

Official Minutes
CCSF Academic Senate Executive Council
Wednesday, March 14, 2012, 2:30 – 5:00 pm
Ocean Campus, Art 218

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

Council Members Absent: Robert Clark, Beth Ericson, Diana Verdugo, Kim Wise

Other Senate Members Present: Loren Bell, Ellen Wall,

Guests: Kathleen Alioto, Sara Bloomberg, Ophelia Clark, Jeffrey Fang, Hidato Fukudome, Katie Gelardi, Anita Grier, Phyllis McGuire, Pam Mery, Edwina Yuan

I. Call to Order

The Academic Senate Executive Council approved the agenda.

II. Adoption of Agenda

The agenda was adopted.

III. Approval of Minutes: February 29, 2012, and January 13, 2012 Spring Plenary

The minutes were approved as corrected.

IV. Public Comment

- Council members presented concerns about comments made by some Board of Trustees members, and these members' need for better understanding and adherence to Education Code, and the need for more faculty to run for Executive Council in the Spring 2012 election.
- Katie Gelardi thanked faculty for supporting the March in March.
- Steven Brown announced that the CCSF Horticulture faculty and students had contributed to the Bouquets to Art Exhibit at the DeYoung Museum and encouraged faculty to attend.

V. Officers' Reports

President Saginor distributed a written report and also highlighted several points:

- She thanked all for the varied kinds of support given to the 35 busloads of CCSF faculty and employees who joined the March in March.
- She reminded faculty to submit anonymous administrator evaluation forms to the Academic Senate Office, E202, by Monday, March 19, 2012.
- She welcomed members of the Accreditation Visiting Team, a visiting professor from Japan, and Dr. Grier.
- She stated that the Accreditation Visiting Team had met with various constituents of the College throughout the week, and encouraged faculty to attend the feedback session on Thursday, March 15, 2:30-3:30 in the Diego Rivera Theater.
- She distributed copies of written information and evidence about Standard IV.B.1 (Governing Board) that she had provided to the Accreditation Visiting Team, in accordance with the November 9, 2011 Executive Council resolution.

- She requested volunteers to work on an Academic Senate Executive Council response to a Shared Governance Evaluation report. Susan Lopez and Steven Brown agreed to review data and draft a response which will be presented to the Council.
- She presented information about the April 3rd meeting of the Student Preparation and Success Committee, which will consider proposals to change or eliminate placement testing for graduating SF Unified high school seniors.
- She updated the Council on network security and content filtering. USDN has presented a report about security to senior ITS staff for further review. She stated that ITS has declined to implement extensive website filtering due to a lack of Shared Governance review; this lack is supported by resolutions opposing categorical filtering by the College Advisory Council as well as the Executive Council. The Board's Facilities, Infrastructure and Technology Committee has not yet placed website filtering on its agenda and Saginor reported she will request them to do so.
- She announced she would attend the Spring Plenary for the California Community Colleges at the Westin hotel April 19-21 and invited faculty to attend, although there are no reimbursement funds for the \$355 fee. Resolutions will be posted online soon.

1st VP Fred Teti:

- Encouraged all to join Faculty Association.
- Reported about various meetings he attended, especially for WASC.

2nd VP Steven Brown:

- Encouraged all to attend FIT meeting to discuss landscape plantings.

Secretary Venette Cook

- Announced upcoming college fundraising activities and future plans, which began on the EFF discussion list. She encouraged faculty to promote and take part in upcoming opportunities.

VI. Committee Appointments

Resolution 2012.03.14.01 Limited and Unlimited Committee Appointments

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

Moved: Bosson Seconded: Brown; MC Appendix A

VII. Unfinished Business

- A. **Administrative Hiring: Composition of Search Committees.** Saginor reviewed information about the history of search committee composition. Saginor has attempted to communicate with SEIU, and is still waiting for feedback.

