

# CITY CURRENTS



A NEWSLETTER FOR THE CITY COLLEGE COMMUNITY

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DECEMBER 1–7, 2003

## Q&A: CalSTRS Golden Handshake legislation

By Dr. Philip R. Day, Jr.,  
Chancellor

Many of you have inquired regarding the recent passage into law of Golden Handshake legislation authored by Assemblymember Ellen Corbett (D-San Leandro). Although not all the answers are in, we wanted to make sure you had the most accurate, up-to-date information available.

### Q: What are the Golden Handshake programs that are being offered?

A: There are two options:

- The “Plus 2” is a permanent program that permits a CalSTRS member to receive an additional two years of service credit, or
- The “2+2” allows a district to offer CalSTRS members an early retirement incentive of 2 years of service credit and 2 years of age.

### Q: Who is eligible to receive these retirement incentives?

A: Any CalSTRS Defined Benefit Program members who are eligible to retire may receive the retirement incentive if their current employer agrees to offer either option. A DB Program member is eligible to retire at

- Age 55 with at least 5 years of service credit,
  - Age 50 with at least 30 years of service credit, or
  - Age 55 with less than 5 years of service credit but eligible for concurrent retirement with another California Public Employees’ Retirement System.
- The maximum age factor an retiree can receive continues to be 2.4 percent.

### Q: Is the program mandatory?

A: Offering the program is at the discretion of each district. The district must agree pursuant to a memorandum of understanding between the employer and the representative employee organization to offer the program.

The governing board of the district can decide whether to extend the benefits to employees not represented by an employee organization by taking formal action to provide the benefit to a subset or all employees.

### Q: What requirements are put on the district?

A: The district must be able to demonstrate a net savings for offering the program, not for each individual employee, but a net savings for the district.

### Q: When do the payments to the State Teachers Retirement System (STRS) have to be made?

A: The employer may pay for the incentive for up to an eight-year period. CalSTRS can receive payments only from the employer. They are prohibited from receiving payments from employees.

### Q: Would the district be allowed to calculate the savings over the same time period?

A: The time limitation is placed on the payments to STRS. There are no express accommodations allowed for calculating the savings for more than one year, however, previously savings have been allowed to be calculated over the entire period of the payback.

### Q: What requirements are put on the employee?

A: The employee must retire during the “window period” of 60 to 120 days, as specified in the formal action. The “window period” must begin after the formal adoption of the board resolution.

Additionally, the person cannot work at all — even as a substitute — for any district that granted the retirement incentive for five years after retirement. Nor can a member become an employee of any California public school district within one year of their retirement date. Finally, no member

who retires under either incentive plan can receive unemployment benefits within a year of their retirement date. Any of these actions will cause forfeiture of increased benefits.

### Q: How long are the programs in effect?

A: The authorization to grant two years of service credit does not expire. The provisions of the “2+2” incentive expire on January 1, 2005.

Therefore, for a district to offer the “2+2” incentive program, the local board of trustees must pass a resolution stating that the district would like to have the option of offering employees to this option and over what period of time or “window” this option would be available. Employers may designate “window periods” for the “2+2” retirement incentive from January 3 to December 31, 2004. The defined “window” period determines when the employee can actually retire and is determined by the local district.

### Q: When can we expect to receive further details about these programs?

A” CalSTRS has indicated to us that they expect to issue a directive to address the remaining issues in December of 2003.

### Q: When will we know if City College intends to offer all or part of the “2+2” incentive program?

A: Analysis of the impact of these retirement incentives cannot be completed until after STRS issues its December directive. A decision will therefore not be made until Spring 2004.

We will send further communications as appropriate.

*Editor’s Note: The above memorandum was issued November 20, 2003 by Dr. Philip R. Day, Jr., Chancellor, concerning the details of the Golden Handshake Legislation AB1207 (Corbett).*

# CITY CURRENTS

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*City Currents* welcomes submissions from all members of the City College of San Francisco Community.

Please note that the deadline is 10 AM Monday one week prior to the issue date.

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# Shared governance update

## TLTR Minutes September 29, 2003

Minutes of the September 29 meeting of the TLTR, submitted by **Steve Levinson**.

The minutes of September 8, 2003, were approved as amended.

**OLD BUSINESS:**

1. Overhead Projector Survey: **Janet Willett** updated the Roundtable on the survey of department chairs on availability and use of overhead projectors. As the surveys are returned, unused equipment will be made available to departments in need, and a plan will be developed for additional purchases for the time when instructional equipment funds become available. There was discussion about the advantages of purchasing projectors and replacement bulbs in bulk, and about the problems caused by frequent equipment reconfigurations by manufacturers.

2. Update on the Work of the Teach ACT Sub-group: **Mamie How** reported that work was proceeding to make available to students and faculty information on fair use of copyrighted material. When this information has been accumulated and put in a proper format, it will be sunshined and presented to TLTR for revision before going through the shared governance process. In its website version it will have links to all pertinent law. The report will also reference permissions already acquired and paid for by the District.

3. Strategic Plan Draft and Implementation Schedule: Consideration of the technology sections of the Strategic Plan was deferred because the Roundtable did not have the draft with the latest corrections. Consideration of Activity a (Interactive Television) was deferred due to the absence of the presenter.

**NEW BUSINESS:**

1. Technology Issues and Interests of Alemany Faculty: Led by Alemany faculty, the Roundtable discussed faculty awareness, faculty training, tech support,

possible use of interns, and student response to technology.

