**Oxnard College Academic Senate**

**MINUTES**

**Date: January 25, 2010**

Members present and absent:

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| **Academic Senate Executive Board** | |
| Robert Cabral, President | Present |
| Steven Hall, Vice President | Present |
| Maria Parker, Treasurer | Present |
| Jeannette Redding, Secretary | Present |

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| **Department** | **Senators** |
| Addictive Disorders Studies | *1. Vacant* |
| Business/CIS/Legal Assisting | 1. Diane Eberhardy, Present |
| Child Development | *1. Vacant* |
| Counseling | 1. Margarita Corral, Absent |
| Dental Hygiene | 1. Margaret Newville, Present |
| Fine Arts | *1. Vacant* |
| Fire Tech/T.V. | 1. Paul Houdeshell, Present |
| Letters | 1. Amy Edwards, Present  2. Teresa Bonham, Absent  *3.* *Vacant*  *- - - - - - - - - - - - - -*  *1* Robert Kornelson, Absent  *2. Pt Vacant* |
| Library | 1. Tom Stough, Present |
| Math | 1. Bret Black, Absent  2. Marlene Dean, Absent  - - - - - - - - - - - - - -  1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Part-Time Faculty Rep. at-Large | 1. *Vacant* |
| Performing Arts | *1. Vacant* |
| Physical Education/Health | *1.* Jonas Crawford, Present |
| Natural Sciences | 1. Chris Mainzer, Present  *2. Vacant*  *- - - - - - - - - - - - - - -*  *1.* Vicki Thon, Absent  *2. Pt Vacant* |
| Student Support Services (EAC, Health Center) | 1. Mary Jones, Present |
| Student Support Services (EOPS) | 1. Ana Maria Valle, Present |
| Social Sciences | 1. Marie Butler, Present 2. Linda Kamaila, Present   - - - - - - - - - - - - - -  *1. Pt Vacant*  *2. Pt Vacant* |
| Technology/CRM | 1. *Vacant* |

Non-Voting Faculty: Carolyn Dorrance, Gloria Guevara, Ishita Edwards, Ross Fontes, Christina Tafoya, Erika Endrijonas