Resolution 2012.03.14.02 Composition of the Search Committees for the Vice Chancellor of Policy and Research and the Vice Chancellor of Campuses & Enrollment Services

Whereas, Appendix A of the Administrator Hiring Procedures Agreement is an agreement between the CCSF Academic Senate, the Classified staff, and the Board of Trustees; and

Whereas, Appendix A of the Administrator Hiring Procedures Agreement does not specify the composition of the search committees for the Vice Chancellor of Policy and Research and the Vice Chancellor of Campuses & Enrollment Services; and

Whereas, Appendix A of the Administrator Hiring Procedures Agreement requires that all administrator search committees consist of nine employees, of whom exactly three are administrators; therefore be it

Resolved, that the CCSF Academic Senate propose to the CCSF Classified staff and the CCSF Board of Trustees that the search committees for the Vice Chancellor of Policy and Research and the Vice Chancellor of Campuses & Enrollment Services consist of three administrators, four faculty, and two Classified staff.

Moved: Podenski; Seconded: Brown; MCU.

- B. **Request that Administration and Board of Trustees Comply with Board Policy BP 2360 Concerning the Taking of Minutes.** Saginor explained she has discussed the need for adequate minutes with the Chancellor, who has stated that a lack of staffing may continue to present a problem with compliance. Council members suggested that accessible recordings of meetings and summary minutes should be prioritized and manageable.

Resolution 2012.03.14.03 Academic Senate Resolution Requesting Compliance with Board Policy BP 2360 and District Sunshine Policy Concerning the Taking of Minutes

Whereas Board Policy BP 2360: *Minutes of Meetings*, approved by the City College Board of Trustees on August 27, 2009, states in part:

The Chancellor shall cause minutes to be taken of all meetings of the Board in accordance with the District Sunshine Policy. The minutes shall state the time the meeting was called to order, the names of the members attending the meeting, the roll call vote on each matter considered at the meeting, the time the board or committee began and ended any closed session, the names of the members and the names, and titles where applicable, of any other persons attending any closed session, a list of those members of the public who spoke on each matter if the speakers identified themselves, whether such speakers supported or opposed the matter, for each agenda item, and the time the meeting was adjourned.

and further states that:

The meetings to which this policy applies include, but are not limited to: work sessions or committee meetings, open sessions, closed sessions, special meetings, and retreats.

And **Whereas** Board Policy BP 2365: *Recording Meetings*, approved by the City College Board of Trustees on the same day as BP 2360 (August 27, 2009) does not state or suggest that sound recordings may be substituted for minutes.

And **Whereas** the District's Public Access Sunshine Policy, approved by the City College Board of Trustees on September 24, 2009 states in Article II.B.11:

a. A designee of each policy body shall record the minutes for each regular and special meeting of a board or committee.

b. The minutes shall state the time the meeting was called to order, the names of the members attending the meeting, the roll call vote on each matter considered at the meeting, the time the board or committee began and ended any closed session, the names of the members and the names, and titles where applicable, of any other persons attending any closed session, a list of those members of the public who spoke on each matter if the speakers identified themselves, whether such speakers supported or opposed the matter, for each agenda item, and the time the meeting was adjourned.

And **Whereas** the same Public Access Sunshine Policy, in Article II.B.8 mandates the audio recording of meetings under certain conditions without stating or suggesting that recordings may be substituted for minutes;

Therefore be it **Resolved** that the Academic Senate request that the Administration and the Board of Trustees henceforth produce minutes for open session meetings, closed session meetings, and Board committee meetings of the Board of Trustees that are in complete compliance with the provisions of Board Policies BP 2360, BP 2365, and the District's Public Access Sunshine Policy.

Moved Brown. Seconded Lopez. MCU

C. **Policy and Guidelines for Named Gift and other Giving Opportunities.** Saginor and Brown reviewed changes to guidelines and information about future steps in named gift and giving opportunities.

D.