2. Technology Learning Center Update: Taking advantage of the wired Alemany classroom, **Barbara Stewart** showed the Roundtable the TLC web page, in particular its calendar which featured workshops for the rollout of computers: PC desktop; Groupwise; Mac desktop; PC and Mac laptops. The Center will soon be offering many of the workshops given in previous semesters, including graphics and web development classes. The Center is working on a web page template which will make it easy for faculty to put up web pages even if they are not high end users.

3. Academic Policies Committee Changes: **Janet Willett** reported that the Academic Policies Committee had approved the usage of "Teaching, Learning, and Technology Roundtable" for TLTR. The Committee also removed the restriction on faculty appointments, which made those appointment department, location and committee membership specific.

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# Shared governance update

## Transportation Subcommittee Minutes October 14

Minutes of the September 9 meeting were approved.

Regarding the make up of the committee, we are still looking for another student representative.

### BIKE RACK UPDATE

**Muriel Parenteau** got a quote from Geoff Palmer of the Palmer Group for the cost of 15 racks. With sales tax, the total amount quoted was \$1920.45. **Stephen Herman** added that half the cost can be paid by administration if Associated Students could chip in the other half. **Skip Fotch** will bring the topic up at the next AS meeting.

**Eli Milchman** asked to postpone the recommendation for the locations of the 15 bike racks until the next meeting.

**Muriel Parenteau** will bring the bike rack proposal to Facilities Review Committee meeting when it is finalized.

### NO LEFT TURN OFF CLOUD CIRCLE

There was a general discussion on the proposal to put up “No Left Turn” signs at the end of Cloud Circle (where Cloud Circle meets Phelan Avenue). **Stephen Herman** recommended that signs be put up now. It was noted that the enforcement of the signs may need to be approved by the Municipal Court. **Ken Baccetti** will look into it and follow-up with **Muriel Parenteau**.

### LOWERING FACULTY/STAFF PARKING STICKERS FROM 2 TO 1 PER PERSON

**Muriel Parenteau** raised the question of whether having one parking sticker per employee would constitute a change in working conditions. **Joyce Taylor** reported that **Alan Fisher** said that it is a change and would need to be discussed, and **Athena Steff** agreed that it would need to be discussed.

### GENERAL PARKING ISSUES

**Doug Re** was asked by **Muriel Parenteau** if a computer program could be constructed to determine if students who purchased parking stickers are still

enrolled after drop date. She will follow up with him.

Committee members were asked to familiarize themselves with the transportation section of the master plan.

**Muriel Parenteau** noted that as new construction on the Ocean campus commences, there will be less parking available. Lots B, K and E will be impacted by construction in the near term.

**Muriel Parenteau** will go to the Grant division for assistance with soliciting Bay Area Air Quality funding for a possible shuttle from Cloud Circle, the reservoir parking lot and the Bart station.

**Stephen Herman** reported that Chancellor **Philip R. Day, Jr.**, has agreed that a no parking enforcement understanding will be limited to the first two weeks of a semester — down from three weeks.

### PARKING ENFORCEMENT UPDATE FROM KEN BACCETTI

**Ken Baccetti**, the interim police chief, reported that currently there are only two officers working 16 hours per week at the front entrance of Ocean campus. He would like to increase the two 16-hour officers to 20 hours per week.

He stated that the police issue on average 770 parking tickets per month, and 16 moving violations per month.

**Stephen Herman** will look into the possibility of using parking funds to fund officers.

**Muriel Parenteau** asked whether bail monies from citations could be used to pay for additional parking enforcement.

### ESCORTS TO AND FROM PARKING AREAS AND CROSSING GUARDS

There was a general discussion concerning the idea of having escorts available to and from parking areas.

**Muriel Parenteau** asked whether student workers can be employed to escort people out to cars. The question was raised as to what constituted a safety related

need for Campus Police escort and that perhaps some guidelines need to be explored.

**Stephen Herman** raised the issue of hiring crossing guards as part timers.

### NO LEFT TURN PROPOSAL

It was decided that **Muriel Parenteau** will bring the “no left turn” signs proposal to the Facilities Review Committee.

The Committee unanimously approved a resolution that the “no left turn” signs will go up as soon as we get additional information from Ken.

### DANIELLE BRICKER FROM RIDES FOR BAY AREA COMMUTERS

**Danielle Bricker** from RIDES for Bay Area Commuters, Inc. gave a slide show presentation on the RIDES web based rideshare/carpool system.

The address is [www.511.org](http://www.511.org). She demonstrated the extensive ridesharing/carpooling/vanpooling/ride matching system now available to all. The service is provided via the 511.org website where users can access information and they fill out the online form.

**Tom Hetherington** suggested that RIDES consider doing a Flex Day presentation.

**Muriel Parenteau** suggested that the information be included in the “new hire” packets.

Other suggestions for getting this information to employees and students included using email, attaching info to the check stubs and putting a notice in *City Currents*.

**Muriel Parenteau** asked if anyone knew the extent to which the faculty and staff are using the “commuter checks” program to purchase public transportation passes.

City Car Share will make a presentation to the committee at the November meeting.

NEXT MEETING - Tuesday (November 11, 2003) R206 2:30 – 4:00 P.M.

# Dean Balestreri: CCSF's policy on retroactive drops

By **Robert P. Balestreri**

Dean, Admissions and Records

Every school term the Office of Admissions and Records receives numerous requests from students seeking a retroactive drop. The main reasons for these requests are to avoid a "W" symbol being recorded on the student record and to obtain an enrollment fee refund for the class. I would like to take a few moments to explain why a retroactive drop cannot be authorized unless the program change was a result of action taken on the part of the district.

