

ACADEMIC SENATE of BAKERSFIELD COLLEGE

October 1, 2014 – 3:30 p.m.

Collins Conference Center

APPROVED MINUTES

PRESENT: Alisha Loken, Bill Kelly, Bryan Hirayama, Chad Newton, Denise Norris, Gayla Anderson, Greg Chamberlain, , Janet Tarjan, Jeannie Parent, John Giertz, Joyce Kirst, Kathy Rosellini, Klint Rigby, Ron Grays, Kris Stallworth, Lisa Harding, Mark Staller, Marsha Eggman, Nancy Guidry, Neal Stanifer, Brent Damron, Richard Marquez, Steven Holmes, Dan Kimball, Kurt Klopstein

ABSENT: A. Todd Jones, Andrea Thorson, Anna Poetker, Billie Jo Rice, Charles Kim, Christian Zoller, David Neville, Ishmael Kimbrough, John Carpenter, Jennifer Jett, Kate Pluta, Reggie Bolton, Wesley Sims, Simoneel Czar;

Call to Order:

The meeting was called to order at 3:32 p.m.

There was a motion to suspend the meeting agenda to Opportunity to Address the Academic Senate to accommodate Bonita Steele. Bonita Steele was invited to address the Senate regarding grant application and writing. M/S/C: Kelly/Rosellini

Opportunity to Address the Academic Senate:

Bonita Steele distributed a handout, "Grant Seeking: Finding the Fit." Grants are sought to achieve a specific objective, not to increase general funding or to achieve nebulous goals. The grant money should be seed money to make a sustainable change. Start with one or two areas of focus. Identify what you are already spending in that area, and how grant funds could help you improve the outcomes. Grant search is the first step. See what the grant has funded in the last few years to see its focus. See who is eligible and date new grant is due. Read RFA carefully. Try to talk to grant officer to get inside information about trends or pitfalls unless this is strictly prohibited by the RFA. Many times they require wide-ranging partnerships; these take time to assemble. What can we do before the grant or how can we repurpose internal funds to meet some of the needs, this looks good in the grant application. The handout lists several sources for grants. Make sure your institution is signed up correctly with the grant source. Verify that you have all materials submitted in the exact modality they require. Be clear how this new goal fits our existing strategic plan. Advanced planning is key (6-12 months).

Holmes questioned how we can utilize Bonita's services? Bonita sends notices regarding upcoming grants, and she ensures that we are institutionally certified for various grants. Bonita may be available for faculty who are exploring grants.

Rosellini asked if there was an internal formal document which must be submitted prior to completing a grant application. Bonita stated the BC President is interested in looking at any grant opportunities that are aligned with our institutional goals. Bonita would be interested in looking at specific grant opportunities for work groups to consider. There are 2 PDF forms in Board Policy that go along with grant applications: intent to apply and an approval sign-off form. Start early on getting all the necessary signatures and attach the grant application (or at least draft).

Review and Approval of the Minutes:

The minutes of September 17, 2014 have not been completed. The agenda item was tabled to the October 15, 2014 meeting.

President's Report (Holmes):Hiring in Progress:

The Athletic Director committee will be conducting interviews on Oct 15-16 or 24-25.

The Counseling committee is reviewing files and hopes to be completed by early November.

The Vice Chancellor of Educational Services committee is interviewing 4 candidates today.

Welcome New Senators:

Holmes welcomed 3 new senators: Kurt Klopstein (Math), Robbie Martinez (Performing Arts) and Dan Kimball (Physical Science).

Senate Assistant Position:

Tracy Hall is still providing the Senate assistance even though she has accepted a full time position under Nan. The Senate Assistant position is currently being publicly advertised. The hiring committee has been formed and will convene tomorrow to begin the screening process for a replacement.

District wide Share Governments Committee:

In the KCCD Elements of Decision Making published in 2012 it states there are 14 district-wide committees. As of today there exist 2: Consultation Council and the Fringe Benefit Committee. Senate Presidents serves on Consultation Council with just one voice among mostly district/college administration voices. Union and two other faculty are on the fringe benefits committee. There are several standing managerial committees, but faculty does not sit on those committees. A review of how effective faculty can be under this system should continue to be explored. Essentially faculty serves on no district wide decision making body.

Dual AD-T Degrees:

Nan is working appropriate language regarding this issue. Upon completion it will be forwarded to the Senate.

Baccalaureate Degree:

Gov. Brown signed legislation to allow 15 community colleges to pilot BA degrees. BC is applying to create a 4-year degree in Industrial Automation. Klint Rigby has details. If we are awarded this opportunity, it will require upper division coursework in many disciplines (math, science, English, etc.). This will be a long process with a target to begin 2017-18.

