

# Moorpark College Academic Senate Council Minutes (Draft)

Tuesday, December 3, 2019, 2:30 – 4:00 PM in the Campus Center Conference Room

**Mission Statement:** *With a “students first” philosophy, Moorpark College empowers its diverse community of learners to complete their goals for academic transfer, basic skills, and career education. Moorpark College integrates instruction and student services, collaborates with industry and educational partners, and promotes a global perspective.*

See all handouts here on the [Academic Senate website](#)

## I) Public Comments

- A. Dani Vieira – We hired a new full-time Sociologist faculty Becky Grek, from Carlsbad/San Diego.
- B. Jolie Herzig – Application deadline to CSUs was Nov 30, now extended to Jan 3 for CSUCI, and to Dec 16 for other CSUs. See the Cal-State website for all of the extended deadlines.
- C. Mary LaBarge – The Library will be open from 7 AM – 9 PM through final exams week, and open Fridays until 5 pm, and Saturdays 12 noon – 5 PM.
- D. Gary Wilson – Snow Days at the Zoo this weekend; come and play in the snow.
- E. Nathan Bowen – Holiday Spectacular this weekend, three shows: 8 PM Fri and Sat., 2 PM Sunday.
- F. Marnie Melendez– I would like to revisit how we vote for prioritization. For categorical funds, why are we voting Yes/No when we have the funds? It should be consistent and be ranked like the other positions, high/medium/low. If we have unlimited general funds, would we say ‘No’ to any other department? Why would someone say ‘No’ to a categorical position? She sees this as very hurtful to the programs concerned.
- G. Svetlana Kasalovic– Can we add to the list of topics recorded for further discussion for next year’s prioritization process? – I was not able to be here for my department presentation. I am by myself in my program. It seems to me that my program is considered irrelevant by others. “Difficulty of hiring part time faculty” should be added to the criteria.
- H. Ruth Bennington– Canned food drive for the pantry: canned or boxed food within expiration dates, pasta, rice, beans. The line now starts early, and stays longer. Thank you for your support. Please help volunteer. Shout out to Veronique Boucquey for volunteering every month.
- I. Vance Manakas– Athletics Department and Associated Students are hosting a food drive.
- J. Cindy Sheaks-McGowan – Faculty can contact me regarding OER and ZTC. Please invite me to your department for further information. We have a workshop on the Jan 3 flex day and there is a spring flex Distance Education summit at OC.
- K. Mary – For faculty prioritization, the report identified people’s vote – never remembered it recorded before.
  - 1) Nenagh Brown – We are mandated by the Brown Act because when we vote in Council, we are representatives in public service. Another MC body made us aware we need to follow the Brown Act in this way.
  - 2) Renée Butler – On the Assumptions and Ground Rules document, it states that the names will be on the ballots; it does not state that the names will be on the report.
- L. Cecilia Nguyen –Food drive items can also be dropped off at the ASMC office. And, Destress-Fest this week at 9 AM: free donuts and coffee tomorrow. Massages and therapy dogs on Wed.
- M. Vance – Do we have the Classified prioritization done? Nenagh – Yes, we will get the results soon.

- N. Nenagh – We welcome Christy Douglas as our new AS CTE Faculty Liaison. We now have established a new process for choosing faculty liaisons that receive some compensation. The two co-chairs of the CTE Workgroup followed this new process, calling for and receiving nominations and then conducting the interviews. They then took the final candidate back for ratification by the CTE Workgroup before they were hired by the dean. Christy thus comes to the AS Council recommended by a faculty body.
- O. Christy – Hospitality faculty, part time. Let me know if our department can work with you for any events your programs are putting on.

## II) Approval of Minutes

- A. November 5, 2019
  - 1) **Motion to approve the minutes made by Dani and seconded by Ron Wallingford.**
  - 2) **Voted to approve the minutes unanimously.**

## III) Informational Items

- A. BP/AP 3440: Service Animals  
BP/AP 3990: Speech – Time, Place and Manner  
Nenagh Brown
  - 1) Addition of a small horse for adults who may have seizures. These animals are trained to help with the recovery process. This is now a CA state rule.
  - 2) Speech – The defined spaces for free-speech on a campus used to be able to be limited to a narrow area. In recent law cases that has been found, in effect, to be against free-speech. This update changes the AP in light of these new rulings on freedom of speech.
- B. Academic Senate for California Community Colleges (ASCCC) Fall Plenary resolutions summary
  - 1) Erik Reese —update to reflect the final numbering of the resolutions and adding links to the final resolution packet.

