

Official Minutes  
**CCSF ACADEMIC SENATE EXECUTIVE COUNCIL**  
Wednesday, August 24, 2011  
Ocean Campus, MUB 140

**Council Members Present:** Jacques Arceneaux, Anna Asebedo, Thomas Blair, Monica Bosson, Steven Brown, Venette Cook, Anthony Costa, Erin Cunningham, Bill Goodyear, Lancelot Kao, Benedict Lim, Suzanne Lo, Susan Lopez, Enrique Mireles, Kitty Moriwaki, Madeleine Mueller, Francine Podenski, Indiana Quadra, Maria Rosales-Uribe, Karen Saginor, Louis Schubert, Fred Teti, Diana Verdugo, Melinda Weil, Kovak Williamson

**Council Members Absent:** Robert Clark, Beth Ericson, Stephan Johnson, Kim Wise

**Other Senate Members Present:** Ellen Wall

**Guests:** Chief Andre Barnes, Jeffery Fang

**I. Call to Order**

The Academic Senate Executive Council came to order at 2:35 pm.

**II. Adoption of Agenda**

Council adopted the agenda.

**III. Approval of Minutes: May 18, 2011**

Council approved the minutes of May 18, 2011, with corrections.

**IV. Public Comment**

- Chief Barnes encouraged Council to bring concerns forward and thanked faculty for patience during back to school congestion.
- Podenski commended the Multicultural Infusion Project for offering training that provides college credit that can be applied to salary column movement. She asked that Council explore how other Flex/Professional Development opportunities might provide college credit for CCSF faculty.
- Student Trustee Jeff Fang expressed his on-going interest in collaborating with Academic Senate throughout the year.

**V. Introduction to Robert's Rules**

Susan Lopez gave a brief introduction to the advantages of following Roberts Rules at Council meetings and explained briefly how these rules are used in meetings. She will give further details at the Senate retreat.

**VI. Officers' Reports**

President Saginor reported that:

- The annual Senate retreat will be at Gough Street on Wednesday, August 31.
- CCSF classified, administrative and faculty retirees very much appreciated the certificates that the Council voted to send on May 18, 2011. She shared examples of letters of thanks.
- A resolution for a parcel tax would be going to Board of Trustees after being approved at Planning and Budgeting Council. She requested that Council members interested in helping to work on parcel tax contact her.
- There are continuing issues about academic freedom and content filtering.
- The state wide Student Success Task Force will soon be making recommendations that will have major consequences. The Board of Governors, which has the power to make changes to Title 5, will hear the recommendations first. The Task Force will also be making recommendations to the state legislature. She expects to bring more details to the Council for discussion and response.

- Accreditation Self Study Draft is nearly ready. Council will discuss the report in September and October. The institutional leaders who will sign the report include the President of the Academic Senate.
- New or revised College policies required for Accreditation will come to the Council soon.
- Council members should review the Annual Plan for discussion at the next meeting. A consideration of the Annual Plan will be on the agenda of the College's Planning and Budgeting Council on Tuesday, August 30, and Saginor requests emailed comments before and/or attendance at this meeting.

1<sup>st</sup> Vice President Teti reported that:

- He is working on master lists of committee memberships. Committee vacancies will appear in the next City Currents.
- He continues to gather input from faculty about modifying wording on diplomas for earned transfer degrees since these degrees do not require areas G and H.

Secretary Cook reported that:

- Council meetings are now posted on the Academic Senate website. This will be important for the Accreditation Self Study.
- The Council may need to review and modify the policies governing the discussion list (EFF- Electronic Faculty Forum) created in the last academic year.

## VII. Unfinished Business

A. Approval of meeting places. Council discussed the value and logistics of holding meeting at various campuses throughout the academic year.

### **Resolution 2011.08.24.01: Approval of Meeting Places**

Resolved, that the Executive Council of the Academic Senate provisionally approve the meeting locations.

Moved: Saginor; Seconded: Brown; MCU

B. Innovation fund: Council discussed ways to collaborate with Chancellors Office in order to best allocate \$300,000 set aside by the Board of Trustees for innovative classes. Faculty input will help determine criteria for funding classes offered next semester. Volunteers were sought to establish guidelines and present further details.