**Title 5 of The California Code of Regulations** states that a student who drops his/her classes during the first four weeks or 30% of a term, whichever is less will not receive a notation of "W" on his/her academic record. Therefore, a student has four weeks, which is less than 30% of our school term, to drop a class without a notation of "W." The same applies to short-term classes of which 30% would normally be less than the four weeks of the short-term course. After this point in time, the student may withdraw from a course up to the last day of the fourteenth week of instruction or 75% of a term whichever is less and a

"W" symbol will be posted to his/her record. The "W" symbol does not affect GPA calculation; however, it is utilized for progress probation calculation.

Title 5 also stipulates that a community college district shall refund upon request any enrollment fee paid by a student for program changes made during the first two weeks of instruction for a primary term-length course, or by the 10 percent point of the length of the course for a short-term course. In addition, a community college district shall not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course or after the 10 percent point of the length of the course for a short-term course unless the program change is a result of action taken by the district to cancel or reschedule a class or to drop a student where the student fails to meet the prerequisite.

There is no provision in Title 5 that authorizes a community college district to consider or authorize a retroactive drop for purposes of avoiding a "W" or to seek an enrollment fee refund unless the district took action to cancel or reschedule the class in question or drop a

student where the student fails to meet the prerequisite. The Office of Admissions and Records will retroactively drop a student **only** under these authorized conditions.

## SHARED GOVERNANCE UPDATE

### Student Preparation/Success Meeting Minutes Sept. 25

Co-Chairs: **Kristin Hershbell and Lisa Romano**

Members present: Dr. **Ann Clark, Ophelia Clark, Ann Fontanella, Kristin Hershbell, Josephine Loo, Sharon Nunley and Lisa Romano.**

Members absent: Dr. **Henry Augustine, Nick Chang, Carol Hudson and Dr. Philip Magalong.**

Minutes of the Student Preparation and Success Committee's September 25, meeting.

1. Meeting dates for Fall 2003 and January 2004 will be as follows: Oct. 30, 2003; Nov. 13, 2003; Dec. 18, 2003; Jan. 29, 2004 Unless otherwise noted all meetings will be held in E200B from 3 to 5 P.M.
2. Minutes for the March 13, April 10, and May 8 meetings were approved with corrections.
3. ESS recommendation EMT 10 has been approved to be forwarded to the Academic Senate.
4. Discussed the recent presentation to Academic Senate regarding the Scholarship Office. Will invite representatives from the Scholarship Office to report on its status at the October 30th meeting.
5. Student Complaint — The committee is still looking into the status of the student complaint policy.
6. Issues to focus on for Fall 2003. Some suggestions include looking at Basic Skills, Title III, Koret Foundation, and inviting a representative from the Associated Students to share any concerns or areas (as related to student preparation or success) the students feel are important and have been overlooked or neglected.

## Deadlines to submit final grades

By **Robert P. Balestreri**

Dean, Admissions and Records

**January 5, 2004** is the deadline date for submitting your final grades by the traditional method, hard copy (scan sheets) to the Office of Admissions and Records.

**January 8, 2004** is the deadline for submitting your final grades on the Web.

I would like to take this opportunity to thank all faculty who have chosen to submit their grades over the Web. In the future you can expect to see First Day Class Lists, Census Sheets and Instructor Initiated Withdrawal Lists available for on-line submission. For faculty who are still not convinced that Web grading is more efficient, convenient and dependable you still have time to select Web Grading for the posting of your final grades.

**The deadline for choosing Web Final Grades is December 2, 2003.**

If you are not confident that you can navigate the Web we are here to assist. Please give **Garret Wong** in Admissions and Records a call at (415) 239-3358 or you can e-mail him at gwong@ccsf.edu he will be more than happy to assist you.

## CCSF well represented by Bio-Link at national conference

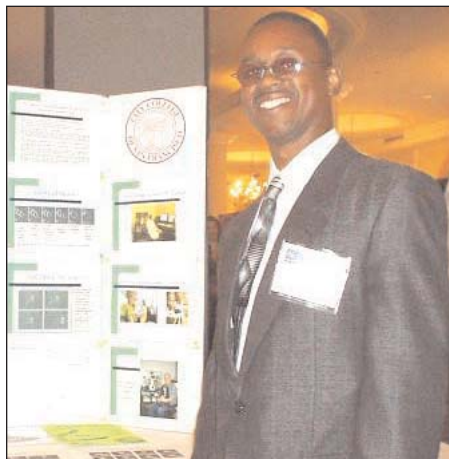
The 2003 National Advanced Technological Education (ATE) Principal Investigators Conference entitled "Celebrating the Successes" was held October 22-24 in Washington, DC. Representing City College's Bio-Link grant program was Dr. **Elaine Johnson**, Director; Dr. **Bart Gledhill**, Deputy Director; **Kristin Hershbell**, Associate Dean, Grants and Resource Development; and **Jim DeKloe**,

### Summary of grants received by City College

**U.S. Department of Education** — CCSF's National Articulation and Transfer Network (NATN) received an award from the U.S. Department of Education for the continued development of the Network. The award is in the amount not to exceed \$248,375 for the period of September 15, 2003 to September 14, 2004.

**San Francisco Foundation** — CCSF as a member of the San Francisco Information Technology Collaborative (SFITC), recently received funds from the San Francisco Foundation to support instruction and training for an information technology career ladder program. Courses will be held onsite at SFITC partner Jewish Vocational Service, and will target low-income, unemployed and/or entry-level incumbent workers. The award is in the amount not to exceed \$25,000 for the period of November 1, 2003 to June 30, 2004.

