

**Cabrillo College Faculty Senate**  
**October 17, 2006**  
**3:00-5:00pm**  
**Sesnon House**

**Members Present:** Marcy Alancraig, Arturo Cantu, Jennifer Cass, Virginia Coe, James Durland, Mark Eastman, Paul Harvell, Steve Hodges, Susan Hoisington, Janis Keyser, Dorothy Nunn, Rory O'Brien, Georg Romero, Dan Rothwell, Deborah Shulman, Topsy Smalley

**Liaisons:** Dale Attias, Renee Kilmer, John Govsky

**Guest:** Claudia Close

**Notetaker:** Caitlin Alastra

**1.0 Call to Order**

Meeting was called to order at 3:07pm

**2.0 Minutes**—Reviewed minutes of October 3, 2006 meeting. It was moved and seconded to approve the minutes. Motion carried.

**3.0 Reports**

**3.1 President's Report—Rory O'Brien**

- 3.1.1 Upcoming in Spring: Retirement Party (Peggy Ard asked what the faculty senate was doing about the retirement party). Rory suggested that the Faculty Senate start with planning this fall: pick a date and location that doesn't conflict with other events at a future meeting.
  - 3.1.1.1 James asked about using the stroke center. Rory felt that it was a lot of work to make it look like a party space but there are advantages to using it, including a beautiful outdoor space. Rory felt that the Sesnon House should be the location. Deborah brought up that the Sesnon House was not physically large enough. Rory will put discussion of the Retirement Party on a future meeting's agenda.
  - 3.1.1.2 Rory also brought up how to fund the Retirement Party, noting that it saps the resources of the faculty senate. Rory suggested selling tickets (with comp tickets for retirees and their families) or doing some fundraising. Jennifer asked about who is paying dues. Steve estimated that half the full time faculty is paying dues.
  - 3.1.1.3 Rory would like to raise dues (this will be discussed in Spring) to cover parties, scholarships, etc.
- 3.1.2 Classified Appreciation Week and Day: Longer range perspective, longer term planning. Encourage as many faculty members as possible to attend events. Need volunteers to be on committees—free to recruit from divisions
  - 3.1.2.1 James volunteered to do the music for the retirement party
  - 3.1.2.2 Virginia asked about the Horticulture center. Rory—issues with this include not being able to serve alcohol and limited kitchen space.

**3.2 Vice President's Report—Steve Hodges**

- 3.2.1 Scotts Valley Committee: planning coming along well. January 7, 2007 opening day (everything will be ready several weeks ahead of time).
- 3.2.2 CPC Meeting: Steve reported there were many budget requests: CPC—\$1 million in base budgets requests. Steve observed that it was necessary to spend this money, as all requests were critical needs.

\$172,000 base budget to be spent on supplies, Web CT, Department Expenditures, Temp Hourly wages, software, and professional development. Information Technology made a one-time request of \$260,000 for the Datatel conversion. Student Services requested \$70,000 in one-time and \$17,000 in the base budget funds: one-time funds for a document imaging systems and \$50,000 to equip the new health center. \$13,000 of the base budget will go toward staffing and \$4,000 for Datatel training.

- 3.2.3 Area B Meeting: Steve reported that they are prep for plenary session. Statewide: changing math and English requirements. Steve reported that there is money for schools that need support to build new programs in basic skills. Steve reported that new grading repeatability options would be available. Dale asked for copies of changes to repeats and grading.
- 3.2.4 Hartnell will be going on strike.
- 3.2.5 High School Articulation and outreach: Steve reported that on going efforts dealing with this.

### **3.3 VPI Report--Renee Kilmer:**

- 3.3.1 Faculty prioritization: Renee apologized for quick turn around. She reminded the senate the timeline this year allows prioritization to go to the November board. Renee provided hard copies of the 18 proposals. Still missing the numerical ranking (Rick still working on matrices). Handed out narrative and requisitions and will email the senate numerical ranking.
  - 3.3.1.1 Discussion of the number of faculty positions hired: FON is at 208, which allows five positions to be hired. FTES is still down 1% from last year. Reserve funds are very low and are not available. Classified staff positions are generally replaced. Arturo reported that counseling is down 2.5 positions. Nursing is asking for one full-time position.
  - 3.3.1.2 October 24 Meeting—Discussion of presentations: After much discussion, it was decided that the number of presenters invited to present at the October 24 meeting will be determined via email after the numbers are sent out, with a maximum of 12 presentations possible. Rory suggested that the senate revisit this process for next year in a future discussion. Steve volunteered to be a timekeeper and to make ballots but asked for help with data entry.
- 3.3.2 Budget: last spring budget augmentation requests were looking at critical needs or equipment requests--\$278,000. \$1 million in one-time funds. \$166,000 for basic skills: highly restricted most of it will go for professional development, curriculum development, high school articulation, tutoring. Met with Deans to allocate funds. \$500,000 base budget. Prop 20 (Lottery) dollars that go to instruction—funding on-going requests out of Lottery money, which allows them to fund almost everything that instruction has put on the table including funding the library, supply costs (lab courses), instructional software. On-going online curriculum development fund \$10,000 replaces Tech factor funds. Leadership institute: \$5,000 in an ongoing operational budget—perhaps for workshops, etc.
  - 3.3.2.1 Jennifer Cass asked if there were monies left over to finish the smart rooms (white boards missing and no response systems). Renee not sure if the response system were part