Resolution 2012.03.14.04 Named Gift and other Giving Opportunities

Resolved that the Academic Senate endorse the plan for Named Gift and other Giving Opportunities as amended and send the guidelines forward for Shared Governance review

Moved: Teti; Seconded: Bosson; MC Appendix B

E. **Grading Policies Subcommittee Composition.**

Resolution 2012.03.14.05 Modification of the Grading Policies Subcommittee Composition

Whereas, Grading policies is in the Title 5 "10 + 1" faculty primacy areas; and

Whereas, the Grading Policies Subcommittee is deliberating such important issues as plus-or-minus grading that have strong faculty support but might meet with opposition from other constituencies; therefore be it

Resolved, That the CCSF Academic Senate increase the number of faculty positions on the Grading Policies Subcommittee from 6 to 7 (leaving unchanged the 3 administrators, 1 Classified, and 1 student).

Moved: Blair; Seconded: Brown. MCU

VIII. **Special Order of Business with the Accreditation Visiting Team members.** Numerous Council members presented points of view and information about the college, programs, on-going progress, the self study report, Student Learning Outcomes, concerns with the budget and Shared Governance, and goals for the future.

IX. **New Business**

A. **Draft Program Discontinuance Policy.** Saginor reviewed information about the difference between program discontinuance, which will be permanent, and defunding, which could be temporary due to a temporary budget shortfall. She requested that faculty continue to study the draft policy and send her comments. She also stated that the Accreditation Self Study requires a discontinuance policy. Loren Bell, Program Review Committee Chair informed the Council that the draft policies were based on samples from around the state and that stakeholders such as unions would have a role in the process.

B. **Draft Board Policy concerning Budget Process. BP 7001: Adoption of Annual Budget – Requirements.** Saginor reviewed the background on her informal written response summarized from the Executive Council meeting on February 29, 2012. She stated that she expected to be able to present the summary at an upcoming Board committee meeting and requested direction from the Council about presenting a response to BP 7001. Council members discussed concerns about the Board’s role in policy, rather than operational, budgetary matters.

Resolution 2012.03.14.06 Board Policy concerning Budget Process. BP 7001

Whereas BP 7001 violates the 10+1 agreement, therefore be it

Resolved, That the Academic Senate recommend the Academic Senate President present a formal written response about Draft BP 7001 to the Board, and be it further

Resolved, That the Academic Senate recommends against adopting this policy amendment in this form at this time.

Moved: Teti; Seconded: Brown; MCU

C. **Draft Board Policy concerning Administrative Hiring and Evaluation: BP 3152: Resolutions Appointing Administrators – Single Administrator Rule.** Saginor reported that this policy will be discussed at the March 22 Board of Trustees meeting and requested Council advisement. Council members expressed concern about violating confidentiality regarding personnel evaluation, possible legal issues, and spoke against the policy that disrespects existing personnel agreements.

D. **New Administrative Position: Associate Dean, Southeast Campus.** Saginor reported that the Chancellor has indicated he wants to fill this position, but he has not yet given an

updated job description. Council members discussed not filling this position at this time due to budget concerns and because the current Coordinator is managing the campus well.

- E. **Enrollment Transparency.** Saginor reviewed the current process students use to find open classes. Council members discussed the process for adding classes, and will discuss the draft proposal further and vote at the April 4th meeting. Some faculty feel strongly that “visibility” is a better word than “transparency”.
- F. **Planning Discussion: Educational Master Plan and End of Year Assessment.** Phyllis and Pam Mery presented an overview about the Educational Plan, Master Plan, and Program Review. They agreed the College will benefit from less duplication and more summarized comments in plans. Mery stated they expect to present a draft Annual Plan for the Council to review in April.
- G. **Placement Testing: Bridge to Success.** Saginor reported that there are now three separate proposals regarding placement testing at the college: 1) a pilot for multiple measures from the Bridge to Success CCSF and Unified math faculty; 2) a recommendation approved by the Matriculation Advisory Subcommittee against removing testing from the assessment and placement process for graduating high school seniors; and 3) a proposal to eliminate placement testing for graduating high school seniors as a pilot program, or as a general policy. The Chancellor and some SMAC students have spoken in favor of this policy. Council members expressed concerns and encouraged Saginor to speak against eliminating placement testing at Board meetings at this time. Also, the Council spoke in favor of holding a Special Meeting so that faculty and students could discuss these changes in greater detail.
- X. **Open Forum**
- Kovak Williamson presented literature about the AFT 2121 vote on wage concessions.
- XI. **Adjournment**
The meeting adjourned at 5:08.

