

Academic Senate of College of San Mateo



Tuesday, February 11, 2025
2:30pm - 4:30pm

Building 19, Room 121
1700 W. Hillsdale Boulevard, San Mateo,
CA 94402

<https://smccd.zoom.us/j/85134096982>
Meeting ID: 851 3409 6982
Phone: +1 669 444 9171

Officers	
President	Todd Windisch
Vice President	Daniel Keller
Secretary	Yvette Butterworth
Treasurer	Stephen Heath

Standing Senate Committee Chairs	
Curriculum Committee	Jeremy Wallace (absent)
Distance Education Committee	Jennifer Howze-Owens
Committee on Teaching & Learning	Susan Khan

Division & Student Representatives	
Student Representative	Anthony Pena Vasquez / Simon Htet (both absent)
Academic Support & Learning Technologies / Library	Matt Montgomery
Academic Support & Learning Technologies / Library	Wesley Hingano (late near 3pm)
Business/Technology	Hellen Pacheco
Business/Technology	Kimberly Salido
Creative Arts/Social Science	Leighton Armitage
Creative Arts/Social Science	Maggie de Vera (absent?)
Kinesiology/Athletics/Dance	Kajari Burns (absent)
Kinesiology/Athletics/Dance	Sarah Artha Negara (absent?)
Language Arts	Mick Sherer
Language Arts	Robbie Baden
Math/Science	Wendy Whyte
Math/Science	Beth LaRochelle
Counseling	Emily Cotla
Counseling	Brandon Williams
Enrollment Services and Support Programs	Makiko Ueda

1. Opening Procedures				
No.	Item / Description	Presenter(s)	Approx. Start Duration	Action?
1.1	<p>Call to Order (2:34)</p> <p><i>Senate meetings shall require a quorum of the membership to vote on action items. A quorum for a meeting of the Senate and all Senate committees shall consist of 50% plus 1 of the committee's voting faculty members.</i></p>	President / Facilitator	~2:30pm 2 min	Procedure
1.2	<p>Adoption of Today's Agenda (Beth LaRochelle Motion & Kim Salido 2nd to approve. 11 Yes, 0 No, 0 Abstain)</p>	President / Facilitator	~2:32pm 2 min	Action
1.3	<p>Adoption of Consent Agenda (Beth LaRochelle Motion & Leighton Armitage 2nd. 12 Yes, 0 No, 0 Abstain)</p> <p><i>All items on the consent agenda may, by unanimous vote of the Academic Senate members present, be approved by one motion after allowing for Senate member questions about a particular item. Prior to a motion for approval of the consent agenda, any Senate member, interested student, citizen, or member of the staff may request that an item be removed from consent to be discussed in the order listed, after approval of remaining items on the consent agenda.</i></p> <ul style="list-style-type: none"> • Approval of faculty appointment(s) • Draft minutes from previous meeting(s)... <ul style="list-style-type: none"> ○ January 14, 2025 	President / Facilitator	~2:34pm 5 min	Action
1.4	<p>Public Comment (David Eck DAS President joined to discuss the election process of the DAS President Elect which is happening this spring. The President Elect shadows the President for the year following the election. Any member of the Senate can run.)</p> <ul style="list-style-type: none"> • Questions/comments on non-agenda items • If more than one public commentator is present, comments may need to be limited to 1-2 minutes to accommodate everyone 		~2:39pm 6 min	Information
2. Standing Agenda				

