

# ACADEMIC SENATE of BAKERSFIELD COLLEGE

October 15, 2014 – 3:30 p.m.

Collins Conference Center

UNAPPROVED MINUTES

**PRESENT:** Alisha Loken, Andrea Thorson(EB), Billie Jo Rice (EB), Chad Newton, Charles Kim (EB), Christian Zoller, David Neville, Gayla Anderson, Greg Chamberlain, Ishmael Kimbrough, Janet Tarjan, Kurt Klopstein, Jeannie Parent, John Carpenter (EB), Joyce Kirst, Kate Pluta (EB), Kathy Rosellini, Klint Rigby; Kris Stallworth, Lisa Harding (EB), Mark Staller (EB), Marsha Eggman, Nancy Guidry, Neal Stanifer, Jennifer Jett, Steven Holmes (EB)

**ABSENT:** A. Todd Jones, Anna Poetker, Bill Kelly, Bryan Hirayama (EB), Denise Norris, John Giertz, Reggie Bolton, Brent Damron, Richard Marquez, Dan Kimball, Robbie Martinez, Wesley Sims (EB), Simoneel Czar

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## Call to Order:

The meeting was called to order at 3:34 p.m.

There was a motion to suspend the meeting agenda to Opportunity to Address the Academic Senate to accommodate two guests, KCCD Trustee candidate Dr. Rick Wright and BC Foundation Director, Tom Gelder. Tom Gelder was invited to address the Senate to speak on the Foundation's Renegade Fund.  
M/S/C: Rosellini/Harding

## Opportunity to Address the Academic Senate:

KCCD Trustee candidate Dr. Rick Wright, a former BC President, BC Dean, BC Professor and KCCD Consultant, is running for KCCD Board of Trustees to replace Pauline Larwood who is retiring. Wright spoke about community's need for technically trained and highly educated employees. He feels BC has drifted away from the community in some ways. If elected he wants the community and the colleges to work cooperatively, such as through internships. He is also concerned about student outcomes. He learned how to learn in college. He developed a system for learning. Today's students, and tomorrow's employees, need to gain learning skills. Wright is also concerned about the college environment. The college used to be a nurturing environment for employees and students. Unfortunately, it's not that way anymore: the hiring process is burdensome; finances are too tight; and decisions are not made in a timely manner with appropriate input.

Rosellini asked about the role of faculty within the district. Wright said faculty is close to the students. He was the college President during shared governance (AB 1725) implementation. He saw the tension with the district and supports faculty involvement.

Pluta asked about the decision process and deliberation activities regarding the Board, how decisions by the Board are to represent the whole, not the college. Wright said he would ask questions and ask for reports to ensure community needs were being addressed.

Staller asked about time lines toward the election on Nov. 4. Wright responded John Alexander, a Bakersfield Dentist, who has a history of giving free service to many BC students, is also running for one of the 2 open Board of Trustees positions.

Tom Gelder is the Executive Director of Bakersfield College Foundation. He said the Foundation wants to improve fund-raising, and work more closely with faculty and staff to ensure it is strategic. They are in the process of hiring an Alumni Donor Relations Director who will use a new software program, Razor's Edge, which will help target alumni and other donors. He said BC's Foundation database is "the worst he has ever encountered". Norm Levan's gift doubled our Foundation account to \$30 million. This is a generous gift! Other fund-raising successes, too, have contributed to the Renegade Fund. Many people think the fund only supports football. They are exploring guidelines for how to spend the funds strategically, and in a way that might elicit additional funds. The Foundation Board will be meeting on November 1, 2014. If you have suggestions for how to access this fund, send ideas to Gelder. The ideas can come from staff, faculty, student groups, etc. For example, Financial Aid asked for new software last year, so they could better track their student scholarship funds. In conclusion send ideas for Renegade Fund guidelines or expenditure needs to Foundation Office before Nov. 1<sup>st</sup> or thereafter.

Rosellini asked about the committee that would be making decisions on how the Renegade Fund would be spent. Gelder said campus reps (faculty, students, administrators, community members, and others would serve on the committee in addition to the Foundation Board.

Holmes asked about the process for reporting the expenditures. It makes sense that people who want to donate would want to know how the funds are spent. Perhaps there would be training in fund raising, and matching gifts to inspire people to do more fund raising.

