



[District Academic Senate Website](#)

**APPROVED: 2/9/15**

**Governing Council Officers 2014-2015**

Diana Bennett  
*President*

Douglas Hirzel  
*Cañada College AS President*

David Laderman  
*College San Mateo AS President*

Kate Williams Browne  
*Skyline College AS President*

Teresa Morris  
*Chair District Curriculum Committee*

Anne Nichols  
*Cañada College AS Vice President*

Theresa Martin  
*College San Mateo AS Vice President*

Stephen Fredricks  
*Skyline College AS Vice President*

**District Academic Senate**

**Minutes 12/08/14**

2:15 pm – 4:15pm

**District Board Room**

*Meetings of Governing Council are open to all members of the campus community.*

| <b>Item/Topic</b>                       | <b>Presenter</b> | <b>Time</b> | <b>Details</b>  | <b>Action/ Procedure/Discussion/Information</b> |
|---|------------------|-------------|---|---|
| <b>Call to Order</b>                    | President        | 1           | Time: 2.21pm<br>Timekeeper: Laderman<br>Recorder: Nicholls  |   |
| <b>Introductions</b>                    | President        | 1           | Members present: Bennett, Laderman, Browne, Nichols, Hirzel, Shaw, Morris<br><br>Members absent: Martin<br><br>Guests: K Blackwood, D Carrington, T Beliz, Y Valenzuela, D Kaplan |   |
| Adoption of Agenda:<br><b>12/08/14</b>  | President        | 1           | M:<br>S:<br><br>Approved amended: re-order agenda items<br><br>Faculty Screening Procedure<br>Study Abroad Oversight Committee  |   |
| Approval of Minutes:<br><b>11/17/14</b> | President        | 1           | M:<br>S:  |   |

**Public Comment**

Public

None

**Presentations**

**Budget 101**

Blackwood

Budget 101

BP 8.12 Reserve Requirements for the Unrestricted General Fund  
Budget 101 presentation: Kathy Blackwood

She talked about reserves. Should be 2 months worth or about 17%. State average is around 16 to 18 percent. Risks are loss of revenue, law change may impact us. A disaster like 9/11. A drop in interest rates. A significant up in the economy would mean less tuition. A law change like Obama Care or PERS increases. There are 3 areas that we would use for the reserves. One is the budget stabilization reserve. Another is for emergency disaster reserve and the third is for working capital to provide sufficient cash flow. The town of Atherton was used as an example. Budget stabilization. Sudden loss of revenue or an increase in expenses. The bulk of our revenues are in property taxes. We have to borrow. A 2/3 majority of the Board has to approve any expenditure from the reserves. 15% goal in 5 years. Reserves will probably increase every year. District has been in the 16-17% range. There is no state requirement for community colleges.

Kate asked a question about 5 to 19 percent in each category. Doug Hirzel commented on confusion about the 17% ending balance vs reserve. David Laderman added about a faculty concern about tying up funds that may be used for raises. Kathy says we don't use one time money for raises. Kate commented about the faculty wondering about raises or increases in professional development. Doug talked about huge STRS increases. Kathy said that future PERS/STRS increase will be a major hit on us. David Laderman discussed if we changed our ending balance of 5 - 7 percent how would it effect our balance range. Top end and bottom end. There is a lot of confusion about the 30% reserve. What is reserve money? There are other funding measures to get money for raises or professional development. Procedure of how we will get there would be good. It should be made more clear to faculty. Working capital is used every year is one time money. It ebbs and flows during the year. Kathy gets permission from Board every year to use funds. She replenishes with the property taxes that come in.

**Agenda Items**

**Continuing Senate Business**

All Board Polices and Procedures may be found at Regs & Rules [SharePoint site](#)

| Curriculum                         | Morris  | District Curriculum Update – None Given  |
|------------------------------------|---------|--|
| <b>1990 Local Min Quals</b>        | Bennett | <p>Final Recommendations</p> <ul style="list-style-type: none"><li>○ <b>Reading:</b></li><li>○ <b>Psychology</b></li></ul> <p>Local Reading Minimum Quals: Yolanda Valenzuela</p> <p>Recommended Reading Minimum Qualifications for the SMCCD</p> <p>See handout. The task force recommended that we use the minimum quals that the state requires. A minimum 12 units of grad work in reading. At Canada, reading and english are under the same department. At Skyline and CSM they are two separate departments. Yolanda talked about the differences at the 3 campuses.</p> <p>Opening District flex day the 3 campuses reading and English departments should meet. Dan Kaplan asked if there was any evidence as to which campus has the best results. Diana wrapped up discussion on the reading min quals.</p> <p>Local Psychology Minimum Quals: David Laderman</p> <p>Why didn't any Psych people show up? Jim Clifford was chair. They voted unanimously that the local min quals be removed and use the state requirements.</p> <p><b>Voted on the reading and psychology recommendations that we remove the local min quals and was unanimously approved.</b></p> |
| <b>Faculty Screening Procedure</b> | Browne  | <p>Faculty Screening Procedure: Debbie Carrington</p> <p>See handout: Faculty Screening Procedures Fall 2014. Not an action item. Debbie had us go to page 9. Criteria for the Recommendation of Finalists. One of the presidents wants more than one finalist. How can we make it work so that the screening committee doesn't do all this work only to have the president go out for more candidates again. We went over the rewording of it. Debbie took notes on what we want changed.</p>   |

