

ACADEMIC SENATE of BAKERSFIELD COLLEGE

January 28, 2015 - 3:30 p.m.

Collins Conference Center

UNAPPROVED MINUTES

PRESENT: Alisha Loken, Andrea Thorson (EB), Anna Poetker, Bill Kelly, Billie Joe Rice (EB), Brent Damron, Bryan Hirayama (EB), Chad Newton, Charles Kim (EB), Colton Nichol森, David Neville, Denise Norris, Gayla Anderson, Greg Chamberlain, Janet Tarjan, John Carpenter, Joyce Kirst, Kate Pluta (EB), Kurt Klopstein, Kathy Rosellini, Klint Rigby, Nancy Guidry, Neal Stanifer, Reggie Bolton, Ron Grays, Richard Marquez (EB), Steven Holmes (EB), Wesley Sims (EB)

ABSENT: A. Todd Jones, Christian Zoller, Dan Kimball, Ishmael Kimbrough, Jeannie Parent, Jennifer Jett, John Giertz (EB), Kris Stallworth, Lisa Harding (EB), Mark Staller (EB), Marsha Eggman, Robbie Martinez

GUESTS: Abe Ali, Dena Rhoades, Primavera Arvizu

Call to Order:

The meeting called to order at 5:33p.m.

Opportunity to Address the Academic Senate:

There were no requests to address the Academic Senate.

Announcements

*Tarina Perry was welcomed to the Academic Senate as the new Administrative Secretary.

a. HR Resolution

It was announced that Abe Ali, Dena Rhoades and Primavera Arvizu have been invited to the Academic Senate meeting to speak about the HR Resolution. They will be giving an overview of what changes have been made over the Christmas break, as well as, during the last semester so that we're hopefully ironing out the difficulties that we we're seeing with student and faculty employment. They will take your comments and concerns to see how they can make the process even firmer. We expect them to be arriving late and at that time he will ask the Senate to suspend the Agenda.

b. Baccalaureate Overview & Courses

It was announced that the College was awarded one of the 15 Baccalaureate Degree Programs. The Executive Board recommended that Liz Rozell come to the February 11th Academic Senate meeting to give an overview of some of the courses that we will be developed since we have some jurisdiction over the curriculum development. Liz is scheduled to come to the Feb 11th Academic Senate meeting.

c. Strategic Directions

Last Fall we have been reviewing the Strategic Directions and requesting feedback from all groups. We will move Kate Pluta's Strategic Direction presentation to February 25th instead of the 11th to accommodate Liz Rozell's BAS presentation.

Additions to the Agenda:

There were no additions to the agenda.

Review and Approval of the Minutes:

A motion was made to accept and approve the minutes of December 3, 2014, as presented.

M/S/C: Kirst/Rosellini.

President's Report (Holmes):

Exemplary Award

Bakersfield College received the Exemplary Award for the MIH program for which Janet Fulks did an excellent job representing the program and Bakersfield College. There were two honorable mentions: LA Pierce with a recruitment plan and Santa Barbara with dual enrollment. The Santa Barbara program had every student in the 9th grade in SB school district required to take a college class regarding personal growth for graduation. The MIH program was much vaster program in contrast the other two.

District Consultation Council

A large amount of Board Policy was reviewed at District Consultation Council and some is on today's agenda. Copies can be provided if anyone is interested.

- **BP 4A8- Student Fees**
This item mostly deals with nonresidents that are taking less than 6 units. The general consensus was "no" and the item will move to the Board of Trustees' meeting for a vote. There was general discussion regarding minor changes was presented by Vice chancellor Betty Inclan, who was open for further discussion.
- **BP 4A8F- Course Audit Fees**
There are minimal changes and this item was noncontroversial. The main discussion had to do with questions regarding the audit fee, which is \$15/unit and should this be the same as an enrollment fee? Furthermore, should it be in Ed Code? Currently this is part of the legislation and should be advocated at the state level.
- **BP 4B3-Distance Education**
This item is something that the Academic Senate discussed last Spring. There was a lot of discussion on whether instructors would have to respond back to students within 48 hours. The Academic Senate along with Porterville College took a stand that it should be 72 hours. It was changed back to 48 hours and does not include non instructional days, holidays, and Saturday/Sunday (weekends). This will come back to District College Council for more discussion. It was important that response time was M-F within 48 hours. It was noted that language will be specific on what a hybrid course is for clarification.
- **BP 4A3C-Priority Registration**
We had already come to a conclusion with this item. This is a procedure and not a policy; therefore, it does not need to go to the Board for approval.

