

Academic Senate Council Minutes

Tuesday, September 28, 2:30-4:00 p.m. in the CCCR

STANDING MEMBERS						Guests
POSITION	NAME	PRESENT	POSITION	NAME	PRESENT	Welcome! Please sign in. N.Brown
ASC Pres	Jeff Baker	JB	Film, Interior Design, Art	Riley Dwyer	RD	
ASC V.P.	Rex Edwards	RE	Health Sciences	Dalila Sankaran	DS	
ASC Secretary	Lisa Putnam	LP	History/Institutions	Susan Kinkella		
ASC Treasurer	Rex Edwards	RE	Library	Mary LaBarge	ML	
ACCESS	Melanie Masters	MM	Life Sciences	Andrew Kinkella	AK	
Athletics	Howard Davis	HD	Mathematics	Phil Abramoff	PA	
Behavioral Sciences	Linda McDill	LM	Modern Languages	Raquel Olivera	RO	
Business	Stephanie Branca	SB	Multi Media, Journalism, Photo	Svetlana Kasalovic	SK	
Chemistry/ Earth Sciences	Omar Torres	OT	Music/ Dance	James Song	JS	
Counseling	Chuck Brinkman	CB	Physical/ Health Education	Nancy Stewart	NS	
Computer Info Systems	Mary Mills	MM	Physics/ Astronomy	Clint Harper	CDH	
Computer Sci/ CNSE	Vish Viswanath	VV	Student Health Center	Dena Stevens	DS	
English/ ESL	Beth Gillis-Smith Alt. Kathryn Adams	KA	Theater Arts/ Communications	John Loprieno	JL	
EATM	Cindy Wilson	CW	<i>Student Liaison</i>			

Quick Recap:

Action Item Topic	Discussion/Comments	Action
Report: Election Procedures Ad Hoc committee	A more complete draft will be brought back on 10/20.	Report Only
ASC Reassign Time Reduction	Reductions will take place in Spring 2010. Letter of concern drafted and attached	Proposed letter (attached) Approved
AP 72 XX Minimum qualifications and Equivalencies	Timing of equivalency approval still a concern. Recommendations/suggestions for allowing for emergency processing will be forwarded to HR	Proposed edits (attached) Approved
Curriculum Committee Representation	Adopt the recommended change to allow for each division to have two representatives on Curriculum Committee	Approved
Making Decisions Document Input	Edits to be forwarded to Jeff Baker by 9/30	None

I. Public Comments (Those wishing to make public comments should be in attendance by 2:30 p.m.)

Rolland P. concerned about BP7205 (Ethics). Encourage ASC to reject these changes

II. Approval of Minutes: Minutes of September 1, and September 15, 2009)

Moved to Approve: Clint Harper moves to accept both sets with minor changes to Sept 1st
(Additional room sizes on Academic Ctr)

Seconded: Chuck Brinkman

Approved: Unanimous

III. Treasurer's Report (Rex Edwards)

- Checking : \$ 2150.82
- Savings: \$ 1221.30

IV. Committee Reports

a. Curriculum (MLaBarge)

Curricunet still in progress of being implemented. Workload for committee reps is expected to become overwhelming, and there is a request that each division increase representation to two reps, if they so choose. This change could affect voting and could become a concern. See discussion item below.

b. EdCAP (JLoprieno)

Accreditation Self Study discussed at EdCAP.

c. Facilities CAP (PAbramoff)

Building updates: Academic Center 2010. Who is populating the building is holding up some decisions. EATM building permits took a bit longer than planned. Lighting in the parking lots had lost a transformer (a new one) which will be repaired under warranty, but will take some time. A temporary fix is in place. 5-year plan has plans to replace HS building, but it hasn't been funded or approved just yet. Concerns over the overflow dirt lot on upper campus: temporary surface covering was driven on prior to the surface being fully dried and has caused dust issues. ACCESS Building is in bad disrepair – wetrot under the building, floor is caving and mold issues (and illness) are reporting. Can we find a temporary location for this service area that they can move into immediately? It is a safety and health issue. There has been a request for items such as campus beautification projects, pathways, signage, etc. be moved from the purview of the safety committee (non-participatory governance committee) into the purview of Facilities CAP (participatory governance).

d. Faculty Development (MMills)

Sept 16th meeting. New faculty orientation survey will be created to see if it is a successful program, and what might need to be added/changed. Also discussion on an orientation for part time faculty hires. Lynda.com is available for training for computer training, and it is available on the portal. Flex activity guidelines (what will count) is being discussed. Some deans accept some activities that others might not. Faculty will need to work with the union on this topic. Oct 21st is next meeting.

e. Fiscal (JBaker)

See discussion below. Iris Ingram made a presentation to ASC (PowerPoint slides attached).

f. TechCAP (REdwards)

Strategic plan in place for technical infrastructure and an operation plan. This clarifies who is doing what and is impressive. It is available on McShare. Administrators are committed to continue with the technology refresh program even during tight budget times.

g. Senate Subcommittees & Liaisons

i. Associated Students: NA

ii. District Reports-DCHR, DCSL, DTRW, Consultation Council

DCAS: Jeff reports that the adoption budget was presented. There were no surprises (it matches what Iris Ingram reports). AFT Representative moved to free up \$2 million this year 09-10 from the unallocated reserves.

Fiscal Report: Iris Ingram

General Fund \$52 million last year; this year it is \$49.5 million in general fund (4.8% reduction). Categorical funding, last year \$3.32 million, 2.1 million (includes backfill money that we got from the state) this year. The state is still refining the budget, and therefore these numbers are moving targets.