#### **Review and Approval of the Minutes:**

There was a motion made to accept the minutes of September 17, 2014. M/S/C: Rosellini/Stanifer  
There was a motion made to accept the minutes of October 1, 2014 as corrected. M/S/C:  
Chamberlain/Stanifer

Kirst recommended placing Opportunity to Address the Senate at the beginning of the agenda to eliminate the consistent need to suspend the agenda to accommodate guest.

Chamberlain requested the minutes indicate Co-chair Reports are being reported through written reports.

#### **President's Report (Holmes):**

##### Hiring in Progress:

The Athletic Director committee conducted interviews earlier today, October 15, 2014.

The Counseling committee will be conducting interviews next week.

The Vice Chancellor, Educational Services conducted interviews on October 1<sup>st</sup> 2014. No appointment has yet to be announced.

##### Senate Administrative Assistant Position:

The committee is currently reviewing files. Phone interviews are scheduled for October 27, 2014. In-person interviews will be conducted on November 14<sup>th</sup> 2014. Holmes asked if historical delays in hiring might partially be due to scheduling problems of committee members. He reported the HR process is running smoothly for this position.

##### Dual AD-T:

The E-Board received language for Dual AD-Ts. Numerous issues were addressed with the language. Billie Jo Rice will work with Michelle Pena to iron out concern before bring it to the Senate.

Budget Committee Co-Chair:

The Budget committee charge list the Academic Senate President as Co-Chair. The Academic Senate By-laws prohibit executive officers from serving as co-chairs. The budget committee will be drafting a charge change. It will go to E-Board and then Senate.

Staffing in the Print Shop:

There has been no further information provided on this issue. VP Culpepper continues examine potential options.

Last date of Student Activity:

Holmes observed that Banner does not import the students' voluntary drop date into the "last date of activity" column. However, Banner will not allow us to advance to the next screen of students or submit grades until we enter the date of last activity. We need to enter this date from our own records, even when students drop a course themselves. CC just subtracts 14 days from the drop date. This may not be accurate. Keep accurate dates of student activity and/or attendance for ALL students! Kim said that even past Ban Web grade pages asked for last date of activity, such as for students who had had an incomplete. Holmes said, we will not report last date of activity for previous semesters. Move forward! A question was posed: For positive attendance courses, will be need to enter a date of last attendance, too? Holmes said most classes are not technically obligated to take attendance every day; however, we are required to know the last date of student activity. As for the positive attendance course, Holmes would bring the issue forward.

ASCCC Exemplary Program Award:

Janet Fulks and Sonya Christian are planning to submit the MIH program for this award. J. Parent asked if we know the outcomes of the MIH program yet, since it is so early in the program. Holmes had not seen any particular data on its success, but looks forward to viewing the application and hopes the Senate will be able to support it.

Area A Meeting:

Holmes will attend the Area A meeting in Sacramento on October 24' 2014. Tuesday evening he received numerous resolutions from ASCCC. Holmes will send the document to all Senators and will be addressing concern with the E-Board next Wednesday before leaving for the Area A meeting.

MOU's:

Holmes and Thorson met with President Christian and Vice President Instruction Gomez-Heitzeberg regarding department MOUs negotiated with Deans. A few years ago the Communication department signed a MOU regarding raising class size. The Dean who made the agreement has since left the college. The new Dean has since not recognized its standing. Currently effected groups are discussing has to best resolve this issue. Basic rule: Don't enter any MOUs with your Dean; Deans do not have the authority to enter into a MOU. If this becomes necessary seek the agreement only with the college President.

**Co-Chair Reports**

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

See [https://committees.kccd.edu/bc/committee/accreditation for supporting documents](https://committees.kccd.edu/bc/committee/accreditation%20for%20supporting%20documents)

### *The committee*

- monitors the Accreditation Midterm Report process.
- has discussed the development of institutional effectiveness indicators.
- 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.

**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) - Report Submitted As Written

Both Assessment Committee Co-chairs and committee member David Neville were asked to attend an ACCJC Assessment Workshop held at College of the Sequoias on Friday, October 3, 2014. As a result, the regularly scheduled Assessment Committee Meeting was cancelled.

- The workshop provided some excellent information and direction related to the whole process of regional accreditation.
- The keynote speaker was Dr. David W. Marshall who provided an exceptional presentation directed less at accreditation concerns and more at using well designed assessment tools to better address student educational needs.
- There were also multiple opportunities to interact with other community colleges and discuss common concerns related to the overall assessment processes (including CurricUNET issues).