## IV) New Business

- A. AS monthly budget report – Ruth Bennington
  - 1) There was no spending this past month. The balance is still at \$9546.12.
- B. SEA Annual Report for 2018-2019 – Johnny Conley, Equity Director
  - 1) Approval is needed only by President Sokenu and the Chancellor because this is an informational update report based on the 3-year Equity Plan that has already been signed by the Academic Senate.
  - 2) CA Chancellor’s Office sets a minimum of 3 groups to be researched, of which 2 need to be African-American and Hispanics. However, at MC we included all groups in this annual report who are in the Equity Plan.
  - 3) Ron – How do Native Americans define themselves? Johnny – They do so on their application. We need to interview those students and then find out how we can help them.
  - 4) Annual allocation of \$3,562,311 on page 22: We need to show how we spend this allocated money that we need to use over two years.
    - a) We have spent \$2,653,968.
    - b) We are left with \$908,343 – We will be spending this, it has been accounted for, but do not have to itemize this part. We need to spend it by June 30, or send it back.
    - c) This is one annual installment, but we have 2 years to spend it.

- 5) A second allocation on page 24. This installment goes through June 30, 2021.
    - a) We have two years to spend this. We are working on two budgets.
    - b) We could spend it all in one year, but we like to keep some in reserve to be able to keep the hourly wages of our student workers and staff through to the second year.
  - 6) Questions:
    - a) Ruth – What are the non-instructional salaries? Johnny - classified, managers, counselor assistants.
    - b) Ron – What is the First-Year Experience? Johnny – That refers to our GPS program.
  - 7) Success stories can also be added in this report.
  - 8) Suggestions? Please let Johnny know by tomorrow. Our state wants it Jan 1 and our district wants it a few weeks before that. Email Johnny your suggestions at [jconley@vcccd.edu](mailto:jconley@vcccd.edu).
  - 9) Nenagh
    - a) Thank you to Johnny and Trulie Thompson.
    - b) There is not much new information here beyond the Equity Plan, except the success stories have been included. The stories can go to the CA legislature to show that this is making a difference.
    - c) We do not need to sign on this informational report. The Equity Plan is what we need to vote on in order to sign it. However, we will bring it back to the next Council meeting for a vote.
  - 10) Johnny – This report is updated from this fall semester. We will then plan for the Spring 2020, move money around, take recommendations, and recalibrate. Most allocations are going toward the hard-coded salaries, but not the hourly.
  - 11) Deanna Franke– If we spent about three-fourths of the money, where is the rest going? Johnny - Each year we receive the money, and have 2 years to spend it for flexibility especially for hourly workers.
  - 12) Ruth – Who removed the AS signature? Nenagh – CA state decided this. This report is not the Equity Plan; it is an annual report from the Plan which included the AS signature.
- C. Moorpark College Enrollment Management Plan, 2019-2020  
Presented by Mary Rees, Vice-President of Academic Affairs
- 1) We need to tie the Enrollment Management Plan into increasing our FTES and improve access to our college for a coordinated plan. It is the 5-year Strategic Plan and this year's Annual Plan together.
    - a) We want to optimize access to new students.
    - b) The number of high school graduates is declining
    - c) There is an increasing number of students taking a "gap" year.
    - d) The employment rates are high.
    - e) There is a large pool of adults in our area looking for new careers.
  - 2) Three main focuses taken from our Strategic Directions: 1. Student-centered curriculum; 2. Student access and success; 3. Organizational effectiveness marketing our fantastic efforts.
  - 3) Different options for students:
    - a) We are scheduling classes in January for a 4 weeks winter intercession.
    - b) We are also scheduling 8-week courses in that last part of the semester
  - 4) Dani – We are offering the first of two Sociology classes in the first 8 weeks of the semester, and the second class in the second 8 weeks, so students can complete both classes in one semester.