New Faculty Positions:

The FON for new faculty positions for 2014-15 is 14. However, in 2013-14 we hired 13 tenure track faculty positions, 5 over our FON. We are currently seeking additional counselor positions. Therefore, approximately 5 to as many as 7 new faculty positions may be available in addition to retiree replacements (not necessarily in the same department). There are numerous management and classified positions covered by the budget already via categorical funding under Student Success (SSSP). It is also hoped some of the grant funding will be allocated to individuals within student success

initiatives, through a stipend upon completion of training and participation area such as mentors, classroom intervention, African American Leadership, and Latino Leadership.

Staffing BC Print Shop:

Concerns regarding the closure of the print shop continue to exist. The machines are getting dated, and staffing is very limited (Bill Parker). The VP of Finance plans to bring a proposal to the table. Some discussion includes contracting out the service.

Shared Governance Committee Attendance:

Faculty is not required to complete an absence form if you miss a Senate or a Senate Shared governance committee (Assessment, AIQ, Budget, College Council, Commencement, Curriculum, EMC, EODAC, Equivalency, Facilities, ISIT, Matriculation, Pres. Scholars, PDC, PRC, Safety, Scholarship, Student Conduct) meeting. Contractual language does dictate department meetings and FCDC. Faculty concerns regarding department and FCDC meetings should be addressed to CCA.

Last Day of Student Activity for a W or F:

Within Banner a column for a student's "Last Day Attended" has been activated. When an instructor drops a student with a "W" the drop sheet will not ask for the "Last Date Attended". Faculty will need to enter the student's "Last Day Attended" on the grade roster page. When an instructor posts grades they will not be able to save nor send their grades if they have an "F" or "W" and have not entered the "Last Date Attended".

College Council Charge:

AIQ faculty co-chair is now a voting member. Also, newly elected Senate Presidents will serve 2 years. The College Council charge will be amended to recognize this change.

Budget Committee Charge:

The Senate By-Laws do not allow Executive Board members to serve as governance co-chairs. Currently, the Budget Committee charge lists the Academic Senate President as a co-chair. This will be changed in the Budget Committee documents. The Budget Committee document will read the Academic Senate President will serve as a member of the Budget Committee.

Co-Chair Reports

Accreditation & Institutional Quality (Pluta) – Report Submitted As Written

See <https://committees.kccd.edu/bc/committee/accreditation> for supporting documents

The committee

- has worked on Standard I.A Mission and Standard I.B Academic Quality and Institutional Effectiveness for the Midterm Report.
- has discussed the development of institutional effectiveness indicators and the institutional scorecard.
- is developing an institutional planning calendar, first capturing how we schedule things now and then making recommendations about how we could schedule planning activities more effectively.

If you have any questions, please check the committee pages, contact me, or contact your representatives on the committees. If your area has no representation on the committee, please consider joining us.

AIQ:Faculty: Basic Skills—Odella Johnson, *CTE—vacant*, General Education—Rachel Vickrey, Library—Kirk Russell, Program Review Liaison—Kim Nickell, Student Services—Bill La, Assessment Committee Liaison—John Carpenter, At-Large—Jennifer Jett, ILOs—David Neville, Scorecard—Janet Fulks.

Classified: Shannon Musser and 3 vacancies.

Administration: Nan Gomez-Heitzeberg (co-chair), Zav Dadabhoy, Anthony Culpepper, Todd Coston, and Michael Self.

SGA: Trina Goree and Roshelle Czar

Research representative from District Office: Lisa Fitzgerald

Assessment (Carpenter) Tabled 10/15/14

Budget (Holmes) Tabled 10/15/14

Curriculum (Rice/Carpenter) Tabled 10/15/14

Enrollment Management (Staller)

Staller reported the committee will be looking at goals: creating a 5 year strategic enrollment plan, increase information regarding enrollment to campus, and evaluating enrollment processes on campus. The committee will meet on October 21 from 2:30-4:30. Meetings are the 4th Tuesday of each month. The committee is looking for representatives in the CTE and Basic Skills area. It was confirmed Phil Feldman is listed as a committee member.

