



Governing Council Meeting

Dec. 8, 2009 minutes

MEMBERS PRESENT

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

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

MEMBERS ABSENT

Treasurer Rosemary Nurre
Language Arts Daniel Keller

Business/Technology Lilya Vorobey

OTHERS ATTENDING

AFT Dan Kaplan
COI Laura Demsetz

Math/Science Kate DeLine
 Linda Hand
 Yin Mei Lawrence
 Barbara Uchida

SUMMARY

- Passed: the Resolution on Budgetary Reductions Affecting District and Facilities, from Language Arts, asking the District Office and Facilities to show how their budget cuts affect their organization chart and employee classifications, and to consider deeper administrative cuts.
- Passed: the position paper on budget cuts authored by Jim Robertson, calling for transparency, collaboration, and structural reform. Diana will take it to DAS.
- District CFO Kathy Blackwood will attend our Jan. 26 meeting to answer our questions about the budget. Governing Council will form an ad hoc budget committee to collect and organize budget information, and distribute it in understandable form.
- A resolution on plans for the horticulture area was introduced. Science faculty and others are concerned at the loss of rare, irreplaceable plants and multiple impacts on curriculum if the area becomes a parking lot. On Dec. 11 there will be a walkthrough of the area, followed by a discussion of its future.
- Faculty should check their eligibility for additional Faculty Service Areas and apply for equivalence if appropriate. Review the proposed new equivalence policy for the next meeting.

CALL TO ORDER The meeting was called to order at 2:20 p.m in 36-109. The agenda, and the minutes of Nov. 24, were approved.

LANGUAGE ARTS RESOLUTION 2; POSITION PAPER ON BUDGET REDUCTIONS Diana recommended postponing action on the Language Arts **Resolution on Budgetary Reductions Affecting District and Facilities**, which asks the District Office and Facilities to show how their budget cuts affect their organization chart and employee classifications, and to consider deeper administrative cuts. We will have more information at our January meeting. On Jan. 25 DAS will meet with the chancellor, the college presidents and vice presidents, and hopefully district CFO Kathy Blackwood. Emphasis will be on the need for coordination across the district, and transparency. Kathy Blackwood will attend our next Governing Council meeting, Jan.

26. Diana said having DAS move forward with support from all three colleges would be more effective than a resolution from a single college or individual division.

At our Nov. 24 meeting, Jim Robertson introduced a position paper, “Academic Senate Response to Fall 2009 Budget Reductions and Recommendations for the Future” as an information item. It calls for transparency, collaboration and clear, uniform timelines across the district, and structural reforms.

Tania said the resolution and Jim’s position paper show our discontent with the process at the college. At the all college meeting two weeks ago, Mike had a slide stating results are more important than process. Tania emphasized we do need process, e.g. on the horticulture demolition. Pass the resolution and the position paper unanimously, to send the message that faculty need to be involved.

Jim Robertson supported having an ad hoc budget review committee to sort through budget information of the sort the resolution seeks, coming from various sources, and present it in a more user friendly manner. For example, while Jim saw no attempt to deceive in the Chancellor’s email on District Office budget cuts, he just couldn’t understand its content. A committee could present material so we can match budget information to our questions, rather than having each faculty member decipher it individually. Some people understand everything, others very little. It would be worth the delay of having a committee collate and rework the material to have information in a form we can understand and that will put us all on the same page. Jim agreed with Mike Claire that we can’t spend all spring deciding on a process for finding cuts, but asserted whatever process we develop must be transparent and part of shared governance.

Kate Motoyama said as a rhetorician she felt very threatened hearing “process is not important.” It takes time for resolutions to move on to the entities for which they are designated. The first Language Arts budget reduction resolution sought specifics on district and facilities budgets. Its first reading was Oct 13, and the Chancellor came out with a chart on Oct. 21. We wanted information on the district and facilities, and we wanted our BPC to consider it in making its recommendation. The second Language Arts resolution on budget reduction calls on the district to consider deeper reductions. There are answers to some questions in Kathy Blackwood’s documents, but there are still unanswered questions. The resolution process is to document and bring forward faculty concerns shared by this body. We postponed the resolution two weeks ago, over Kate’s opposition. Our district spends 8.2% on administration compared to a statewide average of 5%, but it is faculty who generate fund one (apportionment) dollars for the district. This resolution, and questions to Kathy Blackwood, ask for clarification.