District wide budget, is \$135 million. From that, district wide expenses (risk management, expenses that are used for all three colleges) are removed. Also, utilities are paid centrally through the district, and therefore removed. District personnel cost is removed (6.4% of revenue automatic reduction) \$117 million available for distribution to the three campuses. MC's allocation is \$49.5 million. That is the number going to the Board of Trustees in two weeks for adoption. Basic Skills has also been reduced 25%. Matriculation suffered 42% cut. ILEM and Equipment has been eliminated. Middle High School and CTE has been absorbed into general funds. There ARE going to be mid-year cuts in December/January and will be absorbed centrally at the district level through the reserves that they put away for this exact purpose. 1 to 1.5 million cuts are expected, and that is what the Board had put away last year in anticipation of these cuts. Even with the adoption vote, the budget really isn't done; the state still hasn't finalized the budget and therefore we might see more change. Midyear revisions will go on in Dec/Jan, they will not involve additional saving to the district, but local decisions need to be made in regards to 2010-11 budget year. These discussions need to begin now; this will allow us to collaborate better. Restrictive lottery \$269,307; IELM \$514,591; Tech Refresh \$350,000 – these funds are not to spent all this year. IELM money is actually funds saved from previous years – it is NOT new money. Capital project (Academic Center) is funded in another way, and has its own funds in place to furnish the equipment in this new building.

Where do we go from here? More reductions are certainly expected. Layoffs have been halted for this year, but no promises from Chancellor for next academic year. Stimulus dollars have been spent, and we will not get more. Very few reserves are left; of those that are left some have statutory limits on how they can be used. Local reserves that were saved over the years allowed for some of the backfill that was used this year to get through the year (especially in categoricals). 1% can be saved to the next year, and that is all. Some grants are sunsetting this year, mostly in nursing. The salaries paid out of these must be absorbed into the General Fund. It is likely that we will lose all categoricals next year, yet we will still be mandated to provide the services that these dollars currently fund. Conversations will begin regarding "Focus on the Core" and how to define it AND price it. We need to build a way to fund long-term capital costs with permanent general funds (not pay for things out of temporary money). We need to insist on sustainability. We have a step down process for gradual decrease in funds/programs, or on how we absorb grant program costs into the general fund. However there will be disruption in programs, services and reductions in personnel.

Questions:

- Any change in allocation model? NO
- Grants being sunsetting – they were three year grants and we are at the end. Is Basic Skills grant still in place? This will have to be looked at. However, any grants in California are up in the air – we shouldn't count on them at this time.
- Categorical, are you anticipated that even the federally mandated programs to not be funded by the state? Yes. We still have to follow the rules, but the trend is showing that it is quite possible that we will lose those funds.
- Trust funds safe from re-allocation? Yes. Trust funds that are supporting core academic programs need to be reexamined; it isn't appropriate to fund academic programs in this way.
- It is not the plan to feel the mid-year cuts; the district has money set aside enough money to cover the cuts that we know are coming. But if the mid-year cut is more than we are planning, it is possible that the campus will feel a cut. But District feels strongly that they will be able to absorb the midyear cuts this year.
- Any projections, more than the 4.8%. Look at least, at best case scenario, an additional 3% to 5% cut next year.

(PowerPoint attached below)

V. Unfinished Business

- a. Report: Election Procedures Ad Hoc committee
Nenagh Brown reports. We want to suggest changing the by-laws. A draft has been crafted, but needs a bit more work. It will be brought back on 10/20.
- b. Action Item: ASC Reassign Time Reduction (attached)
Jeff Baker reports that the reduction in reassign time is a done deal in Spring 2010. It is now an issue of working to get the reassign time back when budget is stronger.

Action: Approval of Letter (attached)

Motion: Riley Dwyer moves to approve letter with edits

Second: Chuck Brinkman

Approved: Unanimous

- c. **Action Item: AP 72 XX Minimum qualifications and Equivalencies (attached)**
Some departments are very concerned about accepting other campuses' equivalency approvals. Yet, there is also concern on the proposed process of approving equivalencies by committee – timing could cause difficulty in last-minute (emergency) staffing.
Motion: Andrew Kinkella requested that process be amended to require a majority vote on equivalency approvals rather than unanimous vote.
Second: Omar Torres
Vote: Not-approved

Action: Accept process as proposed, but with Jeff Baker forwarding recommendations and suggestions to Human Resources

Motion: Phil Abramoff moves to accept process as proposed (attached)

Second: Chuck Brinkman

Vote: 15 (yes) / 5 (opposed)

- d. **Action Item: Curriculum Committee Representation**
Marie reports on the increase of workload for curriculum committee reps. CurricuNet and Title 5 changes have forced a need for more courses to go through the revision/update process. The workload for the current curriculum reps is just tremendous. They recommended that we increase the representation by 1 member per division, at the option of the divisions. It is a choice because some of the small divisions felt it would be difficult to find a second rep, and that they trust their colleagues.

Action: To adopt the recommended change to allow for each division to have two representatives

Motion: Mary LaBarge

Second: Dalila Sankaran

CON:

1. Rex Edwards: if you have an extra rep then you have an extra vote. Why wouldn't they go for the extra vote?
2. Phil Abramoff: small divisions might have difficulty in finding a second rep;

PRO:

1. Jeff Baker: does ASC want to get into the way the curriculum committee does its business?
2. Rex Edwards: there really isn't much conflict in this committee;
3. Riley Dwyer: small divisions have worked their way through this kind of obstacle.

Vote: Unanimously approved.

- e. **Action Item: Making Decisions Document Input**
Please forward your input to Jeff via email by Wednesday, 9/30 to be compiled.

VI. New Business

- a. **Committee Assignments (see draft attached)**
Please bring your changes next meeting.
- b. **1st Reading: BP 7205 Employee Code of Ethics (see draft attached)**
Be prepared to speak to this next meeting.
- c. **Office/classroom assignment policy (see attached input from Sydney Sims)**

VII. New Concerns

- a. **Meeting location –**
FH120 is available for ASC to use for our meetings. However ASC voted to stay in CCCR, agreeing to move between CCCR-A and CCCR-B when Curriculum Committee needs CCCR-A (12 to 1 vote). Writing Center has its own portable projector that we can use when necessary.

VIII. Announcements

None.