Equal Opportunity & Diversity Advisory (Hirayama)- Report Submitted as Written

EODAC held its first regularly scheduled meeting on September 19th. Primavera Arvizu has stepped in as the new Administrative Co-Chair for EODAC. We are happy to have her on board and look forward to her insight and leadership as we take on new projects over the upcoming year. We opened the meeting with a recap of last year's goals, accomplishments, and unfinished business and began brainstorming what is on the horizon for 2014 - 2015. It was clear to the team that last year's regrouping efforts were successful and this year it is about really making a difference and making our presence known on campus in any way possible. There are a number of projects that the college is putting on that EODAC may be helping out with. These were not identified as specific 2014 - 2015 goals but we want to lend a hand where we can. Some of the projects mentioned were Equity TV and the Equity Symposium as well as our continued work on the Student Equity Plan. At this point, some of this is just speculation and we will know more about EODAC involvement in the near future. EODAC held a special workday on September 26th to review the working draft of the Student Equity Plan. This workday was a success on a number of levels and individual committee members took home sections of the plan to review and offer constructive criticism for which I continue to receive and pass on to the appropriate section authors. Primavera, Corny, and I attended a workshop down south hosted by ASCCC at Mt. SAC on writing the Student Equity Plan. I think the three of us would agree that this workshop offered us a great deal of clarity for writing this plan and many of the suggestions shared in that workshop will be shared with the team writing the Student Equity Plan as we finalize that document. Academic Senate will be discussing that document in the near future.

ISIT (Marquez) – Report Submitted as Written

- First meeting of ISIT committee was held on September 9.
- Todd Coston, ISIT administrative co-chair, reminded group that ISIT does not make decisions but rather discusses technology issues brought from all the college departments and makes recommendations to the Academic Senate and the college president.
- The group is currently working on 2014-2015 committee goals.
- The group is also reviewing the 2014-2017 Technology Plan for approval. Department representatives have been asked to seek input from their constituents.

- Todd Coston updated group on telephone system upgrade and the equipment upgrades in the Humanities building.
- The ISIT co-chairs are currently involved in updating their Standard for the mid-term Accreditation Report.

Professional Development Committee (Giertz) – Report Submitted as Written

- AB 2885 was signed by the Governor. This legislation is designed to increase staff and administrative participation in professional development activities. It also designates a the general community college budget as the funding source, but does not guarantee funding.
- The PDC is meeting this Friday. We will
 - finalize our scholarship application form.
 - Learn more about updates for the Professional Development Website.

Program Review (Pluta) – Report Submitted as Written

See <https://committees.kccd.edu/bc/committee/programreview> for supporting documents

The committee

- has worked on Standard I.B Academic Quality and Institutional Effectiveness for the Midterm Report.
- is reviewing and responding to the Annual Updates and Comprehensive Program Reviews that were due Monday, September 29.

If you have any questions, please check the committee pages, contact me, or contact your representatives on the committees. If your area has no representation on the committee, please consider joining us.

Faculty: Academic Development—Kim Nickell, **CTE—vacant**, Curriculum Committee liaison—Billie Jo Rice, Art—Nancy Magner, Communication—A. Todd Jones, Library—Anna Agenjo, Faculty Chair and Directors Council—Jennifer Johnson, Student Services—Diane Allen, Assessment Committee liaison—John Carpenter, **all other academic departments—vacant**.

Classified: Meg Stidham and Kristin Rabe and **2 vacancies**

Administration: Michael Self (co-chair), Michele Bresso, Sue Vaughn, Diane Baeza, and Laura Lorigo.

SGA: **vacant**

Research representative from District Office: Michael Carley.

Other Reports:

Treasurer (Kim)

No report given. Kim absence due to illness.

ASCCC Representative

ASCCC Representative Position is vacant. The Fall Plenary is scheduled for November 13-15. We will be sending Janet Fulks, Kate Pluta, Andrea Thorson and the to-be-elected ASCCC representative (if available).

Union Update (Guidry)

The negotiating team met with the Administration team on September 15, 2014. Slow, but steady progress is continuing. The expired contract continues. See CCA web page for sunshined issues.

Student Representative (Czar/Kim)

Colton Nicholson represented SGA. SGA is supporting the new STEM center and other activities on campus. "BC Selfie" is the theme for Homecoming. There was a question by Chamberlain regarding the Tobacco-free initiative status. BC students voted for a tobacco-free campus. Consultation Council said all 3 campuses must agree to participate. It is in the hands of the KCCD legal counsel. Porterville already has a smoke-free campus!

Opportunity to Address the Senate:

BC Foundation - Renegade Fund (Gelder)

Mr. Gelder of the BC Foundation has been scheduled to address the Academic Senate on October 15, 2014. He will be discussing the Foundation Renegade Fund: purpose and process to obtain.

Additions to the Agenda:

A call for additions to the agenda received none.