**Miriam and Peter Haas Fund** — The Miriam and Peter Haas Fund has notified the Child Development and Family Studies Department, Center-Based and State Preschool Programs that it is eligible to receive an additional \$24,000. This money is designated for the purchase of supplies and equipment to support the ongoing operation of the child development programs.



CCSF Biotechnology student, **John Thomas** presented his internship research at the ATE Conference's poster session in Washington DC.

Co-Director of the Northern California Biotechnology Center (NCBC) at CCSF. The conference also highlighted students and alumni representing ATE projects across the nation. Only 30 students nationwide were selected and received scholarships to attend the conference through an application process hosted by the National Science Foundation and the American Association of Community Colleges. Each student prepared a display related to their program of study or their current work for a student showcase session. In addition, some students served on panels.

CCSF student **John Thomas**, representing biotechnology technician programs was selected to participate. John is a graduate of the 2003 Bridge to Biotech program at CCSF's Southeast Campus and has transitioned into the Biotechnology program. He is currently a mentor in the Bridge program and is interning in the Radiation Oncology Lab for Dr. **Bill Dewey** at the University of California San Francisco. Dr. **Edie Leonhardt** of CCSF's Biology Department was instrumental in facilitating his internship. He is also the recipient of the CCSF Ed Ginn scholarship the Academic Excellence Scholarship, the Orenia Bowen Menzel Scholarship, the

Engineering Technology Scholarship and the DSPS Scholarship.

"I am a 50-year-old African-American re-entry student who has overcome the challenges of a 25-year drug addiction, poverty, homelessness and a visual and learning disability to become an honor student at City College of San Francisco. I am the middle of five children. I excelled in high school and became the first in my family to attend college," Thomas tells *City Currents*. He credits **Chris Shaeffer** and the homeless At Risk Transitional Studies (HARTS) program with providing emotional and academic support and being a lifesaver for him.

"I have good instructors and really enjoy the work I'm doing. It's hard to believe that in the past semester, I've acquired the skills to actually isolate a fragment of DNA. This field is really exciting. I am looking forward to working in biotechnology."

Dr. Johnson facilitated a panel on *Best Practices for Increasing Diversity of Technicians*. Kristin Hershbell and John Thomas served as panelists and discussed successful retention strategies including learning communities and support services; offered examples from the workplace that exemplify commitment for diversity enhancement; and contributed ideas on how to ensure a diversified and qualified pool of technicians for the future.

John shared his perspective as a student in a learning community designed to open doors to training for the biotechnology industry in which he highlighted CCSF's *Bridge to Biotechnology Program*. This program has been supported with VATEA funds and is currently offered at the Southeast and Mission Campuses. He attributes his success to the program which allowed him to strengthen his math skills, introduced him to the language of biotechnology and helped him discover an interest in science. John described his internship research at the poster session.

**Chris Auriemma co-authors, presents scholarly paper**

**Chris Auriemma**, who attended City College of San Francisco from 1997 to 2003 earned a \$6,000 internship last summer at the National Renewable Energy Laboratory, Golden, Colo. He was the only community college student selected for this honor. "I am a returning student with previous degrees in Latin American Studies and Economics." Following his study of engineering at CCSF, he planned to transfer directly into a master's program in electrical engineering with an emphasis on power systems or on mechanical engineering with an emphasis on machine design. He co-authored (with **B. Sopori, C. Li and J. Madjdpour**) a Conference Paper presented at the 13th Workshop on Crystalline Silicon Solar Cell Materials and Processes held August 10-13 in Vail, Colo. It was titled "A Rapid, Non-Contact Method for Measurement of Si Wafer Thickness: Principles and Preliminary Results."

**Jacquelyn Green serving on Modern Language Assn.**

**Jacquelyn Green**, who recently retired as Chair of the City College of San Francisco Foreign Language Department, has been appointed to the Community College Committee of the Modern Language Association of America (MLA). She reports that the results of a new study of foreign language enrollments shows a growth of 17.9% from 1,193,830 in 1998 to 1,407,440 in 2002. This is the highest total number of students studying foreign languages in U.S. institutions of higher education ever recorded by the MLA.

**Culinary Arts on KRON-TV**

The City College of San Francisco Culinary Arts and Hospitality Studies Department was featured twice on November 21 on KRON-TV Channel 4. The first instance was during the 5 P.M. news and later during the lead-in to the 9 o'clock news hour. The reports focused on the students, programs and cuisine available in the College's Cafeteria and the Pierre Coste Room.

**Shaun Rowley earns doctorate**

**Shaun Rowley**, counselor in the Career Development and Placement Center, has completed his Doctor in Education Degree from the University of San Francisco. The November/December issue of "Student Development," published by the Office of the Vice Chancellor of Student Development, said "His dissertation investigated the psychological and environmental factors that contributed to low income, first generation community college students successfully completing their academic goals. Shaun has been asked to now present his study and findings at the American Educational Research Association (AERA) annual conference this coming spring in San Diego. Congratulations Dr. Shaun Rowley!"

**George Neranchi talks of Arms Trade**

**George Neranchi** of CCSF's Business Department and lecturer on international business, gave a talk to the regional meeting of MENSA at the Hyatt Fisherman's Wharf on Saturday, November 29. His topic was "An Irreverent Look at the World's Second Oldest Profession — The Arms Trade." The College's Speakers Bureau provides outstanding faculty and staff as speakers to community businesses and organizations as well as schools. The service is free of charge. For further information on the Speakers Bureau please call the Office of Marketing and Public Information at (415) 239-3680.