No.	Item / Description	Presenter(s)	Time	Action?
2.1	<p>Presidents' Report</p> <p>(Budget & Finance will be like the IPC Fall presentation with more detail. It will be recorded and available afterward. Danni Redding Lapuz will be come in one of the March meetings. She is making herself available so we can ask more questions, especially those about how the budget is affecting scheduling. Todd said details are in the Bulldog Bulletin and the Focus. He will add it to this Friday's email too.</p> <p>Copier Update: There was no written summary. Daniel Keller and Mick Sherer have some information from the English department's meeting. They said the update was given to clear up misconceptions. There were apparently some fines that the school wouldn't pay which contributed to issues; the fines ended up being waived. In addition, the technician from our area was on vacation and there was no one else available to service the copier. It was stated that the Konica contract is better than the previous Xerox contract.</p> <p>DAS: The first meeting of the semester was held yesterday, Monday, 2/10. A good portion of the meeting was dedicated to a visit from the ASCCC. They were invited to the meeting to discuss further professional development for faculty across the district. This push for professional development to involve all faculty and not just classroom faculty comes from a resolution from last year. There were also updates from the Chancellor, which included information on the Founding Partner draft MOU. Our district has agreed to be a founding partner for the State Digital Center, an initiative from the State Chancellor's office. The state approached Foothill/DeAnza to be founders and then reached out to our District. We will be collaborating with Foothill/DeAnza on this project. The general idea is how digital technology and AI will be used in the community college system. It is yet unknown what the Digital Center will entail, how it will be formed, and what we will be doing as co-founding partners. The commitment does come with a \$50,000 a year financial obligation. It is on the BOT agenda and some faculty are asking about it already and wondering how they can get involved, but Vice Chancellor Aaron McVean said they aren't at the point of getting faculty involved yet. They are asking interested parties to contact through Senate. The MOU is in the BOT November agenda and was discussed in the DAS</p>	Todd Windisch & Daniel Keller	~2:45pm 10 min	Information

	<p>yesterday, Monday, 2/10, so more information could be found in the notes from that meeting. Robbie Baden added that this is also part of the State Chancellor's Vision 2030. David Eck added that there are two MOU's about this Digital Center. One is simpler that was given in November and the one seen in most recent DAS which was with Foothill and went into a little more detail than the one in November. David believed that the most recent MOU was the one containing the information about the \$50,000 commitment.</p> <p>Update on Interview Modality: The Equal Opportunity Advising Counsel is drafting a resolution on first level interval modality. The district is moving toward a decision that the hiring committees will be able to decide. However, interviews must be conducted in the same way once the decision is made by the committee. There could be exception for extenuating circumstances such as accessibility needs with documentation, but the interviewee would need to apply for exceptions. The EOAC is making the recommendation to fund travel, but it won't be for all, just for those with proven need. The EEO funds would potentially used to fund this travel need. A more formal document will be coming soon.</p> <p>Christy Lyle, interim VPI at Skyline, brought software to the attention of the DAS that can manage and track tenure processes. Todd will invite her later this semester for a presentation to our Senate.</p> <p>IPC: No updates.</p> <p>Replacing Senators: If you have been in Senate for two years, please confer with your division and decide if you will be returning. There is no common process across divisions for replacing Senators. If someone is not happy with the way the Senators are chosen, there is a process to contest the methods; if there is an issue talk to Todd Windisch.</p> <p>Senate Elections: Senate officer positions are opening for election this Spring. We will need to begin the process with an election committee soon. Beth asked about the DAS process. Todd discussed the DAS president process' 3-year rotation.</p> <p>The State Academic Senate is April 24-26 is the Plenary. Since Todd Windisch is</p>			
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	<p>attending through District funding, there is funding through our President's Office, not PD funding, to send someone to the Plenary; if anyone is interested please let Todd know. David Eck, Todd Windisch, Gampi Shankar, and Jessica Truglio will be attending and you'd be attending with the group. The attendees will fly the Wednesday, April 23 and come back Saturday, April 26 to and from Irvine.)</p> <ul style="list-style-type: none"> • Budget & Finance Forum: Feb 21, 11:00am - 12:00pm • Copier Update • District Academic Senate (DAS) • Institutional Planning Committee (IPC) & Accreditation • Board of Trustees (BOT) • District Participatory Governance Council (DPGC) • Calls for Participation: <ul style="list-style-type: none"> ○ Institutional Planning Committee (1 faculty member appointed by Senate) ○ Safety Committee (1 faculty member appointed by Senate) ○ Technology Committee (1 faculty member appointed by Senate) 			
2.2	Curriculum Committee Chair Report (Jeramy was absent so there wasn't an update. Beth LaRochelle added that the next meeting is this week. The committee has only had one other meeting this semester.)	Jeramy Wallace	~2:55pm 3 min	Information
2.3	Distance Education Committee Chair Report (Jennifer Howze-Owens said that she would table updates since her committee is here for updates later in the meeting.)	Jennifer Howze-Owens	~2:58pm 3 min	Information
2.4	Committee on Teaching and Learning Chair Report (The CTL hasn't met since the last Senate meeting the week of 1/28. The co-chairs are meeting with students tomorrow, Wed., 2/12, to discuss expanding student involvement in professional development which is one of the goals of the CTL.)	Susan Khan	~3:01pm 3 min	Information
2.5	Student Representative Report (No representatives yet despite attempted outreach to confirm representation.)	Anthony Pena Vasquez / Simon Htet	~3:04pm 3 min	Information