Next ASC meeting: *October 6, 2009*

Dr. Jeff Baker
Moorpark College Academic Senate
SENATE RESPONSE TO REASSIGN TIME REDUCTION

Dr. Pam Eddinger
Moorpark College President

29 September 2009

Dear Dr. Eddinger—

It is with the utmost respect for your office and your integrity that the Moorpark College Academic Senate Council offers the following response to your memorandum dated August 1, 2009 informing us of the need to reduce the academic senate reassign time for Spring 2010. **While we are prepared to shoulder our portion of the economic hardship during this crisis, we are resolved to seek a restoration of our release time when this critical moment has passed.**

Sharing the Burden

We understand that the dire and unprecedented economic crisis that has affected not only California, but the global economy itself, has forced concomitant reductions across our national and state governments, and, ultimately, across our district and campus. We understand too that even the statewide Academic Senate for California Community Colleges has suffered a similar cut in its resources for the 2009-10 academic year.

Further, we understand that, in a crisis such as this, we must all step up and assume our share of the pain that this calamity has foisted upon us all. In that spirit, while we are seriously dismayed at the prospect of some of our officers having to do the work of shared governance without recompense for their time and effort, we are prepared to shoulder our portion of this burden in this crisis.

(Unintended) Consequences

However, an unfortunate (though we hope unintended) consequence arising out of this severe reduction to our resources is that we have been concerned that the administration –

- 1) Does not see the valuable contributions that our senate and curriculum committees make to our institution sufficiently to be willing to continue to pay for these services,*
- 2) Does not value shared governance, per se; and/or*
- 3) Does not believe that the aforesaid duties and services constitute a sufficient amount of work to justify the amount of release time we have been accorded for at least the past 10 years.*

Indeed, why else target the senate reassign time, specifically, for reduction while other viable reductions in workforce and cost savings might still have been implemented in lieu of a reduction in senate reassign time? This letter is intended to address these three areas of concern, and to provide substantial evidence to the contrary.

Item 1—Statutory Requirements: Regarding the first item, we know that you are aware of the statutory requirement outlined in AB1725 regarding each institution's (as well as the district's) consultative shared governance process, and are aware as well of the various roles assigned faculty throughout the California Education Code that imply the existence of an academic senate and its various constituents to fulfill those roles and responsibilities described therein. We also understand your awareness of the shared governance requirement for accreditation purposes, and why such a requirement is not only sound practice, but *indispensable* to our mission as community colleges. We trust that the reassign time remaining to us as of Spring, 2010 is a significant nod toward those statutory requirements. However, the reassign time remaining to the senate is not adequate to the significant responsibilities that accompany shared governance, curriculum, and

the difficult work of accreditation compliance. The reduction of that reassign time could be interpreted as a lack of willingness to reward professional service with the appropriate recompense. As our economic crisis eases, please pay professionals a professional wage for their many years of experience, effort and service.

Curriculum

Moreover, as you surely know, our curriculum committee is of course *indispensable* to our college in every respect. Without curriculum, there *is* no college. We believe also that you understand that all of the work this committee accomplishes succeeds *well beyond* the .6 reassign time it has received during the past three or four years. As a result of this level of service, the academic senate at Moorpark has shifted, over the past four years, significant reassign time toward these responsibilities and away from senate officers. (Incredibly, prior to that time, the entire reassign time for the prodigious work of our curriculum committee was .2!) By removing fully one third of senate reassign time, you will have inevitably reduced the available reassign time for this indispensable work for our college.

Moreover, as item three below will show, the campus is getting a *very good* deal for the price it pays our faculty in the area of curriculum. Again, we understand your intention that a portion of the reassign time left us be earmarked for curriculum is a significant (though insufficient) acknowledgement of this good work. However, again, when our economic crisis eases, please pay professionals for their years of education, experience, and service to our institution.

Item 2--Perception: There is also a perception that some members of our administration (both campus and district) simply do not value shared governance per se, but rather see it as a necessary hindrance, and have used the current economic crisis as an opportune moment to seize reassign time from all three senates, thereby weakening our ability to participate in the shared governance process. While “conspiracy theories” abound, especially in moments of crisis, and, while those of us ~~while~~ WHO have daily commerce with administrators across the district understand that no such nefarious purpose lurks behind this current situation, nevertheless, from a *perceptual* point of view, we are certain you can understand why it is a very negative development that this kind of rhetoric is being used to describe a reduction to the senate’s ability to serve.

This perception is compounded, moreover, by the simple logic that, while a *symbolic* reassessment of the senate’s reassign time might seem appropriate during an economic crisis, the overall monetary effect of this reduction to each campus’s bottom line, while not nugatory, is “a drop in the bucket” compared to the *symbolic* as well as the *actual* service the academic senate has come to represent on our campus.

The question we put to you, our administrators, is this: Is the economic savings to each campus resulting from the senate’s reduction really *worth* the administration’s declining reputation regarding your community’s perception of how you value us?

Item 3—Bang for the Buck: Lastly, we have surveyed past and present recipients of senate reassign time to determine what the campus (and the district) is buying for its (our?) money: The following breakdowns represent a compilation of those surveyed responses. Be assured, these are *conservative* estimates, and are computed beyond the already contracted 5 hours per weekly community service hours performed by these faculty members that are unrelated to senate duties.

President: (presently receiving .8 release)
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- Daily email and telephone communication related to senate duties:
2-3 hours a day. **12.5 hours per week**
- Attendance of campus committees, district committees, and senate meetings, as well as meeting prep:
3-5 hours per day. **15-25 hours per week.**
- Board meetings On average, **1 hour per week.**
- Crafting documents, resolutions, etc. 1-2 hours per day **7.5 hours per week.**
- Attending plenary sessions, etc. Averaged to 8 hours/ month. **2 hours per week.**

TOTAL SERVICE= 38-48 hours per week, minimum.

Vice-President: (presently receiving .2 release)

- Daily email and communication related to senate duties .
.5 – 1 hour a day. **2.5-5 hours per week**
- Attending campus meetings, senate meetings and meeting prep.
1-2 hours per day. **5-10 hours per week**
- Responsibilities associated with Distinguished Faculty Chair Award
.2 hours per day, averaged. **1 hour per week**
- Responsibilities associated with Senate Service Awards
.2 hours per day, averaged. **1 hour per week.**

TOTAL SERVICE=9.5-17 hours per week, minimum

Secretary: (presently receiving .2 release)

- Email and communication related to senate duties.
.5-1 hour per day. 2.5-5 hours per week.
- Attending senate meetings **.2 hours per day, averaged. 1 hour per week.**
- Drafting and revising senate minutes, and other documents
1 hour per day. 5 hours per week.

