

Official Minutes  
CCSF ACADEMIC SENATE EXECUTIVE COUNCIL  
John Adams Campus, Room 135  
Wednesday, April 23, 2008

**Council Members Present:** Beth Cataldo, Michael Estrada, Christine Francisco, Lynda Hirose, Hal Huntsman, Suzanne Lo, Billington Mbolo, Elliott Osborne, Rodolfo Padilla, Muriel Parenteau, Francine Podenski, Lisa Romano, Karen Saginor, Leticia Silva, Jane Sneed, Pierre Thiry, Edgar Torres, Melinda Weil, David Yee

**Council Members Absent:** Loren Bell, Mark Fan, Marie Osborne, Luz Maria Pena, Denise Quinn

**Other Senate Members Present:** Ellen Wall

**Guests:** Bruce Smith

**I. Call to Order**

The Academic Senate Executive Council came to order at 2:43pm.

**II. Adoption of Agenda**

Council adopted the agenda with slight modifications.

**III. Approval of Minutes: April 9, 2008**

**Resolution 2008.04.23.01: Removal of sentence**

**Resolved**, that the Academic Senate Executive Council approve removal of the sentence "It was noted that, on the website, nominees are not listed in random order but in what appears to be an agendized order."

Moved: Hirose; seconded: Thiry; motion carried.

**Resolution 2008.04.23.02: Addition of sentence**

**Resolved**, that the Academic Senate Executive Council approve addition of the sentence "It was suggested that we work to ensure that ballots are secured in future elections."

Moved: Saginor; seconded: Podenski; motion carried.

After the first resolution, a motion was made by Mbolo and seconded by Sneed to add the sentence, "It was noted that, on the website, nominees are not listed in random order." The motion failed. Council approved the minutes as modified.

**IV. Officers' Reports**

A. President Romano reported:

- Attended the Board work session on April 9. The two items were on the agenda: 1) Review and discussion of the proposed design for the Chinatown/North Beach Campus Plan and 2) Review and discussion of the College's Website Redesign Project with Earthbound Media Group. The Board will vote on the Chinatown North Beach Campus design at their meeting on Thursday.
- Attended the dedication ceremony for the new Community Health and Wellness Center (4/10/08). In addition of the dedication, there was recognition of Coach Rush and the CCSF Rams football team as the 2007 National Community College champions, the swearing in of the Lawrence Wong and Natalie Berg as President and Vice President of the Board of Trustees, and the welcoming of Dr. Griffin as the new interim Chancellor.
- Attended the ACFT Convention in Oakland at the Oakland City Center at the Marriott Hotel 4/11-13.
- Attended the Statewide Academic Senate Plenary 4/17-4/19 at the SFO Westin.
- Attended the April 21 Rally. There was good attendance and the rally made the front page of the Chronicle Tuesday morning.

- B. 1<sup>st</sup> Vice President Yee attended several meetings, including the Health and Wellness Center dedication, the ASCCC Statewide Plenary and the ITPC. He met with AFT 2121 last week to discuss the lean budget year. He reports that it is a good time to request low budget items and is working to provide faculty ID cards for which we have the equipment, with costs of about \$0.50 per card. He attended PBC on Friday in which a new version of budget calculations distributed with new inequity total of \$7M. In the last accreditation cycle, one criticism was that Program Review is not linked to Planning and Budgeting; the College needs to address that. The Draft Proposed Annual Reporting and Review System for All Units at CCSF was distributed. Yee noted that Annual Review will be linked to Program Review. 2<sup>nd</sup> Vice President Huntsman discussed his experience at the ASCCC Statewide Plenary.

#### V. Committee Appointments

The CoC informed the Council of our recommendations for faculty to serve on the hiring committee for the Director of Alumni Relations and Annual Giving, pending approval by Human Resources.

##### **Resolution 2008.04.23.05: Shared Governance Committee Appointments**

**Resolved**, that the Academic Senate Executive Council approve the shared governance committee appointments, as recommended by the Committee on Committees.