## VIII. New Business

A. Council reviewed responsibilities and duties of second vice president. Council tabled the vote for Second Vice President for two weeks.

B. Senate Parliamentarian:

### **Resolution 2011.08.24.02: Appointment of Senate Parliamentarian**

Resolved, that the Executive Council appoint Susan Lopez as Parliamentarian.

Moved: Teti; Seconded: Podenski; MCU

C. Committee on Committees. Saginor presented a document about the history of the Committee on Committees. Council tabled discussion and election to Committee on Committees until next meeting.

D. Board Audit committee: Teti presented an overview of the creation of the Board Audit Committee and the need for mutual interaction between the Council and the full Board. Members discussed excluding academic and professional matters from Audit Committee's purview: fiscal and financial matters.

**Resolution 2011.08.24.03: Academic Senate Resolution proposing recommendations concerning Board of Trustees Draft Policy P1: “Amend the SFCCD Policy Manual by Adding PM 1.17, Audit Committee Charter”**

Whereas the Board’s 3-member Audit Committee is to be charged as its sole purpose:

“To assist the Board of Trustees in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control, the audit process, and the District’s process for monitoring compliance with laws and regulations regarding Board policies related to the laws and regulations governing financial conduct”; and

Whereas, the proposed Audit Committee Guiding Principles then seems to go on to give the Audit Committee additional powers to “monitor compliance with laws and regulations” on all matters, not just financial conduct; and

Whereas, those regulations include Title 5, which gives the California community college academic senates primacy in academic and professional matters; and

Whereas, our district’s practice has been to conduct dialog on academic and professional matters between the CCSF Academic Senate and the *full* Board; therefore be it

Resolved, That the CCSF Academic Senate recommend that all references regarding scope other than “related to the laws and regulations governing financial conduct” be excluded from the Guiding Principles, in particular those which involve Title 5 academic and professional matters.

- In the Authorities section: “Seek *financial or fiscal* information as required from employees.” [Add phrase]
- In the Responsibilities section: “The Committee will carry out the following responsibilities: ~~which include but are not limited to:~~” [Remove phrase]
- In the Compliance section: “Reviewing the effectiveness of administration’s efforts to monitor compliance with laws and regulations *governing financial conduct*, including...” [Add phrase]
- Also in the Compliance section: “Review the findings of any examinations by regulatory agencies *governing financial conduct* ...” [Add phrase]; and be it further

Resolved, That the CCSF Academic Senate recommend that the Board resolution include an explicit statement that academic and professional matters are NOT in the purview of the Audit Committee; and finally be it

Resolved, that the Executive Council authorize its president, as she sees fit, to present, not to present, or modify as needed this resolution at the appropriate meeting(s) involving PM 1.17 Audit Committee Charter

Moved: Mueller; Seconded: Podenski; MCU

- E. Strategic Plan: Since the Council completed much work on objectives over the previous academic year, for next meeting Saginor requested the Council focus on framing of these objectives. The implementation section will also be discussed so that the entire plan can be approved. Council may send wording and/or suggestions to Saginor or Pam Mery.
- F. Professional development and flex policies. Council discussed new Flex and Professional Development policies and sought volunteers to look at changes made over summer. There will be a report at the next meeting and a goal to reach better clarity about changes in policy by January 2012 after conferring with AFT 2121 as well as Clara Starr in Human Resources.

- G. Board Policy Draft Resolutions/Safe Neighborhoods and Effective Police Training. Council discussed the need for shared governance review of these two resolutions. Saginor requested interested Council members send email to join work groups and to encourage all faculty to become involved.

**IX. Open Forum**

- CCSF faculty representative Brown reported that the CCSF Foundation will hold a fundraiser in December but he has had no communication about planning meetings or scholarships. Saginor requested Brown send details and she will contact Chancellor and the Foundation President. Senate member Ellen Wall had similar communication problems when she was chair of Scholarship (sub)Committee.
- Council discussed need for meetings in rooms with better acoustics.
- Blair reported Department Chairs have been asked to prepare Spring 2011 schedules based on the 2010 class schedules, representing significant cuts from the schedules from Spring 2011.

**X. Adjournment**

Council adjourned at 5:07 with a moment of silence for emeriti faculty who had passed away during summer.

Respectfully submitted,  
Venette Cook, Academic Senate Secretary