San Jose City College  
ACADEMIC SENATE  

Approved Minutes  
November 6, 2012

Senators Present: Charles Heimler, Fabio Gonzalez, Joseph King, Jose Cabrera, Elena Dutra, Dan McElroy, Janet Chang, Iyun Lazik, Margaret Muench, Mark Newton, Tin Quach, Sydney Sukuta IPCC, Isai Ulate, Ada Weeks, Robert Wing, David Yancey, Gary Ledesma (proxy for Jesus Covarrubias), Barry Del Buono (proxy for Philip Crawford)

Senators Absent: Deborah Huntze-Rooney, Dieterich Nurnberg, Karen Pullen, Leslie Rice, Sid Singh

I. Call to order/Self-introductions by Senators and Guests: 2:15pm

II. Approval of agenda: (M/S/A) as amended

III. Approval of October 16, 2012 minutes: (M/S/A) as amended

IV. Adjourn into CLOSED SESSION – No items listed therefore no need to adjourn.

V. Re-convene into OPEN SESSION/ Report of Actions taken in CLOSED SESSION

VI. Senator’s Comments (each is limited to 3 minutes on items not appearing on the agenda)
   Janet commented that the state chancellor’s office has recommended increasing the student health fee by $1 to $19 per semester starting spring 2013. She requests support for the increase.
   David questioned why closed session is on the agenda?
   Mark commented that the minutes are too much. He asked if we could think about moving to a format of more general minutes.
   Margaret thanked the FA and those who helped for their efforts on the election. She acknowledged Fabio for sending Robert’s Rules and the Brown Act. According to the Brown Act prohibits any action or discussion of items not on the posted agenda unless there’s an emergency.
   Barry Del Buono, adjunct in Sociology, introduced himself as proxy for Phil Crawford.
   Janet commented that equivalency needs to be looked at. There’s a management position that only requires an associate’s arts degree and five years of experience. The equivalency says two years of work equals 30 college credits.

VII. Public Comments (Each comment is limited to 3 minutes on any item not on the agenda. The law does not permit action or extended discussion on any item not on the agenda except for special circumstance. If Senate action is requested, it may be placed on the agenda a subsequent meeting.)
   • Janet Reid, the clinic nurse and smoking cessation coordinator, recommended implementing a district-wide no smoking policy as outlined in AB795. AB795 gives the college the right to fine students for smoking on campus. She recommends a warning for first offense followed by a fine for additional offenses.
   • Robin Salak is the DSP Coordinator at EVC. She is appealing the denial of her equivalency in Child Development/Early Childhood Education. She read her appeal summary and the districts appeals procedure. Robin requested both senate presidents and vice-presidents be permitted to attend the equivalency appeal meeting with Vice-Chancellor Garcia.
VIII. Committees:

A. Reports from Executive Committee, Facilities, Finance, Campus Technology, SLOAC, Program, Review, Curriculum

Executive Committee/Fabio: Fabio commented that the closed session was added to keep the agenda moving. The Brown Act and the bylaws allow closed sessions can be added out of respect to individuals and the body when there are personnel issues. David said schedule it when it’s needed and not every time.

Charles reported the executive committee brought the re-assign time motions to the president who said re-assign time is an administrative right. The president wants to have a meeting on Wednesday with Kim Garcia and the executive committee to discuss the motion.

Finance/Margaret and Joseph: Margaret reported the president declined to meet with the committee this semester to discuss this year’s budget award results. According to the strategic planning document, the president has an obligation to explain her changes in writing to the CPC not to the finance committee. Finance has to go to CPC to get her document. It was commented to Joseph that the CPC is the mother and finance is another little sister. There is now a budget allocation template and the process should be more organized next year. There is yearly rollover money which the finance committee wants to stay with the college. Margaret requests feedback from the senate as to what to do with future rollover money.

District Budget Committee/Mark and David: Mark reported there was no resolution as to what to do with rollover money. David said the district budget committee voted last year to limit rollover money to $200,000 that would remain with the colleges but go back to the district if not used after the first year. David also stated that if you allow individual pots of money to accumulate on the campuses it could lead to further layoffs of classified staff and adjunct faculty will lose work because of class cancellations. Auditors have found $1.2 million in a fund reserved to pay off classified and management vacations/sick days which they want to place in the general fund. This brings the reserves to 12%. Their goal is to be open and transparent. The budget committee will meet on November 8th, 3-5pm at the DO conference room.

Facilities/Steve Mansfield: Steve (proxy for Jerry Kauffman) reported on their Oct. 29th meeting there was a strategic planning issue with Leandra Martin regarding the photo lab relocation and the 100/200 wing. Steve requests the academic senate review the combining the facilities and safety committees. The safety committee had no quorum. Bond list versions made according to the facilities master plan. There will be painting improvements to the GE and the Tech building.

Campus Technology/Robert: Robert reported the committee continued to discuss its goals and self-evaluation. They have two student members now, but need more classified and faculty. There a problem with WiFi on campus. There’s a need for an instructional technologist since the position was lost. There’s no program review for the technologist.

Curriculum/Sydney: Sydney reported the IPCC is continuing to work out details for program discontinuance process. IPCC has approved 2 new courses, 10 course revisions and 5 district revision proposals.

