



Governing Council Meeting

Nov. 24, 2009 minutes

MEMBERS PRESENT

President Diana Bennett
Vice President Huy Tran
Secretary Lloyd Davis
Treasurer Rosemary Nurre
Business/Technology Lilya Vorobey
 Ed Seubert
Creative Arts/Social Science Jim Robertson
 Benedict Lim

Language Arts Kate Motoyama
 Daniel Keller
Library Michele Alaniz
Math/Science Carlene Tonini
 Tania Beliz
Student Services Ruth Turner
 Kevin Sinarle
P.E./Athletics Joe Mangan

OTHERS ATTENDING

Board of Trustees Dave Mandelkern
AFT Dan Kaplan
ASCSM Alex Quintana
COI Laura Demsetz
Creative Arts/Social Science Kevin Henson
 (Dean)

DAS Patty Dilko
KCSM Marilyn Lawrence
Math/Science Charlene Frontiera (Dean)
 Kate Deline
 Linda Hand
San Matean Laura Babbitt

SUMMARY

- Marilyn Lawrence reported managed hiring and combining jobs has resulted in six fewer employees at KCSM. It will get no district funding for salaries after July 1, 2010. KCSM-TV may lease bandwidth.
- ASCSM Senator Alex Quintana asked for support in promoting awareness and unity in opposing budget cuts at the state level, including student action in Sacramento in March, 2010.
- At the Nov. 18 Board of Trustees meeting, the college presidents reported on budget reductions. CSM's Cabinet has clarified its latest list of reductions, but Welding/Machine Tool Technology (the only PIV program recommended for discontinuance) and English still have questions. Other reductions involve only hiatus or banking.
- Governing Council voted consensus approval of the list of reductions, accompanied by a letter asking for an improved process in the future, including district-wide evaluation of educational priorities, a model for curricular offerings based on what is required for students to achieve their educational goals, and a commitment from Cabinet to breadth of offerings when budgetary times improve.
- Jim Robertson introduced a position paper on cuts, asking for a district-wide rationale and making instructional cuts a last resort. Governing Council will vote next week on forwarding it to DAS.
- Math/Science faculty will bring a resolution against replacing Horticulture facilities with a parking lot.
- Faculty are reminded to apply for equivalency in whatever FSAs they qualify for.
- The proposed smoking policy restricts smoking to parking lots. ASGC is not taking a position on this.

CALL TO ORDER The meeting was called to order at 2:16 p.m in 36-109. The agenda, and the minutes of Nov. 17, were approved.

BUDGET REDUCTIONS KCSM General Manager Marilyn Lawrence said KCSM has looked at how to better utilize or reduce staff. The process includes managed hiring and looking at how to combine jobs. The latest round of managed hiring ended June 30, 2009. KCSM terminated 14 positions (it eliminated that many job descriptions), and one employee went from 100% to 60%. Eight of the affected individuals were rehired, resulting in six fewer employees at KCSM. Of the six, three took retirement severance packages. One went to Skyline. One is being paid by bond money for a temporary position that would have been contracted out at higher cost. Some are filling CSEA vacation relief slots.

KCSM radio is self-sufficient. The TV station was \$600,000 in debt at the end of the year, but its demise is not imminent. It is looking at opportunities to lease TV bandwidth, and is working to close deals by July 1, 2010, after which it will have no financial support from the college district.

Lilya Vorobey, a former KCSM employee, asked whether there is something faculty could do. Marilyn said this afternoon from 3-8 pm the station is producing student testimonials on their success stories, to put on her air and on other TV stations. Faculty testimonials could also be used. KCSM viewers tend to be 50-plus. Messages from younger students about how community college saved them let viewers feel like parents and grandparents and are particularly appealing.

Marilyn, who has been at KCSM for 13 years, for a time as chief engineer, said KCSM's financial crisis has emerged over a number of years and has no single precipitating factor,. Now it is being made worse by the economic situation. Next year KCSM will get no salary dollars from the college district, but will continue to get some services, including space and electricity. It is looking at its deficit vs the services it provides to the college district, including TV courses and promotion. How much of the money TV courses bring in should come back to the station?