2.6	Other Officer & Liaison Reports (None) <ul style="list-style-type: none"> • CSM Faculty Dual Enrollment Liaison: Leo Cruz • ASCCC CTE Liaisons: Christy Baird & Beth LaRochelle • ASCCC OER Liaison: Jennifer Howze-Owens • ASCCC Rising Scholars Faculty Liaison: Wesley Hingano • ASCCC Legislative & Advocacy Liason: Emily Cotla • ASCCC IDEAA Liaison: Makiko Ueda • ASCCC Part-time Faculty Liaison: Maggie de Vera 	Treasurer, Secretary & Faculty Liaisons	~3:07pm 3 min	Information
3. Senate Business				
No.	Item / Description	Presenter(s)	Time	Action?

3.1	<p>Update from President Pérez (President Pérez came to extend a welcome for the semester. He wanted to make sure that he provided a space to talk. His main concern is the effect of the National Administration's changes on our campus. He has Monday office hours at 11am. He will also have some office hours on Tuesday afternoon/evenings 4:30 to 6 range. He'd love to connect and learn more about what the faculty are hearing and seeing in our classrooms and office hours concerning the effect of changes on our students.</p> <p>Social media presence is evolving and being responsive. Though it isn't CSMs first time on social media, it is more than publicity and promotion for events this time. This evolving push into social media is about bringing information, delivering key facts, through carousel reels on Instagram so they know that they are stopping. It is meant to be supportive of our student in quick sound bites that will engage students.</p> <p>Beth LaRochelle shared her Instagram experience. She is connected to the President and got a lot of quick information. She used it to share updates with her faculty and it was easier to get the information than via email. Todd Windisch added that was in Monday's update and will also be going out in the newsletter.</p> <p>Robbie asked about contract breeches. Academia in the Writing Center over the summer and the copier fiasco in Building 15 this spring. President Pérez said that Victoria Lin, the Business Officer, is here today along with Gerardo Ramirez the VP of Administrative Services, so they can get an update on these issues. The Business Office is aligning the systems across the college, but this doesn't seem to be a systemic issue. If there are other contracts that have an issue, other than one that Todd had brought forth and this issue, please bring that to the President or the Business Office or Todd.</p> <p>Mick Sherer asked about the Bookstore Manager and what is happening to get a new person in place. We are sharing management and leadership with Skyline and Canada's bookstore managers – Kevin Chak and Jai Kumar, respectively. President Pérez says that there is a lot more activity in the bookstore and that the students seem to be using it a lot more than in the past as evidence by lines. Jennifer Howze-Owens added that ZTC text book adoptions (really all texts) are upcoming and they have not heard anything about the request for text books for Fall and normally they usually ask</p>	Manuel Pérez	~3:10pm 15 min	Information
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	<p>by now. President Pérez will investigate it. Beth also said that this on her radar as well for “kits.” Wendy Whyte asked about discounted computers for students. President Pérez will look into that as well.</p> <p>Stephen Heath brought up that business owners are having people not come to work due to fear about ICE raids. Stephen expected to see that in his classroom, but he hasn’t. He’d like to know how to be proactive about this topic with our students and force those interactions and be proactive in directing them to resources. President Pérez is part of the President’s Alliance for Immigration in Higher Education which is a national umbrella network that has gotten more active recently. It is only Presidents and Chancellors discussing the needs of students. The West Coast leads in this respect and over shares, President Pérez says that we should feel free to over share as well. Bookmark “smccd.edu/undocu” so that students and faculty have a reference place for resources; it is constantly updated and is dated for knowledge of when the updates were made. Don’t forget that the Instagram links are also updating this information. Red Cards are the best active and passive way to help. They are in many languages. Talk with Eddie Flores, in President Pérez office, Martine in the UCC to request Red Cards. Todd added that there are some available in the Language Arts Offices. Makiko Ueda said that there is some violation if the student were to show a red card instead of an ID when asked. President Pérez says that the red card is a source of guidance and it is not meant to be a swap for the ID or for legal advice. Remember that there are free resources for legal advice. Robbie Baden said that his students want more support and information through email about riots, undocumented services, and information about how to get red cards. He says that all the students are requesting seem to be available, but wants to know how to get them connected. President Pérez said that three ways to get this knowledge out is to include in your syllabus or Canvas links to the undocu site linked above, information on where to get red cards, the Undocumented Community Center. There are so many things changing, so quickly that they can’t get the information out there quickly enough. Martin Marcus from the Undocumented Community Center is doing classroom visits and said that he isn’t used faculty requests to come give the students presentations, but he is happy to receive and respond to requests and would like to make presentations that will assist our faculty and students in getting information out. Robbie asked about the information that the students are getting via email. President Pérez said that all email updates that come to faculty also go out to students. Martin is coming to Senate soon to deliver information</p>			