|                                     |               |  |
|-------------------------------------|---------------|--|
|                                     |               | <p>Page 11: Continuous Applicant Pool</p> <p>Debbie says we don't have applicant pools for every single discipline. We want all applicants to go through HR process first. Central applicant pool at district. Debbie says that HR should maybe create more even if they are never used. Debbie was concerned about the 3 year time limit. Take out sentence. Add sentences about Deans. Yolanda asked question about a full time faculty member who is taking maternity leave next semester. We discussed how to put other adjuncts to fill in for the absent member.</p> <p>Section A. Review by Screening Committees and Managers</p> <p>Leigh Anne wanted to add something in there. Doug said to add it to both adjunct and full time. Leigh Anne wants the pool to be looked at periodically. Maybe 3 years is too long and we should cut it down to 2 years. Doug says we should pull adjuncts from the full timers pool or invite them to apply in the part time pool. Doug went back to page 8. B. Determining Equivalence to Educational Requirements. We should adjust that also.</p> <p>Bottom of page 12. Section D. Optional Procedures for Hires Within 45 Days of Assignment. See yellow highlights.</p> <p>Muddy issue about part timers on hiring committees. We discussed issue.</p> <p>A Procedure not a handbook. 3 procedures under that policy 3.15 ( Employment Procedures). No senate has formally approved it yet. Appendix D is not the same as Board Policy. We should get rid of Appendix D, but look at it another day. We will try to approve by Feb or March. We will not talk about minimum quals regarding HR today.</p> |
| <p><b>Sabbatical Resolution</b></p> | <p>Hirzel</p> | <p><b>Sabbatical Resolution – Originally From Cañada Faculty</b></p> <p>Canada Sabbatical Resolution:</p> <p>On funding the faculty for sabbaticals. We discussed this. We don't have enough money to fund a full time sabbatical. Dan Kaplan gave an interesting history on this topic. Long term leave was code for sabbaticals. Release time is a negotiable item. We need to collaborate between the Academic Senate and the AFT. Diana brought up the fact that Article 13 doesn't cover everything. It is not enough to fund the faculty professional development needs. We should be able to have at least one faculty from each college getting a sabbatical for full time faculty that is a separate thing from the professional development</p>  |

|                                 |         |   |
|---------------------------------|---------|---|
|                                 |         | monies. Pres Bennett will ask for study session in March 2015   |
| <b>Prof Dev Funds</b>           | Bennett | Additional Prof Dev Faculty Funding Sources<br>[NOT: AFT -Article 13]<br><br>Defer to Feb 2015  |
| <b>Equivalency to Min Quals</b> | ALL     | Revision Equivalency Process<br>BP 3.15 and Procedure 3.15.1<br><br>Defer to Feb 2015   |
| <b>New Senate Business</b>      |         |   |
| <b>Study Abroad</b>             | Beliz   | Study Abroad Faculty Oversight Committee<br>1 <sup>st</sup> Read: Amended Bylaws<br><br>Study Abroad Oversight Committee: Tania Beliz (Chair)<br><br>Tania discussed what was approved by the committee. Committee selects who goes. Committee selects the students who get scholarships to go. The committee ranks them and it goes to the study abroad director at Skyline and they goes to a regional consortium and they select the students who apply from the 3 colleges. They developed bylaws. We can look them over and send them back or approve them. We changed Advisory to Oversight. We want the director to work with our committee. We will take back to our local campuses for discussion. The director will be under the VPI. Right now the director is at Skyline College and reports to the VPI at Skyline. We discussed not to extend the submission timeline. |
| <b>SS &amp; R Resolution</b>    | Kaplan  | <b>AFT - Resolution to Improve Student Success and Retention</b><br><br>Dan Kaplan (AFT 1493 Executive Secretary)<br><br>Dan presented a resolution that he presented to the Board. The Board unanimously passed this resolution. The resolution is to urge the state to increase funding for adjuncts' pay and office hours. 70% are adjunct and 30% are full time. Dan passed out the Advocate to us. On page 3 he wrote and article about this. He spoke on the history of this topic. We discussed parity. He would like the DAS to pass this resolution.<br><br><b>Further discussion and vote on it at our Feb. 2015 meeting.</b>   |

## Announcements

|                 |           |   |                              |  |
|-----------------|-----------|---|------------------------------|--|
| <b>Next Mtg</b> | Feb 2015  |   | DAS Meeting February 9, 2015 |  |
| <b>Adjourn</b>  | President | 2 | M:<br>S:<br>Adjourned 4:45pm |  |