

**CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES**  
**October 8, 2013**  
**2:30 pm**

**MEMBERS PRESENT**

President	David Laderman
Vice President	Theresa Martin
Treasurer	Rosemary Nurre
Secretary	Lee Miller
Immediate Past President	James Carranza
Creative Arts/Social Science	Michele Titus
Language Arts	Amy Sobel
Library	Stephanie Alexander
Math/Science	Carlene Tonini-Boutacoff
Student Services	Kathleen Sammut

**MEMBERS ABSENT**

Business/Technology	Steve Gonzales
Business/Technology	Lilya Vorobey
Creative Arts/Social Science	Jim Robertson
Language Arts	Merle Cutler
Math/Science	Santiago Perez
Physical Education/Athletics	Joe Mangan
Student Services	Martin Bednarek

**NON-VOTING REPRESENTATIVES PRESENT**

ASCSM President	Hayley Sharpe
SoTL Co-Coordinator	Jeremy Wallace

**NON-VOTING REPRESENTATIVES ABSENT**

COI Chair	Teresa Morris
SLO Coordinator	David Locke

**OTHERS ATTENDING**

Dan Kaplan, AFT

**I. ORDER OF BUSINESS**

**Agenda:**

CCSF statement Discussion Item was tabled until the November 12 ASGC meeting.

Agenda approved as amended without dissent.

**Minutes:**

Corrections to 9/24/2013 minutes approved without objection:

p. 4: Dan Kaplan indicated that there “will be” 3 lawsuits pending.

9/24/2013 minutes approved as corrected without objections.

**Public Comment:**

Lee Miller announced a series of workshops for noncustodial parents, especially fathers, to be held at CSM on the second Sunday of the month, starting this Sunday, October 13. Workshops, which will be led by Herman Gill, Ph.D., board member from the National Parents Organization, will take place from 6:00-7:30 pm in 16-209.

Lee Miller renewed his request for a Discussion Item regarding the role of faculty in developing the schedule of classes in their disciplines. Lee first made this request last spring and then again during the ASGC retreat in August. Lee explained his belief that the dean of Creative Arts and Social Sciences has encroached on faculty purview and standard practices. For example, the dean has pressured political science faculty to propose to COI that 5-unit courses be reduced to 3 units by indicating that he will no longer schedule 5-unit classes, even though they had been consistently achieving high enrollments. The dean accused the political science faculty of insubordination by proposing to the dean an alternative to the schedule that the dean had developed. Common practice had previously been for faculty to develop a schedule of discipline classes in consultation with the dean. Lee wishes to draft a resolution affirming the right of faculty to play a leading role in developing the schedule of discipline classes in consultation with the dean.

David Laderman said that scheduling of classes is not really within the purview of faculty. It is the purview of the Deans. However, David conveyed that we want to support faculty if there is a problem, especially if it goes beyond an individual or two, and is prevalent across a particular division. Several faculty members expressed support for Lee’s concern; but it remains unclear whether this is an appropriate issue best resolved through the academic senate. David suggested that division reps bring the issue forward, if multiple faculty are involved. David also raised the question of whether AFT has pursued this as a violation of the contract, or a possible grievance issue, and Dan Kaplan reported that AFT has checked into this and there appears to be no grounds for grievance.

Theresa Martin indicated that Reading Apprenticeship luncheon on 10/25 in 18-206.

**II. INFORMATION ITEMS**

**1. ASCSM Update:** Hayley Sharpe, ASCSM President  
No report.

**2. President’s Report:** David Laderman

**(a) Institutional Planning and Budget (IPBC) update**

Mike Claire decided not to ask IPBC for additional Administrative positions because he first wants to talk with ASGC about this. There was a discussion about priorities for hiring classified staff. Also, there was a discussion of themes and trends from program review. 3 categories: resources needs (full-time faculty, support service, professional development, etc.), collaboration and partnership (more intensified and proactive relationship with learning support services, CTE, etc.), and student success (for younger students, CTE, African American and Pacific Islanders).

**(b) College Council update**

College Council has submitted a Participatory Governance document for ASGC to discuss and approve at the current meeting. Next meeting of College Council is scheduled for Oct. 16, 2:15 pm. David invited any interested GC member to accompany him.

**(c) District Participatory Governance Committee (DPGC) update**

The committee has finished a 5-year process of reviewing and revising District rules and regulations.

**3. Standing Committee Reports**

**(a) Basic Skills Initiative:** James Carranza, Co-Chair

The committee continues to support Reading Apprenticeship, Pathway to College, SMART and other successful initiatives.

**(b) College Assessment:** David Locke

No report.

**(c) Committee on Instruction:** Teresa Morris, Chair

No report.

**(d) Library Advisory Committee:** Stephanie Alexander

Committee had its first meeting today. Brainstormed committee goals.

**(e) Learning Support Centers Coordination Committee (LSCCC):**

Jennifer Mendoza and Kristi Ridgway, Co-Chairs

No report.

