed unanimously.
<i>10.5 FlexCal</i>	This agenda item was deferred

**Discussion Items**  
*11.1 Budget Update*

VP Ligioso presented that the budget looks favorable, but the state is advising to move forward judiciously. Governor already planning for next recession with a 9-10% reserve at state level. Governor believes that a 3-year mild recession can result in a \$55B reduction statewide. About 90% of monies received in 2015/16 (\$4M) can be attributed to prop 98. Per handout, Governor reducing budget by \$104M, unclear how it will shake out in long term, but there will be a reduction, could be \$225,000 to \$250,000 for 2016-7.

For PERs and STERs health and welfare benefits. Looking at an excess of \$1.3M; growth on the table at 2%, but because SCC has not been able to grow in last four years, the constraint is 1%, and questionable if we can attain that. Enrollments this year are crucial; based on numbers received, it would require 950 FTS in summer 2016 – a huge jump from where we were last summer. This is the year to reestablish base for next year as we will be going back into stability.

Stability and borrowing (S&B) from future summers has to stop. Talk at state level that Department of Finance has indicated that the Chancellor's Office will be looking into this. S&B was never intended to be used as we have been using it; SCC is not the only one; nearly 1/3 of colleges in state have taken advantage; safety net not intended to be used in this way and likely will stop as not a sustainable model; need to return to reporting three semesters and not adjusting. Foothill and DeAnza Colleges have also declared S&B yearly (common in Nor California); Chancellor's office thinks reason is economy in north better and people returning to workforce, resulting in students taking fewer classes leading to lower FTS. Every year we get re-benchmarked based on what we achieve; apportionment report put SCC in at 8,576 including the 1% growth. To attain the 8,576 and optimize 2015/16, would have to increase summer enrollments from 815 in summer 2015 to 950 in summer 2016; experienced increase in students dropping out of courses. President will host a strategic enrollment summit

Categorical – strengthen access and success for completion for students; VP Brown working on student services through SSSP & Equity dollars. On-going expenditures may exceed what we are bringing in; will be posted on finance website; run questions through President Wyly.

Zero Text Book Degrees – page 48 in handout – Senator Duane wanted more info about it; President Wyly recommended reading offline and being ready to brainstorm with VP Ligioso at next meeting.

Senator Bolz asked if there was a way to submit questions for deep review prior to meeting; President Wyly advised they can be sent to Nedra no later than Friday morning to send to VP Ligioso for response.

Senator Cittadino asked if there was a way to send a survey out to students to find out what classes they were be interested in taking in the summer; Senator Obegi advised her dean asked the same question to poll students in class.

State apportionment – as an institution, SCC gets monies through FTS – comprised of enrollment fees and property taxes; state apportionment makes up difference. State’s expectation – whatever enrollment fees are, recognize that we collect. If we don’t collect, the state will not pay us. In 2015/6, we have \$3.4M in net enrollment fees. In relation to revenues, just under 7.25%. As an institution, have to make our monthly payment commitments (mostly compensation). Student receivables as of June 2015 was \$5.2M, higher than our reserve. Over the last four years it has increased. In June of 2012, receivables were about \$3.5M; \$4.6M in June 2014. Auditors review receivables and those not able to be collected go against the reserve. Balances over four years old are ones to be submitted to COTA.

ConServ was chosen because of how they deal with the student populations at CSU; serve 3 community colleges. Ranked #1 performer by the federal government. They get 20% commission for any collections. Internally SCC doesn’t have the resources. Senator Bolz asked what proportion of students aren’t paying. VP Ligioso advised \$5.2M owed, about 21,000 students (3,246 inactive students sent to COTA). International students are not paying. Federal government has recourse. \$500K repaid to title IV. Senator Bundenthal asked what the estimated collection amount is. Approximately \$400K in debt to be turned over to ConServ which is 2-3 years old, approximately 1,500.

### *11.2 Dual Enrollment & High School Outreach*

President Wyly asked that senators review documentation off-line; President Wyly read the ASSSC Resolution 6.03 which resolves that we support the legislative intent to increase dual enrollment opportunities to high school students. Lead to AB288 – increased partnership between administration and AS and other arenas that affect instruction. Kelly Penwell presented AB288. More than 2 million students bring college credit in their first year. Have 303 students in articulated classes earning college credit while college is not earning FTE’s. Dual enrollment brings students to colleges; does not take away faculty; effective recruitment tool. Provide equity; Solano county very diverse – Vallejo most diverse city in US; Suisun is #4 and Fairfield is #14. Benicia High interested in revisiting the automotive program. Question – how does this increase our FTE’s? Per Ms. Penwell, must be dual credit. Napa and Diablo Valley are offering dual enrollment. President Wyly deferred to the summary slide; would like to see someone from counseling to be on the joint task force. Ms. Penwell advised that if SCC hires HS faculty, keep them as a separate pool; won’t compete for SCC jobs. Senator Cittadino asked if there are any connections of efforts with the high schools? Ms. Penwell advised that she has three

	<p>schools already expressing interest in program. President Wyly will put together a plan with faculty to look at best practices; Ms. Penwell advised of the future potential with adult schools as partners.</p>
<i>11.3 Elections</i>	<p>The list will go out; schools need to conduct their elections for senators; it is the responsibility of the senators to work with their schools to conduct the elections.</p>
<i>11.4 Distinguished Faculty</i>	<p>It is time to start thinking about this rather than waiting until the end of the year</p>
<i>11.5 Tenure Tea</i>	<p>This is also on our radar to start thinking about so we are not blindsided</p>
<b>Adjourn</b>	<p>Senator Williams moved to adjourn and Senator Conrad seconded.</p>

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