**Boris Bukh interns at Berkeley Lab**

Student **Boris Bukh** of City College of San Francisco worked on Stability Properties of the RMS Envelope Equations Describing Intense Ion Beam Transport in Berkeley Lab's Nuclear Science Division in the summer of 2002. His is one of many undergraduate research opportunities in science, engineering, mathematics and technology available each semester and summer at the Lawrence Berkeley National Laboratory.

**Jan Zlotnick honored by ABC-7 TV**

**Jan Zlotnick**, CCSF Nursing instructor who climbed Mt. Kilimanjaro recently, was part of a special ABC7 (KGO-TV) Salute on November 21st. Zlotnick, who made the climb to raise money and awareness to combat prostate cancer, appeared on the program with **Ken Malik**, the director of the Prostate Awareness Foundation.

ANNOUNCEMENT

SAVE THE DATE

**You are invited to a community meeting regarding the development of City College of San Francisco's New Master Plan.**

***Monday, December 15th — 5:30 to 7 P.M.***

**The College Cafeteria — Smith Hall  
50 Phelan Avenue at Ocean Avenue**

(415) 452-5275

# Minutes of the Academic Senate Executive Council

Ocean Avenue Campus, Library Room 518 — October 8, 2003

**Council Members Present:** Rosemary Brinson, Gonzalo Castro-Gonzalez, Dominique Chapuis, Fred Chavaria, Ann Clark, Ophelia Clark, Sunny Clark, Maria Franco, Darrel Hess, Lynda Hirose, Christopher Kox, Joshua Law, Winnie Leong, Madeline Mueller, John Odell, Francine Podenski, Lisa Romano, Louis Schubert, Jane Sneed, Frederick Teti, David Yee.

**Council Members Absent:** Shama Hasib, Glenn Nance, Camille Hoffman, Christopher Johnson, Barry Lynch, Pablo Rodriguez, Chris Shaeffer, Elisa Shore.

**Guests:** Ted Alfaro, Director, Latino Services Network; David Liggett, Director, Facilities Planning and Construction; Antonio Martinez, Counseling; Muriel Parenteau, DSPS; Leslie Smith, Dean, Governmental Relations/Special Assistant to the Chancellor.

## I. Call to Order

President David Yee called the meeting to order at 2:30 P.M.

## II. Adoption of Agenda

The agenda was adopted.

## III. Approval of September 10, 2003 and September 24, 2003 Minutes

The September 10, 2003 minutes were approved. The September 24, 2003 minutes were approved as corrected.

## IV. Announcements

1. The Plenary Session for the Academic Senate for California Community Colleges (ASCCC) will be held in the Pasadena Hilton Hotel on October 30, 31 and November 1, 2003. Details may be found at: [www.academicsenate.cc.ca.us/](http://www.academicsenate.cc.ca.us/).
2. The CCSF Music Department will be presenting a faculty concert on Friday, October 10, 2003. Surveys about the new CCSF Performing Arts Center survey will be available at the concert for your input, or call the Music Department.
3. Version 3 of the Strategic Plan is now available on the Office of Research, Planning, & Grants website: [www.ccsf.edu/Offices/Research\\_Planning](http://www.ccsf.edu/Offices/Research_Planning).

## V. Officers' Reports

### President Yee:

1. Administrative Evaluation Cycle and Procedures (new) are in the Executive Council packet, and the evaluations are now underway. Yee will be serving on the committee that will overview all of the evaluations.
2. President Yee reported on the two Listening Sessions for the Shared Governance Review that were held on October 10, 2003, on the John Adams and Ocean Avenue campuses.
3. Note of interest: In 2002, the average age of the students in Credit was 28 years, and Noncredit was 39 years.
4. College Advisory Council will meet in E201 on November 14, 2003.
5. The Academic Senate for California Community Colleges (ASCCC) Area B meeting is scheduled for Friday, October 17, 2003 at Chabot College from 10 A.M. to 3 P.M.

### First Vice President Teti:

1. The Bylaws of the Academic Senate that are accessible on the Senate website are out of date.
2. The Mathematics Graduation Requirement Equivalency task force is meeting October 9, 2003.
3. Now available and published in *City Currents* is a new Faculty Governance Interest Form. Faculty are urged to use this mode of communication in order to improve the processing of requests.

### Second Vice President Podenski:

1. Vice President Francine Podenski is currently involved in updating the copyright form currently at use in the college.
2. Good ideas were expressed at Listening Sessions for the Shared Governance Review.
3. The Teaching and Learning Technology Roundtable (TLTR) meeting discussed the difference between the levels of technical support available at Ocean Campus compared with that available at other campuses.

4. Academic Calendar: The Spring Break is not changing: it will be from April 5 through April 11, 2004.

## VI. Committee Appointments: Teti

Academic Senate Executive Council approved the following appointments by acclamation:

Distance Learning Subcommittee:

**Melinda Weil**, Astronomy.

Basic Skills Subcommittee: **Andre Cordova**, Counseling.

Program Review Committee: **Jessica Nelson-Lundy**, English.

## VII. Unfinished Business

### Report on Shared Governance Program Review: Yee

The Research and Planning Dean agreed to a third listening session and informed President Yee of their suggested timeline for the report as follows: data from the surveys are due to be available in November; Academic Senate's responses should come in early January; a retreat is scheduled in early February; final report to the Board of Trustees to be presented in March, 2004.

Because the winter break may delay the Academic Senate's response until later in January, Academic Senate Council suggested that the timeline be extended so that the report will be completed in April, 2003.

## VIII. Enhanced Self Study

Recommendation Update: Mueller/Clark (No report)

## IX. Academic Senate Goals: Podenski

A. Goal 3: Administrative Structure. On the question of accountability and structure, the question "Who can Grieve Whom" is a useful guideline.