Faculty Appointments:

ASCCC Representative Election

Holmes indicated there is currently a call for ASCCC nominees. The nomination period will close on October 6, 2014. The ASCCC Representative election will be conducted from October 7, 2014 to October 14, 2014. Currently one nomination has been received, Janet Fulks.

Behavioral Science Department Chair Election

Becki Whitson has resigned from the Behavioral Science Department Chair position. A call for candidates has been made. The nomination period will close on October 2, 2014. The election is scheduled for October 2, 2014 to October 7, 2014. The Senate has received one nomination, John Carpenter.

Unfinished Business:

Academic Senate Goals

E-Board submitted revised goals.

1. Focus on improving student success. (10 +1 #5)
2. Develop a process for the determination of appropriate class sizes. (10 +1 #1)
3. Foster a sense of community and improve collegial consultation & communication in college and district communities. (10 +1 #6)
4. Imbed Accreditation, Assessment, Curriculum, and Program Review into the culture of the college. (10 +1 #7)

There were questions regarding how these goals will be assessed. Comments and suggestion should be sent to Thorson/Staller. E-Board will consider and make any necessary change. Goals will be voted on at the Senate meeting October 15, 2014.

BC Standing Committees

Holmes noted the following additions to the standing committees:

Assessment: Adel Shafik (Art) and Lily Primentel-Stratton (FACE)

EODAC: Adel Shafik (Art)

PRC: Bernadette Towns (FACE)

There was a motion to confirm the faculty members to the committees. M/S/C: Stanifer/Kirst

Strategic Planning Taskforce

Kate Pluta is chair. We need 2 more faculty to serve on this committee. Please volunteer for this important committee. The committee will conduct monthly meetings. The document timeline for completion is April 2015.

It was noted, the Health & PE department chair Brent Damron sent an email to all faculty in his department thanking each one who is serving on a committee. This also spotlighted those who are not serving on any committees and is often helpful in seeking out faculty to fill vacant committee spots. Alisha Loken, Nursing, asked for all committee meeting times to be posted in one place, such as on the Senate list of committee members. Perhaps the new Senate Assistant can do that task.

SSSP Vote

The SSSP will go to the Board of Trustees on October 9, 2014. There was a motion to approve the SSSP. M/S/C: Rosellini/Chamberlain

Social Science Department Chair Nominee

The social science nomination election has concluded. Jason Stratton ran unopposed. There was a motion to confirm the election and forward Stratton's nomination to the college president. M/S/C: Stanifer/ Chamberlain

New Business:

Prerequisite Language/Form

Administration is working on language regarding the wavier of prerequisite for degree.

Policy 10A Proposal

The Chancellor brought a proposed change of Board policy 10A to Consultation Council. See Senate handout packet. There are some concerns. Policy 10A5B5 and 10A5B16 are being proposed to be eliminated. These policies relative to District Board Policy Manuel and Collegial Consultation with Academic Senates require "Rely Primarily Upon the Advice and Judgment". There are also accreditation-related issues. Standard IV D.4 states CEOs of the colleges to implement and administer delegated policies without interference. The proposed language is deleting all listed delegated duties. Proposed language states presidents carry out duties as may be assigned by the Chancellor and presidents shall have the authority to delegate responsibilities as approved by the Chancellor. Presidential duties are generally being eliminated from Board policy with no additional reference of where they may be identified. Unlike proposed policy 10A6 - Responsibilities of Management Staff, there is no reference to the President's job description. Chancellor's duties will also be eliminated from board policy, and will just be listed in contract which is only available to the campuses or public through request. If the contract is made readily available, the changes to the Chancellor's duties could be acceptable. Presidents' contracts should also be readily available. Board policy changes are usually vetted at one meeting, then voted on at the next meeting. Steven Holmes will be in Bishop for the next meeting, and will report back. If it is voted on at that meeting, the Senate supports a resolution against it due to failure to rely primarily upon faculty. Senate supports an email from Steven to the Chancellor this week confirming this item will not be presented to the Board without it being re-addressed at Consultation Council.

Resolution – HR Hiring Process

Kirst proposed the consideration of a resolution regarding the inefficiency of the Human Resource department to process new hires. A draft resolution was presented to illustrate concerns. Senators were asked to share these concerns with faculty and generate feedback. The issue will be addressed at

the next meeting. It was noted to attempt to include the Academic Senate's May Resolution regarding HR into the potential new resolution.

Good and Welfare:

No correspondence had been received.

Adjournment:

The meeting was adjourned at 5:17 p.m.

Respectfully Submitted,
Steven Holmes