**III: ACTION ITEMS**

**1. Board Policies**

Approved without dissent proposed revisions to Board Policies 1.30, 2.23, 2.30, 7.44, 8.14, and 8.48.

## **2. Participatory Governance document**

Approved without dissent, "College of San Mateo: Participatory Governance."

### **IV. DISCUSSION ITEMS**

#### **1. CCSF Statement**

Tabled until Nov. 12 ASGC meeting.

#### **2. Faculty and Administrative Positions (CSM President Mike Claire)**

CSM President Mike Claire told ASGC that he values faculty input but that he is the one who ultimately makes the recommendation to the Board regarding hiring decisions.

2005-2012, there was a net loss of 16 faculty positions. President Claire believes that we need more full-time faculty. Faculty workload has increased since he was a faculty member, due to emails and SLO assessment. He is committed to stopping the net decrease in full-time faculty. He said that from now on, at least one full-time faculty member will be hired for each retirement, but the hire will not necessarily be in the same department.

It costs \$2.5 million to hire a full-time faculty member, in salary and benefits, over the course of the faculty member's career.

President Claire wants to hire a minimum of 10 faculty positions this year. This will create an increase in faculty workload in the short-term, due to service on hiring committees, but in the long-run, hiring more faculty will decrease faculty workload.

President Claire anticipates 4-7 retirements this year. So we should have a net increase in faculty this year.

President Claire said that hiring more faculty at CSM is complicated by the fact that CSM has more faculty than Skyline, but Skyline has more students. There are now 123 faculty at CSM and 118 at Skyline. CSM also has a lot more faculty at Step 23 than Skyline. This means that personnel costs at CSM are high. However, there will soon be a lot of retirements at CSM and the replacements will have lower personnel cost. Salary and benefits for two retiring faculty members cost roughly the same as 3 new faculty members.

Classified staff numbers have fallen as well, but managed hiring allowed CSM to avoid layoffs.

There has been a net loss of 5 administrative positions since 2005. President Claire recommends hiring 2 additional administrators: Dean of Academic Support and Vice President for Administrative Services.

Dean of Academic Support will report to Vice President of Instruction. Among other things, this dean will supervise classified staff to help faculty with entry of SLO assessment data into TrakDat.

Rosemary Nurre pointed out that in fact there was actually a net loss of 2 administrators because most of the positions lost were self-funded positions. So it looks like all the lost administrative positions are being replaced, but only ½ of the lost faculty positions are being replaced.

President Claire indicated that the self-funded positions did help with administrative tasks; therefore, administrative workload has increased.

President Claire also said that it is easier to lay off administrators and classified staff, if necessary, than to lay off faculty. Therefore, he wants to gradually increase the number of faculty.

Amy Sobel observed that the Vice President of Instruction has in recent years taken responsibility for quite a few new projects and initiatives. It appears that these will be transferred to the proposed Dean of Academic Support.

President Claire asserted that placing these initiatives under one administrator will provide support for continuing these programs.

James Carranza suggested that it 's very hard to maintain and institutionalize these new initiatives because of coordination issues, and that this new administrative position would help to correct this problem.

David Laderman suggested that, in contrast to the VPI, this Dean would be more "on the ground" with a hands on approach to supporting multiple student success initiatives across campus.

David Laderman also underlined with President Claire that for every two retirements, we will be able to hire three new faculty members.

President Claire said that in a few years, he wants to hire an administrator to be responsible for grants and development.

Kathleen Sammut suggested that the Dean of Academic Support could work on coordinating grant writing. President Claire agreed that it might be possible for the dean to do this.

President Claire said that the Vice President of Administrative Services will advocate for the college with the District regarding budgetary issues. The allocation model is changing. Millions of dollars are at stake. Also, with the retirement of Susan Estes, we need someone to work on Accreditation issues.

President Claire said that the difference in pay between making this a dean position and a vice president position is only \$2000-4000 per year. Skyline has a Vice President of Administrative Service and Cañada is planning to hire one. CSM needs one too.

President Claire said that he is committed to ending the net loss in faculty positions and increasing the number of faculty as the budget permits. This year, if there are more than 7 retirements, he plans to hire more than 10 new faculty members.

David Laderman posed the question, in the context of basically one-time hires for the administrative positions, whether faculty can informally expect over the next five years approximately 10 faculty positions per year. Mike said yes, he is aiming for something like that.

### **3. Professional Development Funding (CSM President Mike Claire)**

President Claire indicated that net rental and leasing income was approximately \$400,000 this year (primarily from Nueva School and from renting the parking lot to Solar City). He wants to allocate at least \$250,000 of this revenue to professional development. He foresees this revenue stream continuing for at least the next couple of years.

### **4. Academic Senate Dues and Scholarship Fund**

Not discussed.

### **5. Flex Day Planning**

Not discussed.

**Meeting adjourned at 4:33 pm.**