



Governing Council Meeting

Feb. 9, 2010 minutes

MEMBERS PRESENT

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

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

MEMBERS ABSENT

Language Arts Daniel Keller

Business/Technology Lilya Vorobey

OTHERS ATTENDING

AFT Dan Kaplan
COI Laura Demsetz
BPC Rick Ambrose

Math/Science Kate Deline
 Linda Hand
San Matean Alex Farr
 Will Ruddock

SUMMARY

- **Program reviews** are due March 25, and are essential. The forms have been made more user-friendly.
- Submit proposals to Governing Council to change the **disciplines list** or **minimum qualifications**.
- The **Edison project** (horticulture area) task force will report to Governing Council on Feb. 23. It is looking at locations for horticulture facilities and gardens, and at alternatives for parking for B10N and for disposal of 22,000 cu. ft. of soil. On March 1, Cabinet will decide how to proceed.
- The **teach-in** was a great success. A rally in support of community colleges will be held March 4 in San Francisco, and ASCSM will bus students to the March in March in Sacramento on March 22.
- DAS is discussing having students **evaluate all faculty** every semester.
- ABCs: ACCJC has accepted our follow-up **accreditation** report, and work is going well on the Oct 15 midterm report. The Board of Trustees will act on last fall's **budget cut** recommendations on Feb. 24, and is looking at other areas to cut, including KCSM-TV, Coastside, and Journalism. In **construction**, a cell phone lot is being considered.
- DSPC and BPC are revisiting the District **allocation model**. **Summer** session cuts are possible, and Governing Council discussed relative priorities for serving high school and four-year university students vs. continuing CSM students, and out-of-county students vs. county residents.
- Faculty should continue to exercise their primacy over academic and professional matters.
- The **IPC - Ad Hoc Steering Committee** to coordinate dialog on future reductions and growth is looking for representatives from counseling/EOPS and CTE, and another adjunct. Contact Laura or Huy Tran.

CALL TO ORDER The meeting was called to order at 2:17 p.m in 36-109. The agenda was approved. Minutes of the Jan. 26 meeting are not yet available.

PROGRAM REVIEW The **March 25 deadline** for program reviews will not be changed. To do so would seriously affect planning timelines for, e.g., the budget, technology, and distance education. Too few faculty have been heard from to investigate changing the deadline, and no one spoke up for that at today's meeting. Diana distributed proposed revisions to both comprehensive and annual reviews. There are no changes in content, but the format is more user-friendly. A new section, Resources for Supporting Documentation, has been added so such information will be in one place. PRIE sent data out Dec. 4, and deans have been reminded about what information is available at the PRIE website. Programs are on a three year cycle, with a comprehensive review every three years. PIV programs up for comprehensive review this year will do an annual review instead, since the PIV process is comprehensive. Diana will send out the new forms to the faculty. Save the March 10,11,12 flex days, which were scheduled because the faculty said we needed more time for administrative duties, such as program review.

DISCIPLINES LIST REVIEW ASCCC reviews the Disciplines List every two years. The last review was in 2008, so the list is up for revision now. All faculty members should check whether requirements in their disciplines need to be changed. Change forms go to ASCCC through Governing Council and DAS. ASCCC researches proposals, then returns them for modifications or forwards them to the Board of Governors for action. The forms and procedures are on the ASCCC website, and Diana emailed them to all faculty.

Assessment of Governing Council must be completed this semester for the accreditation midterm report. We will figure out how to do that. We also need to **review the by-laws** by the end of the semester. Diana noticed we have a Student Development Committee, which was created when a Student Equity Report was prepared. Jeremy Ball recalls it had a function. Look at it. Do we still need such a committee within the Senate?

EDISON PROJECT Tania Beliz gave an update. The Edison project refers to the development of the Edison Parking Lot (including what are now lots 20 and 20A) near the horticulture area. A task force was formed at a big January Flex Day meeting. Its members are Charlene Frontiera (Dean, Math/Science), Matt Leddy (Horticulture), Tania Beliz (Biology), and Karen Powell (Construction Planning Department (CPD.)) The task force meets Mondays 3-5 pm and Thursdays 8-11 am, and has gathered lots of information. It is looking at how to keep horticulture facilities in the present green area, and keep some of the green areas needed for biology and other classes. The task force has asked for 15-20 minutes on our Feb. 23 agenda, at which it will preview its presentation to the Edison project group (2-5 pm Friday Feb. 26.)