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	<p>first hand.</p> <p>Hellen Pacheco brought up that the computers available in the library are now getting outdated and wanted to know if there is a plan to update the computers. President Pérez said that he will check in with the Technology Committee which reports through IPC, so he will talk with Tarana Chapple who leads the committee. There should be updated technology as there a refresh timeline in process with the committee. He is aware that most of the colleges have ordered a new cycle of loaner computers since the pandemic. Todd added that we need a representative for the Technology Committee, so if there is anyone interested in that they should let him know.)</p>			
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3.2	<p>Finance Committee Overview and Q&A (Victoria Lin, Business Officer ,and Gerardo Ramirez, VP of Administrative Services, joined the meeting to make introductions and allow us to ask questions. Gerardo has been here for 8 months, and he is getting to know everyone to get a sense of what is needed in our community. Victoria approves all requests. They are here to give an overview of how the money is spent. They want to show us the plan and what has been happening. Town Hall will present this in more detail 2/21 B10-195 11am to 12pm.</p> <p>Gerardo had a nice presentation to share (please see the link on the Senate Agenda & Minutes website under February 11, 2025 3.2 Finance Committee Budget Update). It started with an overview of meetings that are occurring about budgeting. He plans to discuss today three things:</p> <ol style="list-style-type: none"> 1. How is our college funded and how do we utilize those funds? 2. Financial Performance and Projections 3. Timeline for Budget Activities and FY2025-26 Budget Planning <p>Gerardo wondered why there were so many questions about finances, so he did some research and found that the questions were not unfounded. There weren't notes, meetings had been canceled, and there was not a good resource of what the previous administration had done. Gerardo wanted everyone to know that he has open office hours on Wednesday afternoons and he is happy to answer any questions.</p> <p>Answer to Q1: Most of the funding comes from Property Taxes. That is the meaning of a Basic Aid District. When a threshold of funding is reached from property taxes, more than what the state offers, a district is deemed as basic aid. This denotation as a basic aid district, allows our district to do more because our funding isn't as restricted. Our district attained this status in 2011. Since there are concerns about Federal Funding, it is good to know that only 5% of the district funding would go away if the Federal funding were taken away. Two-thirds of the funding is from property taxes. Money is being spent primarily on Salaries and Benefits Fund 1 is unrestricted and is where the budget for department is held and Fund 3 is restricted and was given for very specific uses. Fund 3 is where the grant money like the HSI and COVID grants, etc. are being held and thus why it is restricted. In 2024-25 the unrestricted Fund 1 budget is \$273.2 million, with 88% of our funds in the goes to Salary and Benefits. Things like Promise that were originally funded with restricted funds also fall into this</p>	Gerardo Ramirez	~3:25pm 20 min	Information
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	<p>budget after the restricted funding ends, and they now fall into the “Other Programs” category. This year this type of funding is costing CSM \$67.5M. Money comes from County of San Mateo and California Community Colleges (\$273.2M) and through complex modeling the District allocates it to the colleges. The money that is granted is also supplemented by other adjustments (about \$56 to \$64 M). The money going out is more than coming in right now. Fund 3 Restricted funding \$24.6M is coming from grants which means that it is coming from the State or the Federal. Money coming in from these sources must be used in a certain way and that is why it is restricted.