## X. New Business

### A. Proposed addition to Standing Rules: Teti

#### 2003-10-08-01 (Teti/Podenski) MSU

Be It Resolved that the Executive Council of the Academic Senate of City College of San Francisco amends its Standing Rules

*Continued on Page 8*

# Minutes of the Academic Senate Executive Council

Mission Campus, Room 226 — October 22, 2003

**Council Members Present:** Rosemary Brinson, Gonzalo Castro-Gonzalez, Fred Chavaria, Ophelia Clark, Maria Franco, Shama Hasib, Darrel Hess, Lynda Hirose, Camille Hoffman, Christopher Johnson, Christopher Kox, Joshua Law, Winnie Leong, Madeline Mueller, Francine Podenski, Pablo Rodriguez, Louis Schubert, Chris Shaeffer, Elisa Shore, Jane Sneed, Frederick Teti, David Yee

**Council Members Absent:** Dominique Chapuis, Ann Clark, Sunny Clark, Barry Lynch, John Odell, Lisa Romano

**Guests:** Suzanne Korey, Vocational Education

**I. Call to Order**

The meeting was called to order.

**II. Adoption of Agenda**

The Agenda was adopted.

**III. Announcements**

There were no announcements.

**IV. Officers' Reports:**

**President Yee:**

1): President Yee handed out the Resolutions for the Fall 2003 State Academic Senate Fall Plenary. If anyone has any questions about any of them, contact President Yee.

2): The time line is set for the hiring of the Vice Chancellor of Student Development. The process is moving forward and we will be hearing more about it shortly.

3) President Yee will be visiting the various campuses to meet with faculty.

**First Vice President Teti:**

1) The Academic Policies Committee will not be voting on the Written Composition Graduation Requirement at its coming meeting. This matter will be referred back to a group of English and ESL faculty who will make a recommendation to AP at a later date.

2) The Math Graduation Requirement Equivalency Task Force met on October 9, 2003 and Ellen Wall was elected Chair. Actions taken at the meeting were: 1) The chair of the Math Department, Keith McAllister, will poll Departments at CCSF to determine if any courses might be equivalent to Elementary Algebra; and 2) Other Math Department members will produce a "green sheet", or list of other California Community College courses CCSF will accept as equivalents.

**Second Vice President Podenski:**

Second Vice President Podenski will be reporting back to Council on details of the English – ESL Graduation Requirement issue.

**V. Committee Appointments: Teti**

The following appointments were made on the Math Graduation Requirement Equivalency Task Force:

**Keith McAllister and Chris Shaeffer** (Resource)

**VI. Unfinished Business:**

**A. Report on Shared Governance**

**Review: Yee**

President Yee distributed a draft of a summary of the Shared Governance Program Review Listening Session that took place on the John Adams campus on October 2, 2003 and a copy of the "Written Responses to the Online Survey

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to include the following item:

Standing committee, standing subcommittee, and task force chairs or co-chairs should send meeting agendas to the Shared Governance Office at least 72 hours before the meetings, and they should send approved minutes to the Shared Governance Office within one week of approval of those minutes, for posting on the Shared Governance website. When they do so, they should notify the chair(s) of the parent council, committee or subcommittee.

**B. Report on Latino Services Network:**

Alfaro (Director, Latino Services Network)

Ted Alfaro and Antonio Martinez reported about the Latino Services Network, located in Cloud Hall, Room 365. The network serves and supports all students in CCSF with community building, individual educational plans, priority enrollment, and a place to feel at home on the campus.

**XI. Committee Reports**

**A. Parking: Parenteau**

Muriel Parenteau, DSPS, reported on the parking plans and problems as they are

arising from the ongoing construction projects on Ocean Campus. In anticipation of the closure of Lot B, the berm will be removed from the reservoir in summer, 2004. Parking in lots E and F will be reduced, while C, D and H stay the same. The Master Plan, extending to 2015, includes the possibility of discontinuance of driving on Cloud Circle and the building of a multistory parking garage.

**B. Grading Policies: Brinson**

Rosemary Brinson suggested that faculty stay informed on the issue of Learning Outcomes as they relate to grading policies now in place.

**XI. Open Forum**

Dean of Governmental Relations, Leslie Smith

We will have a new Governor and next year is expected to be bad. Another mid-year cut is expected and another March on Sacramento is in the planning stages. She suggested a mass art project to show the "123,000 missing students," those who can no longer afford an education in California.

**XII. Adjournment**

The meeting was adjourned at 5:00 P.M. Respectfully submitted, Jane Sneed for Glenn Nance, Secretary

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**Shared Governance Program Review.**

From the responses, it seemed that some may not be aware of the process, or how it works. Council discussed the responses and their significance and it was felt that Council should address these concerns. President Yee is now meeting with faculty on the various campuses and answering inquiries that they might have. The next step in the process is that each constituent group will respond to a set of questions about the Shared Governance Process. The process will culminate with a report to the Board of Trustees in March 2004 in which the constituent groups will submit their answers to the set of questions in a retreat which will take place in late February, 2004. Out of this will come a written evaluation on Shared Governance.

**B. Consideration of Enhanced Self-Study Recommendations:** Teti

Terry Hall is working out a process by which faculty can access student email addresses. This is seen as a way of contacting students with excessive absences so as to encourage their attendance. O. Clark was concerned about protecting student confidentiality and Council was concerned about the possibility of increasing faculty responsibilities. The Council moved to accept **Follow-up on Absences [EMT10] (From Student Prep Success)** as amended.

