

Official Minutes
CCSF ACADEMIC SENATE EXECUTIVE COUNCIL
Wednesday, February 8, 2012
Ocean Campus, Arts 218

Council Members Present: Anna Asebedo, Thomas Blair, Monica Bosson, Steven Brown, Venette Cook, Anthony Costa, Erin Cunningham, Beth Ericson, Stephan Johnson, Lancelot Kao, Benedict Lim, Susan Lopez, Enrique Mireles, Madeline Mueller, Francine Podenski, Indiana Quadra, Maria Rosales-Uribe, Karen Saginor, Louis Schubert, Fred Teti, Diana Verdugo, Kovak Williamson,

Council Members Absent: Jacques Arceneaux, Robert Clark, Suzanne Lo, Kitty Moriwaki, Melinda Weil, Kim Wise

Other Senate Members Present: Ellen Wall

Guests: Sara Bloomberg

I. Call to Order

The Academic Senate Executive Council came to order at 2:42 p.m.

II. Adoption of Agenda

Council adopted the agenda.

III. Approval of Minutes:

Council approved the minutes of January 25, 2012, with corrections.

IV. Public Forum

- Council members presented comments about EFF and about the possibility of moving EFF to Insight.
- Information about Black History month and educational articles were distributed.

V. Officers' Reports

President Saginor reported that:

- Allegations about breaches in network security appear to be overblown
- The College Planning and Budget Council work groups continue to discuss ways to manage the budget crisis. On February 15, the administration will present a plan to close the projected \$3.5 million gap for this year, 2011-12. Also, there is a discussion in PBC of an approximate 8% cut across all areas of the college with another \$10 million sought through negotiation with bargaining units for 2012-13. Council members were strongly encouraged to attend, and to invite faculty and students to become informed and share concerns at hearings.
- She also distributed a written update about two committees, about the WASC Accreditation schedule and process, and about recent news regarding the Student Success Task Force.

1st VP Teti reported that:

- The Academic Policies Committee will meet to discuss various matters such as plus or minus grading, GE credit for the CLEP exam, which many Veterans take, and the appeals process for courses taken out of sequence.

2nd VP Brown reported that:

- He continues to work on the Policy for Named Gift and Giving Opportunities and to attend meetings about the budget and about infrastructure.

VI. Committee Appointments

Resolution 2012.02.08.01 Limited Committee Appointments

Resolved, that the Academic Senate Executive Council approve the appointments to the Shared Governance committee with limited membership, as recommended by the Committee on Committees.

Moved: Brown Seconded: Kao; MC Appendix A

VII. Unfinished Business

A. **Guidelines for Named Gift and other Giving Opportunities.** Brown explained guidelines for donations and that the proposal will go through multipartite review with SEIU, as well as the Office of Research and Planning, which raises funds for the college through grants. The guidelines will assist the Board of Trustees in pursuing gifts to the College. Council plans to endorse the guidelines at the next meeting on February 29, 2012. Brown requested that suggestions be sent to him as soon as possible.

B. **Academic Senate Executive Council Election Materials.**

Resolution 2012.02.08.02 Academic Senate Executive Council Election Materials

Resolved, that the Academic Senate Executive Council approve the required election documents, Executive Council of the Academic Senate Election Information, and Academic Senate Voting Instructions, for the Spring 2012 Executive Council Election.

Moved: Brown Seconded: Podenski; MCU Appendix B

VIII. New Business

A. **Administrator Evaluation Process and “Short Forms.”** Saginor presented a review of the history and use of long and short forms for administrator evaluations. Council members requested changing the due date on short forms so as not to conflict with the WASC Accreditation team visit on March 15th

Resolution 2012.02.08.03 Administrator Evaluation Process and “Short Forms.”

Resolved, that the Academic Senate Executive Council approve the process for Administrator Evaluation and approve the “Short Forms” document: Anonymous Faculty Survey of Administrator Performance.

Moved: Blair Seconded: Johnson; MCU Appendix C

B. **Budget Process:** Saginor gave all Council members an opportunity to state concerns about the budget process and to offer ideas for addressing ways to manage the budget shortfalls and changes to the College. Members expressed grave concern about the decision-making process; the members also offered numerous ideas for increasing revenue and sharing cost-cutting measures fairly across the College while sustaining the mission as much as possible. Saginor requested that members continue to discuss budget concerns frequently with other faculty, with students, and with Classified staff; she also encouraged Council members, other faculty, and students to attend College Planning and Budget Council and Board of Trustees meetings while decisions are made in the coming months.