BUDGET REDUCTIONS – ASCSM PERSPECTIVE Diana invited ASCSM President Steffi Santana but she was unable to attend. ASCSM Finance Director Alex Quintana spoke in her place. ASCSM members have been attending conferences, including the one at Berkeley City College, to learn more about the state budget situation and to learn what is going on outside our school. Up to now, ASCSM has been more interested in what it can do to make students here aware of the budget crisis – why classes are being cut, programs reduced, and teachers laid off. The 11/17 budget forum was the first ASCSM event based on the cuts. A purpose was to make students aware of why cuts are happening. The candlelight vigil on 11/23 to support public education attracted faculty, administration, and students. The key is to unify all to fight budget cuts. Students can't do it alone. They need the support of professors and administrators. All face cuts, and all can participate in doing something about it. This is the last month of the semester and people have a lot going on, but when you have extra time, get informed and help ASCSM move forward in getting ready for events in March. ASCSM has been trying to get informed and get everybody participating. It is a complicated job. More students have become aware, but we have 11,000 students. The job of student leaders is to get everyone on board.

Dan Kaplan asked about the date of student action in Sacramento. He attended an organizing meeting at UC Berkeley three weeks ago, attended by students and faculty from CSU, UC, and community colleges including CSM. It featured all day discussion and debate, and agreement for a demonstration on March 4. ASCSM has agreed on March 28 and 29. Dan argued ASCSM should adhere to the March 4 date. It would weaken the demonstration if the constituencies didn't agree on the date. There is no opposition to March 4. Alex said CalSACC (the statewide student senate) decided on March 22. Diana attended a fall meeting of ASCSM and the Phi Theta Kappa and Alpha Gamma Sigma honor societies. She was amazed that not once did she hear faculty, administration, or the district blamed for the budget situation. The students recognized it is a state issue, even federal. Diana and several others from Governing Council went to the 11/23 vigil. Diana took one of her classes. Turnout at the vigil was good but it would have been nice to have more.

BUDGET REDUCTIONS – NOV. 18 BOARD OF TRUSTEES MEETING Each college president gave a brief overview, not the final version, of budget reductions at their college. A theme was to make cuts but keep programs. Diana saw the Board as very concerned. They have a big decision in January, for which they are

gathering information. Trustee Karen Schwarz attended last week's CSM BPC meeting, and Trustee Dave Mandelkern has joined us today. The Board also encouraged students and faculty to speak at their meetings.

Asked whether deans and VPIs of the three colleges are talking about consolidation or coordinating cuts, Diana said Board members commented about the good job being done at the three colleges, and asked whether they are working district-wide. The presidents said yes, but gave no dates. Asked whether the desirability of starting with a district wide process was discussed, Diana said the meeting was to review where things stand.

Kate Motoyama asked Trustee Mandelkern about the possibility of a special study session with the Board of Trustees, for them to get to know our concerns. He replied the Board has held study sessions on the three campuses, including two at CSM. It hears updates from President Claire. What more can it do? Students and faculty made presentations during open comments at the last Board meeting. The Board wants to be up to speed for its final decisions. Kate acknowledged given the timeline, there is not much time to meet on immediate cuts. She added it is one thing to hear a report from college presidents. An agenda item is different from public comment. Trustee Mandelkern said anyone can ask to be on the agenda.

Diana said last spring DAS met with the three presidents and the chancellor and got a commitment of no summer surprises. A follow-up meeting of the chancellor, the three presidents, and the six vice presidents with DAS will be held January 25, 2010.