Moved: Huntsman; seconded: Weil; motion carried. **Appendix A**

#### VI. Unfinished Business

##### A. Update on Workgroup for Article X of the CCSF Constitution

Huntsman distributed a document containing background and history on the Committee on Committees. Ten recommendations were presented, of which four enjoy workgroup consensus and six do not. An Article X Resolution was distributed similar to the one presented to Council two weeks ago. Several requests were made to allow Council members time to peruse the report instead of voting on a resolution without fully digesting the information. A motion to call the question to end the debate was made and passed.

##### **Resolution 2008.04.23.03: Report by the Workgroup for Article X of the CCSF Constitution**

**Resolved**, that the Academic Senate Executive Council accept the report by the Workgroup for Article X of the CCSF Constitution.

Moved: Saginor; seconded: Thiry; motion carried. **Appendix B**

##### **Resolution 2008.04.23.04: Article X Resolution**

**Resolved**, that the Academic Senate Executive Council table the Article X Resolution to time certain on May 7, 2008.

Moved: Saginor; seconded: Parenteau; motion carried.

#### VII. New Business

##### A. Proposal for Floating Flex Day

Romano explained Ed Murray's suggestion that, in the face of scheduled meetings on Independent Flex Days, one floating Flex Day each semester be added.

##### B. Discussion of BSI Objectives

Bruce Smith distributed the draft BSI budget and implementation plan. He explained the BSI history and timelines as required by the State. Generating inventory and developing process were focused upon first and used to guide the Workgroups. Some topics to address are the lack of an institutional staff development process and the need to unify the information held by academic instruction faculty and counselors. About 50 proposals were received for BSI funds. A summarizing five-objective list, its details, and its budget must be translated into Action Plan and Expenditure Plan templates to be sent to the ASCCC. Several requests for clarity in the documents were made; some questions focused on budget and others on identified priorities, which were explained to be areas in which attention may be needed as opposed to areas in which success was already proven.

#### VIII. Committee Reports

A. Parking and Transportation

Parenteau requested that information regarding changes to parking on Ocean Campus regularly be announced by College email. She explained the upcoming challenges to parking during the leveling of the gymnasiums, the building of the Joint Use Facility, and the addition of a soccer field behind Batmale Hall. New bicycle racks and disabled ramps are welcomed. Changing the method by which parking stickers and hang-tags are distributed is recommended. The district is considering increasing the student parking fee to \$3.00/day. The bicycle cage at Mission Campus is not being used by students because of a security concern identified by the Mission Campus Dean.

**IX. Adjournment**

Council adjourned at 5:10.

Respectfully submitted,  
Melinda L. Weil, Academic Senate Secretary

Appendix A:

**Appointments for Committee/Subcommittee  
Academic Senate Meeting  
04/23/08  
(Approved by the Executive Council)**

*Appointments to Committees with Unlimited Membership*

**International Education Subcommittee**

Gibbs, Caroline ESL

**Vocational Education Subcommittee**

McAteer, Bob Photography

**Appendix B: Article X Workgroup Report to the Executive Council — 4/23/08**

[The workgroup intends that some version of this document be passed on to future Councils. For recommendations, please see page 3.]

**Background**

The CCSF Academic Senate Constitution stipulates that “at the beginning of each Fall semester, the Council shall select four Council members who will serve with the President as the Committee on Committees.”