The information about percent spent on administration comes from the State Chancellor’s Office data mart. All districts are required to file such data. Kate noted the resolution doesn’t use the term top heavy. Jim asked whether we are comparing among three-college districts, which would have more administrators. Kate said the district should centralize services, not multiply positions.

Diana agreed we are not getting information in a timely manner, and that resolutions do not happen overnight. Looking at everything puts us all on the same page. Have faculty seen and understand the information that was requested? Members said in general, no. They sent a lot of information and faculty have too little time. Ed Seubert said we need a simple form for those of us who have not studied bean counting as a second language. Diana supported having an ad hoc budget committee to organize and present budget information. We need to have the information at hand and be able to talk the talk. If Kate Motoyama and Rosemary Nurre are willing to collate, organize, and email information we could have it prior to the Jan. 26 meeting with Kathy Blackwood. Kathy will bring relevant documents and address the topics and issues of concern to us.

Tania said act now since we are asking the district to look at administration. There are too many generals. If we send it now, they need to respond to it. Be armed on Jan. 25th. Diana said we will have a commitment in January. DAS will not meet until after meeting with Ron and the others. We do not want to forward something approved here but not at the DAS level. We do not want DAS to feel blindsided.

Points in discussion: We could approve the resolution and forward it to DAS as an item for their next meeting, or forward some to send a message and consult with DAS on the rest. The sentiment in the resolution is not likely to change. Alternatively, we could ask for more information and work with DAS.

In a show of hands, members expressed consensus (two opposed) to go ahead with the action items. MSU to approve the second Language Arts Resolution.

Jim spoke on the position paper he brought last time as an emergency item, to be forwarded to DAS. DAS will move it forward district-wide. Jim has input from the all college and all faculty meetings, Ernie Rodriguez's article in the AFT newsletter, and conversations in Social Science and elsewhere. The paper is to move the discussion along to the DAS level, to say two things: 1) The chancellor's way of handling the first round of instructional cuts isolated each college so there could be no coordination of curriculum cuts, by telling each president deans are prohibited to discuss across the district. This prevents open dialog. Siloing has a deleterious effect on district offerings to students. Most students affiliate with one college, but e.g. there might be enough to support Chinese at one college if the programs were consolidated. 2) Everything has to be on the table. Rather than presenting a specific program or agenda, Jim is making the point through DAS to the Board that they have to look at everything we are doing before they hit us with more instruction cuts. This is not a platform for one vision vs another. We need to have everything on the table, including the district office. Administrators can say that is not in the 10+1, but budgetary decisions affect our ability to deliver comprehensive education to district students by affecting what curricular offerings are possible.

The Fall process did not work well for specific reasons. We put everything on the table to move forward. This statement calls for the Board and the chancellor to be involved in district-wide discussion. Go to DAS so the Board gets the message with the presidents and chancellor in the room, offer guidance the Board will be listening to. Jim said he is not driving a particular solution, but is looking at possible examples.

Michele Alaniz pointed out while the position paper suggests we "retain only one athletic director and one head librarian for the district instead of one for each college," Canada does not have a library director. Library staff report directly to the VPI. Consensus was to delete "instead of one for each college."

Kate Motoyama said enumerating specific suggestions, such as turning Canada into a satellite campus, could be alarming. The paper needs the support of all three colleges. We could send the document to our sister colleges as a work in progress. Diana said the district, Board, the other colleges, and our administration already have it. Jim acknowledged the satellite campus idea is scary, but it has been in the air for many years. We can't take out all language which might be threatening. After discussion, members agreed to take out the sentence about making Canada a satellite campus, and to have a general statement about consolidation across the district without specifics. Ed observed we don't want to go into the consolidation process with something causing defensiveness.