At CSM, Cabinet made the following clarifications: Art 231 and 232 will be banked per the 11/6 and 11/17 proposals, not eliminated. Ethnic studies will be reduced by two sections per semester. One section of Chinese will run in the fall, with its own funding. Nothing is final. We present our vote, Cabinet adds the final touches, and President Claire presents it to the Board on Dec. 9. In January the Board makes the final decision. Diana will continue discussions with Susan and the Community Ed director. Both will attend our January meeting. They are collecting FAQs. Susan has pointed out Community Ed is now independent of the college. Points in discussion: It makes no sense to send programs to Community Ed only to have Community Ed say no. We need viable solutions. Aeronautics had no problem with going to Community Ed, while Peninsula Symphony has had discussions with them and found that option not viable.

Most reductions are in the form of programs being reduced or put on hiatus, and courses being banked. Welding/Machine Tool Technology is the only PIV program recommended for discontinuance. Lilya Vorobey disputed the Cabinet assertion in its Nov. 17 response that the cost of purchasing current, state of the art equipment for that program is prohibitive. Google has drooled over our machine shop, and we could pay \$1/yr to store our equipment at SFO, so that we could bring it back for a future industrial design program. What is now called industrial design includes Machine Tool Technology, Industrial Technology, and Manufacturing Technology (the 1950's name.) More information on PIV discussions is in last year's minutes.

Diana said the English department sent a clarification letter to herself, Laura, and Cabinet. Daniel Keller said English specifically wondered about the attrition rate in online courses not affecting Cabinet's decision. They say "mode of delivery is up to Language Arts" but they don't want us to cut English classes. David Laderman wrote a letter to President Claire for clarification, since the recommendations applied to all of Language Arts. At this time, online classes and on campus classes have similar attrition. Diana suggested English request actual data from PRIE. Chinese is addressed in Cabinet's response to the 11/12 ASGC counter-proposal. The program will offer one class in Fall 2010.

Tania called on us to be vigilant that programs are not eliminated behind our backs. Diana has asked cabinet to use language making clear that this round of reductions involves only hiatus for programs and banking for courses. Nothing is being permanently eliminated. Laura said programs can stay on the books for three years without being offered. A program has to offer something at some point during the three year period, or it cannot be put on hiatus again. There are points in time at which the status of programs is reviewed. To bring a program back requires initiation and energy. The PIV process would have to start in two years if a program is not brought back by then. Diana said COI or the senate will look at the list in two years. What has not been brought back will come to COI for the PIV process. Any constituent can ask the Senate for a PIV process.

2010/11 BUDGET REDUCTIONS Before voting on budget reduction recommendations, Governing Council discussed wording of a letter to Cabinet on the current round of budget reductions for 2010/11 and future reductions. The letter supports the VPI in not acting on recommendations for cuts before Skyline's and Cañada's plans are made public. For the future, the letter requested "1) district-wide evaluation of educational priorities must take place; 2) a district-wide and/or campus model for determining curricular offerings based on the requirements dictated by our students' educational goals should guide the process; 3) a commitment from Cabinet that when budgetary times improve significantly, the college will make every effort to return to a breadth of course and program offerings commensurate with what we currently have, in order to fulfill the missions of both College of San Mateo and the California Community Colleges." When Daniel Keller sent #3 to Susan, her response was times will change – future needs may be different – and they cannot make a firm commitment.

Members discussed the language of the letter, and arrived at consensus on revising 3) to request " a commitment from Cabinet that when budgetary times improve the college will make every effort to offer a breadth of courses and programs, in order to fulfill the missions of both College of San Mateo and the California Community Colleges." This removes the limiting reference to "what we currently have" and the imprecise term "significantly"

Before conducting the vote on the reduction recommendations, Diana introduced Ed Seubert, who is replacing Suzanne Russell (and joining Lilya Vorobey) as a representative of Business/Technology. In the first round of voting, there were 8 votes for consensus, 3 for support without consensus, 2 for rejection, and 1 abstention. In the runoff between the top two, there were 11 votes for consensus, 1 (Keller) for support without consensus, and 2 (Motoyama and Seubert) abstentions. Diana noted that faculty have stepped up, participated, and been engaged, and we have seen dialog across divisions that has not happened for a while. There will be more such dialog.