Board Policy Matrix

Since there is so much board policy being revisited, the Bakersfield College staff asked that a new system be developed. It was recommended to have a matrix along with some type of rationale. There was a general consensus that that was an appropriate thing to do. It was mentioned that there is a statewide organization, the California Community League College (CCLC) which has services to update board policy as it pertains to Ed Code changes. The District Consultation Council is looking into this so that our Board Policy will always be current with Ed code policy. It was mentioned that we subscribed for years to this service.

Part-time Employee Health Care Plan

There is a health insurance plan ready to go into effect for all part-time employees for this Fall called the Anchor Bronze plan. The co-pays are \$482 a month per employee and \$753 per family. If you are no longer an employee you can keep the plan by choosing to pay into it. This plan is through the District, it is employee paid and has a high deductible. The plan works on the Federal fiscal year cycle (Oct 1-sept 30). If an employee feels the rate is too high, he/she can file a petition and the school can be fined \$250 per month while the employee is employed. Vice Chancellor Tom Burke has done a risk assessment on a worst case scenario, which amounts to \$120,000.00/year. Workshops will be scheduled for explaining this plan throughout the District.

Accreditation

The District has created an Accreditation Standard districtwide committee that deals with Shared Governance. Some of those representatives will be meeting with the Chancellor and some of the other schools to iron out some common language for that section of Accreditation.

Service Units

The District came up with an evaluation scheme of their service units. They were to complete this evaluation by Dec. 18th. It has been completed and it will be posted on the Chancellor's web site after it is shared with the Board of Trustees.

Academic Renewal

Following the District Consultation Council the three Academic Senate Presidents met with Chancellor Serrano. The primary discussion was that Cero Coso wants to make changes to the Academic renewal. The current policy is that after 5 years you can wipe out 20 units and to have this reduced to 1 year. Porterville College shot this down. Chancellor Serrano informed all that Ed Code states that it is 5 years.

Duplication

Steven Holmes and Nan Gomez-Heitzeberg met regarding duplication and they are aware of our concerns. There is no "walk-up" service, no additional staff, and no new machine for the first week of school for Bill Parker. Ricoh, current service holder, has recently been purchased by Ray Morgan who is not overly excited taking over our machines because of their age.

Prerequisite Language

It was reported that Nan Gomez-Heitzeberg is addressing this item with the Counseling Department, in particular, Kathy Rosellini. Together they are getting a committee together for editing and content for the catalogue.

Retirement

The SERS newsletter was referenced in regard to the amount of fees that the institution is paying into retirement, which is significantly rising. These types of things are a negotiable item. It was mentioned that starting at 2010 that upon retirement you can only max out at 2.25 (63yrs old).

** There was a motion to suspend the agenda to accommodate (a) HR Hiring Process-Resolution. M/S/C: Rosellini/Chamberlain

Steven Holmes introduced three guests to the Academic Senate: Abe Ali, (Vice Chancellor), Dena Rhoades, (HR Manager) and Primavera Arvizu, (Director). They have been invited because of concerns about hiring and have been asked to give an overview about what steps have been taken in the last semester and over the winter break that might alleviate some of our frustration in the hiring process. They are willing to listen to some problems we are having. Those that they were not aware of, they will work on.

Student Employment

Primavera Arvizu addressed student employment and explained that we went from having two job development specialists to only having one, as well as, two implementations that began in the Fall. One was Web Time entry and the second was Live Scan, so these implementations along with limited staffing caused delays. Delays were up to three weeks. It was at this time, it became known the process had an issue to efficiently and adequately move students through the process in various departments. Primavera's department began to address these issues by joining with Dena Rhoades, HR to find ways to streamline the process. Both sides were addressed, department and student, so that a "one stop shop" was created.

