

Official Minutes  
**CCSF ACADEMIC SENATE EXECUTIVE COUNCIL**  
Wednesday, November 10, 2010  
Mission Campus, Room 201

**Council Members Present:** Thomas Blair, Steven Brown, Venette Cook, Christine Francisco, Matthew Holsten, Hal Huntsman, Suzanne Lo, Enrique Mireles, Madeline Mueller, Glenn Nance, Elliott Osborne, Indiana Quadra, Maria Rosales-Uribe, Karen Saginor, Louis Schubert, Jane Sneed, Fred Teti, Diana Verdugo, Ellen Wall, Kim Wise

**Council Members Absent:** Mary Bravewoman, Beth Ericson, Beth Freedman, Lancelot Kao, Carlos Webster

**Other Senate Members Present:** Francine Podenski, Dave Stevenson

**Guests:** Katie Gelardi, Jeffery Fang, Yucheng Chen

**I. Call to Order**

The Academic Senate Executive Council came to order at 2:32 pm.

**II. Adoption of Agenda**

Council adopted the agenda.

**III. Approval of Minutes: October 20, 2010 and April 7, 2010**

Council approved the minutes of October 20, 2010 and April 7, 2010, with corrections.

**IV. Public Comment**

- Steven Brown announced dates and times for the Horticulture Department's Annual Holiday Sale. Proceeds support student scholarships.
- Katie Gelardi thanked Council for assistance with the Textbook Affordability Taskforce, and for their attendance and support at Student Achievement Gap and Equity Hearings
- Francine Podenski introduced her colleague and new faculty member, Dave Stevenson.

**V. Special Order of Business-Group Photograph**

**VI. Officers' Reports**

President Saginor reported that:

- At the October 4, 2010, Board of Trustees meeting, she explained the Council decision to table the Sunshine Draft Policy and also presented a written report about this decision. The written report is available on the AS website. The Board of Trustees will resume discussion of the Sunshine Draft Policy in an upcoming meeting, so the Council can expect to discuss it further as well.
- A new draft of Strategic Priorities and Major Objectives had been posted online and would be discussed at the December 1 Council meeting as well as at other meetings, such as the November 16 College Planning and Budget Council meeting.
- Council and all faculty are encouraged to attend upcoming Student Equity Gap hearings and meetings and to watch email for dates, times and locations.
- Faculty volunteers are needed for administrative hiring committees, such as Vice Chancellor of Legal Services, Dean of Downtown Campus and School of Business, and eight other Administrative positions.
- The Board Audit Committee meeting on December 1, 6 p.m. in the Gough Street Auditorium will address faculty diversity.

2<sup>nd</sup> Vice President Teti reported that:

- By-laws workgroup would meet the following Tuesday.

## VII. Committee Appointments

**Resolution 2010.11.10.01** Shared Governance Committee Appointments – Unlimited Membership.

**Resolved**, that the Academic Senate Executive Council approve the appointments to shared governance committees with unlimited membership, as recommended by the Committee on Committees.

Moved: Lo; seconded: Verdugo; motion carried unanimously. Appendix A.

**Resolution 2010.11.10.02** Ad Hoc Committee Appointments – Accreditation Self Study Ad Hoc Committee.

**Resolved**, that the Academic Senate Executive Council approve the appointments to the Accreditation Self-Study Committees, as recommended by the Committee on Committees.

Moved: Teti; seconded: Lo; motion carried unanimously. Appendix B.

## VIII. Unfinished Business

A. **Second reading:** Administrative Position: Associate Dean of Registration and Records (Noncredit).

**Resolution 2010.11.10.03** Proposal for Administrative Position: Associate Dean of Registration and Records.

**Resolved**, that Council authorize the President to convey the Council's suggested edits to Human Resources for the proposed job description.

Moved: Teti; seconded: Sneed; motion carried unanimously. Appendix C

B. **Second Reading:** Proposal to Name Basketball Court for Brad Duggan

Council discussed the process for naming the basketball court and that the chronology for naming the basketball court had not been ideal.

**Resolution 2010.11.10.04** Authorization to Name the Brad Duggan Basketball Court

**Resolved**, that Council endorse the Board of Trustees' decision to honor Coach Brad Duggan for his years of extraordinary service and name the Wellness Center Basketball Court for him.

Moved: Wise; seconded: Francisco; motion carried with abstentions.

**IX. New Business**

**A. First Reading:** Named Gift and Other Giving Opportunities & Principles Governing Fundraising Protocols:

Saginer presented background on naming, amounts given/requested and policies. Mueller added history about past practice. Council were asked to review written information on Named Gift Protocols in order to return for full discussion at December 1 meeting. Council requested that the President present Council's strong concerns to the Board of Trustees at the November meeting.

**Resolution 2010.11.10.05** Named Gift Opportunities & Principles Governing Fundraising Protocols

**Resolved**, that Council form a workgroup to study the process for naming and to meet with the Chancellor and communicate with the AS Presidents.

Moved: Brown; seconded: Lopez; motion carried unanimously.

**B. First Reading:** Electronic Faculty Discussion Forum.

Schubert reviewed workgroup progress on forming a faculty discussion email listserv and answered questions from the Council. The workgroup will present a resolution at the December meeting.