C. Preparation for Bipartite: Saginor reminded Council members that the Spring Bipartite Meeting will take place on Feb. 22, 2012, at 3:30 in Room 314 and that there must be Executive Council as well as Administrator quorum. The Council briefly discussed the courses that had been presented in order to give advance information to Department Chairs. Saginor reminded the Council members that additional requests might be submitted before the meeting and members should review them in advance.

D. Tax Measures for Funding Education: Williamson presented an overview of two California ballot measures which are potentially helpful to the current budget crisis: 1) The Millionaires Tax, which is supported by California Federation of Teachers; 2) The Oil Extraction Tax, which could provide a stable income stream. City College constituents are working for a parcel tax, as well.

IX. Open Forum

- Council members requested to meet in Arts 218 whenever possible, or in similar, small rooms with round table seating.

X. Adjournment

Council adjourned at 4:56 pm.

Respectfully submitted,
Venette Cook, Academic Senate Secretary

Appendix A

Limited Committee Appointments

Name of Committee	C/N	Name	Department	Pos-2	Status
Student Equity	c	Hal Huntsman	Mathematics	resource	Reappointment
Student Equity	c	Rosario Villasana-Ruiz	Child Development & Family Services		New Application
Student Equity	c	Kitty Moriwaki	English as a Second Language		New Application
Student Equity	c	Robert Clark	Multicultural Retention Services		New Application
Student Equity	c	Anna Asebedo	Art		New Application

Appendix B

EXECUTIVE COUNCIL OF THE ACADEMIC SENATE ELECTION INFORMATION

WHO ARE ACADEMIC SENATE MEMBERS?

All FACULTY in the College are members of the Senate - part-time, full-time, credit and noncredit.

WHAT IS THE EXECUTIVE COUNCIL?

The Executive Council of the Academic Senate is a group of 29 faculty members elected by the Senate at large whose primary function is to make recommendations with regard to academic and professional matters that include: 1) curriculum; 2) degree and certificate requirements; 3) grading policies; 4) program development; 5) standards and policies regarding student preparation and success; 6) college governance structures; 7) faculty roles and involvement in accreditation; 8) professional development; 9) program review; 10) institutional planning and budget; 11) other academic and professional matters as mutually agreed upon.

WHO CAN NOMINATE YOU?

You may be nominated by ANY three faculty members - part-time, full-time, credit, and non-credit, not necessarily Council members - who nominate you by signing the petition for nomination. On the nomination petition, the words "Three undersigned senate members: mean ANY three faculty members.

WHO CAN RUN?

ALL FACULTY MEMBERS - part-time, full-time, credit, and noncredit. (Counsel members may serve 2 consecutive terms, then must sit out for one year).

COMMITMENT

- Usually, a two-year term (under certain circumstances, terms may be one year only).
- Meetings are every other Wednesday, 2:30pm - 5pm, at various campuses.

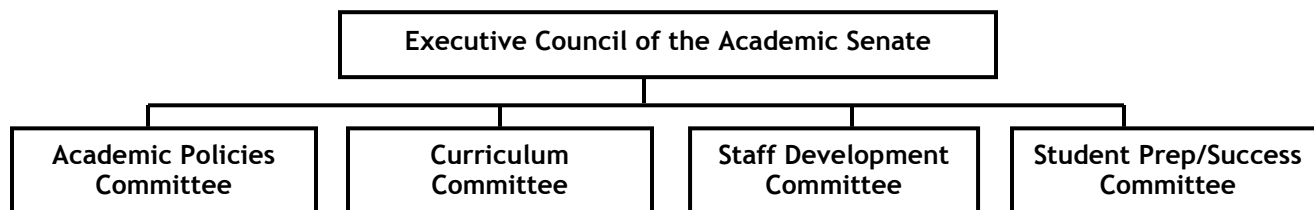
CANDIDATE STATEMENT (25 words or less; longer statements will be edited).

You *will* be asked to count your words.

BENEFITS

- Help make recommendations with regard to academic and professional matters (for more details or information see "What is the Executive Council?" above).
- Become more knowledgeable about Shared Governance issues.
- Learn about CCSF's culture.
- Develop your ability to engage in collegial discussion.
- Become acquainted with parliamentary procedure.
- Participate in collective decision making.
- Vote on a broad range of important issues that affect the future of faculty and students.

COLLEGIAL GOVERNANCE SYSTEM



April 18, 2012

To: ACADEMIC SENATE MEMBERS
From: Academic Senate Election Commission
Subject: ELECTION OF EXECUTIVE COUNCIL MEMBERS

VOTING INSTRUCTIONS

(PLEASE DO NOT DISCARD THE ENVELOPE IN WHICH ELECTION MATERIAL IS ENCLOSED.)