TOTAL SERVICE =8.5-11 hours per week, minimum.

Treasurer: (presently receiving .2 release)

- Daily email and communication related to senate duties . **1 hrs/day. 1 hr/week**
- Attending senate meetings **.2 hours per day, averaged. 1 hour per week.**
- Responsibilities associated with honorary bricks.
Averaged .5 hours per day. 2.5 hours per week
- Responsibilities associated with senate fund-raising and banking
Averaged .2. hrs/day. 1 hour per week.
- Responsibilities associated with Faculty staff brunch
Averaged. .1 hour per day. .5 hours per week

TOTAL SERVICE = 5 hours per week, minimum.

Curriculum Chair (presently receiving .4 release)

- Email related to curriculum: **2 hours per day. 10 hours/week**
- Meetings (Curriculum committee, Tech Review, DTRW, DCSL): **4 hours/week**
- Trainings, meetings with faculty related to curriculum: **2 hours/week**
- COR review: **2 hours/week**
- CurricUNET implementation (emails and phone calls to Governet, setting up system - inputting data, etc.): **8 hrs/wk**

Please note (from current curriculum chair): My paid release time is for the academic year only. I continued to work at least this many hours from mid-May through Curriculum Institute in mid-July on my own (unpaid) time. This is 2 months of work that was unpaid.

TOTAL SERVICE =26 hours per week, minimum.

General Education Subcommittee Chair (presently receiving .1 release)
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- 2 subcommittee meetings per month, 1 - 2 hours each. Avg. **.5 -1 hour per week.**
- Preparation of minutes of each meeting **.75-1.5 hours per week**
- COR review **1-2 hours per week**
- Preparing drafts GE philosophy statement, guidelines, requests for responses from curriculum committee, draft of the GE Rubric Averaged, **.5 hours per week**
- Meeting with faculty to help with GE Committee review. **1 hour per week**
-

TOTAL SERVICE=4.75-6 hours per week, minimum

Conclusion

We do hope that this letter will be received in the spirit with which it has been written: while we mean to shoulder our share of the burden while this crisis exists, we do hope that the information contained herein will persuade you of the legitimate need for senate reassign time, as well as the seriousness of our intent to pursue its restoration as soon as practicable.

In respect and service—

Dr. Jeff Baker, Academic Senate President
On behalf of the Moorpark College Academic Senate Executive Council

AP 7211 Minimum Qualifications and Equivalencies

PROPOSED

Reference:

Education Code Sections 87001, 87003, 87359, 87743.2; Title 5, Section 53400 et seq.

A. Procedure for the Determination of Qualifying Degrees

(when not specifically defined by the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*)

- ~~1. Disciplines listed in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* which allow for any qualifying degree in a specified area, yet do not specifically indicate the exact titles of degrees which qualify (e.g., “any biological science”), will be evaluated—Committees of faculty in the discipline consisting of two faculty members from each college for the purpose of developing lists of specific degrees meeting the minimum qualification requirements. The committees shall convene each time the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* is revised and published.~~

Committees of faculty evaluate the disciplines listed in the *Minimum Qualifications for Faculty Administrators in California Community Colleges* which allow for any qualifying degree in a specified area that do not specifically list the exact titles of the degrees which qualify (e.g., Biological Science, Dance), for the purpose of developing lists for specific degrees meeting the minimum qualification requirements. Composition of this discipline-specific qualification committee consists of two full-time faculty members in the discipline from each college, an Academic Senate President and a Human Resources representative. The committees convene each time the *Minimum Qualifications for Faculty Administrators in California Community Colleges* is revised and published.

2. The Human Resources Department maintains lists approved by the discipline-specific qualifications committee and provides such lists to screening committees as necessary.
3. All screening committees refer to the established lists, as appropriate, when determining if candidates meet the minimum qualification requirements. Screening committees may not consider a degree as qualifying unless it is specifically listed in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* or it is determined to qualify under the list developed by the discipline-specific qualification committee.

B. Procedure for the Determination of Equivalency

1. All faculty position announcements state the required qualifications as specified by the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, local qualifications if any, and diversity qualifications including the possibility of meeting the degree requirements by equivalency.
2. ~~Annually the~~ Each fall term, the Human Resources Department identifies the need for specific districtwide equivalency subcommittees for the following academic year and, in consultation with the academic senates, the Human Resources Department establishes equivalency such committees. ~~for those disciplines in which faculty recruitments are identified.~~ Composition of the subcommittee(s) includes one tenured faculty member in the discipline from each of the colleges in the District ~~including the discipline representative from the hiring college’s screening committee,~~ an Academic Senate President ~~from one of the colleges not recruiting within the discipline shall also be present to serving~~ in an ex-officio capacity, and a Human Resources representative responsible for meeting facilitation. A minimum of two faculty members, the Academic Senate President, and Human Resources Department representative must be present for there to be a quorum. ~~In the event all colleges are recruiting in the discipline, Any Academic Senate President may serve on the committee. Exceptions to the above composition shall be approved by the Director of~~

Employment Services ~~as necessary~~ approves exceptions to the above composition as necessary following consultation with the Academic Senate Presidents.