</p> <p>Answer to Q2: Through 2022-23 there was a surplus in the budget, but beginning in the 2023-2024 and continuing this academic year there has been a deficit. If the trend continues it will be a problem. Robbie Baden asked why there has been the deficit recently. The VPAS said that an analysis is being done to see what has caused the problem, but the bottom line is that it will take all of us to get the college back to where we need to be. There isn’t just one thing that made the expenses increase, but one increase was benefits. It seems that the last two years that the decisions were made without foresight, but we’d like to pull back and make sure we are looking forward. The head count of students was decreasing for many years to the point of a low of 5,073 in 2021-2023. The college spent a lot to get students to come back which brought students back, but it caused debts. In addition to these costs, there were costs incurred in benefits and salaries. Robbie asked if there was any relationship to the debt in Free College, but Gerardo declined to make that connection. A look at the FTES and the number of sections show that the increase in classes didn’t increase with student increase, but instead stayed relatively flat. The bottom line is that the expenses are exceeding the revenue and the gap will continue to grow. The gap of \$1.5M in 2023-204 is expected to increase to \$6.7M by 2026-2027.</p> <p>There was a short explanation of Q3, but it is better to see the presentation as there was not much explanation about the spreadsheets containing the Budget Activities. It seems the process is rather complex with a juggling of the three budget years being in process at one time; one closing for the past, opening for present, and under discussion for the future.</p> <p>The committee is in the process of sharing out and seeking information.</p>			
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	<p>The SF Chronicle printed an article that stated that College of San Mateo may close due to lack of Federal Funding. This is absolutely not the case said the VPAS.)</p> <ul style="list-style-type: none"> • Returning March 11 for Safety Committee Overview and Q&A 			
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3.3	<p>ACCJC DE Rubric (Jennifer Howze-Owens introduced the Distance Education team consisting of Donna Eyestone, Julieth Diaz Benitez, Erica Reynolds and Marisol Quevedo.</p> <p>Erica shared a little about the ACCJC recommendation for compliance in our 2020 accreditation. There was a problem with communication between students and teachers. The QOTYL training was developed in response. A lot happened during this time and after the when we came back from the pandemic they made a few changes and made it a little less prescriptive. They also updated for alignment with Title V. The language in the 2021-2022 policy change is in alignment with new language for 2024. In the ISER report there will be a self-evaluation part and the ACCJC will go into our courses using their rubric. They will be reviewing our Fall Canvas courses. Emily Cotla asked if both on-line and hybrid courses would be reviewed. Erica said that the hybrid courses won't be reviewed but synchronous and asynchronous on-line will be looked at in Fall 2025. A work group will be formed to look at all the courses and take a look at the on-line courses that we have. Jennifer said that the work group will look at Canvas courses with the rubric so we can see what needs to be changed in Fall 2025.</p> <p>Todd asked about a school that got a recommendation from this rubric. Since the percentages are high to pass, they need to make sure we don't fail in our alignment. This is why the team is asking for help. Kim Salido asked about people who are in alignment already. Beth LaRochelle wants to know how the faculty will be able to help. Jennifer wants to bring in faculty to see how the rubric will be used. They started the exercise in their last meeting. Jennifer said there was a range of percentage of compliance in the faculty present in the meeting. Erica said that the faculty needed to say where they believe their regular and substantive contact is located. Beth wanted to know who can volunteer to help; do they only need to be people who are teaching on-line. Emily asked about the RSI training and if everyone could redo that and it would get us where we needed. Donna suggested that every instructor have a page in their Canvas course saying where to find their regular and substantive contact.)</p>	Jennifer Howze-Owens & DE Team	~3:45pm 20 min	Discussion
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3.4	<p>Discussion about Supporting Adding Academic Freedom Language to Contract (Skipped to 3.4 from 3.1 while waiting for the time to come where we invited President Manuel Pérez to join our meeting.</p> <p>The Union has attempted to add language concerning Academic Freedom into the contract each time contracts have been negotiated, but each time the language has been rejected. The BOT's argument is that the Board Policy is sufficient. ASCCC recommends Board Policy and contract language on Academic Freedom. There is precedence set by at least 20 colleges across the state that have such language in their contracts. DAS thought that because Academic Freedom is part of 10+1 and under the purview of Senate, DAS thought we should draft a resolution in support of the AFT's negotiations to include language in the contract. Because contract negotiations are confidential, we can't draft language to be included, but we can make a draft offering our support in the inclusion of Academic Freedom in the contract.