The Committee on Committees (CoC) is comprised of members of the Executive Council of the Academic Senate (EC) and its primary charge includes:

- Reviewing faculty applications to serve on Shared Governance committees and making recommendations to the EC regarding those applications
- Reviewing faculty applications to serve on hiring committees for administrators and recommending faculty to serve on those committees to CCSF Human Resources

The 2007-2008 EC endured controversy over the process used to select the members of the CoC. That Council passes this document on to future councils to promote transparency, equity, and informed decision making. This document contains:

- Background on the CoC controversy
- A history of the CoC, including quotations taken directly from the minutes of the EC to document the various selection processes that have been used
- Recommendations for the selection process

According to the minutes of the EC, discussion of the selection of the on CoC began on August 29, 2007, when a Council member

*asked for discussion on Article X of the Academic Senate Constitution, which determines the method by which the members of the Committee on Committees are selected. [Another Council member] stated that Article X has not been implemented as stipulated in the Constitution and past practice is out of order. The history of Article X was presented and various Council members expressed opinions on its interpretation and use.*

The issue continued to be discussed in every succeeding meeting (as documented in the minutes), but a motion concerning the process was not passed until October 10, 2007:

*(To) Establish an explicit process for how the Executive Council selects the members of the Committee on Committees, whereby we select the four members from the Executive Council at large through a nomination process from the floor.*

Exactly how this should be done was further debated until November 7, 2007:

*Whereas, a fully operational COC is needed for the Council to appoint faculty to shared governance committees and administrative hiring committees.*

*Whereas, the process for selecting the members of the COC should be fair, open, and transparent, and should allow for the Council to ensure that the membership of the COC is as reflective of the broad diversity of our college as possible.*

*Whereas, the Council has a well-established and familiar process for selecting its officers, as stipulated in Article VI of the Academic Senate Constitution.*

*Be it therefore resolved that the process for selecting the four (4) members—aside from the Academic Senate President, who is automatically a member of the*

*COC according to Article X of the Academic Senate Constitution—of the COC for the 2007-2008 academic year be modeled upon the process the Council uses for selecting its officers, with the addition of a mechanism for prospective COC members to inform the council of their college background.*

*Be it further resolved that this process shall be as follows:*

*The Academic Senate President shall list those Council members eligible for COC membership; eligibility shall be determined according to Academic Senate Shared Governance Appointment Policy.*

*The Academic Senate President shall open the floor for nomination for “seat #1” of the COC.*

*Council members shall nominate for seat #1 from among the eligible Council members.*

*The nominated Council member shall be asked if he or she accepts the nomination.*

*Once the prospective nominee accepts the nomination, the name of the nominee shall be added to a list of nominees for seat #1.*

*When all nominations are complete, each nominee shall briefly state for the other Council members his or her CCSF background; background statements shall include, but are not limited to: full-time or part time status, department(s), campus(es), credit/non-credit, number of years at the college, number of years on the Executive Council, and shared governance committees on which he or she has served in the past. Nominees are encouraged to distribute this information in written form to each council member after accepting the nomination.*

*If the seat is uncontested, the nominee can be selected for the seat by acclamation.*

*If the seat is contested, the Council shall vote by paper ballot. The ballots shall be counted by a teller or tellers, designated by the Academic Senate President. The results of the vote shall be announced by the teller or tellers; if one nominee has received a majority of the votes, that nominee shall become a member of the COC; if no nominee has a majority of the votes, then there shall be a run-off vote, by paper ballot, to break the tie among the nominees with the most votes.*

*Once seat #1 has been filled, the above process shall be repeated for seats #2, #3, and #4, until the membership of the COC is determined for 2007-2008.*

Then on November 28, 2007 the Article X Workgroup, which created this document, was formed with the following resolution:

*Be it resolved that the Council direct the President to appoint all volunteers from among its members and senate members at-large to form an inclusive workgroup charged with researching and documenting CCSF Article X implementation and history and making recommendations for a new COC membership selection process.*

When the workgroup did not reach consensus by its deadline, the Council voted, April 9, 2008,

*to extend the Article X Workgroup charges for two weeks so they may return with a consensus document, if possible, which presents options to the Council.*

## **History of the CoC**

Relevant section of Article X of the Academic Senate Constitution:

“At the beginning of each fall semester, the Council shall select Four Council members who will serve with the President as a Committee on Committees. This five-member committee shall recommend to the Council the Senate members to serve on all committees. The power to appoint Senate members to all committees shall reside with the Council as a whole.”