HR

Dena Rhoades informed the Academic Senate that HR took student employment under their umbrella and have brought in the Job Development Specialist into HR. In the past there used to be "one-on-one" appointments with students for orientation and now we have group orientations, some up to 20 students at a time. In addition, groups of SI leaders and tutors are being brought in. 80-90% of the SI students have been hired this past semester where in the past they would have to wait on a walk in basis. Also, HR is going to Delano to do group sessions and bring the Live Scan machine, which was discovered is portable. When a group session is held, students are asked to bring in their licenses and requirements, they are shown how to do Web Time entry, process their Live Scan and someone is present to assist each one of them with any issues.

Part of the Web time entry process is having HR prepare paper work, enter into Banner and then that information goes to the District Office where they build the jobs. Once this is completed the students have access to their timesheet. Once the students have access to their timesheet an email is sent to the students and supervisor that they are ready to start work. This new process has probably taken it from a *two-three week* process to a maybe a four (4) day process depending if the student has all his/her necessary information.

It was noted that Susan Pinza, Eileen Pierce, Monica Huyck (Delano) have been wonderful with getting the students prepared to rush the process.

It was mentioned that if there is an issue with the Live Scan machine there is a provisional process in place, so that students are allowed to start work. However, if they do mark they have something on their record, then HR is required to wait until they hear back from the Department of Justice (DOJ). The DOJ does not have any time limits and sometimes takes several days to several months to respond. HR has asked if they can reprint, but were told that could further lengthen the process. This process has been reduced from 14 steps to 4 or 5. The Live Scan issue concern was addressed by Abe stating that the Live Scan only affects 1 out of 5 individuals where it didn't scan right that would cause a major delay. Dena added that when that happens if there is no offense, they will do a provisional hire and when they hear back from the DOJ, they can rescind the offer and end employment.

Faculty Employment

Kathy Rosellini shared her concerns with Faculty Hiring. She explained they were given money to hire new counselors and this process started in May. The applications were taken in June. The final employment offer took place in January. This was a nine month process and was an unacceptable length of time to hire a faculty member. It was mentioned that Sue Grainger-Dickson, Interim Dean had retired June 30th. Regardless of this retirement someone could have signed off the application process in her vacancy. Kathy also addressed a second issue that she had been reprimanded for contacting the District HR for information on why the process might have been taking so long.

To summarize, regardless of what the situation is, as a campus, as a district, as a group of professionals we need to ensure applicants are employed in a timely manner. HR needs to ensure that the hiring process continues on with an even flow and if it stumbles somewhere then it becomes a District Office responsibility to find out where it is stalling. There are a lot of inconsistencies. Many Academic Senate members have served on committees where the committees have worked like clockwork, and many have sat on committees where there have been many problems with delays. The frustration lies with not knowing and the lack of communication. It was recommended that HR be more proactive in monitoring the screening committee and if there is a delay to address this issue.

Vice Chancellor Abe Ali inquired if we had a hiring process during the summer and if faculty were appointed to committees during this timeframe? The consensus was "yes". Abe explained that the timing is not good if the Dean is leaving if this hiring process is taking place over the summer; there will be scheduling problems. Abe further addressed that the Vice President should have signed off the application process; however, he would have to research the situation to find out exactly what happened if this is what the Senate requested. Abe reinforced that HR wants just as much as everyone to move the application process along in a timely manner.

There was much discussion on the topic. Abe addressed that to hire faculty over the summer is a difficult situation in itself and it is usually hard to solicit applicants over that time period. The Academic Senate responded that we have always solicited for faculty over the summer (May, June, and July) and do ensure the Academic Senate Office is available to respond to the administration for any reason.

Questions were raised about how the hiring process is tracked and ways to find out if the process is moving along effectively. If it is not, then we need to be able to fix that right away. It was recommended that we have a system where the candidate is updated

electronically as to where the committee status is (if the application has gone to the committee for review). So that he/she can plan his/her professional life.