3. Following the closing date of the recruitment, the Human Resources Department forwards requests for equivalencies for faculty positions to the appropriate district-wide equivalency ~~subcommittee~~ prior to releasing the pool of applicants to the screening committee. The Human Resources Department will not forward files for applicants ~~who indicate on their application they meet minimum qualifications and who are~~ not requesting an equivalency or for applicants who request in their application an equivalency be considered but fail to attach the Supplemental Questionnaire for Equivalency. The Director of Employment Services may authorize an exception to the above for special circumstances, i.e., hard to fill vacancies or low numbers of qualified applicants in the pool. [Add a timeframe in which they get back to the committee]
4. The subcommittee reviews requests for equivalency and provides recommendations to the Human Resources Department. Recommendations to grant equivalency are forwarded for consideration provided there is a unanimous vote by all committee members present. Less than a unanimous vote results in the denial of the equivalency request. [2/3 majority?] The district-wide equivalency subcommittee documents in writing whether the equivalency is recommended or not recommended on the Declaration of Equivalency Form. [Strong opinion that unanimous vote will tie up the other colleges – cannot live with this piece]
5. The Human Resources Department forwards all recommended equivalencies to the full screening committee(s) for review along with all other completed application materials.
6. Applications for candidates not recommended for equivalency are made available to the entire screening committee(s). Committee members may review the equivalency ~~determination~~ recommendation and challenge any ~~denials~~ recommendations to deny equivalency. Challenges are taken back to the district-wide equivalency ~~subcommittee~~ for consideration. Upon review, the ~~subcommittee~~ may choose to sustain or modify its initial recommendation.
7. ~~Those applicants who require equivalency approval and who are recommended for hire are reviewed by~~ The local Academic Senate President, Executive Vice President, College President, Director of Employment Services, Vice Chancellor of Human Resources, Chancellor, and Board of Trustees or designee, in that order reviews those applicants who are recommended for hire and for whom equivalency is required. The individuals confirm or deny the recommendation for equivalency, relying primarily on the advice and judgment of the equivalency ~~subcommittee~~, in accordance with Ed Code 87359(b). In the event a recommendation for equivalency is denied at any level of review in the process, the denying individual sends the recommendation back to the previous reviewer for discussion. The authority to approve the hiring of employees with equivalency ~~shall~~ remains at with the Board of Trustees or designee ~~level~~.
8. Representatives of the collective academic senates and the Human Resources Department ~~will~~ reviews the equivalency process on a periodic basis to ensure adherence to established policy and procedures.

From: Marie Panec
Sent: Friday, September 04, 2009 10:26 AM
To: Mary LaBarge
Cc: Marie Panec; Donna Santschi
Subject: Curriculum committee representation

Mary,

As the Academic Senate rep on Curriculum committee, can you please see that the committee's recommendation to change the representation makes it to the Academic Senate's agenda.

I would like to see it on the Sept. 15 agenda, if possible, so that we can seat any new reps as soon as possible.

Currently, each division is entitled to one voting representative. The proposed change is to increase this to 2 representatives at the discretion of each division. That is, each division can have at most two representatives. Though some may choose to have one.

The rationale is that some of the divisions are very large and the workload is too much for one representative.

If approved, voting representation on curriculum committee would then consist of:

2 co-chairs - EVP and one faculty member selected by curriculum committee and approved by Academic Senate

3 deans - appointed by EVP

1 librarian

1 articulation officer

1 or 2 representatives per division, at the discretion of each division - voted on by faculty in each division

Non-voting representation:

1 counselor

Thanks!
Marie

PENDING ACADEMIC SENATE APPROVAL

Moorpark College

2009-2010 Representatives for Standing College Committees (governance groups)

Standing College Committee	Members appointed by the Academic Senate	Co-Chairs	Members designated by position
Committee on Accreditation and Planning – Education Meets 4 th Tuesdays at 2:30 pm	S. Sims – English R. Salas – Dance S. Miller/Manakas?? – Student Activities N. Letinsky - ACCESS T. Franks – Counseling T. Stewart – Visual/Applied Arts S. Callis – Digital/Media Arts C. Cole – Mathematics	Dean appointed by EVP Faculty appointed by ASEC	EVP VP of Academic Senate All Department Chairs and Coordinators or designee All Deans Institutional Researcher Two Student Services Council reps One student appointed by ASG
Committee on Accreditation and Planning – Facilities Meets 3 rd Wednesday at 1 pm	Two faculty from each Division H. Schulz - English V. Keck – Performing Arts T. Franks – Counseling G. Zucca – Visual/Applied Arts J. Miller – Digital/Media Arts P. Abramoff – Mathematics M. Enriquez - Mathematics	VP of Business Services Faculty appointed by ASEC	Director of F,M&O Two Deans appointed by EVP One IT representative One Student Services Council rep One student appointed by ASG
Committee on Accreditation and Planning – Technology Meets 1 st Wednesdays at 1:15 pm	Two faculty from each Division D. Birchman – English E. Ingram - Counseling E. Lizée – Visual/Applied Arts (SP10) S. Callis – Digital/Media Arts K. Fink – Mathematics R. Petrello – Mathematics	VP of Business Services Faculty appointed by ASEC	Three Deans/Directors appointed by EVP One IT representative Learning Resources Supervisor One ACCESS rep One student appointed by ASG

Moorpark College

2009-2010 Representatives for Standing College Committees (governance groups)

Standing College Committee	Members appointed by the Academic Senate	Co-Chairs	Members designated by position
Curriculum Committee	One faculty from each Division	EVP	President of Academic Senate

Meets 2 nd Tuesdays at 1:00 pm	J. Mansfield – English LLR	Three Deans appointed by EVP	Faculty appointed by ASEC
	J. Campbell – Social Sciences		One faculty as Library rep
	M. LaBarge – LLR Library Rep		Articulation Officer
	K. Lybarger Monson (DE) – English		One ACCESS rep
	A. Corin – Performing Arts/Student Life		One faculty appointed by AFT
	C. Larson – Visual/Applied Arts & Digital/Media Arts		One student appointed by ASG to serve in advisory role
	C. Aguilera – Mathematics		
	M. Rees/R. Darwin – Natural Sciences		
	J. Feingold – Applied Sciences		
Faculty Development Committee	One faculty from each Division	Dean appointed by EVP	One Deans/Directors appointed by EVP
Meets 3 rd Wednesdays at 2:30 pm	K. Lybarger-Monson – English	Faculty appointed by ASEC	One faculty appointed by AFT
	J. Gould – Transfer Center		
	T. Stewart – Visual/Applied Arts & Digital/Media Arts		
	B. Purdy – Mathematics		
Fiscal Planning Committee	S. Sims – English	VP of Business Services	All Department Chairs and Coordinators or designee
	J. Song – Music	President of Academic Senate	Director of F, M & O
	S. Manakas – Health Center		Three Deans appointed by EVP
	N. Letinsky – ACCESS		Three classified representatives
	C. Wendt – Counseling		One faculty appointed by AFT
Meets 4 th Tuesdays at 1:00 pm	J. Grzywacz – Digital/Media Arts	One classified supervisors' rep	One student appointed by ASG
	C. Cole – Mathematics		EVP to serve in advisory role
	D. Weinstein – Mathematics		