MSU that Diana take the position paper forward as an agenda item for DAS. Jim may attend a DAS meeting to resolve any questions Senate leaders may have. The statement will go from DAS to local senates for word-smithing. Diana will bring it back to us to see if changes are OK.

BUILDING 20/20A RESOLUTION A resolution on CSM's plans for buildings 20, 20A, and adjacent green spaces was introduced as an information item. Members were asked to read through it and send it to their division faculty. Diana suggested members ask their deans for a faculty email list. The resolution will be an action item on 1/26. Interested and concerned faculty are invited to meet at the greenhouse for a walkthrough of the horticulture area with administrators and construction planning people Dec. 11 at 2:30 pm. Kate Deline said the walkthrough was announced without discussion at the Dec. 4 Math/Science division meeting. She said deciding something as important as this cannot happen without faculty involvement. Biology and paleontology use plants there in their courses, plants that cannot be replaced. Tania added there are lots of certificates in the horticulture program, and the accreditation report criticized us for offering too few certificates.

Diana reported Mike says we are only at step one of many. Cabinet focused on horticulture and floristry, unaware of the effects on other curricula, in particular that sciences use the area. Horticulture goes on hiatus at the end of spring semester. Matt Leddy has no issue with losing the building, which could be replaced for \$20-25,000. The concern is the grounds and the plants. Tomorrow Diana will attend a meeting with cabinet and construction planning to seek agreement on this and other issues. We need a Senate representative on that committee. Cabinet and construction planning will notify the senate of what's happening. Huy said they should notify us of any change, however minor. Diana said this issue has been brought up repeatedly with welding.

Information is on the PRIE site, along with the Educational Master Plan and the Facilities Master Plan. Diana, Huy, and Laura are on the IPC, which oversees planning. Recommendations go from IPC to College Council, then to Mike for final decisions. IPC posts meeting summaries. Diana will meet with Cabinet tomorrow.

MINIMUM QUALS 2009 DRAFT Diana deferred consideration of the draft of a new policy to January, and asked members to discuss it with their faculty. The draft originated from concerns over current policy. DAS agrees the policy needs to be changed. Diana is charged from DAS with looking at the original policy and, with Debbie Carrington from HR, reworking it into a new policy. This draft is the first effort, and work still needs to be done on the challenge process. Kate Motoyama asserted HR should not be involved in FSAs or equivalency. Diana met with instructional deans this morning. The policy draft has been sent to AFT 1493 president Monica Malamud. Email comments to Diana under the heading "response to the draft."

Minimum qualifications (min quals) for each Faculty Service Area (FSA) are specified in a document from the state, revised every two years. The latest is from February 2008. An instructor's min quals are checked during paper screening in the hiring process. You can't get an interview without them. At least one person on the screening committee must be a full-time faculty member who is a discipline expert in the field. A job of discipline faculty on the hiring committee is to make sure applicants meet min quals, as defined in the state document. When new hires meet with HR, there should be a discussion of other FSAs for which they may be eligible, but that has not been done. Instructors are now looking at the min quals list to see if they qualify in other areas. Teaching experience in the area is not necessary. For full-timers only, FSAs are district-wide, not campus-wide. In a reduction in force (layoff) situation, an FSA gives bumping rights. A person without the FSA cannot continue teaching unless they go through the FSA process.

Carlene reported Math/Science instructors were asked to review and update their entries on the list of FSAs. Diana said that is information for the Dean, but to get a new FSA you must file an application for equivalence form. On the district form, check all boxes that apply: 1) degree equivalence (a degree similar in content to those required for min quals), 2) academic background equivalence (min quals in an allied field plus 24 semester units of upper division or graduate work in the discipline) 3) professional achievement equivalence (preparation, experience, and ability equivalent to what is expected of someone meeting min quals.)

For a full-timer to get another FSA, an equivalence committee is formed with a discipline expert from each college and a dean from another college. The discipline expert from the applicant's college is chair. The committee must decide one way or another on the basis of your application, and give a rationale if equivalence is not granted. Once requests have gone through the committee, the VPI and the Senate president review the paperwork. The Senate president has the right to go back to the committee and ask for clarification. The result is forwarded to the college president, then to the Board of Trustees. The Senate president faces the Board, prepared to explain the rationale.