Abe is willing to look into these answers to find out where the breakdown is because it could be at the College/department level. Abe informed the Senate that HR can be proactive in where things are at, when they are posted, what the status is, be available to the committee, ensure that people are involved, as well as, the applicant.

Abe addressed his concerns of being apprised of a problem through a resolution at the Board of Trustee's meeting without ever having sat down like this to explain the process, discuss concerns and also learning that the student employment wasn't fairly depicted, which has nothing to do with HR until the student is to be paid and the appointment process was taking time. Abe advised the Senate that he can fix a lot of problems before it amounts to a resolution and goes to the Board of Trustee's. He is not saying to do a resolution, but is asking that HR be awarded the due process opportunity to respond as in any department. Abe would like the opportunity to talk to the Academic Senate at any level deemed necessary to discuss changing the way we do business.

Brent Damron explained that, in his opinion, the HR Resolution was not an accusation, but something that has brought forth a lot of the explanation. This resolution was a call for an explanation of why and not meant to be a reprimand. Now that there has been explanation of the lack of staff and the system was not as streamlined as it is now, the communication is helpful.

Abe informed the Senate that he needs an Operations position to help with the day-to-day issues, for instance, tracking the committee process. The position he is referring to is the one that the Academic Senate denied. Abe informed the Senate that he needs this position because he is involved with negotiations, labor relations, solving problems, disciplinary actions, which is too much without having a management person reporting directly to him. He explained that there are HR specialists and HR technicians reporting directly to him. The only access he has to Labor & Relations Operations help at the DO so your payroll is on time, leaves are accurately tracked, minimum qualifications and applications are processed and completed, which all involve HR specialists and currently there is nobody over that. Abe requested help from the Academic Senate. There was a person who retired due to disability issues and we haven't had that person for quite sometime; therefore, we are falling behind and not keeping on track. He needs the help and the team to provide excellent and timely service.

There is a position at the HR that is at the campus level, which is going to go through the March budgeting process. The HR assistant will primarily be handling student employment so that it is running smoothly. The Job Placement employee has been reassigned with the same job description and classification just a different location. This supports the "one stop shop" concept with less confusion.

Greg Chamberlain asked that Admin Council and the Chairs of other committees be made aware of the information that was shared today. Also, Greg asked for clarification on who to contact if there is an issue or concern. Abe responded that the Vice Chancellor of Human Resources may be called for any reason deemed necessary. Abe gave his cell number: 661-699-3125.

**There was a motion to borrow five minutes of the Academic Senate's time. M/S/C:
Rosellini/Tarjan.

Co-Chair Reports

Accreditation & Institutional Quality (Pluta)

Report submitted as written:

Accreditation & Institutional Quality Committee (AIQ)

See https://committees.kccd.edu/bc/committee/accreditation_for_supporting_documents.

The committee is developing an institutional planning calendar with embedded evaluations and monitoring the progress of the Midterm Report.

Draft Schedule to Accomplish PRC Goals	
January 27	<i>Strategic Directions</i> Finalize Fall 2014 Co-Chairs Report; Plan how best to evaluate and revise program review process and forms as needed.
February 10	Pick examples of effective program review elements and post to website.
February 24	Plan for program review for general education → review Integrated Program Review proposal; work with Curriculum Co-Chairs and VP Academic Affairs.
March 10	Plan training for spring and fall; establish best date for “snapshot” of programs and use that to train/communicate with areas and develop reading list.
March 24	Continue with above activities.
April 10, 8:30	FCDC—training with faculty who compiled model program reviews; provide revised forms
April 14	Continue with above activities.
April 24, 8:30	FCDC—training with faculty who compiled model program reviews; provide revised forms
April 28	Wrap up and celebrate!
To be scheduled	Schedule training for administrators, department chairs, and other interested employees

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.

Assessment (Neville)

Report submitted as written:

Assessment Report

By David Neville

President Christian asked for a report concerning using the program CLA+ to assist in evaluating the critical thinking abilities of our students. I looked into the program and found another program administered by ACT that was similar and presented both options. CSUB is currently using CLA+ and I am waiting for information on this.