The task force has asked CPD about occupancy and parking needs for B10N. CPD claims it will need 200 parking spaces. There will be 78 spaces in the Forum lot, where the construction trailers are now. There will be parking for faculty and staff, visitors, and disabled persons. Charlene and Diana got information from senior administration about who will be moving into B10N. Middle College High School, Language Arts, and some offices in B1 will not be moving to B10N. Some Voc Ed people are moving to B5N.

A central issue is what to do with 22,000 cubic feet of dirt at the end of lots 10 and 10N. Half of it will fill the area north of B36 when buildings there come down. A cheap way to dispose of the dirt would be to fill in the area where the greenhouses, B20, and science gardens are located. The committee has come up with different options. It is very expensive to get rid of lots of soil. One proposal is to use the footprint of the present staff parking area, maybe 50-70 spots, rather than filling in the whole horticulture area with parking. The construction company and the district seem to be passing the dirt issue off to each other. Matt Leddy arranged for Redwood City restoration people to take some of the soil. The big cost is transportation. CPD people, with the support of a landscaper and a McCarthy person, say very large expensive retaining walls would be needed to preserve the garden area, but the area is flat with engineered drainage. The hillsides behind B19 and B12 are stable, with well established trees.

The task force will meet Feb. 10 to put together its presentation. COI chair Laura Demsetz will also look at what is needed for the area. On Feb. 11, Tania, Matt, and Charlene will visit the greenhouses at San Jose City College. We have a 6000 sq. ft. greenhouse, but need only 2000 sq. ft.

Linda Hand asked about putting parking in the empty corner across from bookstore. The task force has proposed expanding lot 10A, the Hillsdale lot (formerly lots 15 and 16), and the Bulldog lots (between the softball field and the Child Development Center,) but CPD knows where it wants the dirt to go. CPD would fill in some of the area east of B36, where there are now gardens. Put the greenhouse and the floristry lab near B36, and relocate the gardens nearby. We need 2000 sq. ft. for the greenhouse, 700 for the lab, 700 for storage, and unknown square footage for floristry. In all, new facilities will be about the same size as B20. Horticulture students fundraise to buy equipment for their program, so that will not be an expense for the college. Horticulture day classes had enrollments of 15 or 20, but now that courses are at night, classes are full. Some students are voc ed, while others are taking transfer-level courses, including G. E. and science courses.

The task force reports on Friday Feb. 26 to the VP's and District people. CSM's cabinet meets on the subject on March 1.

Diana is on the CPD committee, which next meets Feb. 10 at 8:30 am. Email her with any construction issues, not just on Edison. We have full support from Mike and Susan, and we have support from the Chancellor for following the process. He is aware of the curriculum issues involved, not just for horticulture and floristry but for math/science, art, and others who use the area. The area will not be just plowed down.

Tania observed we have MWF faculty, TTh faculty, and evening faculty. The total number of faculty is being used in parking calculations even though it is considerably greater than the number on campus at any one time. Construction people think instructors will drive between B16 and B10. They are trying to make a case for hundreds of people needing to park over there. Some of their rationales lack credibility. Diana said she has had to educate people at construction planning meetings. They come at issues from their side, and do not think about students. Tania also noted when the sciences came to B36 they lost four large lecture rooms. Science faculty in B36 can lecture in B10N without needing to park in Edison.

Points in discussion: The parking lot expansion could easily have been rammed through, but faculty stood up for educational needs. The desire to build a certain way has cut out student opportunities, for example in welding. Those who stood up to it were rolled over. The task force is putting in lots of effort to save educational interests, and we appreciate it. Lots of people are doing a great job. The Edison work began before Christmas break, and is not the only issue. We have primacy in curriculum. The Budget crisis will go on, and cuts will go deeper. What we don't stand up and fight for may get plowed under.

TEACH-IN Kate Motoyama thanked the campus community for making the Feb. 3 and 4 teach-in so successful. The theater, which seats 400, was often packed. The teach-in planted some seeds. Student reaction papers contain interesting analyses. A rally is scheduled for March 4 on the San Francisco Civic Center at 5 pm. The campus theater is reserved on that date for activities to be determined. March 22 is the date for the Sacramento March in March on behalf of California Community Colleges and the California State University system. ASCSM signed up 150 students for the march in one day. ASCSM will rent buses to go to Sacramento, leaving around 6 or 6:30 am, arriving around 9:30 am at Raley Field, the staging area for the march. The march from there to the capitol building starts at 10 am. There will be a series of speakers, concluding around 1:30 pm. Students will provide lunch to attendees. CSM students will be back here by 4 to 4:30 pm. Kate can take care of tables calling attention to the March 22 march, for students and others unable to go on March 4.