Moorpark College
2009-2010 Representatives for Standing College Committees (governance groups)

Standing College Committee	Members appointed by the Academic Senate	Co-Chairs	Members designated by position
Academic Senate	Jeff Baker, President Rex Edwards, Vice President Lisa Putnam, Secretary Nenagh Brown, Treasurer		All full-time and part-time certificated persons who are not designated as management by the college administration.
Classified Senate	Donna Santschi, President Allam Elhussini, Vice President Felicia Torres, Secretary Giselle Aguilar, Treasurer		All regular, permanent and probationary full-time and part-time, merit system, non- management, non-supervisory and confidential employees whose work assignment is attached to Moorpark College.

Committee on Accreditation and Planning – Education
 Meets 4th Tuesdays at 2:30 pm

Co-Chair: Faculty appointed by ASEC	
Co-Chair: Dean appointed by EVP	
EVP	
VP of Academic Senate	
Department Chair or Designee: ACCESS	
Athletic Director or Designee: Athletics	
Department Chair or Designee: Behavioral Sciences	
Department Chair or Designee: Business/CIS	
Department Chair or Designee: Chemistry/Earth Sciences	
Department Chair or Designee: Computer Science/CNSE	
Department Chair or Designee: Counseling	
Department Chair or Designee: English/ESL	
Department Chair or Designee: EATM	
Coordinator or Designee: EOP&S	
Coordinator or Designee: Health Sciences	
Department Chair or Designee: History/Institutions	
Department Chair or Designee: Library	
Department Chair or Designee: Life Sciences	
Department Chair or Designee: Mathematics	
Department Chair or Designee: Media/Visual Arts	
Department Chair or Designee: Music/Dance	
Department Chair or Designee: Physical/Health Education	
Department Chair or Designee: Physics/Astronomy	
Department Chair or Designee: World Languages	
Coordinator or Designee: Student Health Services	
Department Chair or Designee: Theatre Arts/Communications	
Dean – Language and Learning Resources	
Dean – Mathematics	
Dean – Computer Studies and Business	
Dean – Natural Sciences	
Dean – Applied Sciences	
Dean - Social Sciences	
Dean – Media and Visual Arts, and Enrollment Services	
Dean – Performing Arts and Student Life	

Institutional Researcher	
Student Services Council rep	
Student Services Council rep	
Student appointed by ASG	Uri Segal – AS Director Public Relations

Committee on Accreditation and Planning – Facilities
 Meets 1st Tuesdays at 1:00 pm

Co-Chair: Faculty appointed by ASEC	
Co-Chair: VP of Business Services	
Director of F, M&O	
Dean appointed by EVP	
Dean appointed by EVP	
Faculty – Language and Learning Resources	
Faculty – Language and Learning Resources	
Faculty – Mathematics	
Faculty – Mathematics	
Faculty – Computer Studies and Business	
Faculty – Computer Studies and Business	
Faculty – Natural Sciences	
Faculty – Natural Sciences	
Faculty – Applied Sciences	
Faculty – Applied Sciences	
Faculty - Social Sciences	
Faculty - Social Sciences	
Faculty – Media and Visual Arts, and Enrollment Services	
Faculty – Media and Visual Arts, and Enrollment Services	
Faculty – Performing Arts and Student Life	
Faculty – Performing Arts and Student Life	
One IT representative	
One Student Services Council rep	
One student appointed by ASG	Greg Sefain – AS Director Finance

Committee on Accreditation and Planning – Technology
Meets 1st Wednesday at 1:15 pm

Co-Chair: Faculty appointed by ASEC	
Co-Chair: VP of Business Services	
Dean/Director appointed by EVP	
Dean/Director appointed by EVP	
Dean/Director appointed by EVP	
Faculty – Language and Learning Resources	
Faculty – Language and Learning Resources	
Faculty – Mathematics	
Faculty – Mathematics	
Faculty – Computer Studies and Business	
Faculty – Computer Studies and Business	
Faculty – Natural Sciences	
Faculty – Natural Sciences	
Faculty – Applied Sciences	
Faculty – Applied Sciences	
Faculty - Social Sciences	
Faculty - Social Sciences	
Faculty – Media and Visual Arts, and Enrollment Services	
Faculty – Media and Visual Arts, and Enrollment Services	
Faculty – Performing Arts and Student Life	
Faculty – Performing Arts and Student Life	
IT representative	
Learning Resources Supervisor	
ACCESS rep	
One student appointed by ASG	Michael Fields – AS Director Student Services

Curriculum Committee

Meets 2st Tuesday at 1:00 pm

Co-Chair: Faculty appointed by ASEC	
Co-Chair: EVP	
President of the Academic Senate	
Dean appointed by EVP	
Dean appointed by EVP	
Dean appointed by EVP	
Faculty – Library rep	
Articulation Officer	
ACCESS rep	
Faculty appointed by AFT	
One student appointed by ASG – advisory	David Gudeman – AS Director Academic Affairs
Faculty – Language and Learning Resources	
Faculty – Mathematics	
Faculty – Computer Studies and Business	
Faculty – Natural Sciences	
Faculty – Applied Sciences	
Faculty - Social Sciences	
Faculty – Media and Visual Arts, and Enrollment Services	
Faculty – Performing Arts and Student Life	