The process for part-time faculty is different. It happens within the college and division. Applicants still fill out the form, which is reviewed by two faculty discipline experts, from the applicant's college if possible, or from sister colleges if necessary. No dean can hire anyone who has not completed the paperwork and the process. If no one qualified is found to teach, the class cannot be offered. Tania said some people teaching elsewhere in the district have applied at CSM and been found not to meet minimum quals. The requirements are straightforward but there are problems interpreting them.

If someone is found to have been teaching without the proper FSA, the state will fine us, students who have taken classes from such faculty won't get credit for class, and there will be no apportionment for their classes, going back to the instructor's date of hire. This has happened elsewhere in the state. There is no challenge process for individual faculty by other faculty members on campus, but concerns can be brought to the Senate. Faculty members may not look at each other's personnel files. Clarification can be obtained from HR, county counsel, and the state. There is a practice and standards committee at the state level for min quals and FSAs. Diana, with Patty Dilko, can contact HR to verify a person has the correct FSA. If a full-timer has an FSA in a discipline recorded with district HR, individual campuses cannot make a contrary decision.

DAS is very aware of things happening on different campuses, and is helping to clarify HR's role. Approving FSAs is a faculty responsibility, not that of the deans, district or HR. This will be a hot item next semester. Deans have been asked to check that everyone has minimum quals. Under the new proposal a district min quals committee will form. If a case can't be resolved locally for a part-timer, or at the district level for a full-timer, that committee will get involved. This is in line with state practice and standards.

Min quals will be a factor in bumping. A number of faculty are applying for additional FSAs. The due date for equivalence committees well along in the process is 12/18. Any faculty submission in the last two weeks of Fall semester will be considered right after winter break.

Action on the draft policy was postponed to January or the first meeting in February. Be sure to look at it.

DISTRICT RULES AND REGS §6.32, Intellectual Property, is an information item. It will be an action item in January. We will look at policy, not contractual issues. §8.70, Fees and Charges, an action item, was postponed so Diana can get clarification about a reference in paragraph 9 to paragraph 7 or 8.

AB 1455 There is no update because the bill has been halted in Sacramento. Marty Block (D-San Diego) tweaked AB 1455, introduced by Jerry Hill (D-San Mateo), to allow two-year institutions to offer four-year degrees. A four-year school such as a CSU could offer a program at a two-year school, with the same courses and maybe with the CSU faculty. Skyline is interested in offering a four-year degree in Respiratory Therapy. At the Canada University Center, CSUs offer courses, for example in nursing, on the Canada campus for CSU credit. AB 1455 was brought up at last month's Board meeting, and the Chancellor discussed it with DAS last year. It would be another way to get things happening in the district. A student in such a program would be considered a community college student during the first two years, then a CSU student.

PRESIDENT'S REPORT DAS will meet Monday, Dec. 14. They will focus on the Jan. 25 meeting. At the last meeting of the Board of Trustees, each trustee asked the college presidents about district-wide **consolidation**. We need a district-wide conversation now about budget reduction and consolidation. At College Council, James Peacock presented information about **renting books** through the bookstore. DSGC is reviewing district rules & regs. Diana, Laura, and possibly Susan will meet with District **Community Ed** to discuss processes and procedures of offering courses in Community Ed.

IPC met two weeks ago. Data for **program reviews** was distributed in December to deans. The March 25 due date for program reviews will not be changed. PRIE got the main data out by Dec. 4, and will have demographic data by Jan 25.

BPC is discussing, but not making decisions about, summer 2010 offerings. It has a handle on the 2010-11 budget and is looking at 2011-12, which will be affected by district decisions. What kind of involvement do CSM faculty want in considering future reductions and shrinkage? Do we want to look only at curriculum and programs? Kate Motoyama asked Diana to ask Mike about his vision. Diana will continue discussions with Cabinet and Mike, and expects movement on this in the spring.

ADJOURNMENT Diana thanked Governing Council for its hard work and support this semester. The meeting adjourned at 4:12 pm. The next meeting will be Jan. 26, 2010.