There are two areas of ongoing work on the part of the Assessment Committee:

- Providing the necessary information for the completion of the ACCJC Mid-Term Report
- Creating a campus-wide assessment plan that maps all levels of learning outcomes (institutional, general education, program, and course) which will allow for a greater degree of impact with fewer actual assessment events.

There was a brief discuss regarding the report. Carpenter reported we can look at having a somewhat formalized assessment plan to go campus-wide in the near future. Staller asked if there will be a Spring Assessment showcase this year. Carpenter said there is not plan for one this year.

### Budget (Holmes) - Report Submitted As Written

The Budget Committee met on September 22, 2014.

1. A review of the Committee's Charge and Goals took place. Currently, the Academic Senate Bylaws do not allow an executive officer to be a co-chair. The Budget Committee's charge list the Academic Senate President as a co-chair. The committee charge will need to be changed. It was also noted there is a faculty vacancy.
2. The Budget Allocation Model (BAM) was discussed. There was an interest in revisiting BAM. The allocation model was to be reviewed annually. Holmes would address this issue at District Consultation Council on September 23. BAM and a developed annual program review should tie together. It should be retitled an Effectiveness Model. Part of the discussion will be if decentralizing services within campus would be more effective than at the district level. Possibly a comparative analysis with similar single and/or multi-college districts could be conducted.
3. The main focus for the Budget Committee will be the following items:
  - a. Program review – revisit and directly see link between program review and budget; department budgets need to come to the budget committee.
  - b. BAM
  - c. Accreditation Midterm Report
4. Accreditation Midterm Report
  - a. Section III. D. of the Midterm Report is Financial Resources. The chairs are John Gerhold and Anthony Culpepper. The Budget Committee consists of the standard review committee members. Members divide the 16 bullet areas among themselves to work in small groups. Members will post all relevant evidence to support the item in the shared drive; other team members will be consulted to assist in the writing to support the item evidence.
5. Budget Development Timeline: The Budget Development Timeline provides a guideline for budget development. Culpepper and Holmes will review and incorporate a period for department budgets to be reviewed by the Budget Committee.
6. Full-Time Equivalent Student (FTES): In the past BC has reduced classes due to funding. When we do not have classes and we are turning students away, we are not leaving a good impression on the community. The state is willing to fund up to 2.7% growth for 2014-15. Tom Burke had stated to Sonya we can grow up to 3.4%. Anthony has calculated for a 4% growth. The perception is BC is not meeting the 50 percent law compliance. We are internally at 61%. The numbers will be finalized after Consultation Council.

There was a brief discussion regarding the report. Holmes reported due to funding formula at state potential being changed, BAM will not be evaluate. BC budget process will now include Department budgets being reviewed by the Budget Committee. Pluta asked for the new plan to be forwarded to AIQ when it is available. Rosellini asked a question regarding the reported 61% percent of budget spent on instruction. Holmes said the District reports the 50% law data in two ways: district wide and by colleges. Currently these numbers are 49.95% and 61%, respectively. Yet, when the 50% law is reported by colleges it does not incorporate their share of district expenses.

### Curriculum (Rice/Carpenter)

At the beginning of the semester a list was sent to each of the departments regarding courses that were due this semester for revision to maintain on-going compliance. Keep in mind, to meet the deadline for the December 18<sup>th</sup> Board of Trustees meeting and for inclusion in the 2015-2016 catalog the courses

must be submitted by October 28<sup>th</sup> to be on the October 30<sup>th</sup> (first agenda) and then on the November 13<sup>th</sup> (consent agenda). Once a course is submitted for revision be sure to track the progress of the approval status of the course in CurricUNET to ensure that the course is reviewed in a timely manner.

The next Curriculum/Assessment Clinic is scheduled for October 22 (Wednesday) in LA 225 from 10:00 – 11:30 a.m.

There was brief discussion on the report. Staller asked how the meeting attendance has been. Rice thought attendance was fairly good. Chamberlain inquired about a Friday meeting option. Rice said that has not been possible due to other meetings.

Enrollment Management (Staller) Tabled 10/29/14

Equal Opportunity & Diversity Advisory (Hirayama) Tabled 10/29/14

ISIT (Marquez) Tabled 10/29/14

Professional Development Committee (Giertz) Tabled 10/29/14

Program Review (Pluta) – Report Submitted as Written

See [https://committees.kccd.edu/bc/committee/programreview for supporting documents](https://committees.kccd.edu/bc/committee/programreview%20for%20supporting%20documents)

*The committee is*

- reviewing and responding to the Annual Updates and Comprehensive Program Reviews.
- discussing how to handle program reviews that come in late or do not come in at all.
  - For example, some programs submitted position requests to meet the FCDC deadline but did not submit program reviews.