POSITION PAPER Jim Robertson distributed copies of a two-page position paper on budget reductions he prepared for discussion at the DAS level, and asked that it be agendaized today so action can be taken on it at our Dec. 8 meeting, before winter break. Jim has taken language from various sources, and looks at district-wide operations and administration, among other things. The paper notes that the Chancellor required each college to operate as a silo, individually, without connection to other colleges, when planning reductions. This worked to the disadvantage of the process. We do understand that the core problem lies with voters and dysfunction at the state level. We need to be working with a district-wide budget, and look at cuts district-wide.

As we move forward we need a model different from siloing. We need district-wide agreement on a rationale for budget decision making. Everything must be on the table, e.g. making Cañada a satellite campus. We need to re-conceptualize our financial situation. We are in deficit as a district, so we need district-wide solutions. Look at non-instructional areas as the first place to look for budgetary savings. Our primary mission is educational, so only as a last resort do we look at instructional cuts. Issues for administration include how many VPs and how many athletic directors the district needs. In a financial crunch, should we have three head librarians? What budget savings elsewhere could result in saving sections for students? The faculty has a role to play in advocating for instructional programs.

Jim gave Patty Dilko a copy. Patty goes to the Board non-instructional areas be looked at first for cuts. We want this statement to represent district faculty. While it is nice to have individual departments and students address the Board, having the faculty speak with a relatively united voice lets the Board and the chancellor see our position more clearly. Perhaps we can avoid future pain and angst, and save our students' educational experiences. Move quickly, with a sense of urgency, to start district-wide discussion among faculty so Patty can have a statement with which to represent the faculty as a whole to the Board.

Many of these issues have come up in the past. Everything has to be on the table. Administrative reorganization affects the amount of money for instruction. Bond money is untouchable. What do we really need to survive? If we were building a district from scratch, how would we do it? What can we afford, given

state funding levels, if the Board looks at the breadth of issues, not reports siloed college-by-college? For example, could we concentrate a program at one campus? The document is not a program, it is an approach.

Our next meeting is 12/8. A statement acted on then would not go to the Board on 12/9, since it has to go to DAS and Skyline and Cañada. We too are under time pressure to bring the Board and the Chancellor to a perspective different from siloing. A second shoe will drop, and maybe a third a year from now. We need to have calm discussions, and to be ready in a different mode. The cover letter voted on today covers college issues. This new document applies across the district.

Patty Dilko will start discussions by sending it out to the colleges. For now, it is a position paper from CSM. MSU (2/3 approval required) to agendaize this today as an information item so we can act on it on 12/8.

Kate Deline reported that at its last meeting the Math/Science Division was informed **Horticulture** facilities will be flattened for a parking lot. She finds this absolutely unacceptable and is working on a resolution. We need the college to know about it, and for us to act ASAP. This will be an information item on 12/8. Dean Charlene Frontiera is meeting with Matt Leddy and Susan Estes about the matter at 4 p.m. today.

Charlene said funding this area is not currently in the facilities master plan. She once saw a plan with a parking lot wrapped around Building 36, north to east, but she does not know the final plan. Part of today's 4 p.m. meeting is to discuss what is in the plan, and its consequences to programs and students. Hopefully this will be the first of several discussions. The greenhouses have been up since 1962. She said there is no going back on demolishing them. We do not have money to replace them, and at their age, renovating them is not worth it. The plan now is for reduced scale buildings. Charlene thanked Tania and others for accumulating data about what is critical for students.

We would like changes to the master plan to go through shared governance, but things happen which were not planned for. Events are not completely predictable, and we need to be flexible. The point is, with information coming from faculty about the inherent value of this area and its organisms, we are starting discussions on what we have to plan for. Having discussions is good news. The downside is some decisions must be made with discussions afterwards, which is not the way we usually do things.

The second **Language Arts Budget Resolution**, which was deferred to December, asks for specific information from the district. Jackie Gamelin and Rick Ambrose from BPC are working on bringing this kind of information together from various sources, so we can see what is missing and request it. District CFO Kathy Blackwood will work with us to get the information we need. She is on vacation until after 12/8, but will be at our January meeting.

