

**DRAFT**  
**ACADEMIC SENATE COUNCIL MINUTES**  
**AA-142 2:15 p.m.**  
**Monday, December 13, 2004**

**CALL TO ORDER:** The meeting was called to order at 2:15 p.m.

**Present:** Saul Jones (Chair), David Rosenthal (Div. I), Barbara Williams (Div. II), Fritz Pointer (Div. III), Dionne Perez (Div. III), Judy Mays (VP-Student Services), Ron Weston (VP-Faculty Development), Rudy Zeller (FSCC), Rick Ramos (Career and Technical Training), Deborah Johnson-Rose (Classified Senate), Kevin Pratt (ASU)

**Absent:** Jose Ortega (Div. I), Mike Fernandes (Instructional Technology), Emilie Wilson (MCHS),

**Guests:** Leverett Smith, Ellen Smith, Carol Stanton, Judy Flum, Mike Anker, Maryanne Werner-McCullough, Joe Ledbetter

**APPROVAL OF AGENDA:** The agenda was approved.

**APPROVAL OF MINUTES:** The minutes were approved.

**ANNOUNCEMENTS:** There were no announcements.

**STANDING SENATE COMMITTEE REPORTS:**

**Associated Student Union (Pratt)** No report.

**Middle College High School (Wilson)** No report.

**President's Cabinet (Jones)** On All College Day limited workshops will be held. Dialogue questions were determined and facilitators assigned.

Jeff Kingston will attend College Council. Mariles will share CCC's portion of the instructional equipment budget and make recommendations for its use.

Cabinet members will review programs and validation reports conducted in Fall 2004. Members will read reports by 12/10/04. Committee will meet week of 12/13/04.

**Operations Council (Jones)** A location for the smoking gazebo may be just to the left of the stairs to the library facing the quad. The new gazebo will be the fourth smoking gazebo on campus. It would be the most convenient, yet still out of the way of the pedestrian traffic through the quad. The Operations Council agreed to send this proposed location for the additional smoking gazebo to College Council. People will still be able to smoke in the parking lots.

The bike lockers would be located near the grassy knoll facing Library Drive. The bike lockers are enclosed, so bicycle thefts shouldn't be a problem.

McKinley Williams talked to the ASU about using the recreation room as a cafeteria when the library is moved into the cafeteria during construction. One table will be set aside in the recreation room for game playing, except during peak times, when that table would be given up to people wanting to eat. The vendors will be relocated to vending trucks on the curb of Library Drive.

It's time to begin thinking about the Operations Council Accreditation mid-term report. College Council will once again act as the steering committee and all committee reports will be submitted to College Council. Mary Healy will e-mail everyone the Accreditation Standards from the Accrediting Commission's website. Everyone was urged to review these standards.

Lt. Paul Lee reported that the Contra Costa County website suggests that an entity could be liable for not having a defibrillator available. There is no case law that says a community college would definitely be liable for not having a defibrillator. We would not be liable if someone who is properly trained uses a defibrillator in a proper manner. The only time we could be liable is if someone used a defibrillator out of its normal use. Paul said the Police Chief supports the idea of having defibrillators available in the patrol cars. There is a process to be certified with the County. McKinley Williams said there would have to be a recommendation from District Police Services to go forward with this.

There will be a health services room in the new student activities building. There are no plans to staff it at this time. McKinley Williams stressed that right now, the designated place for people to go with injuries is Police Services.

College Council received a complaint concerning the safety issue of people using the area in front of the locker room as a drop-off point. Jim Taylor reported that two drop-off have been created. McKinley Williams asked Paul Lee to have his officers monitor that area during the summer with the swimming program. Benny also suggested having some flashing lights. Jim Taylor will investigate.

**Career and Technical Training (R. Ramos)** No report.

**Classified Senate (Johnson-Rose)** No report.

**College Council (Weston)** Mack distributed a draft schedule of the facilities modernization program. The schedule is still under discussion due to the relocation of various departments and services from one building to another. For example, the library will be moved into the cafeteria and fireside rooms. Renovations in the library must be completed before the library and skills center can be moved into the renovated space. This will delay the move of the Math Department to the Skills Center. Mack reported that Jeff Kingston guarantees us our 19 plus million dollars from the bond money no matter when we start construction. We may have to prioritize the projects as building costs continue to rise. The Library, Vocational and Student Activities are at the DSA (Division of State Architect) for review and permit approval. In order for us to retrofit the Art Building as originally planned, we will need to evacuate it completely. We were hoping to use the art yard to continue classes, but this will not be possible. Therefore, we are looking at off-campus locations to lease for a year or so to hold classes while building projects are being completed. We have approached WCCUSD about the El Portal school site. The cost to purchase and renovate that site might be cheaper than retrofitting the Art Building. This and other options are being explored. There was also some discussion about the removal of toxic materials with the demolition of some of the buildings (such as the asbestos in the Humanities' floors). Mack said we are cognizant of the situation and will take the necessary precautions.

Barb said most of the classified were in favor of the policy; however, there was some mention of moving the gazebo by the Humanities Building as the wind carries the smoke in the buildings via the windows. Saul reported that there were 25 faculty responses, mostly favorable for the proposal. Tim mentioned the results from the latest student survey (approximately 900 students who participated in the survey), the majority responded favorably to the ban on smoking. Kevin said the students would like to see the date pushed back to Fall 2005 so they can put the policy in their student handbook.

