

**Minutes**  
**Miramar College Academic Senate**

Location: L-309

April 21, 2015 3:30-5:00pm

**Senators Present:** Buran Haidar, Marie McMahon, Gina Bochicchio, Carmen Jay, Frederica Carr, Daphne Figueroa, Dan Igou, Josh Alley, Rebecca Bowers-Gentry, Lisa Brewster, Otto Dobre, Isabella Feldman, Cynthia Gilley, Ann Gloag, Naomi Grisham, Rich Halliday, Mary Hart, Mark Hertica, Jennifer Leaver, Andrew Lowe, Wai-Ling Rubic, Shayne Vargo, Dan Willkie, M. Patricia Beller, Sharai Forbes, Shawn Hurley, Valri Nesbit, Thong Nguyen, Wendy Wilson

**Absent:** Joan Thompson, Clara Blenis (proxy: R. Halliday), Sean Bowers, Rick Cassar (proxy: I. Feldman), Laura Murphy (proxy: A. Lowe), Wheeler North

**Other Attendees:** Daniel Miramontez, Duane Short, Juli Bartolomei

Meeting called to order at 3:35pm.

**A. Approval of Agenda and Previous Minutes**

The amended agenda distributed prior to the meeting and was approved.

The previous minutes were approved unchanged.

**B. Special Reports**

1. College Administration ~ Brett Bell presented information on the budget on behalf of President Hsieh. FTEF allocation for next year... long range enrollment... 10,000 FTES = medium-sized college—which would result in the District, not the college, being given an additional \$600,000. Target for the District is 43,091 (+427 FTES). +150 FTES at Miramar. Take 100 FTES off the 427 for Miramar and divide 327 amongst all four campuses (18 to 18.5%). Estimated FTEF for the fall and spring will be 372.212 and, for the summer, 42.492. That's an increase of 8 FTEF for the fall/spring. We have gained FTEF back to the point where we were before the budget crisis. 7931 is the adjusted FTES target at Miramar this year. Estimated earned was 8202 FTES, with 8089 allocated for next year. Increase achieved through Miramar's productivity. We are targeted to reach 10,000 around 2020/2022 instead of 2019. Goal is to not have any increase in FTES to Miramar result in a decrease to the other colleges.

**C. Old Business**

1. Accreditation Standard 2A Requirement for SLO Documentation (Second Reading) ~ Duane Short gave a brief review of the CIC recommendations. He verified that, for Recommendation 3, the workload would go to the software company as an auto-update. There would be no District access or software company access to TaskStream, since it would just be a software update. A motion to approve passed with unanimous consent.
2. Resolution on Information Technology ~ Mark Hertica shared his discussions with faculty and others including with a faculty member at City College about the Technology committee functions on different campuses and the absence of a much needed District Technology Committee, to address the issues that affect all campuses that are currently dealt with on an individual basis. Mark suggested opening the lines of communication between faculty and classified groups on all campuses and the individuals responsible for technology decision, and need for enough opportunity to thoughtfully consider options. The main issue is that the group making decisions does not seem to have the same perspective as faculty. Daniel Miramontez explained distinct functions of the District IT and that of campus IT groups. Discussion ensued and Daphne gave the example of how the OEI management system was selected, which took into account student and faculty needs and friendliness. She asserted that what works for students and our classroom needs to be conveyed and to inform decision making about district IT. It was agreed that a wider district discussion is needed and that the next step is wait until further input is received from our sister colleges, to whom Miramar's Technology resolution draft was already forwarded, before further consideration by our Senate.
3. 2015-16 AS Exec Committee Election
  - a. Election Committee Chair Selection ~ Gina Bochicchio, Senate Secretary, explained that the Senate needs to elect a Chair for the Elections Committee that was formed at the last meeting. She also reminded that the positions open for nominations are two officers Secretary, Treasurer (both are open for contract faculty) and two At-Large positions (open for adjunct or contract). Two more At-Large positions will be appointed the incoming AS President in the fall 2015 semester. Daphne Figueroa was nominated to be chair and she was elected with no objections.
  - b. Nominations ~ Daphne discussed the procedure for the nominations and May 5<sup>th</sup> election. So far, Joan Thompson has been nominated for Treasurer and Dan Igou for one of the At-Large positions. Nominations will close at 5pm on Thursday April 30<sup>th</sup>. All nominations to be sent to Daphne and copied to Juli Bartolomei. There will be space for write-in candidates on the ballot. Candidates will be able to make statements before the election on the May 5<sup>th</sup>.