Faculty Association/David: David reported today is the vote. The polls are open till 8pm. It’s important to vote yes on 30 and no on 32. He invited the senate to the Get Out The Vote activity at the labor council tonight.

CPC/Charles: Charles reported two action items were passed at the last meeting, the student success committee charge and the mission and vision statements. They approved one strategic goal, the KPI (key performance indicator) of reducing the number of reported incidents to campus police as a measure of how safe we are.

B. Committee appointments:

1. Hiring: Police officers: Alan Johnson, (Leslyn McCallum withdrew), Scott Miller (vote for 2)

   Robert commented that Scott Miller is a second year full-time faculty member.

2. District Civility Committee: Clem Lundie, Celia Cruz (white ballot)
3. Tenured faculty evaluation (white ballot):

   Faculty  |  EC MEMBER (Selected by faculty)
   --- | ---
   Dan McElroy  |  Clem Lundie
   Ada Weeks  |  Yelena Liplina
   Linda Ferrell  |  James Black
   Mo Lahai  |  Sharon Youngblood
   Gina Del Rosario  |  Carol Bost Ramirez

4. Staff Development Committee: Dorothy Pucay (white ballot)

5. PRC: Fabio Gonzalez will substitute for Hung Trieu for the fall semester.

   David moved and Janet seconded to amend the agenda to add PRC with Fabio as substitute. M/S/A

   Motion to approve all appointments by white ballot; M/S/A

IX. Action Items

   A. Senate dues form/King: Joseph reported there is $2450.60 in the treasury. The last time dues were requested was 1999. Evergreen asks for dues regularly and has a student scholarship. He distributed a form to collect dues and ideas about how to spend the money.

   Motion to approve the dues form

   Discussion: It was questioned why the motion was needed because Joseph can send this request as the treasurer. A justification for extra money may be needed. This is not extra money but a request for faculty who have not been contributing. The money should not be used for food at the senate meetings. A suggestion was made not send the possible usage list with the request.

   M/S/F

X. Information items:


   Discussion: It was suggested the mission statement should be more like the district and Evergreen. It should say, “affect social change” instead of “effect social change.” Charles agreed but found that affect and effect could be used interchangeably there.

   -Moved to action item for the next meeting

   B. Review of Campus committee charges/Wing: Robert distributed the committee charge url for SJCC website, http://www.sjcc.edu/About/Committees.html. He’s found three different charges for the CTC.. Some of the posted charges are in draft form.

   -Moved to action item for next meeting

   C. Keep budget cuts away from the classroom (“Bakersfield resolution”) in conjunction with EVC Academic Senate/Heimler: Charles distributed the Academic Senates of Evergreen Valley College and San Jose City College Joint Resolution on Keeping Budget Reduction Impacts Furthest from the Students.

   Discussion: The 2003 cost analysis mentioned is from both City College and Bakersfield. Charles said he and Marjorie Clark created the document to get an endorsement of the concept of keeping cuts furthest from the students. Charles wants senate feedback and he and Marjorie will revise the document. Mark said there should be a, “be it resolved,” statement in the resolution.

   -Moved to action item for next meeting

   D. Program development-discontinuance policy and procedure ad hoc workgroup/King & Gonzalez: Fabio reported that the executive council met with the IPCC. The IPCC concern is with Title V changes that were approved in 2011. The program discontinuance procedure needs to be worked out. The state academic senate position paper recommends having representation from the senate, faculty and from the faculty union. IPCC says program discontinuance is the academic senate’s responsibility. It affects program review, FA, classified and many areas. An ad hoc committee needs to be set up to establish the
procedure/policy and report back to the senate. The committee would do the research, be inclusive, and develop a position paper, a resolution and process/plan that work well. **Dan** added there are certificates in CIS that have no courses and are still listed with the state. IPCC said the courses are dead to the state if they haven’t been offered in two years. SJCC needs its own process and that can be different than Evergreens. **David** said guidelines for program development need to be established also. **Fabio** said this is a good opportunity to discuss where program development and program discontinuance begin and end.

- **Moved to action item for the next meeting**

E. **Vocational Programs/Building Space & Demolition of Wing 200 and 300/Ulate** – Tabled for information item for the next meeting.

F. **Anthropology class cuts/Yancey:** David yielded to Jeffrey Smith. Jeff reported that the dean has approved two courses for the spring. Jeff recommended adding more courses and the hiring of a full-time anthropology faculty member. Every semester many students leave because SJCC doesn’t offer archaeology, linguistic anthropology or peoples and cultures of the world. He recommends to the administration that the basic courses are offered first. The program should not be cut.

- **Moved to action item for the next meeting**

XI. **Motion to extend the meeting** – not needed

XII. **Motion to adjourn at 4:03 (M/S/A)**

**Future meeting schedule:**

**Executive Committee:** November 13, November 27, December 11, 2-3 pm, Academic Senate Conference Room, 2nd floor Student Center

**Senate:** November 20, December 4, 2-4 pm, Student Center 204

**Agenda items are due to the Senate office on the Monday, eight days before each senate meeting.**