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| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline/**  **Assigned to:** | **Under 10+1 (if applicable)** |
| **Call to Order** | Academic Senate (AS) President Robert Cabral called the meeting to order at 2:38 p.m. |  |  |  |
| **Additions to the Agenda** | Announcement re Cafeteria by T. Stough, EOPS Update by A. Valle |  |  |  |
| **Public Comments/Announcements** | —Richard Duran was unable to make today’s meeting for his usual Q&A Session with the Senate, so it was rescheduled.  —T. Stough announced that a salad bar is now available in the Cafeteria until 1:30 p.m.  —A, Valle informed the Senate that J. Vega has been moved out of EOPS to the Transfer Center. As the largest EOPS program in the District serving 15% of Oxnard College’s student population, A. Valle expressed disappointment at the lack of backfill for J. Vega’s EOPS position. She noted that Ventura College did backfill its cut EOPS position at least to finish out the Academic Year. R. Fontes stated that he and G. Lopez will be performing as many of J. Vega’s duties as they can manage, but likewise expressed disappointment at the lack of hiring backfill support for EOPS students.  —C. Tafoya announced that she is concerned with the inadequacy and lack of clarity for student discipline procedures. She stated that CTE areas face problems unlike other academic instructional areas and that usually each CTE department has its own disciplinary handbook to limit legal liability in instances wherein CTE students behave unethically. She stated that there is a qualitative difference between a dental hygiene student using the same needle on patients versus an English student committing plagiarism. E. Endrijonas stated that her own background is in managing CTE programs and that she likewise has raised concerns about the lack of clarity in current disciplinary policies. E. Endrijonas promised to review departmental handbooks and to hold health care issues to a higher standard. M. Jones noted that a committee to handle just such issues was formed last year by the Chancellor and that the committee met seven times. E. Endrijonas stated that the paperwork from such a committee’s work has been “lost” and that her goal is to align departmental policy with District policy. |  |  |  |
| **Reading and Approval of Minutes** | A. Valle (1st); A. Edwards (2nd). The Minutes were approved as presented. |  |  |  |
| **Impact of Budget Cuts** |  |  |  |  |
| **DCAS** | At the December DCAS meeting, it was predicted that the State would face a $21 Billion shortfall resulting in a 6% deficit to the District budget. It was asked whether the Senate Presidents supported the creation of 2%, 4%, and 6% reduction budgets with the idea that the budgets would be mitigated with $5 Million from reserve funds. However, during the last four weeks a request from the Chancellor has been forwarded to each campus to create budget plans reflecting a 3% and 5% reduction, respectively, with no plans for mitigating funds coming from the reserves. In the Chancellor’s words, each campus has been instructed to “protect the primacy of the mission.” The 5% cut will result in a $1.3 million reduction to Oxnard College’s budget. S. Hall stressed that the Senate should not lose sight of the issue, namely, that with a $1.3 million reduction to Oxnard College’s budget, this campus will be “devastated.” The budget is “all people,” and therefore this reduction means 20 classified staff or hundreds of classes. S. Hall noted that the governor’s budget proposal indicates 2.6 million for growth funds, albeit it is the District’s policy now not to spend growth money before it is earned. However, these are funds will be available if the growth money is approved by the Legislature. Further, the State deficit of $3,064,000 to our District is only a “guess.” Six months from now, this figure could be zero or $1 million or some other number. We won’t know until the budget is approved, so S. Hall stressed that we should not be making permanent cuts based on hypothetical numbers. E. Endrijonas stated that these budgets are *plans* only that have been requested at the District level and will not be implemented until the State budget numbers are more firm. She stated that discussions need to occur on how to keep programs functioning. She stressed that this information was only very recently received (within the past week) and that responses are therefore preliminary. A. Valle stated that faculty need to know specifics and also need to know that these budgets are *proposals* as opposed to done deals. E. Endrijonas also stressed that restoration needs to be prioritized, hence “old” restoration in light of “new” needs. A. Valle stated that PBC needs to be involved in the planning and development process, not just receive information as final. She further noted that PBC is not following its *Budget Management Development Process Handbook* for 2009-2010, particularly pages 7 (Phase I, Assessment and Planning) and p. 9 (Phase II, Budget Development). S. Hall concluded the discussion asking if there were a consensus from the Senators that the body does ***not*** agree to a 5% cut *without* tapping reserves to mitigate the budget cuts. The Senate responded unanimously favorably to this request for consensus. | R. Cabral is to carry back to DCAS Oxnard College Senate’s consensus that the District mitigate budget cuts with reserve funds at the proposed $5 million level at a minimum. |  | #6 District and College Gov. Structures #10 Processes for Institu. Planning |