Diana and others will visit assembly member Jerry Hill on Feb. 12, and are seeking more appointments with elected officials. Advocating for community colleges must be done throughout the year. At its meeting Feb. 8, ASCSM discussed using Spring Fling events to encourage creative expressions in response to budget cuts, including music, dance, and the spoken word. Kate is excited about what is to come, and expressed hope many

will join us in this movement. Diana said with several future events are planned, we can support ASCSM and our own livelihoods.

Dan Kaplan reported the San Mateo Labor Council unanimously passed on Feb. 8 a strong resolution Dan wrote in support of the March 4 and March 22 demonstrations. Information on the impact of cuts on SMCCCD is being disseminated to labor unions in the county. Dan received strong, broad-based support. Dan also participated in the teach-in. It generated lots of good conversation and small group discussion after the presentations. It was very well attended. Teach-ins at Skyline and Canada had the same kind of enthusiastic response. Press coverage at CSM was so-so. More reporters went to Skyline and Canada than here. The event was really successful on all three campuses.

Skyline's student senate voted not to participate in the teach-in. Two different groups at Skyline, Concerned Faculty and a student group, did support the teach-in. Dan heard disturbing anecdotal reports about student reasons for not participating. A faculty organizer corrected some of the errors in the *San Matean* report. Independent groups of students were active at both Skyline and Canada. Kate said at CSM we have worked closely with ASCSM. ASCSM is right there with different ideas. Students never otherwise involved are now more knowledgeable. Diana has attended some advocacy meetings and is impressed with student involvement.

FACULTY EVALUATIONS Faculty members have said the evaluation processes we have in place are not working. Our tenure review process could be tightened up, and we could get student evaluations of all instructors every semester rather than every six semesters. There are serious discussions of this within DAS. The Senate will not address AFT contract issues, but could make suggestions to AFT about what the faculty wants. AFT President Monica Malamud attends DAS meetings.

ABCs. Accreditation. ACCJC had accepted our follow-up report. We are not back on warning. Our substantive change report, addressing programs that offer at least 50% of their courses on line, is on ACCJC's Feb. 19 agenda. Milla McConnell-Tuite, lead writer of the report, assembled masses of information about such programs. People are feeling very good about accreditation. After the Oct. 15, 2010 mid-term report, we will prepare for the next six-year cycle. Comparing the structure we have put in place over the last two years to what we had is like day and night. Susan makes sure we meet all requirements of the accreditation commission. The Accreditation Oversight Committee is not feeling pressure about the midterm or the follow-up report. We have things in place, most of which the commission will be happy with.

Budget: DSGC and the District Strategic Planning Committee are saying prepare for deeper cuts. It doesn't look good. Programs will be eliminated. All recommendations made last semester at all three colleges have been delivered to Board members. Leaders from all three campuses said we get through to the Board when we follow our processes. The Board's Jan. 30 retreat was a very serious meeting about what they will do with the recommendations from each college. The Board told DAS President Patty Dilko they would make line item decisions if they had to. The Board of Trustees will hold a study session Feb. 10 at 6 pm. In particular the Board is looking at KCSM and Coastside courses. On Feb. 24 the Board will decide on the recommendations from each college. We do not know the what or when of future reductions. It is very important to complete program reviews. They will be used to look at possible future cuts.

Rick and Diana reported on issues the Board may address at its study session Feb. 10. The Board is questioning specifics about Skyline's Child Development Center, and is also questioning our Journalism program. We cannot continue to absorb the cost of KCSM, especially the TV station. Our Coastside lease, on which we do not break even, expires this summer. Using a single location does not attract people from the whole coast. We might use high school facilities, churches, or offices. The Board will look at these areas.

Construction: Discussion continues on the Edison parking lot project and its impact on the horticulture area. Cosmetology, P.E., and dental assisting will start classes in the new Building 5 in June. The Athletic Club will open in March. A cell phone parking lot where people can wait until they hear from students they came to pick up is under consideration. During construction, the hour at which some staff lots become public switched from 6 pm to 5 pm. Faculty teaching evening courses have no place to park. Diana called for moving it back to 6

pm. We don't have enough security to cover all lots at all times to keep people from pulling in and waiting for students.

COMMITTEE APPOINTMENTS Some FSA (Faculty Service Area) committees are completing their work from last semester, and some new ones are getting under way. Each faculty member is checked for minimum quals in their discipline when they are hired. FSA committees determine whether faculty members can teach in additional FSAs. The chair of a CSM FSA committee is a discipline expert from CSM. The committee also has a discipline expert from Skyline and from Canada, and a dean from Skyline or Canada. The committee has about two weeks to see whether the applicant meets the requirements for equivalence.