Mariles distributed the proposal to adopt a Public Safety Advisory Committee. We would be the first campus to have such a committee since DVC and LMC do not at this time. After some discussion, it was decided that perhaps the name should be changed to Police Advisory Committee since the primary purpose seems to be communicating with campus police services. Mariles said she will ask campus police how they feel about this change and report back. Ron would like to know how many representatives there will be from the constituencies listed on the composition of the committee and also mentioned that there were no external community names. Saul said this item will also be placed on next month's agenda after each constituency group comes back with their approval or not and their number of representatives for this committee.

Mack distributed a list of Self Study Committees showing our existing committees and the correlating accreditation standard area. The only questionable committee we have listed that correlates to the Learning Resources standard area is our Technology Committee. We may want to add the Academic Skills Advisory Committee to that area. Mack also announced that we would like to have someone from the accreditation commission come to CCC for some training. Deborah Blue, a former CCC employee who now serves on the accreditation commission, will be invited.

Saul and Mack presented the proposal for All College Day. We want to take advantage of the day by using the accreditation language to have a "dialogue" with all constituencies groups on campus to determine the expectations of a Contra Costa College graduate or certificate awardee.

**District Governance Council (Weston)** The Governing Board Agenda revealed the Acting Chancellor will start January 10th, and SHE would work on approving a new Chancellor by July.

The revision of the DGC By-laws were tabled until March. It is hoped that the revisions will be worked out by June 2005.

College Student Equity Plans were presented by each college. Ron has a copy of the CCC plan and it is on the web. Procedures approved were: the Discrimination and Unlawful Harassment Procedure, the Employee Ethical Code of Behavior Procedure, and the Student Credit Card Solicitation Procedure.

**Governing Board (Jones)** No report.

**Council of Chairs (Rosenthal)** Frank Hernandez reported that they are running into many problems with on-line registration. The District Office has promised Frank they are working on the problem but their equipment needs to be upgraded. They've installed a new version of Web Advisor and it's not matching the hardware. Having students enroll in Admissions and Records won't help because the Admissions and Records Office is experiencing the same problem. The only advice we can give students at this point is to try again, and to try early in the morning and late at night when the system won't be so busy.

All chairs should have received a notice from Judy Pearson and an e-mail from McKinley Williams about the changes to the wait list procedure. The students will now have to manage their own wait lists. If students don't have an e-mail address they will have to virtually go on every day to see if there has been any movement on where they are on the wait list.

Frank Hernandez reported that he is still getting add cards. The only add cards he is even considering now are for open-entry/open-exit classes and field courses. Priscilla Leadon said she gets a lot of VTEA surveys completed by students who aren't enrolled in the class. We lose money with these students. They wait until they are sure they're going to receive a good grade in the class, and then turn in the add card. These students aren't included in census figures and the college doesn't collect FTES for them. Instructors also need to go over their rosters every month. This is the first semester we've begun to enforce the policy of not accepting late add cards.

Tim Clow reported that he has been meeting with all the divisions. Over 90 percent of the college's mission statements are completed. College Council has asked the Council of Chairs to begin discussing the following question: "What should a Contra Costa College graduate know?" The second question is: How do you assess and evaluate if the student knows it? The third question is: Did you meet your expected outcome? If the benchmark wasn't achieved, then you must come up with an action plan. The action plan represents a collegial discussion of how you will improve it the next time around.

David Rosenthal said another question to be asked should be: "What should a student know before they come here?" McKinley Williams responded that we cannot control how the students come to us. A prolonged discussion ensued on the topic of student behavior and preparedness. Many people felt that this is a problem that needs more attention.

**FSCC (Zeller.)** A Classified Recruitment Process report was given by Sophia Lever and Andrea Gonzales-Lewis from the District office. They were looking for FSCC input as part of meeting with all "stakeholders" to help build a model for a new recruitment process. FSCC concerns included the following: finding ways to involve faculty in process for personnel that would directly affect the work of departments and to create a process by which faculty could work together with the hiring manager, clarification for how faculty is involved and what role does local one have in this process, and, clarification on how screening is done at the District office and what review involvement does Local One have.

There was a general concern with how job descriptions and qualifications are determined. Gene Huff from District office came in with the updated Equivalency and FSA District forms and asked for FSCC input. It was requested that it was not needed to have two signatures on the Equivalency Form, plus the academic/faculty senate signature and also insure that the Uniform Selection Guide is followed.

The Discipline/FSA verification form was presented as a united FSA and Discipline verification form. FSCC explained that one form did not do the job and that it was necessary to have separate forms for discipline, which involves part timers and a second form for FSA, which is requirements for full time faculty.

Last year seven people were approved for sabbaticals, but did not get funded. Discussion centered around the question of whether they should be funded first before soliciting new applications. The consensus was that FSCC recommends that previous seven people need to reapply unless the process for new sabbaticals does not go forward.

**Instructional Technology Committee (Fernandes)** No report.

**Student Services (Mays)** No report.

**Faculty Development Committee (Weston)** No report.

**Planning Council (Jones)** No report.

**NEW BUSINESS:**

**ASC President for 2005-07 Announced (B. Williams)** A paper ballot will go out in February. No candidate had 50% of the vote. The procedure for elections need to be discussed further. It was recommended that there be at least two senators on the election committee. the paper ballots will only be distributed to fulltime faculty.

**Faculty Issues Discussion (Mays)** The Academic Senate had no formal recommendations about the issue of working to contract at this time. Judy Mays will organize a meeting on All College Day for faculty to discuss these issues in the event the UF and District fail to settle current contract negotiations.

**Proposal to Ban Cell Phone Use in Classroom** was tabled to next agenda.

**ASC Mission Statement** was tabled to next agenda.

**Public Safety Committee** was tabled to next agenda.

**Voting Procedures** was tabled to next agenda.

**ADJOURNMENT:** The meeting was adjourned at 4 p.m.

**Respectfully submitted,**  
**Lynette Kral**