The selection of the four members of the CoC—other than the President—has been done in four different ways. For example, in 2007 they were elected from among the members of the Executive Council by nomination from the floor. In years before that, the four Senate officers and a former president or other former officer were selected as members of the CoC. Still earlier, Council selected the four Senate officers and an additional one to three additional Council members were selected (only one was a voting member and any additional members were alternates that went to the meetings). In 1997 three additional Council members were selected to attend CoC meetings.

*The workgroup did not reach consensus on the following paragraphs. Some felt very strongly that it should nevertheless be presented to Council.*

The following description is a first-hand account about the Committee on Committees written by past Academic Senate President, Ophelia Clark (2000-02), and past Second Vice President, Francine Podenski (2002-04). The account is corroborated by the following past Academic Senate Officers and Executive Council members currently working at CCSF who served on this committee between 1997 and 2007: Dr. Frederick Chavaria, Sunny Clark, Lauri Fried-Lee, Suzanne Lo, Susan Lopez, Madeline Mueller, Glenn Nance, Lisa Romano, Jane Sneed, Dr. Frederick Teti, Ellen Wall, Dr. Melinda Weil, Anna Wong, and David Yee.

The Committee on Committees historically met during Academic Senate officers' meetings, discussed recommendations for committee appointments, and made decisions about which names to recommend to the Executive Council for shared governance committee appointments and which names to recommend to Human Resources for administrative hiring committee appointments. Minutes were not taken and discussions were conducted in closed session. Personal notes made during closed sessions were destroyed after meetings. The Committee on Committees protected the privacy of the applicants by not discussing (keeping confidential) their reasons for recommendations made to council. Discussion centered around diversity of the candidates, knowledge of the candidates, avoiding recommending the same candidate to more than one major committee, trying not to have too much representation from one department, considering the candidate's expertise, etc. Five people were part of these decisions, so recommendations were never one person's decision. The 1st Vice President presented shared governance committee appointment recommendations to the Executive Council. The Senate President presented recommendations for appointments to administrative hiring committees to Human Resources.

Below are several citations taken from EC minutes that document the selection of the CoC. The workgroup decided that research did not need to be completed for the following missing years: 1991, 1993, 1994, 1995, 2000 because a clear pattern was established with the information already available. The workgroup did not find reference to the CoC in EC minutes for the years 2002 through Spring 2007. During the period between 2002–Sp2007 the selected members of the CoC were the officers and a past senate president. If the past president was not currently on Council, a past senate officer currently on Council was selected.

**August 30, 1989**

"Committee on Committees MOVED, SECONDED, PASSED UNANIMOUSLY that the officers (Liu, Green, Bloomer, Kloster) and Hendricks be appointed to Committee on Committees."

**September 12, 1990**

MOVED, SECONDED, PASSED UNANIMOUSLY that Dick Bloomer and the Council officers be appointed to serve with President Liu on the Committee on Committees"

**September 2, 1992**

"Selection of Committee on Committees: 92-0-2-8

MOVED,, SECONDED, PASSED UNANIMOUSLY that the Committee on Committees be composed of the Council officers, one other Council member, and two alternates from the Council, and that Ray Berard be appointed as the official member, and Dorene Cotter and David Wall as the alternates."

**September 11, 1996**

MOVED, SECONDED, PASSED that Past-President Anna Wong be appointed as ex-officio alternate to the 1996-97 Academic Senate Executive Council's Committee on Committee/Human Resources Working Group."

**September 10, 1997**

MOVED, SECONDED, AND PASSED that the Senate Council Committee on Committees continue as currently structured, consisting of the four officers, that the COC will continue to meet 30 minutes before the meeting of the Council, and that the following members be added: Ray Berard, Vivian Calderon, Ann Clark, and Lauri Fried-Lee"

**August 26, 1998**

"COMMITTEE ON COMMITTEES"

"98-08-29-8" MSU (Fried-Lee/Chen) to appoint Ray Berard, Madeline Mueller, Jane Sneed, Leslie Smith, and Glenn Nance as members of the Committee on Committees.