- 5) Marketing
    - a) We are marketing our college better so people can find us.
    - b) We have PACE videos which are very professional looking.
    - c) We are marketing our ESL classes.
    - d) We now have a Computer Science program.
  - 6) If you see an Action or there are resources we need now, or for future years, let us know.
  - 7) Jolie suggested to consider waiting longer for students to pay before dropping them.
  - 8) Deanna noted that if the student is using credit to pay, sometimes the student does not know they need to pay right away and they get dropped. Or, students get dropped from a class that is low enrollment, and may not get put into another class that is running.
  - 9) Ruth – I heard at HACU that some colleges include the cost of textbooks to the various fees that students have to pay when they enroll instead of paying separately. That way, every student has the necessary materials on the first day of class. Colleges doing this report higher success and retention rates.
  - 10) Sydney Sims noted that on the statewide CC application link there is a Spanish-language version, but students cannot actually access it, which presents an obstacle for potential Spanish-speaking applicants.
  - 11) Nenagh – Enrollment Management Plan has been to EdCAP in several drafts this semester. They were not quorum at their last meeting, so they could not vote on it. We will bring this back in January for a second reading. Let Mary know if you have any more suggestions.
- D. Update to *Moorpark College Decision-Making Handbook*  
 Presentation by Kris Hotchkiss and Cecilia Nguyen, President and Vice-President, ASMC
- 1) Nenagh
    - a) A new edition will come out for the Fall 2020 semester. This Spring semester, we will start the process on how to update it.
    - b) It needs four signatures: College President, Academic Senate President, Classified President, and ASMC President.
  - 2) Kris Hotchkiss
    - a) Students are on 7 out of the 8 standing committees; not on the SLO committee.
    - b) This provides students the opportunity to participate and give recommendations.
    - c) We would like to change it so student representatives on these committees have a vote.
  - 3) Cecilia Nguyen
    - a) It is very empowering for student representatives to have a vote on these committees, allowing for more involvement.
    - b) There might be a concern that the student serving may not care about the committee. However, they do. They care about the campus and are taking initiatives.
    - c) A second idea from ASMC is to have an advisory position on some committees as a second non-voting position if another student wants to be on the committee.
    - d) Kristen Robinson would make sure that the students serving will be educated and stay informed with the committee.
  - 4) Deanna asked why have we not given students a vote before?
  - 5) Cecilia answered that the student advisory position was new in the last update of the document. Now we would like to update it again, and allow the student member a vote.
  - 6) Jolie – Student first philosophy.
  - 7) Sydney – Academic Senate is a faculty organization.

- 8) Nenagh – AS Council is not a standing committee; it is not part of the MC Decision-Making Handbook.
  - 9) Chuck Brinkman – Does the Student Trustee on the BOT vote?
  - 10) Nenagh – Before, the Student Trustee did not vote. Recently they voted separately from the five community trustees; this year Trustee McKay announces the votes all together.
  - 11) Vance – Student first philosophy – The students should have a say on the committees.
  - 12) Ron – Other colleges have students vote on their committees.
  - 13) Kris – In this new program, for the second, non-voting student advisory position, students choose what they are interested in, then they would be delegated to a committee.
  - 14) Cecilia – This offers students to be involved in ASMC without having to make a large time commitment. They could become involved with advocacy and can commit for a year.
  - 15) Vance – The student should have a commitment for the year.
  - 16) Nenagh – Kristen wants to put the ASMC officers who are on committees on the enrollment priority list, to allow students to stay on the committee for two semesters.
  - 17) We will hear from Gilbert Downs in the spring concerning classified representation on our standing committees; then we can have discussions and vote on the final document.
- E. AS Elections Workgroup report – Erik Reese
- 1) Thank you to Tiffany Pawluk, Dani, Marnie and Ruth for participating in this workgroup.
  - 2) The workgroup formalized suggestions for the council to consider.
    - a) Have the vote be a public vote.
    - a) Have a webpage for the elections with current and public nomination information and perhaps election results and candidate statements. The secretary runs the webpage who may run for a position, but the webpage is only information and would be guided by the elections chair to avoid any potential perception of conflict of interest.
    - b) It is difficult to get people to run against others, an issue shared with other colleges.
    - c) Candidate may run for only one position.
    - d) No write-in candidates.
    - e) An uncontested election still needs a majority with a yes/no vote.
    - f) Candidate will write statements with prompts given and perhaps a word limit: Experience and qualifications, and why you want to serve in that role.
    - g) Term limits are three consecutive 2-year terms.
    - h) A suggestion is to have shorter term limits to encourage more people to run.
    - i) There should be guidelines of what the officers do beyond the vague outlines in the By-laws.
    - j) Co-chairs should be compensated in some way.
  - 3) Josepha Baca – Can the release time be renegotiated; how is it allocated? Renée – In the By-laws, Article VII, Section A, #6 “Members of the Senate executive council are entitled to 2.0 release time to be allocated by the Senate President in consultation with the officers and ratified by the Senate Council preceding an election or filling any vacancies.”
  - 4) Nenagh – These are just opening ideas; we will continue the discussion at the next Council meeting.
- F. Study Abroad proposal forms for 2020-2021 – Nathan Bowen
- 1) There are two documents posted: 1) Moorpark College Study Abroad Advisory Committee Program Recommendation Process and Practices; 2) Study Abroad Proposal Faculty Application Form.