#### D. New Business

1. PIEC Recommendations: 2015-16 Planning Calendar (First Reading) ~ Daphne presented the Planning Calendar and explained the color coding on the revisions: green are accreditation items (only added due to the accreditation cycle), yellow refer to TaskStream, light orange refer to BRDS/budget changes (timeline changes from Brett's office), bluish-purple are the pseudo-fourth division (like PIO, positions assigned to the President's office, etc—where an extra division is needed). This item will be brought back for a second reading.
2. Cataloging Librarian Faculty Position ~ Marie McMahon informed that the Faculty Hiring Committee revisited the issue of elevating the Cataloging Librarian position to the top of the hiring priority list and that it passed with a 2/3 majority. The motion to approve passed by unanimous consent.
3. Hours of Service: Mailroom, Stock Room, PDC ~ Buran explained the need for reconsideration of the opening and closing times of the mailroom, stockroom and PDC to accommodate access need of adjunct and contract faculty who teach the very early and late classes. Brett Bell said that they have already installed keypads at the mailroom and the outside of the building and they should be ready for use in 1-2 weeks. That will allow access until 10pm and as early as 7:30am. It was requested that it be 7am instead. Brett explained that there was greater difficulty with the stockroom hours due to staffing issues; having staff come in earlier would result in an earlier close time. Hourly employees are not an option because they are temporary and short-term in nature and their assignment needs to be as well. He said that an additional stock clerk is ranked number one on the classified hiring priority list. Daniel Miramontez explained that the PDC access issue and said that nobody is there to open it earlier. The suggestion was made to use the same keypad entry as the mailroom, and Brett and Daniel are going to discuss options and funding for the use of similar keypad lock to the PDC. They are also going to solicit input from adjuncts.
4. Voting Status of EEO Representatives on Hiring Committee (Mesa College) ~ Buran informed that the voting status of EEO representatives on hiring committees has been raised by faculty EEO reps at Mesa's Senate, who are uncomfortable with voting on hiring committees for which they have no discipline expertise. A possible resolution is in the works. She presented the section of Administrative Procedure 4200.1 for EEO representatives on contract faculty hiring committees that states: "The EEO Representative, who is a subject matter expert will be appointed by the District Equal Employment Opportunity Officer. The EEO Representative shall be certified by the District Equal Employment Opportunity Officer and will be a voting member." Buran will bring further information as it materializes from discussions at Mesa and City Colleges at a future meeting. Discussion ensued and Marie McMahon, as Chair of Chairs, who attends the Dean's Council, was tasked with collecting information about the EEO reps on our contract faculty hiring committees of the past year to see if there is even an issue at Miramar.

#### E. Committee Reports/Information

1. Assignment of Faculty to Roles Relating to Academic and Professional Matters ~ Buran briefly reminded about the complementary roles of the three leadership faculty groups: Academic Senate, Department Chairs, and AFT. She explained that assignments of Department Chairs and Program Directors follow the Collective bargaining Agreement (CBA), with specific duties and evaluation processes. And, assignment of faculty to roles relating to academic and professional matters, the purview of the Academic Senate, is a matter for collegial consultation and is not covered by the CBA. She explained that the job description and the evaluation of latter follow the collegial consultation process and those evaluations have customarily been done by the VPI with input from the Academic Senate President.
2. Faculty Service on Committees and Workgroups ~ Buran reminded that faculty serve on governance committees as representatives of the Academic Senate, and that committee governance committee memberships need to be made by the end of spring. She requested that people let her know if they no longer want to serve on their current committees. Pro-rata faculty members are expected to serve on committees in the semester they're teaching.  
Buran shared that she received a PIEC recommendation for membership of a team for the technical visit of the Institutional Effectiveness Partnership Initiative (IEPI) for our strategic enrollment management. She presented a history about enrollment management (EM) and composition of an EM Taskforce discussed at BRDS and the PIEC since fall 2011. She contrasted the new PIEC- proposed membership recommendation with that of the previously proposed Task Force composition that discussed at PIEC in 2011, whose consideration was delayed and pushed forward by administrators for years. This item will be brought back to the next meeting.
3. Academic Support – Next Step ~ Buran informed that due to the fact that the College President has been off campus and unavailable, further discussion has not taken place.
4. Chairs of Chairs Election ~ Marie McMahon brought this issue to College Governance and has also brought this to all chairs and is awaiting their input, with the suggestion that the Chair of Chairs election occur at Academic Affairs. To be eligible to be elected to chair, the person has to be an Academic Affairs member, which would be an acting department chair. She said that the election has traditionally been held in the spring and offered reasons as to why that makes sense, but she said that they are open to changing it to the fall, if necessary. With further discussion, Mark Hertica clarified that Bob Fritsch did not say the Chair of Chair elections occurred in the fall in the past, but that he

(Bob) was interested in that occurring. Marie and Becca Bowers further noted that fall elections would be unworkable due to duties, regularly scheduled meetings and reassign time that would need to be factored into the fall schedule for faculty in the spring (i.e. need to be completed now). The next Chairs meeting will be on May 7<sup>th</sup>. If the election takes place in the spring, current chairs will be voting; in the fall, it would be the new chairs. Regarding the voting process, when that occurs and who is eligible, the main problem is that process and procedures are not spelled out in writing, so everything is based on past practice. Marie suggested that what we can do is agree on a better description and better define eligibility, but time is short this semester. Buran asked if the Chairs meeting would be open and Marie responded that she is asking the chairs if they want to start the process of removing themselves from the governance structure. Daphne pointed out that won't occur before the end of this semester, so the meeting has to be open. Further discussion about the issue of chairmanship, Brown Act requirements, reassigned time and the election continued until time ran out and the meeting was adjourned.

5. ASCCC Spring 2015 Plenary ~ Due to time constraints, there was no report.

**F. Senate Reports**

1. Treasurer – Due to time constraints, there was no report.
2. President's Report – Due to time constraints, there was no report.
3. President-Elect – Due to time constraints, there was no report.

**G. Announcements**

1. None

The meeting was adjourned at 5:05pm. The next meeting will be on May 5<sup>th</sup>. Please submit agenda items to both Buran Haidar and Juli Bartolomei.

Respectfully submitted,  
Gina Bochicchio and Juli Bartolomei