**August 25, 1999**

"The President proposed to Council to include the current officers as well as past Senate President Nance on the Committee on Committees. It was agreed that the Committee on Committees would be so constituted."

**August 22, 2001**

"President Clark pointed out that the Committee on Committee consists of five faculty, including the Senate officers and one additional person who had not yet been appointed. By consensus, Madeline Mueller was designated to serve as the fifth member."

**October 10, 2007**

MOVED, SECONDED, AND PASSED Resolution 2007.10.10.02: Committee on Committees Selection: "(To) Establish an explicit process for how the Executive Council selects the members of the Committee on Committees, whereby we select the four members from the Executive Council at large through a nomination process from the floor."

**Recommendations**      *[Recommendations #1 – 4 enjoy workgroup consensus. We recommend that the these four be adopted no matter which selection process is chosen.]*

**Recommendation #1:**      That a history of past selection processes be provided to future Councils.

**Recommendation #2:**      That, when selecting the membership of the CoC, Council members be strongly urged to consider factors that include, but may not be limited to: Credit/Non-credit; Campuses; Disciplines and Schools; College Involvement; Student Development/Academic Affairs; Cultural Diversity; and other Expertise that may lead to Multiple Perspectives on the CoC.

**Recommendation #3:**      That the selection of the CoC, including the selection process and who is selected, shall be agendaized and recorded in the minutes of the EC each year.

**Recommendation #4:**      Whereas record keeping for the CoC (e.g., submitted applications to committees, the master committee membership list, recommendations from the CoC to the EC) has not always been accurate and complete, we urge that sufficient clerical support be provided so that the CoC can be appropriately documented.

*[Recommendations #5 – 10 do not have workgroup consensus.]*

**Recommendation #5:**      That the EC continue to use the process used to select the 2007-2008 CoC.

**Recommendation #6:**      That the EC continue to use the process used to select the 2007-2008 CoC, plus a replacement as needed.

**Recommendation #7:**      That the EC continue to use the process used to select the 2007-2008 CoC, plus an alternate at the same time.

**Recommendation #8:**      That we create a timeline for selecting the CoC, which will be passed on to future Councils. The following is a possible timeline:  
1) First VP publishes announcements in the second, third, and fourth Fall semester issues of City Currents regarding committee vacancies

- 2) EC reviews the history and options for CoC selection during the first meeting of the Fall semester
- 3) EC discusses CoC selection during the Fall retreat
- 4) EC votes on selection process during the first meeting after the Fall retreat (assuming the retreat happens early in the Fall)
- 5) EC selects CoC during the second meeting after the Fall retreat
- 6) CoC begins reviewing applications and making recommendations

Recommendation #9: That we present future Councils with a list of options that includes all past approaches for selecting the CoC, with a specific and proscribed timeline (such as that noted in Recommendation #8). The list of options might include:

- 1) Nominate and elect four CoC members from the EC (in addition to the President)
- 2) Select four elected officers plus the past president (if still serving on the EC) or another past officer still on the EC

<i>The next two options were not discussed in the workgroup and have never been used.</i>
3) Select the four elected officers and add a fifth member to the CoC from the EC through nomination and election from the floor
4) Select the elected President and First VP and nominate and elect the remaining three CoC members from the floor of the EC

Recommendation #10: That, regardless of the method of selecting the CoC, two alternates be selected at the same time. The alternates would attend all meetings, without contributing or voting, until a regular member of the committee was not available. The alternates would be designated "Alternate #1" and "Alternate #2". Alternate #1 would take the place of the first missing regular member. Alternate #2 would participate only if two (or more) regular members of the committee