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.

There was a brief discussion regarding the report. Pluta reminded us one of our strategic goals is oversight and accountability. What do you do if a department doesn't do a program review or a narrative, yet submits a position request? This will be discussed. The program reviews and updates are being reviewed now. On October 27, 2014 checklists will be returned. After that we will be surveyed for input. Two people review each program review, and then create the checklist together.

**Other Reports:**Treasurer (Kim)

Kim reported money is going into our account, but it is not hitting Zennie's account. This is also happening with student accounts. Cash is given to Debbie in Foundation, but no receipts are available.

ASCCC Representative (Vacant)

Holmes reported the Fall Plenary is scheduled for November 13-15. We will be sending Janet Fulks, Kate Pluta and Andrea Thorson.

Union Update (Guidry)

Guidry reported new items have been put on the table. The negotiations are on-going. Rosellini asked when we might ratify the contract. Guidry said that there might be a vote this semester.

Student Representative (Czar/Kim)

No student representative was present.

**Additions to the Agenda:**

A call for additions to the agenda received none.

**Faculty Appointments:**BC Standing Committees

Shohreh Rahman was appointed to the EODAC. M/S/C: Tarjan/Parent

ASCCC Representative Election

The ASCCC Representative election concluded on Tuesday October 14, 2014. Janet Fulks was elected. The election results were confirmed by Jennifer Jett, Mark Staller, and Andrea Thorson.

Behavioral Science Department Chair Election

John Carpenter won the nominee election. To expedite the process the E-Board confirmed the election. Carpenter's name has been forward to the President. Carpenter will probably begin his new position January 1, 2015.

Strategic Direction Task Force

Kris Toler, Lora Larkin, Barbara Braid, Shane Jett and Odella Johnson were approved to serve on the Strategic Direction Task Force. M/S/C: Chamberlain/Thorson.

**Unfinished Business:**Academic Senate Goals (Thorson/Staller)

The following goals were reviewed by the Senate on October 1, 2014. One week was provided to acquire Senator's/constituency feedback. Feedback would be sent to the Thorson /or Staller who would then provide recommendation to the E-board. E-board would bring goals back to Senate today. No feedback was received. A suggestion was made to change the spelling of "Imbed" to "Embed in goal 4. A motion was made to approve the goals as corrected. M/S/C: Stanifer/Thorson

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)

#### EMP Vote (Holmes)

There are no changes to the existing posted document. A motion was made, but not seconded. Tarjan asked to delay the vote to the next meeting so we can continue to consult with our areas. Tabled.

#### Policy 10A Proposal (Holmes)

Holmes reported the proposed Policy 10A changes did not appear on the canceled Board of Trustees last agenda. This gave a small group (Strobel, Pluta, Culpepper and Holmes) the chance to meet with Chancellor Serrano. Serrano did not know that any of the suggested changes came under “rely primarily upon” Senate. She will take it back to legal counsel and human resources to have it properly addressed. Holmes wants direction from this Senate regarding Policy 10AB5 and 10AB16, the two policy requiring Senate input. Thorson said these two points directly affect our President’s voice and choice in appointing representatives. Discussion ensued. If these items are taken from the Board Policy and placed in the contracts, then the President’s contracts must be readily available. Tarjan expressed concern about allowing activities to be removed that are specifically under Senate’s “rely primarily upon” areas. Thorson said we should not allow items to be removed from Board Policy unless there is evidence that they are doing harm. Holmes will take this back to Consultation Council. There was nearly unanimous support for keeping these powers in Board Policy.

Chamberlain stated that he would like to ensure that the Board will place any items that are removed from Board Policy in a new conspicuous location. We support a policy in which any and all changes in duties will be immediately posted in a public, transparent document that is readily available (not just available by request).

#### HR Hiring Process - Resolution (Kirst)

No report was available. Kirst will acquire May Resolution regarding HR to fold into concerns. Issue Tabled.

#### **New Business:**

There was no new business.

#### **Good and Welfare:**

John Cunningham, Senate Scholarship recipient last year, sent a thank you note to the Senate.

#### **Adjournment:**

The meeting was adjourned at 5:01 p.m.

Respectfully Submitted,  
Steven Holmes/Joyce Kirst