Ed Barton then presented what he was doing with regards to an English writing sample that English B1a were requiring of students which would be scored by rubric and would accomplish the current need of adding to the narrative that is being presented with respect to the midterm accreditation report.

The president decided to go with using the English Dept.'s instrument initially but with the potential of initiating a longer term evaluation project by assessing students as they come into the college and just prior to transfer or graduation.

I was also directed to coordinate with English on this project. I was also given the task to work with Janet Fulks regarding MIH and closing the loop as to what was learned from this project. Additionally, I need to expand on John Carpenter's mapping model and to include at least 6 other departments or more that would like to participate in setting this up. I plan to present this at the next assessment meeting on February 6.

Budget (Holmes)

Dr. Anthony Culpepper gave an update on the budget and we are 1.7 million dollar deficit this year. Next year, because of BAS, we will be at a 1.2 million dollar deficit which would drain our reserves \$300,000. This is a problem because we are required to maintain 3% reserves. Looking out to 2016-17 we will be at a \$900,000.00 deficit. This doesn't take into account the Governor's budget that hasn't yet been released. This wasn't an overly positive report in a growing economy. It was reported there is a COLA growth of 3.58. It was discussed that these were based on the negotiations and they did say the projections did have some rate increase built into them. The district is planning to use some of the District Reserves for the start up costs for the BAS program. The District reserves are currently at 28million. The Budget committee is planning to have campus wide meetings to discuss their proposed budget.

Barnes and Noble

There are concerns about contracting out with Barnes and Noble and Zanadu. The agreement with Zanadu is taking up to eight weeks to get it copy written and proofed and the print copies are not coming back in print copy quality. Course packets that are camera ready are going in and coming back not print ready. There was discussion that due dates for course packets for duplication may move from 8 weeks to 16 weeks for Barnes and Noble. It was agreed to form an Ad hoc committee with Dr. Culpepper and Laura Lorigo as chairs. Nick Strobel and Tom Moran have also volunteered for the committee. The Ad hoc committee will address basic information that Barnes and Noble and Zanadu needs from us. The Senate was directed to send concerns to Nick Strobel. It was noted that Steven Holmes uses Kendall Hunt, who standard policy is to have your course packets in 6-8 weeks.

Curriculum (Rice/Carpenter)

It was reported that there are currently 21 ADT's in place waiting on their final review process. It will be the elementary teacher education ADT. This is replacing the Liberal Studies degree that will be deactivated at the end of this Spring semester. It was noted that students still have catalogue rights since we know that it takes 5.5 years to graduate. In all cases all local degrees have been deactivated except for Criminal Justice. The new Administrative Justice ADT is significantly differently so they are both being kept. Also moving forward is Philosophy ADT and an Agriculture Business AST, which will be approved in the next 6-8 months. Also ENSL is changing to EMLS. There are some unit changes with English, Math, Business and Spanish to help out with ADT's and with the General Ed pattern overall. ASL, Japanese and Philosophy have also lowered their units.

Enrollment Management (Staller)

No Report

Equal Opportunity & Diversity Advisory (Hirayama)

No Report

ISIT (Marquez)

No Report

Professional Development Committee (Giertz)

No Report

Program Review (Pluta)

Report submitted as written:

*Program Review Report
By Kate Pluta*

Program Review Committee (PRC)

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

The committee has participated in the Strategic Directions process and begun planning spring activities.

This spring PRC will be examining the program review process and figuring out how to conduct program review for the general education program. If you are interested in having a voice in the process, please let the Academic Senate know.

Other Reports:

Treasurer (Kim)

Report submitted as written:

*Academic Senate Funds
By Charles Kim*

10/28/14

*BC Faculty Senate Retired & Student Accounts \$1,936.41
Levinson Award Account \$15,160.01 but only 5% can be used so \$758.00*

11/17/14

*BC Faculty Senate Retired & Student Accounts \$2,098.99
Levinson Award Account \$14,646.01 but only 5% can be used so \$732.30*

The drop in amount is due to the Levinson Account having investments tied to the stock market.