- of the original smart rooms. Renee will talk to Bob about this. Told Jennifer to put it in the SEI request so that it's documented.
- 3.3.2.2 Other funding issues: staff development funds at the state level, there will be some money coming from the state (go to staff development committee on how best to spend
- 3.3.2.3 RFP on teacher preparation which would refund Teachers for Tomorrow
- 3.3.3 SV: \$26,000 in instructional money and 1 CG
- 3.3.4 Calendar: board approved calendar and Renee will send out with tentative summer 2008 dates (these have not been approved because they are part of the next calendar).

#### **3.4 SEIU Liaison—Dale Attias:**

- 3.4.1 Minutes went out from SEIU council that characterized the Business Office and Human Resources as less than good places to work—this was not the intent.
- 3.4.2 Phone banking on Wednesday after work in support of Claudine Wildman
- 3.4.3 Marcy asked about decertifying from SEIU
  - 3.4.3.1 Card campaign, probably in March

#### **3.5 CCFT Liaison—John Govsky:**

- 3.5.1 Endorsed community college initiative, recommend faculty senate to vote to support this.
- 3.5.2 Contract Development Meeting Coming Up
- 3.5.3 Pick a Prof.: posting grades (collective grades by instructor), Cabrillo has not been contacted this company, company argues these grades are public information and this has not been tested legally
  - 3.5.3.1 Renee suggested creating a district policy—written board policy
    - 3.5.3.1.1 Rory will look into this further
  - 3.5.3.2 Marcy said this came up at the state level
  - 3.5.3.3 Dan explained that we don't calculate this information currently.
  - 3.5.3.4 Some colleges are handing over information because of the cost of legal fees
  - 3.5.3.5 Rory asked Renee to pass along any information that she gets.
  - 3.5.3.6 Discourage faculty from posting grades online—hurts our position
    - 3.5.3.6.1 Renee: posting of any kind is not legal not even on the door. Bob is looking into this issue.
    - 3.5.3.6.2 Rory: encouraged Renee to issue a memo because there was a lot of confusion

### **4.0 Information Items**

#### **4.1 Curriculum Report—Claudia Close**

Dale distributed list. Curriculum committee got through 2 crates of curriculum. Please see minutes of the curriculum meeting for specifics.

- 4.1.1 FYI: members of curriculum committee working with academic council to look at policy on transfer classes: lower-division parallel courses to UC/CSUs. Some courses, for example courses in an emergent field, when Cabrillo is at the cutting edge, cannot be offered because of this hurdle. This is a rare exception
- 4.1.2 Redoing curriculum handbook: this is what accreditation will be looking at. Scheduled additional meeting on Nov. 15--Claudia will come back to

faculty senate to report on this. Claudia asked faculty to look at current handbook-- Dale will get out curriculum handbook out electronically for senate to look at.

- 4.1.3 There was a motion to accept curriculum committee report. Motion was seconded and carried.

November 28 meeting is in conjunction with the foundation faculty giving awards. Free food and wine.

**4.2 Core Competencies:** Marcy suggested postponing core competencies until next time.

**5.0 Action Item—By-Laws Changes**

Postponed until next meeting.

**6.0 Discussion—FLEX Week Evaluation Forms**

Postponed until next meeting.

**7.0 Items from the floor**

- 7.1 CPC: Datatel and extra program add-ons. One will generate rosters. Paul suggested we talked to Bob about using the Vanilla version of the rosters. Paul volunteered to speak with Bob about options.
- 7.2 Dorothy: Flex week forms had a flaw, talked with Francine and it will be taken care of.
- 7.3 Steve volunteered to update lists of sub-committees. Look at what committees do and who is on them. Will work with Paul on this.
- 7.4 Topsy: Addendum to the accreditation report
- 7.5 Marcy: update the website to include what term senators are and when they are up for reelection.

**8.0 Adjournment**

- 8.1 Adjourned at 4:58.