Faculty Development Committee
Meets 3rd Wednesday at 2:30 pm

Co-Chair: Faculty appointed by ASEC	
Co-Chair: Dean appointed by EVP	
Dean/Director appointed by EVP	
Faculty – Language and Learning Resources	
Faculty – Mathematics	
Faculty – Computer Studies and Business	
Faculty – Natural Sciences	
Faculty – Applied Sciences	
Faculty - Social Sciences	
Faculty – Media and Visual Arts, and Enrollment Services	
Faculty – Performing Arts and Student Life	
Faculty appointed by AFT	

Fiscal Planning Committee
Meets 4th Tuesdays at 1:00 pm

Co-Chair: VP of Business	
Co-Chair: President of Academic Senate	
Department Chair or Designee: ACCESS	
Athletic Director or Designee: Athletics	
Department Chair or Designee: Behavioral Sciences	
Department Chair or Designee: Business/CIS	
Department Chair or Designee: Chemistry/Earth Sciences	
Department Chair or Designee: Computer Science/CNSE	
Department Chair or Designee: Counseling	
Department Chair or Designee: English/ESL	
Department Chair or Designee: EATM	
Coordinator or Designee: EOP&S	
Coordinator or Designee: Health Sciences	
Department Chair or Designee: History/Institutions	
Department Chair or Designee: Library	
Department Chair or Designee: Life Sciences	
Department Chair or Designee: Mathematics	
Department Chair or Designee: Media/Visual Arts	
Department Chair or Designee: Music/Dance	
Department Chair or Designee: Physical/Health Education	
Department Chair or Designee: Physics/Astronomy	
Coordinator or Designee: Student Health Services	
Department Chair or Designee: Theatre Arts/Communications	
Department Chair or Designee: World Languages	
Dean appointed by EVP	
Dean appointed by EVP	
Dean appointed by EVP	
Director F, M&O	
Classified rep	
Classified rep	
Classified rep	
Faculty appointed by AFT	
Classified supervisors' rep	
Student appointed by ASG	Ryan Krebs – AS President; Greg Sefain – AS Finance; Matt

	Murray – AS Constitution & Rules
EVP – advisory	

BP 7205 Employee Code of Ethics

Reference:

Accreditation Standard IV.B.1.a, e, & h

Introduction

The conduct of Ventura County Community College District (“District”) employees will hold the respect and confidence of students, citizens, state policy makers, and the educational community at large. Employees of the District will avoid conduct which is in violation of the public trust or which creates a justifiable impression among the public that such trust is being violated.

This Code of Ethics recognizes that the employees in our educational community have a vested interest in the reputation and goodwill of the District, and as such, the Code of Ethics is intended to protect this interest.

To ensure propriety and preserve the public confidence, employees of the District have the benefit of specific standards to guide their conduct and ensure their compliance with these principles.

Employees of the District are required to become familiar with this Code of Ethics, understand its application to their conduct, and adhere to its principles. Employees will be familiar with and abide by the District’s policies and procedures and conduct themselves within applicable laws, regulations, and codes.

Employees will report, verbally or in writing, promptly and confidentially, any evidence of improper practice of which they are aware. They will promptly report waste, fraud, abuse and corruption to appropriate authorities.

Employee Conduct

A. Excellence – We will perform our duties to foster a culture of excellence and high quality in everything we do.

Standards

Employees will serve the educational and public purposes to which the District is dedicated. Accordingly, all District employees are obliged to make decisions and conduct their activities, programs, and services consistent with the District’s mission statement.

Employees will carry out the requirements of their District positions with a high standard of competence. They will exercise responsibility appropriate to their position and authority and are accountable for their actions and decisions not to act.

Employees will support academic freedom and freedom of inquiry for students. This right will not be abridged or abused. Public institutions of higher education exist for the common good and not to further the interests of either the individual employee or the District as a whole. Academic freedom is essential for the protection of the rights of the employee in teaching and of the student in learning. Freedom in teaching is fundamental to the advancement of truth. Academic freedom carries with it responsibilities correlative with rights. (See Policy 4030)

Employees who are full-time, are expected to maintain their primary work related interest within the District. All employees must arrange outside work activities so as not to conflict with their full-time District work commitment. Employees will not use sick leave to engage in employment elsewhere.

B. Integrity – We will be honest, fair, impartial and unbiased in our dealings both with and on behalf of the District.

Standards

Employees will act with integrity in their work relationships and accept accountability for their actions. Employees will be truthful in their discussions and work-related District business and will not intentionally withhold information, ignore data, or misrepresent facts or circumstances. They will uphold the highest standards of honesty in their daily work. They will cooperate and treat each other with civility, respect, and fair-mindedness and recognize and tolerate the rights of others to hold divergent values and beliefs from their own.

Employees will refrain from intimate relationships with District colleagues or current students if a reasonable person could conclude that an abuse of power exists or might exist in the relationship. A romantic or physical relationship between an employee of the District and a student is prohibited in those instances where the individual has the responsibility for directly supervising, evaluating, instructing, counseling, treating or otherwise overseeing the student. Supervisor/subordinate romantic or physical relationships are prohibited. Romantic or physical relationships between employees are strongly discouraged.

Employees will not directly transact private business, commerce or fundraising with current students or other employees, particularly in instances where the relationship between two individuals is supervisory, evaluative, or where exists an unequal balance of power to coerce or influence actions and outcomes.

Employees will respect the privacy and confidentiality rights of others with whom they work. All confidential information will be used only for the purpose for which it was originally collected and shared only with authorized parties on a need-to-know basis unless consent is given or required by law.

Employees will maintain the integrity and accuracy of the District documents and records for which they are responsible. Employee timesheets will accurately represent working hours, absences, and vacations. In addition, No employee will alter, falsify, or destroy any original record or document absent valid authority and reason to do so. Employees will treat and maintain materials they create or receive in connection with the transactions of public business as public records. Public records will be held in compliance with Board policy, and state and federal law.

Employees will make no unauthorized commitments or promises of any kind purporting to bind the District in a contractual agreement, relationship or partnership.

Employees will not accept from any person, directly or indirectly, or through another person or party, any gift, favor, service, employment or other things of value under circumstances from which it might be inferred that the gift will influence the employee in the discharge of his or her duties at the District.