**C. First Reading:** Administrative Positions: Dean, Faculty Support Services, Course/Room Scheduling; Dean of Evans and Southeast Campuses; Dean, School of Behavioral and Social Sciences; Dean, School of Science and Mathematics; Dean, School of Liberal Arts and Castro/Valencia Campus; Dean, International Education and Retention Programs

Council discussed and amended job announcements. Council were invited to send language and suggestions to Saginer.

**X. Open Forum**

- Blair suggested that Human Resources create a more uniform job announcement for Administrative positions so that positions show more consistency and cohesion.
- Mueller announced a piano concerto performance for the following week.

**XI. Adjournment**

Council adjourned at 5:00 p.m.

Respectfully submitted,  
Venette Cook, Academic Senate Secretary

APPENDIX A  
Committee Appointments

Appendix A

**Appointments to Committees for Committee/Subcommittee  
Academic Senate Meeting  
11/10/10  
(Approved by the Executive Council)**

**Appointments to Committees with Unlimited Membership**

<b>Committee</b>	<b>C/ N</b>	<b>Name</b>	<b>Department</b>	<b>Status</b>
Career and Tech. ED.	C	Steven Brown	Environmental Horticulture/Floristry	Reappointment
Career and Tech. ED.	NC	Mauro Garcia	Library Services	New Application
Scholarship	C	Siriporn Aranyakul	Calworks	New Application
Scholarship	NC	Mauro Garcia	Library Services	New Application

**Appendix B**

**Accreditation Self Study**

Veronica Feliu	Foreign Languages	2C
Susana Mayorga	LSN Counselor	2B
Ann Overton	ESL	2A
Dennis Ubungen	New Students Counseling	2B
Kathleen Wong	ESL	2A

**Appendix C**

**Revised 'DRAFT' Changes approved by Academic Senate Executive Council 11/10/10**

**Associate Dean, Registration and Records (Noncredit)**(Office of the Vice  
Chancellor of Student Development)

**Position Description:** The Associate Dean of Registration and Records (Noncredit) is responsible for the organization, operation, staffing, supervision, evaluation, and budgeting of the services provided by the Office of Registration and Records (Registrar) primarily in the Noncredit area.

**Reports to:** Dean of Registration and Records (Registrar)

**Major Duties and Responsibilities:**

1. Plans, coordinates, and supervises the admissions, records registration, and attendance accounting procedures primarily for noncredit programs and courses in accordance with Federal, State, local, and institutional regulations, rules, and policies.

2. Coordinates, develops, and implements registration and enrollment procedures in consultation with the Campus Deans and under the supervision of the Dean of Registration and Records (Registrar).

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3. Trains and supervises clerical personnel engaged in attendance progress reporting.

4. Prepares all information required for the completion of local, State, and Federal reports including, but not limited to, enrollment and FTES projections and all data required for the completion of the California Community Colleges Apportionment Attendance Report (110/CCSF 320) and Apprenticeship Attendance Report (CCSF, 321).

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5. Plans, implements, and evaluates the use of various technologies in providing efficient and effective services provided by the Office of Registration and Records (Registrar).

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6. Attends meetings of the Registration and Enrollment Committee.

7. Serves on college wide committees as assigned by the Chancellor and/or the Dean of Registration and Records (Registrar).

8. Develops a budget, in consultation with the Dean of Registration and Records (Registrar), for the Office of Registration and Records (Noncredit area) and administers the budget as approved.

9. Plans, coordinates, and implements the testing and evaluation of all BANNER (Student) up-grades as it pertains to responsibilities associated with the Office of Registration and Records (Noncredit).

10. Coordinates and implements staff development workshops and in-service training as needed.

11. Serves as the Dean of Registration and Records (Registrar) as needed.

12. Performs other duties and responsibilities as assigned by the supervisor.

**City College of San Francisco Minimum Requirements:**

1. Demonstrated knowledge, skills, and abilities to work with community college students with diverse academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds (Required).

2. Earned Master's Degree or higher from an accredited institution of higher education.

3. One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

4. A minimum of three (3) years of experience in student services or instruction (or the equivalent) in an accredited post-secondary institution.

[If you would like to claim equivalency, the Administrative Equivalency Application Form is available on the left side margin. This form will be considered as part of the application materials and must be submitted on or before the filing deadline as indicated on this job posting.]

**Desirable Qualifications:**

1. Three years of experience in an administrative or management position in admissions and records and registration in an accredited institution of higher education.

2. Successful experience in supervising and evaluating classified and/or certificated personnel.

3. Successful experience in the development, implementation, and administration of a large departmental budget.

4. Demonstrated knowledge of applicable Federal, State, and local laws and regulations pertaining to the California Community College System.

5. Successful experience working with SunGard Banner software as it pertains to admissions, record keeping, registration, and student academic history.

6. Demonstrated ability to communicate successfully facts and ideas of some complexity both in writing and in public speaking.

7. Demonstrated ability to make sound decisions in a timely manner.

8. Demonstrated ability to identify problems, to take initiative in solving them, and to carry through the required actions to completion.

9. Demonstrated ability to develop consensus through collegial consultation.

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