| **Planning and Budgeting**  **Council**—  Marie Butler/Robert Cabral | — R. Cabral asked J. Redding to join him in chairing this portion of the Senate meeting. J. Redding presented a resolution for Senate consideration detailing that PBC has been unable to fulfill its function as delineated in the *Shared Decision-Making* document because of the tenor of the meeting (a lack of respect shown to faculty in particular) and a resultant lack of dialogue on budgetary issues, a lack of specifics presented to the Council for its action, and a lack of accurate and intelligible minutes for this Academic Year. The Resolution was moved (A. Valle-1st) and seconded (L. Kamaila-2nd), and unanimously approved by the Senate. R. Cabral noted the contrast in faculty experience in participatingon PEPC versus faculty experience in participating on PBC. He expressed concern at his personally being potentially reduced to a “Sargeant-at-Arms” and recommended that faculty keep sidebars to a minimum. A. Valle stated that conversations were not so much “sidebars” as they were one-on-one “attacks” on specific faculty participants by the administrative co-chair. She recommended that R. Cabral chair the meetings in order to make them more effective and productive. | Resolution passed to be presented to R. Duran by R. Cabral. |  | #6 District and College Gov. Structures #10 Processes for Institu. Planning |
| **Program Effectiveness and**  **Planning Committee**—  Robert Cabral | — R. Cabral reported that with each iteration of the PEPC process, it improves. This year, with the inception of “Feedback Sessions,” the process has been improved again. However, because data has been delayed in coming, the PEP Reports have therefore been delayed in being finalized. The planned deadlines have had to be pushed back delaying the entire process. This is relevant in that PEPC usually provides both hiring and equipment prioritization lists to PBC in March. Because of G. Morgan’s retirment from the Fire Academy, the FTO obligation requires an immediate replacement be made or the College will face a $350,000 fine. As this is unacceptable to the District, R. Cabral explained that the College President feels the need to act with urgency in hiring a new faculty member. When asked about this dilemma, R. Cabral recommended President Duran consult PBC’s prioritization list submitted last April or hold an emergency PBC meeting to address the issue. E. Endrijonas noted that PEPC will be meeting tomorrow and will be revisiting the piority list as part of its agenda. She further stressed that the prioritization list is “fluid” in nature due to rapidly changing circumstances. | Input sought from faculty constituency groups re Program Discontinuance Policy to be reported next meeting as a carry-over from last Senate meeting (December). |  | #4 Educ. Prog.  Development;  #9 Program Review |
| **Board and Committee Reports** |  |  |  |  |
| **Treasurer’s Report**—  Maria Parker | —M. Parker noted that the current balance is $1,652.31 and that dues announcements will go out soon. |  |  | #10 Budget Development |
| **Basic Skills Initiative**—  Jenny Redding | —J. Redding distributed Minutes from the January 21 Transitional Studies Advisory Committee calling attention to the discussion with regard to whether or not said Committee should be a shared governance entity or remain advisory in nature. J. Redding also noted that Marta Vasquez-Guerra had been hired as a Student Services Asst. II to assist Limited English Speakers with everything from their college applications to enrollment in appropriate classes. |  |  | #4 Educ. Prog. Development;  #5 Policies regarding student prep. and success |
| **Accreditation Committee**—  Steven Hall | —S. Hall stated that everyone turned in required drafts and that J. Merrill has been revising the document for campus review. J. Merrill is meeting with S. Hall and E. Endrijonas on Friday, January 29th. The focus will now shift to the gathering of evidence. E. Endrijonas stated that she expects the campus to receive the document for review by mid-February and that one month will be alotted for such review. |  |  | #7: Faculty roles and involvement in accreditation |
| **Technology Committee**—  Linda Kamaila/Bret Black | —L. Kamaila stated that no meeting has occurred yet this semester. However, she wanted to remind all present that students should now use the portal when e-mailing professors, etc. By going to “My Course,” students should be able to e-mail within the portal. The system will block any other e-mail accounts. A. Valle asked that the Technology Committee please inform Senators of any glitches in the system discovered along the way. She also inquired as to the status of conversion of classrooms into smart classrooms. E. Endrijonas stated that D. Fuhrman will be presenting such plans to Deans’ Council this week. C. Dorrance stressed that consultation with “on the ground” faculty is imperative. L. Kamaila explained that the original plan was to convert classrooms moving from the biggest to the smallest classrooms with the goal of total conversion of all classrooms to a standard technology system. | Any technology glitches in new portal system be reported to the Senate;  Plans for classroom conversion to smart classrooms be provided to the Senate. |  | #4 Educ. Prog. Development; |
| **Professional Development**  **Committee**—  Shannon Newby | —No report given. |  |  | #8 Policies for Faculty Prof. Development |
| **Campus Use, Development,**  **and Safety**—  Mary Jones | —M. Jones explained that because of a donation from Amgen, new hand sanitizers have been placed in faculty mailboxes. The planning of a memorial garden with benches is still occurring. She recommended that faculty e-mail S. Montenez, head groundskeeper, to praise him for the job he is doing on campus. NIMS training for a pandemic went well. M. Jones noted that there has been an increase in gang activity on campus and that people should keep things out of sight in their cars because cars have recently been vandalized. Finally, the parking permit applications e-mailed to the District Office were received as “blank,” and therefore faculty should forward hard copies of such parking permit applications. | Faculty who have not received parking permits should fill out a hard copy (as opposed to electronic copy) and forward same to District Office. |  | #10 Processes for Institu. Planning |