Employees will not use District property or resources for non-District personal purposes. Any exception will be for incidental emergencies and authorized by the employee's supervisor.

C. Accountability – We firmly believe that education in the form of scholarship, teaching, service and developing others is a public trust. We will live up to this trust through safeguarding our resources and being good stewards of the human, intellectual, physical, and fiscal resources given to our care.

Standards

Employees will comply with all applicable federal and state laws, District policies and procedures in the conduct of their work. When in doubt, employees will seek the advice of their supervisor to clarify the regulations impacting their duties. Staff governed by professional and/or discipline conduct standards will comply these requirements, in addition to those specified above.

Employees will not allow their private interests, whether personal, financial, or of any other type, to conflict or appear to conflict with their work related duties and responsibilities. Employees will avoid any conduct

that would lead a reasonable person to conclude that the individual is biased or motivated by personal gain or private interest in the performance of the work.

Employees are encouraged to participate as responsible and interested citizens in our democratic society. However, there are political activities that are inconsistent with their responsibilities to the District. Employees may not use District resources in political campaign and activities. District resources shall not be used in support or opposition to state bond measures or ballot propositions. Employees holding elective office will not allow their political activities to interfere with the performance of their District work.

Personal beliefs, notwithstanding, employees will observe the District Code of Ethics when engaged in the work setting. Employees representing the District will follow the District Code of Ethics regardless of physical location.

Employees will protect human health and safety and the physical environment in their District operations and activities.

D. Respect – We recognize the inherent dignity and rights of every person, and we will do our utmost to fulfill our resulting responsibility to treat each person with fairness, and decency within defined organizational roles, authority, policy, governance, and communications structures.

Standards

Employees will engage in open discussion regarding work related matters within official District communication and participatory governance structures. Employees will not circumvent formal channels of District communication and governance in the conduct of their work or in resolving organizational challenges.

Employees will work in a professional and supportive environment. They will refrain from discriminating against, harassing or threatening others. Under no circumstances will workplace violence be tolerated or be allowed to occur. Personal employee beliefs or religious conviction will not result in diminished, adverse, or prejudicial work-related outcomes. Employees will comply with federal and state laws, and with District policy, recognizing the rights of all citizens, including gender, race, color, religion, national origin, age, disability, Veteran's status, sexual orientation, or political affiliation.

Suggested Criteria for Room Assignments

1. Pedagogical needs
 - need smart technology? (computer, projector)
 - need flexible seating for individual, small-group, large-group works?
 - need computer stations? (research, technology training)
 - need special software?
2. Contractual cap on class size (e.g. English composition capped at 27)
3. Productivity goals (need enough seats to accommodate enrollment)
4. Ease of transition: what will require fewest changes?

Suggested Criteria for Office Assignments

1. Clustering of disciplines
2. Closeness to classrooms
3. Longevity
4. Special Needs

Moorpark College Academic Senate Budget Update

September 29, 2009

Current Year (2009–2010)

- ▶ General Fund \$52M reduced to \$49.5M
- ▶ Categorical \$3.32 M reduced to \$2.1M*

*Includes Stimulus Package Backfill of \$30 M

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District Allocation Model

	Adoption	
FY 2010 Revenue	\$ 134,765,057.00	
Less: District-wide expenses	5,735,560	
Less: Utilities (assumes 5% increase)	4,105,000	
Less: District Office (6.4% revenue)	8,624,964	
Available for Distribution	\$ 116,299,533	
Class Schedule Delivery Allocation	FY 10 Allocation	
FTEs (FY09 actual, incl. NonResident)	12,995	
FTEs %	43.6%	194,925
WSCH		
Productivity Factor [a]	533	
FTEF		366
FTEF adjustment	10	
less: Full Time positions (FTEF) [b]	141	16,516,259
	234	9,500,659
*=Hourly FTEF @ [c]	\$40,494	
Total Class Schedule Delivery Allocation		\$ 26,016,918
Base Allocation		\$ 5,814,977
FTEs Allocation		\$ 17,209,676
FTEs (FY10 funded, includes growth FTEs) [d]	11,985	
	44.3%	
Total Allocation FY10		\$ 49,041,571
Campus FY09 Carryover		\$ 496,115
FY10 Adoption Budget Allocation		\$ 49,537,686

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FY10 Current year Reductions

- ▶ 4.8% General Fund
- ▶ 25% EOPS, DSPS, Cal Works, Basic Skills
- ▶ 42% Matriculation
- ▶ 100% IELM, Scheduled Maintenance
- ▶ ?? % CTE, MCHS – no funds certified

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- ▶ Mid-year cuts will be absorbed at District-level
- ▶ Three Budget Presentations
 - ✓ Preliminary: July
 - ✓ Tentative: August
 - Adoption: October
- ▶ Mid-Year Revisions/Planning for 2010–2011

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Budgets for Specific Purposes

- ▶ Campus-wide
 - Restricted Lottery (Instructional Supplies)
\$269,307
 - IELM (Instructional Equipment & Library Materials)
\$514,591 (left over from prior years)
 - Tech Refresh \$350,000

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Where do we go from here?

- ▶ Create the framework for more discussing FY2011
- ▶ Deal with new realities
 - More reductions likely effective July 1, 2010
 - No backfill available
 - Few reserves available (even District-wide)
 - Elimination of Grant funding*
 - Elimination of Categorical funding*

* New obligations on the General Fund

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- ▶ Mission: Transfer, Career, Basic Skills
 - “Focus on the Core”
 - Define it
 - Price it
- ▶ Build Capacity around Mission
 - Financial Re-alignment
 - Move Core programs to General Funds
- ▶ Insist on Sustainability
 - Fiscal Discipline
- ▶ Step-down Process
 - 2 to 3 Year timeframe

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Presentation location on McShare:

[Document Center](#) > [Documents](#) > [Governance and Organizational Groups](#) > [Governance Groups](#) > [Senates](#) > [Academic Senate](#) > [Minutes](#) > 2009-2010

Link: [McShare 09 29 09 Budget update](#)