</p> <p>Daniel referred to the Agenda Item 2.3 from yesterday's DAS Agenda which concerned protecting future academic freedom during times of significant change. Please see the DAS site for information in the Agenda for Monday, 2/10 and for the DAS minutes from that meeting outlining the discussion.</p> <p>The floor was opened for comments: Beth LaRochelle felt that we should read what exists and see what we'd like to highlight. She feels that considering changes in the east that we should have a policy. Mick Sherer is in support and feels that strategically, Beth's suggestion, would be nice so that we can support it and find places where we agree so have record of the policies on which we agree with the BOT. He added that he'd also suggest adding anything that needs to be added.</p> <p>Todd Windisch asked David Eck about the DPGC policy. The policy has been updated there in the last two or three years. He feels that what is currently Board policy and administrative procedure is acceptable. He feels the reason for the ASCCC's suggestion is that it adds a different level of support when the language is in a contract, even if it is the exact same language. The reason David stated tied with recent issues on hiring procedures where there was policy and procedure in place, but the District started making changes. He said that if this were to ever occur with respect</p>	Todd Windisch	~3:50pm 20 min	Discussion
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	<p>to something that was in our contract, it would make it much more difficult for the District to make changes without violating our contract. This gives faculty more leverage in pushing back.</p> <p>Beth feels that because our last contract took so long, it would be best to have our voices heard, especially considering the changes nationally. Todd said that the Chancellor is working with the union to make sure that the negotiations don't take so long this time.</p> <p>David Eck said another consideration is past examples of the Senate working with the Union. For example, in Article 13 with professional development and evaluations forms. When such negotiations involve DAS, they tend to take longer, which is why it is nice to have the Senate's at each college involved. Senates could also send someone directly to the negotiations to give feedback on the language; the person that goes would have to be a union member. Todd asked who is on the work group for Academic Freedom so that those people could be reached. David named about 4 people that are he believes to be on the committee. Beth said that the last union leader had a lot of experience, but the new one has a legal background which could be a little more tactical.</p> <p>Todd asked what we would like to do? Would we like to talk with Elinor Westfold, who is on the work group, or would we like to just draft a resolution. Beth suggested that we attend the union meeting and bring the information back to Senate that will be shared out. Beth will go to the meeting. Daniel Keller will talk with Elinor. Robbie Baden wanted to know the timeline. Beth said that the negotiation timeline is on the website and will investigate. A request for additional support was made, but there were no further volunteers. Todd said that after we get more information that we might want to collaborate with the other colleges who may be doing the same work. Beth found some information on the website about the negotiations on Academic Freedom, but they don't have any further details of when it will be discussed in negotiations. Wendy Whyte asked if there was anything detailed that we shouldn't discuss. Todd was not sure, but said maybe anything that concerned conflict of interest, but was unsure.</p> <p>David Eck said that there is a need for professional development on Academic</p>			
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	<p>Freedom. He did a Flex Day session in January at Canada on Academic Freedom and learned a lot. He learned about the overlap of it and Freedom of Speech. He said that everyone can probably access that PD session. As individuals he said despite the Senate, individuals could ask for the draft from the work groups.</p> <p>Todd doesn't feel that a formal work group will be needed. There was no interest so we moved on.</p> <p>We returned to 3.1 after this as we got back on schedule.)</p> <ul style="list-style-type: none"> • BP 6.35 Academic Freedom • AP 6.35.1 Academic Freedom 			
3.5	Form Academic Freedom Resolution Workgroup (The Senate decided not to begin this work group for now.)	Todd Windisch	~4:10pm 5 min	Action
3.6	Faculty Check-in: How are you doing? How is your enrollment and attendance so far this semester? How are classes going? (We did not have time for this item.)	Todd Windisch	~4:15pm 10 min	Discussion
4. Closing Procedures				
No.	Item / Description	Presenter(s)	Time	Action?
4.1	<p>Final Announcements (None.)</p> <p><i>President or facilitator elicits final announcements about upcoming deadlines, events, scheduling changes, etc.</i></p>	President / Faciliator	~4:25pm 5 min	Information
4.2	Adjourn (4:33)	President / Facilitator	N/A	Procedure