Respectfully submitted,
Venette Cook, Academic Senate Secretary

Appendix A: Limited and Unlimited Committee Appointments

Name of Committee	C/N	Name	Department	Status
Academic Policies	c	Frederick Teti	Mathematics	Reappointment
Academic Policies	c	Alexandra Nickliss	Social Sciences	New Application
CSU/UC Breadth Requirements	c	David Pieper (<i>Resource</i>)	Social Sciences	New Application
Grading Policies	c	Leilah McCarthy	Physics	New Application
Grading Policies	c	Alexandra Nickliss	Social Sciences	New Application
Matriculation Advisory	c	Kitty Moriwaki	English as a Second Language	New Application
Registration/Enrollment	c	David Pieper	Social Sciences	New Application
Scholarship	c	Eva Cheng	Counseling Services	Reappointment
Scholarship	c	Monica McCarthy	Counseling Services	Reappointment
Scholarship	c	Hsin Yun Liu	Foreign Languages	Reappointment
Scholarship	c	Christina Stuart	Chemistry	New Application
Student Learning Outcomes	c	Charles Metzler	Computer Sciences/Technology	New Application
Student Learning Outcomes	c	Lorelei Leung	EOPS	New Application
Student Learning Outcomes	c/n	Vivian Faustino-Pulliam	Business	New Application
Student Learning Outcomes	c	Andrea Niosi	Library Services	New Application
Student Learning Outcomes	n	Anna-Lisa Helmy	English as a Second Language	New Application

Appendix B for Academic Senate Resolution 2012.03.14.04

Guidelines for City College of San Francisco Named Gift and Other Giving Opportunities

PART 1: INTRODUCTION

PART 2: NAMED GIFT OPPORTUNITIES

PART 3: OTHER GIVING OPPORTUNITIES

Part 4: Sample Contract

Part 5: Designation of Use of Gift

Part 6: Management of Gift

PART 1: INTRODUCTION

Over the years, friends of CCSF have chosen to provide assistance to the College and students through contributions to named funds, facilities, programs, and scholarships. Donations send a strong message to our students and people living in CCSF's service area that an individual, business, or organization supports the College's effort to provide quality, accessible education and training to all who can benefit from CCSF programs and services. CCSF invites donors to consider the wide variety of opportunities and help the College address current workforce development needs and prepare for the challenges of the future.

PART 2: NAMED GIFT OPPORTUNITIES

A gift commitment for the naming of a campus, facility, school or program will vary and is subject to negotiation and approval by the City College of San Francisco Board of Trustees. Gifts to name a campus or facility may create an endowment that will generate income for the entity's major priorities. A donor can exercise the very rare opportunity to sponsor a building or facility to be named after a loved one, an entire family, or an honored associate. Such opportunities are negotiated at the highest level of institutional administration with the potential donor and his or her advisors. All naming opportunities will be for a set period of time or in perpetuity as agreed upon mutually by the donor, college administration, and the foundation. Naming can occur in recognition of gifts of treasure, time, talent and commitment to and in support of CCSF. For example, at present the following facilities at City College are named:

- The Louise and Claude Rosenberg, Jr. Library**
- Orfalea Family Center**
- Margaret Cruz Room**
- Statler Wing**
- Alice Statler Library**
- Posner Room**
- Pierre Coste Dining Room**

Examples of Proposed Naming Opportunities for Existing Facilities and Suggested Gift Levels are :

- Ocean Campus:
 - Health and Wellness Center: \$10,000,000
 - Natatorium: \$5,000,000
 - Gym: \$5,000,000
 - Amphitheatre: \$1,000,000
 - Fitness Center: \$250,000
 - Locker Rooms: \$200,000
 - Basketball Gym Press Box: \$200,000
 - Dance Studios: \$250,000
 - Classrooms/Laboratories: \$150,000
 - Soccer Field: \$1,000,000
 - Football Field: \$1,000,000