**2003-10-22-01(Podenski/Sneed) MSU RESOLVED,** That the Academic Senate Executive Council approve the Enhanced Self-Study Recommendation EMT10 with these amendments to the "Recommended Changes:"

- (1) Replace "Institute" with "Explore."
- (2) Append "All of the above is voluntary."

**C. Enhanced Self-Study Recommendation Update:**

Mueller/Clark

No report was given.

**VII. New Business**

**A. Report on Shared Governance**

**Review:** Yee/Teti

The CCSF Shared Governance Office was

established in 1994 to support the college's shared governance system. A Shared Governance Coordinator position was established, with 80% of the position (32 hours/wk) to focus on shared governance system support/coordination (under the Office of the Chancellor – de facto separate office in E-208) and 20% of the position (8 hours/wk) to work with articulation.

In 1995, after the arrival of Chancellor Anderson the Shared Governance Office was moved from the Chancellor's Office to the Office of Research and Planning. The hours for shared governance support/coordination were reduced to 50% (20 hrs/wk) and 50% (20 hrs/wk) of the position was allocated to Office of Research/Planning.

The high demand placed on the Office of Research and Planning often necessitates having the Shared Governance Coordinator work nearly full-time therein, leaving very few hours for shared governance support and coordination. Further research is required to answer the following questions:

- 1) What was the rationale for moving the Shared Governance Office from the Chancellor's Office to Research/Planning?
- 2) What was the rationale for reducing the shared governance support/coordination position from 80% to 50%?
- 3) How can adequate resources for shared governance support/coordination be restored to ensure consistent and timely Shared Governance Office support and coordination services?

**B. Status of Tenure-Track Instructional Related Assignments:** Podenski

This discussion focused on how best to approach non-instructional faculty positions district-wide. A job announcement draft for Institutional Researcher was included in Executive Council meeting packets as an example. President Yee reported that the Chancellor has agreed that this position should not be a faculty tenure track position. The position will be administrative and a job announcement draft is forthcoming. Officers were directed to discuss non-instructional faculty positions with the Chancellor and report back to Council.

**C. Policy on Committee Appointments:** Teti

Senate committee appointment policy is as follows: Faculty with assignments that involve direct student contact and who report to a department chair (instructors, counselors, and librarians) are eligible for Senate appointments as faculty representatives in district Shared Governance committees. Faculty who are on full non-instructional assignment with no direct student contact and who report directly to a dean may be appointed by the Senate as resources to committees at the request of the committee. Resource members may not vote or act as committee chairs. Resource committee members fully participate in discussions, offering expertise to the committee, and have, on numerous occasions, coordinated committee-sponsored projects such as the recent award-winning college catalog review and revision. Senate member Suzanne Korey requested that the Academic Senate Executive Council reconsider the Senate committee appointment policy because, as a full-time non-instructional faculty member, she would like to be appointed by the Senate as a faculty representative on Shared Governance committees.

**VIII. Committee Reports**

There were no committee reports.

**IX. Open Forum**

Teti: The final version of the Facilities Master Plan is being drafted and we will talk more about it at our next meeting.

Podenski: There have been problems scheduling a meeting with the Faculty Hiring Document Committee, but there will be one soon.

Yee: Distributed copies of a High School Report which has been prepared by Research and Planning which compares the high school performance of students with their performance at CCSF.

**X. Adjournment**

The meeting was adjourned at 5 P.M.

Respectfully submitted,

Glenn Nance, Secretary

## CCSF-Reedley square off in Punch Bowl XIV

The 14th annual San Francisco Hawaiian Punch Bowl will feature the City College of San Francisco Rams and the Reedley College Tigers. The game will be played on **Saturday, December 6** in Rams Stadium at CCSF's Ocean Avenue Campus. Kickoff will be at 1 P.M. The CCSF Rams (10-0) are three-time national champions. The Reedley Tigers are 9-1. Tickets are \$10 general; \$7 students and seniors with identification. For more information, please telephone MaryLou Leyba, Acting Dean of Student Affairs, at (415) 239-3211.

### *Film, music lead to talk about immigration on December 4th*

*Alambrista (The Fence Cutter)*, a documentary film about immigration will be presented **Thursday, December 4** at 7 P.M. in Arts 133 on the Ocean Avenue Campus. This event is free and open to the public. Dr. **Jose Cuellar** (Doctor Loco), professor of La Raza Studies at San Francisco State University and leader of Dr. Loco's Rockin' Japapeño Band, produced the sound track for this film. He will discuss the film and his role in bringing new life to the 1977 film. The event is sponsored by the CCSF Labor Chorus and the Concert and Lecture Series.

### *Renegade Voices of the '60s: Encore performance Dec. 4*

*Renegade Voices of the '60s*, a capsulated view of that explosive decade, received high praises from several high school instructors who attended the performances and requested a special presentation for their students. The one time encore performance will be held **Thursday, December 4** at 11 A.M. in the Diego Rivera Theatre. There will be a \$3 admission charge. The public is welcome to attend.

### Appointments listed

The Executive Council of the Academic Senate approved these appointments:  
 October 8, 2003: Basic Skills Subcommittee: **Andre de Cordova**, Counseling Services. Distance Learning Subcommittee: **Melinda Weil**, Astronomy. Program Review Committee: **Jessica Nelson-Lundy**, English.  
 October 22, 2003: Mathematics Graduation Requirement Equivalency Task Force: **Keith McAllister**, Mathematics; **Chris Shaeffer** (Resource), Transitional Studies.