- 2) Main changes
  - a) Ability to apply two times a year. Feb 1 deadline and Oct 1 deadline.
  - b) We have a Fall 2020 semester study abroad program led by Ashley Vaughan and Helga Winkler.
  - c) We need approval to submit applications twice a year.
  - d) The application form will be a PDF; email to Nathan at nbowen@vcccd.edu.
- 3) Motion to approve these two Study Abroad documents made by Jolie, seconded Ron.**
- 4) Voted to approve these documents with an abstention by Nathan.**

**V) Reports**

See handouts on AS website

- A. Officer Reports
- B. Faculty Liaison Reports
- C. Co-Chair Reports

**VI) Announcements**

- A. Annual Strategic Planning Retreat: March 20, 8 AM – 4 PM, Wood Ranch Golf Club

**VII) Adjournment**

- A. Meeting adjourned at 4:05 PM

ACADEMIC SENATE COUNCIL REPRESENTATIVES 2019 – 2020

POSITION	NAME	Present	POSITION	NAME	Present
ASC President	Nenagh Brown	NB	Library	Mary LaBarge Danielle Kaprelian	ML
ASC Vice President	Erik Reese	ER	Life Sciences	Jazmir Hernandez Audrey Chen	
ASC Secretary	Renée Butler	RB	Mathematics	Chris Copeland Curtis Paul	
ASC Treasurer	Ruth Bennington	DRB	Media Art / Comm Studies	Jenna Patronete Nicole Block	JP
ACCESS	Jolie Herzig Silva Arzunyan	JH	Performing Arts	John Loprieno Nathan Bowen	NB
Athletics	Vance Manakas Mike Stuart	VM	Physics / Ast / Engr / CS	Ronald Wallingford Scarlet Relle	RW
Behavioral Sciences	Dani Vieira Kari Meyers	DV	Social Sciences	Matthew Morgan Susan Kinkella Rex Edwards	MM/RE
Business Administration	Josepha Baca Reet Sumal	JB	Student Health Center	Sharon Manakas Silva Arzunyan	SM
Chemistry / Earth Sciences	Tiffany Pawluk Deanna Franke	TP/DF	Visual Arts	Svetlana Kasalovic Cynthia Minet	SK
Child Development	Cindy Sheaks-McGowan Shannon Coulter	CSM	World Languages	Perry Bennett Alejandra Valenzuela	
Counseling	Chuck Brinkman Jodi Dickey	CB	Part-time Faculty Representative	Felix Masci Dan Darby	FM/DD
EATM	Gary Wilson Cindy Wilson	GW	AFT Representative (non-voting)	Hugo Hernandez	
English / ESL	Sydney Sims Jerry Mansfield	SS	CTE Liaison (non-voting)	Christy Douglass	CD
EOPS	Marnie Melendez Angie Rodriguez	MM	GP Liaison (non-voting)	Beth Miller	
Health Education / Kinesiology	Remy McCarthy Adam Black		Student Liaison (non-voting)	Cecilia Nguyen	CN
Health Sciences	Michelle Dieterich Dalila Sankaran		Committee Co- Chairs (non-voting)		
Guests: Kris Hotchkiss, ASMC President					