- Student Health Center: \$5,000,000
- Multi-Use Building: \$10,000,000
- Assembly Room: \$500,000
- Parent Education Rooms: \$500,000
- ESL Learning Lab: \$250,000
- Special Needs Classroom: \$250,000
- Science Teaching Classroom: \$250,000
- John Adams Campus \$10,000,000
 - Auditorium: \$1,000,000
 - Library: \$1,000,000
 - Cafeteria: \$750,000
 - Gym: \$500,000
 - JAD Meeting Room (room 139): \$500,000
- Civic Center Campus: \$5,000,000
 - Library: \$1,000,000
 - Educational Computing Lab: \$1,000,000
 - Student Lounge: \$250,000
- Downtown Campus: \$15,000,000
 - Computer Lab: \$1,500,000
 - Educated Palate: \$1,500,000
 - Library: \$1,500,000
 - Main Lobby: \$750,000
 - Student Lounge: \$250,000
- Evans Campus: \$10,000,000
 - Library: \$750,000
 - Computer Lab: \$500,000
 - Retention Center: \$500,000
 - Student Lounge: \$500,000
- Mission Campus: \$15,000,000
 - Child Education Center: \$3,000,000
 - Courtyard: \$1,000,000
 - Multi-use Room: \$750,000
 - MainLobby: \$750,000
- Chinatown/North Beach Campus: \$50,000,000
 - Auditorium: \$2,000,000
 - Culinary Facility: \$1,000,000
 - Terrace: \$2,000,000
 - Library: \$1,000,000
 - Computer Labs: \$800,000
 - Student Lounges: \$500,000 each

Proposed Buildings:

- Ocean Campus:
 - Performing Arts Center: \$15,000,000
 - Auditorium: \$3,000,000
 - Black Box Theater: \$1,000,000
 - Recital Hall: \$1,000,000
 - Main Lobby: \$2,000,000
 - Practice Rooms: \$500,000

PART 3: GIVING OPPORTUNITIES

Donors are encouraged to work with the Foundation and College to create other giving opportunities that might be closely aligned with their special areas of interest. Giving opportunities are subject to CCSF

College Board approval and while these are guidelines, the Foundation and College welcome the opportunity to work with donors directly to meet particular interests, contribution levels, and timing. The Foundation can be reached at (415) 452-5134 if a potential donor has an interest in reviewing options in greater detail or planning a gift to CCSF. The Vice Chancellor of Finance/Administration can be reached at 241-2229 if a potential donor would prefer to work directly with the District.

Administrative regulations regarding gift levels for naming opportunities shall be developed and approved by the Research and Policy Office and the College Advisory Council, with input from the CCSF Foundation Board of Directors.

FLEX (Faculty Development):

The Faculty Development Fund provides dollars to allow faculty to enhance and improve their knowledge and teaching skills. In addition, the fund helps faculty to remain current in their respective fields and the changing demographics of San Francisco.

Concert Lecture SeriesA Lectureship Fund that provides funds to offset expenses incurred in bringing distinguished lecturers to CCSF to speak to students, faculty, and the community.

Donor opportunities exist for many departments and programs within each school. Please see comprehensive list of CCSF Schools and Departments for more information.

- Specific Programs: \$500,000
- Library Fund: \$250,000
- Athletic Department Fund: \$250,000
- Endowed Scholarships: a minimum of \$5,000

General Endowment Funds:

- CCSF welcomes gifts at any level, an endowment requires a minimum of \$10,000 to be used where the donor is most interested.

Part 4
Sample Contract should be inserted here

Part 5 Designation of Use of Gift

Donors will be asked to designate a use for their Gift. Possible scenarios are:

- A gift will be used where and when most needed without restriction.
- A gift will be invested and only the interest used where most needed
- A gift would be used for scholarships only (Guidelines must come from Scholarship Office)
- A gift will be Designated to a School, program or Department

Part 6: Management of Gift

Donors will have the opportunity to place a gift with the City College Foundation or with the City College Trust. Donors will be informed of the aspects of both entities. All agreements will be designated in the “Donor/District Contract”.