Diana suggested having an **Ad Hoc Budget Committee** with two or three members, including herself, to handle the information and be sure we get all of it. She will have more on this 12/8. Jim said we could ask individual faculty members on the BPC to collect, consolidate, and order information to avoid duplication, and to use terms lay people can understand. Points in discussion: Jackie Gamelin will look at the material Kathy Blackwood sent and connect it to Kate Motoyama's questions. Diana said BPC is busy working on future reductions, and we do not want to overburden them. Item 10 in the mission statement of Academic Senate is the process for instructional planning and budget development, so our involvement is appropriate.

MINIMUM QUALS FSA EQUIVALENCY PROCESS A revised policy is going through but the current policy affects lots of faculty. An equivalency committee is formed for each applicant, with three faculty, one from each college, and a division dean from another college. If the applicant comes from CSM, Diana contacts the appropriate CSM dean, who finds a CSM discipline faculty member to chair the committee. The chair identifies a faculty expert at each of the other two colleges. Susan has been getting the deans to serve on the committees. The applicant checks any or all of three boxes as the basis of their application, and submits supporting documentation. Susan and Diana coordinate identifying faculty and deans. The faculty committee chair picks up the material from the VIP office. The committee makes its decision and submits its rationale to Susan and Diana.. The whole process takes two weeks, a condition Diana added. We are not sure what will

happen with course reductions, bumping, etc. The committee does not have to meet in person but it does need to have a conversation, such as a conference call on any issues in the application, and must be sure the process is followed. Currently, there are approximately five committees at work. Faculty members should look at the min quals list to see if they qualify for other FSAs.

Community College credentials are grandfathered in. Emergency credentials and single course/single subject credentials are NOT accepted. Whatever FSAs you met min quals for when you were hired are accepted.

DISTRICT RULES AND REGS Items 6.32, Intellectual Property Rights, and 8.70, Fees and Charges, are information items which will be action items on 12/8. A revised version of 6.32 is available. Diana discussed these with AFT President Monica Malamud. The Senate addresses these in terms of policy, not negotiation, which is AFT's responsibility.

SMOKING POLICY Jim Robertson reported everyone on the smoking policy committee except himself voted to restrict smoking to the parking lots. Some colleges have banned it completely. Diana said the policy came to College Council, from which it went back to constituencies including Governing Council for a temperature check: consensus, support but no consensus, or rejection. Kate Motoyama said this is another item that College Council should deal with. It is a shared governance issue, not academic or professional. Huy Tran said when it comes to issues like smoking policy and building names, College Council wants each constituency to hear what is being voted on. Laura said lots of these issues do not surface in divisions. Having them announced and documents forwarded is a way to be sure they get back to divisions and to faculty who might care about them. Governing Council may not have time to be a two way street, but is good as a one way street. Governing Council left it as an information item, so Huy can tell College council we have been informed.

PROGRAM REVIEW English department faculty wanted the program review due date changed since PRIE was supposed to give them data in October but had not. PRIE will provide basic data on 12/4, starting from the cutoff date for last year's program review. On 1/25, PRIE will provide specialized specific information. The 3/25 program review due date will not be changed.

COMMITTEE APPOINTMENTS Diana is approving FSA equivalency committees as they are formed.

OFFICERS' REPORTS Diana has copies of plans submitted on 11/20 to the Institutional Planning Committee from the Distance Education, Technology, Enrollment Management, Human Resources, Diversity in Action, and Budget Planning Committees. Diana, Huy and Laura are on IPC. President Claire's next All Faculty Meeting on the budget will be Monday 12/1, 2-4 and again at 4:30-6.

ADJOURNMENT The meeting was adjourned at 4:05 pm. The next regular meeting will be Dec. 8, 2009 in 36-109. Agenda items will include the second Language Arts budget resolution, Horticulture, and Jim's position paper. Community Ed, Program Review and PIV survey results, and Kathy Blackwood on the district budget will be among items on the agenda in January, 2010.