ENCLOSED IN THE "ELECTION MATERIAL" ENVELOPE
ALONG WITH THESE INSTRUCTIONS PLEASE FIND:

- SMALL ENVELOPE FOR BALLOT
- LARGE "ACADEMIC SENATE" SELF-ADDRESSED ENVELOPE.
- SCANTRON BALLOT FORM.

1. **MARK** your ballot (ScanTron form):
For each nominee you wish to vote for, blacken the "A" bubble on the line with the number assigned to that candidate on the SCANTRON form with a #2 pencil. Vote for NO MORE THAN 15 candidates. (Candidates are listed in the order of a random drawing by the Election Commission.)
2. **INSERT** the ballot into the small envelope.
3. **SEAL** the small envelope.
 - TO PROTECT YOUR ANONYMITY, DO NOT SIGN THE SMALL ENVELOPE.
4. **INSERT** this SEALED small envelope into the large "ELECTION MATERIAL" envelope.
5. **SEAL** the large "ELECTION MATERIAL" envelope.
6. **SIGN** your name on the large "ELECTION MATERIAL" envelope where indicated.
 - YOUR SIGNATURE IS REQUIRED FOR YOUR BALLOT TO BE VALID
7. **INSERT** the sealed, signed "ELECTION MATERIAL" envelope *(can be three folded)* into the "ACADEMIC SENATE" SELF-ADDRESSED ENVELOPE.
8. **RETURN** the large "ACADEMIC SENATE" SELF-ADDRESSED ENVELOPE to the ACADEMIC SENATE in one of the following ways:
 - Campus Mail to E202
 - Hand delivery to the Academic Senate office, E202
 - U.S. Mail addressed to: ACADEMIC SENATE

ELECTION

Please affix
appropriate postage

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVE, BOX E202
SAN FRANCISCO, CA 94112

NOTE: ALL ballots, including mailed ballots, must be received by NOON, Friday, April 27, 2012. If you have any questions, please contact the Academic Senate office at 239-3611.

If any of the 14 Council members whose term expires in Spring 2012 resign before the seating of the new Council, their term(s) will be completed by the runners-up in this election, starting with the person ranked 16th in number of votes received and proceeding in order of decreasing vote number until all the vacant positions are filled, in accordance with any limits in the Constitution and By-laws.

Appendix C

ANONYMOUS FACULTY SURVEY OF ADMINISTRATOR PERFORMANCE

Thank you for agreeing to participate in the administrator evaluation process! You are helping to ensure that the District hears the voice of the faculty. Please return the evaluation to the Senate Office by **Thursday, March 15, 2012**

Step1. Please print or type the administrator/director's name at the top of the enclosed Scantron form.

Step2 Please record your ratings on the Scantron form using a #2 pencil. Use the following scale. Comments are encouraged for all items.

- | | |
|--------------------------------|-------------------|
| 5 – Outstanding. | Mark [A] |
| 4 – Above average. | Mark [B] |
| 3 – Satisfactory. | Mark [C] |
| 2 – Improvement needed. | Mark [D] |
| 1 – Unsatisfactory. | Mark [E] |
- N/A, Not Observed, or Not Applicable – Leave Blank*

GENERAL

1. Is knowledgeable about college policies, procedures and operations
2. Demonstrates innovation and creativity regarding administrative practices
3. Demonstrates commitment to the College's mission
4. Facilitates District business effectively and in a timely manner

JOB SPECIFIC

5. Implements program development and improvement
6. Handles problems and conflicts effectively
7. Uses good judgment
8. Resolves disciplinary problems effectively
9. Demonstrates fairness, objectivity and integrity in personnel decisions
10. Is accessible to faculty
11. Participates in shared governance with faculty
12. Communicates effectively both verbally and in writing
13. Responds to requests and inquiries in a timely manner
14. Shares information with faculty

MANAGEMENT STYLE

15. Provides a positive, cooperative and friendly working environment
16. Maintains positive relationships with groups, committees and organizations
17. Demonstrates ability to work with diverse groups and individuals
18. Maintains high standards of professional conduct

Step3. Please include written or typed comments on a separate sheet of paper.

Step4. Fold and insert the Scantron form along with your written/typed comments into the enclosed small envelope with the administrator's label. Seal the small envelope. Do not sign the small envelope.

Step5. Insert the small envelope into the enclosed, pre-addressed Academic Senate envelope. Mail this envelope to ensure its timely arrival by **Thursday, March 15, 2012**. (You may keep the large envelope with the administrator's label.)