### Administrators evaluation forms available to faculty

Faculty survey forms for the evaluation of administrators are now available in the Office of the Academic Senate. You may pick up the form in Conlan Hall, E202, Ocean Avenue Campus, or call (415) 239-3611 to have one mailed to you. To be included in the evaluation process, please return the form by **Friday, December 5**.

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 OBITUARIES
 

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### Harry Frustuck

Retired Business Department faculty member and former President of City College **Harry Frustuck** passed away on October 7, 2003, in San Francisco, at the same hospital where he was born in 1918. "Harry was loved not only by his colleagues throughout the college, but by the students he taught and knew. He was a superb teacher and human being," said **Jo Ann Hendricks**, current Chair of the CCSF Business Department. He was known for his quick wit and his charming manner, as well as his good looks and camaraderie."

Longtime City College faculty member **Austin White** pointed out, "Harry joined the faculty of City College right after World War II in the business department. He became business department head, and went on to become in charge of finance. He was Interim President of City College during 1974 and 1975.

"After Harry retired, he came back and taught for a number of years as part-timer. He was a great administrator, straightforward and honest...great sense of humor. His classes were always lively. He was a career teacher and he loved City College," White said.

### Robert L. Hamilton

**Robert L. (Bob) Hamilton**, 71, died June 30, 2003 in Kansas City, Missouri, of complications from Parkinson's disease. Mr. Hamilton had taught with great joy in the Department of Architecture at City College of San Francisco until his retirement in 2001.

He was born in Kansas City, Kansas on November 15, 1931. He grew up in Kansas City Mo., and graduated from Kansas City University in 1952. After graduation, he served in the Navy at the Pensacola (Florida) Navy airbase as a helicopter air controller. Following military service, he attended the University of California at Berkeley, graduating with a degree in architecture in 1960.

Mr. Hamilton had resided in San Francisco for nearly 50 years. He was an avid skier, swimmer, and loved sailing on San Francisco Bay. While with William Pereira & Associates, he was involved in the design and construction of the Transamerica building, a San Francisco landmark. Mr. Hamilton ran his own architectural business in addition to his career as an educator.

Surviving are a sister, **Mary Ann Goetz** of Overland Park, KS; two nieces and two nephews. A memorial service was held at the Neptune Society of Northern California with a scattering of his ashes off the coast of Marin County following the service. The family suggests contributions to the Parkinson's Foundation.

# MENUS — DECEMBER 1–5, 2003

## BREAKFAST – TASTE BUDS — 7:30–9:50 A.M.

Eggs • Breakfast Meats • Pancakes • Waffles • French Toast • Cereals • Pastries • Juices • Coffee • Tea

## LUNCH — PIERRE COSTE ROOM (PCR)

11:15 A.M.–12:30 P.M.

SALADS • SANDWICHES • ENTREES

## LUNCH — CAFETERIA — 11 A.M.–1:15 P.M.

Please check out the freshly prepared specials at the  
A la Minute Station

### Monday, December 1

Breaded Veal Cutlet Gruyere • American Fried Potatoes  
Fresh Mixed Vegetables • Spinach en Branch  
Grilled Calf's Liver with Apple Rings and Bacon  
O'Brien Potatoes • Soup: Fresh Minted Pea

### Tuesday, December 2

Chicken Cacciatore • Rigatoni Napoletana • Broccoli Milanaise  
Corn O'Brien  
Poached Sea Bass with Brown Butter, Capers and Sage  
Roasted Corn Risotto • Soup: Minestrone

### Wednesday, December 3

Baked Meat Loaf with Fresh Tomato Sauce • Scaloped Potatoes  
Zucchini Provencale • Snow Peas  
Pork Adobo • Steamed Rice • Soup: Spinach and Mushroom

### Thursday, December 4

Chicken Teriyaki • Steamed Rice • Stir-Fried Oriental Vegetables  
Peas and Onions • Broiled Lamb Chops  
Roasted Red Potatoes with Artichokes and Caramelized Onions  
Soup: Lentil

### Friday, December 5

Filet of Sole Meuniere • Parsley Potatoes  
Sliced Carrots with Cilantro • Haricots Vert au Beurre  
Veal Goulash • Hungarian Dumplings  
Soup: Fisherman's Chowder

## FOOD ON THE RUN

brought to you by the city college culinary arts program

Each entree includes fruit, dessert, and choice of beverage.

### Traditional Bento Box

fish, poultry, or beef with vegetables and rice  
(changes weekly) served room temperature

### Vegetarian Bento Box

seasonal vegetables with rice (changes weekly)

### Sandwich Du Jour

changes daily

beverages - snapple lemonade, iced tea, or milk



\$8

(tax included. Checks  
or exact change only).

Hours: 11:15 -12:45  
Allow 20 minutes for delivery

On-Campus Lunch Delivery

Call Ext. 3855

Orders of seven or more must be placed two days in advance.

## DINNER — CAFETERIA — 5:45–7 P.M.

A la Carte Salad Bar available Monday through Thursday evening

### Monday, December 1

Chicken Chasseur • Oven Roasted Potatoes • Buttered Cauliflower • Soup: Fresh Minted Pea

### Tuesday, December 2

Sweet and Sour Pork • Fried Rice • Stir-Fried Chinese Broccoli • Soup: Minestrone

### Wednesday, December 3

Country Fried Steak with Gravy • Hashed Brown Potatoes • Fresh String Beans with Sautéed Onions  
Soup: Spinach and Mushroom

### Thursday, December 4

Paella Valenciana (Spanish Rice Casserole with Chicken, Sausage and Seafood) • Minted Peas • Soup: Lentil