1/21/15

BC Faculty Senate Retired & Student Accounts \$817.76
Levinson Award Account \$15,078.81 but only 5% can be used so \$753.94

2/9/15

BC Faculty Senate Retired & Student Accounts \$817.76
Levinson Award Account \$15,078.81 but only 5% can be used so \$753.94
Academic Senate Account \$3,739.12

Charles Kim informed the Academic Senate there will be some roller coaster challenges and/or the ice bucket challenge in the near future.

Secretary (Sims)

- Elizabeth Rodacker's mother passed away—Wesley Sims sent a sympathy card on behalf of the Academic Senate.
- Shohreh Rahman's father passed away; Marisa Marquez's husband passed away; Fabiola Johnson's father passed away—Kathy Rosellini sent sympathy cards on behalf of the Academic Senate.
- Carol Smith's brother passed away--a sympathy card will be sent on behalf of the Academic Senate.
- Rosa Carlson, Porterville President is ill--a get well card will be sent on behalf of the Academic Senate.

ASCCC Representative (Vacant)

This position is vacant. Janet Fulks was appointed to the associate dean's position.

CCA

Report was submitted as written:

*CCA Report
By Nancy Guidry*

Facilitated CCA contract negotiations will take place on February 3. After much progress on the contract, the interest-based bargaining process with the District has broken down. Hopefully, the facilitated negotiations will help CCA and the District reach agreement on an unanticipated bargaining issue that the District introduced at the end of the last semester. If an agreement is not reached at the February 3rd session, there will be another all-day facilitated negotiation session on February 27.

Becki Whitson has resigned as BC campus chair for CCA. Matt Crow, CCA president, will be sending out a message asking for a volunteer to fill the vacancy. Also, CCA elections will be coming up in April and it is essential that we get more campus involvement at BC. Kate Pluta pointed out that for the last several years the CCA President has been from one of our sister campuses. BC needs to take a more active role in CCA leadership. We will not be able to do this if there are not more campus members who step up to participate on the executive board. Not only does CCA negotiate our wages, benefits, and working conditions, but they represent faculty on many other behind the scenes matters which go unmentioned because of their confidential nature. Please consider becoming involved or encourage your colleagues to do so!

Student Representative (Colton NicholSEN)

Colton NicholSEN asked the Academic Senate to share information regarding the Renegade Pantry. Sign up is on line at: www.bakersfieldcollege.edu/campus/pantry and distribution

is as follows: Thursday 2/19/15 (9am-12pm & 4pm-6pm). Any questions, please call 395-4355 or email: studentlife@bakersfieldcollege.edu

Colton also asked that we share the updated Publicity and Postings Regulations on Bakersfield College Campus (Section nine-SGA Bylaws); special note that all postings will be removed on the last day of each semester.

Faulty Appointments

There was a motion to appoint Patrick Fulks, Biology, to the Assessment Committee.
M/S/C: Kelly/Thorson.

Unfinished Business:

Policy 10A-Unrepresented Employees (Holmes)

This item was tabled.

New Business:

Multiple Degrees

This item is in your packet, so we can have discussion on this at the next meeting. This item is essentially if a student has completed everything for an ADT we give it to him/her and all the old language is removed.

Policy 3B7-Facilities and Equipment

This item was removed from the Board of Trustee's agenda for more discussion. This is regarding Free speech and the time and use of the area dedicating this to the chancellor. This item has raised questions as to why are we putting this language in here when it's already covered by a statutory law or judicial decision. Furthermore, it centralizes decisions to Chancellor when it should be the President who is more responsible for the campus.

Policy 3B1G1

This item is moving forward with Cindy Collier who will bring it to the Academic Senate for approval. This item does not have to go to the Board of Trustee's for approval because it is a procedure and not a policy. Each campus is to write its own procedure. The building Districtwide will be smoke and tobacco free.

Policy 3D

This item is in regards to how we review and dispose of records. It was questioned as to why it was changed from annually to periodically. It was suggested that we add the language "periodically, but no more than 3-5 years" for accountability.

Good and Welfare:

There were no additional comments or questions for the Academic Senate.

Adjournment:

The meeting was adjourned at 5:11p.m.

Respectfully Submitted,
Tarina Perry