COMMITTEE REPORTS Rick Ambrose reported we have learned nothing new from the state since Kathy Blackwood's last report to Governing Council. The district is not likely to go into basic aid status because in the absence of midyear cuts our revenue limit will be a little higher. If it exceeds our property tax receipts, we are not basic aid. We got \$40 million from the county in the expectation we would be basic aid. Since we will not be basic aid, we will have to return some of that money to the county. We are subject to the triple flip: to make up for the reduction in the vehicle license fee, money is taken from us and given back to cities and counties. We are so close to basic aid status we could go into it, but then go right back out.

After the District and the three sites made a 10% cut we are still \$1-2 million short for 2010-11. Rick learned from Kathy Blackwood we still have enough money from shifting FTES between fiscal years to absorb that shortfall this one time. The CSM budget impact is due in part to the allocation model. A lot of time and effort will be spent working on it. CSM enrollments dropped, affecting the three year moving average used in the model, but now CSM is growing. The model was designed to benefit the growing campuses, but now all are growing. The District Budget Planning Committee will look at lots of ways to make the allocation model more equitable and fair. It will be difficult.

For 2010-11, Mike Claire made clear at the first BPC meeting he wants BPC to view CSM's financial position from the 50,000 foot level. Day to day decisions are made at the division level by deans, faculty, and student services people. We are starting to build a fund 1 model for 2010-11. Mike and Virgil Stanford shared numbers, but numbers change. Rick made the point we can begin to build a fund 1 budget, but we are doing so before the IPC-Ad Hoc Steering Committee gets its work done. We should be careful not to make long term decisions until we have an idea of the future direction of the college.

CCSF will not have summer school, and Skyline's may be cut by 50%. CSM's 2009 summer school had \$1.16 million in hourly costs. John Sewart's demographic data shows some summer students are from four year schools. Should we first take care of our native students? Will students from four year schools have lower priority? Governing Council could give input about who we want to serve in summer. We could save summer money for use in 2010-11. Susan will put some numbers together showing a 20 to 30% summer school cut that would put a dent in next year's deficit. We have 1155 FTES (full-time equivalent students) in summer, but get no funding from the state for them. The allocation model for the district and CSM's 2010-11 budget. IPC and the IPC - Ad Hoc Steering Committee will help decide the future direction of the college. With Rick as faculty rep, and Diana also our advocate, we will keep our eyes open.

Points in discussion: Parents of four year school students pay taxes too, and said it is wrong to keep such students out. A better question is shouldn't San Mateo County residents have priority. The college has 1400 unfunded students, costing about \$6 million. Access and success are central to what we offer. Students already taking classes here have priority in registration. Out of state and international students pay higher tuition, and the college gets to keep money from international students. The college is funded by the state as well as by local taxpayers.

Jim asked how costs are allocated when the district is over cap. Is any college is being disproportionately hit? He has seen a flood of high school students in his summer school introductory classes in recent years. Many students come here because they failed high school courses. Should high school students have priority over transfer students?

More points in discussion: What is the process for changing the allocation model? Would Kathy Blackwood make an alternative proposal, or might there be a District Strategic Planning Committee (DSPC) task force or subcommittee?

The District Strategic Planning Committee (DSPC) met Feb. 8. Kathy Blackwood described the allocation model. It was built for growth, but now growth is not funded. Each college has issues with the allocation model. Why are we not reworking it? Kathy said she has no manpower for that, but she will take suggestions. DSPC members include the college presidents, Academic Senate and CSEA leaders, and students. DAS President Patty Dilko and Vice Chancellor, Educational Services & Planning Jing Luan, are co-chairs. Kathy Blackwood is on the agenda of every meeting. The current allocation model was implemented in 2005-06, and its development began in 2003. DSPC is looking at how the model should work and adjust to the times, and is reexamining priorities and constraints.

In this uncertain environment, budget planning is very difficult. The allocation model was intended to be transparent and easy to understand, but with about eight steps, it is not that simple. At Governing Council's Jan. 26 meeting with Kathy Blackwood, Rick made the point we need a way to measure district performance. Any budget suggestions Rick can take forward would be welcome. If benefits and utilities were allocated to the colleges, we would better understand their costs. We should also look at the cost per full time equivalent student at each college, but we do not want an us vs. them mentality. There will be a change in the model down the road.

Jackie Gamelin is stepping down from BPC, and Virgil Stanford will not be here next year. Rick Ambrose and Maggie Ko will continue to serve. Dan Kaplan reported AFT is close to finding a new faculty representative to BPC to replace Jackie Gamelin.