| **Learning Outcomes Team**—  Marlene Dean/Lilia Ruvalcaba | —No report was given, but J. Redding noted that the next LOT meeting will occur on Feb. 2, 2010. |  |  | #4 Educ. Prog. Development |
| **Curriculum**—  Jenny Redding | — No report was given, but J. Redding noted that the next meeting will occur this Wed., January 27, 2010. | Corrections to draft Substantive Change Proposal to be forwarded to Carmen Guerrero and Erika Endrijonas. |  | #1: Curriculum |
| **Sabbatical**—  Michael Abrams | —R. Cabral stated that this item will now be removed from the Senate meeting agendas as the Board approved all sabbaticals at its last meeting. R. Cabral further noted, however, that the Chancellor publicly stated that he does not support sabbaticals during this time of budget difficulties as not being primary to the mission. The Chancellor also stated that sabbatical requests be packaged more professionally as some contained typos, cross-outs, etc. When asked why the Board approved the sabbaticals if the Chancellor disagreed, R. Cabral stated that sabbaticals are in the faculty contract as it stands right now. R. Cabral reminded the group that Oxnard College will receive five sabbatical slots next year. A. Valle noted that a rubric is now in place for sabbatical proposals and requested that the process be clarified to faculty, perhaps at a future Senate meeting. R. Cabral stated that he served as a faculty designee to the District sabbatical committee and that M. Abram’s rubric was praised by the District committee. | Sabbatical Chair should provide clarification to the Senate regarding new sabbatical proposal application processes as well as the rubric used to evaluate such proposals. |  | #10 Processes for Institu. Planning |
| **AFT Report—**  Mary Jones | —M. Jones reported that J. Wagner will no longer be serving as Union President after this semester. She also reported that grievances are at their highest levels ever. With fewer faculty to join AFT, there has been some concern about AFT’s financial stability. She also announced that S. Hall has agreed to become chief negotiator since C. Jenkins has stepped down due to personal reasons. S. Hall stressed that we have a strong negotations team despite C. Jenkin’s exit. He stated that the team is committed to advocating for faculty. The initial AFT, District, and SEIU proposals are currently posted on the portal for review. S. Hall did note that the District has apparently not opened Section 3, and the Union is interpreting this to mean that there will be no adjustments to salary for the next three years. Much of the District’s proposal is unspecific, namely, for example, a proposal to “modify” health benefits. S. Hall asked that Senators review the proposals. The Union is advocating, along with the Academic Senates, that reassigned time for each Academic Senate remain at its 2.0 level as is currently the case. | Trustees to be invited to Academic Senate meetings in spring semester for discussion on key issues (carry over from Senate’s December meeting). |  |  |
| **District Ethics Committee—**  L. Kamaila | L. Kamaila attended a December meeting of this District committee. The apparent goal is to create a general ethics policy applicable to both faculty and staff. L. Kamaila noted that the District desires to include such items as prevention of faculty from having two full-time jobs under an Ethics Policy. Also in the proposal were prohibitions against faculty cancelling classes so that they could make money elsewhere. Suggestions also applied to rigorously regulate staff behavior and attempted to hold managers accountable as well. The authorship of the document was unknown. A. Valle noted that once completed, this document should be presented to DCHR. R. Cabral stated that such was his expectation for the Jan. 28th DCHR meeting and that he would then bring back results of DCHR to the Senate at its next meeting. | R. Cabral will bring back any discussion or action on the Ethics Policy by DCHR to the Senate at its next meeting. |  |  |
| **District Committees** | All district committees meet the fourth Thursday of each month. |  |  |  |
| **Consultation Counsel—** Robert Cabral | — No report was given. |  |  | #6 District and College Gov. Structures |
| **DCHR—**Robert Cabral | — DCHR will be meeting this Thursday, January 28, 2010. |  |  | #6 District and College Gov. Structures |
| **DTRW—**Jenny Redding | — DTRW will be meeting this Thursday, January 28, 2010. |  |  | #1: Curriculum  #2 Degree & Cert. Requirements |
| **DCSL—**Robert Cabral | — DCSL will be meeting this Thursday, January 28, 2010. | R. Cabral will report back from DCSL information gained with regard to Program Discontinuance Procedure and status of said AP (carry over from Senate’s December meeting). |  | #6 District and College Gov. Structures  #10 Processes for Institu. Planning |

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| **Old Business** | T. Bonham and Grenache Funding will be placed on the next Senate meeting agenda. |  |  |  |
| **New Business** **- Senate Elections Update/Committee** | A. Edwards agreed to chair the Senate Elections Committee. The proposed timeline and ballot forms were distributed for perusal by the Senate. A. Edwards asked what other Senators would like to serve on the Elections Committee. C. Mainzer and S. Hall volunteered with G. Guevara and A. Valle to serve as alternates, if needed. |  |  |  |
| **Acad. Senate Pres. Report** | R. Cabral noted that P. Houdeshell will be replacing G. Morgan as Fire Tech/TV Senate representative. |  |  |  |
| **For the Good of the Order–****Steve Hall** | No “Good of the Order” was proposed for today due to time constraints. |  |  |  |
| **Adjournment** | —The meeting adjourned at 4:15 p.m. |  |  |  |

Respectfully submitted, Jeannette Redding, AS Secretary