Susan was unable to attend the most recent BPC meeting. We do not yet know of any decisions on summer session cuts. Diana thanked the budget committee. Diana said we need to look at the allocation model, but this is not the time to point fingers at other colleges. We are distinct individual colleges, but we have a lot of commonality. If one of our ships sinks, all are affected by it.

College Assessment Committee chair Fred Gaines will give an update on SLOs at our next meeting. Programs should be at step 5 (making changes based on analysis of SLO assessment,) but most are at step 3 (conducting the assessment.) The Committee will have a representative from each area. Its work includes SLO workshops and choosing assessment tools. The district bought TrackDat, and is looking for faculty to participate in one or two day training in its use.

Laura Demsetz will report next time on the Feb. 11 **Committee on Instruction** meeting.

Huy Tran said the **IPC - Ad Hoc Steering Committee** has a good representative pool, but as yet has no volunteer or nominee from counseling or EOPS, and would like to have a CTE person, perhaps from Business/Technology. It has one adjunct, from English, and has asked the divisions to recommend a second adjunct. Huy hopes to call a meeting of the group by the end of this week. The committee has faculty, classified staff, administrators below cabinet level, and students. There will be an instructional dean and a student services dean.

David Locke reported most of last week's **College Council** meeting was informational. At the Board of Trustees retreat, two possible future ballot measures were discussed: a Nov. 2010 bond issue for construction and for technology replacement, and a June 2010 parcel tax. The parcel tax, which could bring \$6 million to the District, requires a 2/3 majority. A bond measure requires a 55% majority. A consulting firm made 600 calls to voters on each measure, and found 70% support for a parcel tax, and support in the low 60's for the bond issue.

Michele Alaniz reported the **Library Committee** has not yet met this semester.

PRESIDENT'S REPORT District Academic Senate (DAS) had a conversation on the need to work together and not point fingers. All of us are in jeopardy. Where the Senate has primacy we should act and be strong advocates. We do not want the Board or the administration making the decisions in those areas. Discussions in the IPC - Ad Hoc Steering Committee will be with and among faculty. We need to develop guidelines and criteria for cuts. Skyline and Canada used different methods. It is important to complete program reviews, which are vital to decision making. Diana will follow up with the college presidents and vice presidents, and the chancellor, on coordinating reductions.

All three colleges will have approved a draft FSA/minimum quals policy by the end of this week. Diana and Debbie Carrington will look at the draft for edits and additions, then send it to all campuses for approval. We hope this work will be completed this semester so the policy will be in effect in Fall 10.

Some high schools participate in the Early Assessment Program (EAP), by testing 11th graders to see how prepared they are for college work. At one high school in the county, only 16% passed the college level English test, and 13% passed math. Recent legislation allows community colleges to use the tests. Perhaps CSM could use it to test our students' math and English skills. Most of our incoming students do not pass our assessment tests at the college level.

The Foundation reported on where its money comes from and how much it has. The amount is declining. For the first time, it will do social networking to raise money from alumni. It will align its accounting with that of similar foundations.

President's Council discussed construction and parking issues, and the college website. The site was built for the community to look at, but we are also using it internally. Faculty have trouble finding things on it. Bev Madden in marketing will assist in constructing an online faculty workroom area. A link to program review has been added under P on the alphabetical college sites index. President's Council also discussed summer school, and having a cell phone lot to reduce gridlock in staff lots between classes. President's Council is usually focused on immediate issues.

District Shared Governance Council (DSGC) is still reviewing district rules and regs, currently on district facilities and on certain faculty issues.

The **Institutional Planning Committee (IPC)** and its committees completed their planning reports on Jan. 26. Susan, Jennifer, Diana, and Milla McConnell-Tuite will meet with chairs to go over them, then meet with committees to be sure nothing is missed, and that the reports respond to all recommendations from the accreditation team.

The entire **District Strategic Planning Committee (DSPC)** meeting was about the allocation model. Everyone says it is not working, but nothing is being done about it. Perhaps things other than FTES could be looked at. Kathy Blackwood lacks the time and manpower. The allocation model is a standing item on DSPC's agenda.

INFORMATION/ANNOUNCEMENTS Jim Robertson asked about the case of a person with two guns taken into custody on campus. *San Matean* reporter Alex Farr said the story will be in the *San Matean*. The individual faces three possession charges, \$40,000 bail, and a hearing on March 11. Jim said the college president should advise us on information once it is in the public record. Diana will forward Jim's concern.

Jan Roecks will address community education issues at our March 9 meeting. Persons with agenda items should email Diana by the Wednesday before the Tuesday meeting.

ADJOURNMENT The meeting adjourned at 3:56 pm. The next meeting will be Feb. 23, 2010.