

Academic Senate Council Minutes

Tuesday, October 6, 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		Health Sciences	Dalila Sankaran		
ASC Secretary	Lisa Putnam	LP	History/Institutions	Susan Kinkella	SK	
ASC Treasurer	Rex Edwards		Library	Mary LaBarge		
ACCESS	Melanie Masters	MM	Life Sciences	Andrew Kinkella	AK	
Athletics	Howard Davis	HD	Mathematics	Phil Abramoff	PA	
Behavioral Sciences	Linda McDill		Modern Languages	Raquel Olivera		
Business	Stephanie Branca		Multi Media, Journalism, Photo	Svetlana Kasalovic	SK	
Chemistry/ Earth Sciences	Omar Torres		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		
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
ASC Spring Reassign Time = 1.4	Concerns were discussed on how to divide the reassign time between Curriculum Chair, ASC President, ASC Vice President, ASC Secretary, and ASC Treasurer	New Reassign Time Approved as follows: 0.4 Curriculum Chair 0.8 ASC President 0.2 assigned to ASC Secretary for Sp '10, then ASC Tresurer in F'10, then ASC VP in Sp '11 with hopes that all reassign time will be reinstated by F '11
Committee Assignments	All division lists of committee assignments will be forwarded to ASC Secretary. Acceptance vote will take place at next meeting.	Collected lists of division reps
BP 7205 Employee Code of Ethics	Reviewed and edited proposed code of ethics	Jeff will forward proposed edits to Human Resources

2:30 pm—Call to Order

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

II. Approval of Minutes: Minutes of September 28, 2009)

Moved to Approve: Phil (motion on curriculum reps, change to Mary LaBarge)
 Seconded: Clint Harper
 Approved: Unanimous

III. Courtesy Subs (Ed Knudson)

Ed Knudson, Executive Vice President. (Question/Answer.)

Why have courtesy subs been eliminated? It allows us to keep classes going without cost for subs.

They are not in compliance with general compensation rules with HR. Absence slips are required to be submitted when the faculty on record is not in attendance. Insurance issues as well. If we are not where we are suppose to be, insurance might not cover when necessary. Faculty must be compensated for the work we do. When the person who agreed to be a courtesy sub does not show, the person who had swapped with them and did show up actually worked without compensation. This is a risk and the college is liable.

This is illegal and we must be in compliance.

Is there a way to creatively make this legal?

We have to account for time. Must have absence slips, and assign people to cover, and follow-up to make sure everything is accounted for. A bartering process could be arranged but it is an additional tracking step that we would have to put in place. This would have to be worked out through Human Resources, the group who would need to do the tracking. We would need to request such a system through our dean, then it will go to the EVP office, and then proposed to District HR. We will need to define the purpose of why we would like to create this bartering process. Ed is open to suggestions, but he will balance the cost of a bartering system vs. the cost of just paying the sub.

If faculty are absent, will a sub be provided?

Yes, subs are being provided in cases in which we can't miss a class. Can an alternative assignment be provided to the students? Can we make up the class time another way, without a sub? To the degree that we can, we are paying for the subs. We have to legally track that time.

Many faculty do far more than the required 5 hours/wk of additional work for the campus. Are we working for no compensation?

Class room time, flex time, committee time is all compensational time. Community service time that goes beyond the contractual agreement is not. Extra committee work is voluntary. This is different than classes because that class time is contracted for apportionment and funding; how we divvy up that compensation is contracted. There are certain requirements we have for that.

Are we in compliance in the Fit Lab and in EATM labs?

Fitness lab scheduling is IN compliance because of the way time is accounted for and compensated.

EATM labs have multiple instructors assigned to specific days and therefore there must be an accounting for that assignment with absence forms and subs.

Is the Sick Leave Pool eliminated as well?

This is still in existence. There is a process in place to track donated Sick Leave and how much is exhausted.

District Business Travel requests – we don't submit absence reports for this.

The Travel Request Form is the tracking document for this. Alternate assignments are fine for one-class.

IV. Treasurer's Report (Rex Edwards)

- Checking : \$ TBA at next meeting
- Savings: \$ TBA at next meeting

V. Committee Reports

- a. Curriculum (MLaBarge)
Meeting Today
- b. EdCAP (JLoprieno)
Have not met since last meeting.
- c. Facilities CAP (PAbramoff)
No report.
- d. Faculty Development (MMills)

No report

e. Fiscal (JBaker)

No report

f. TechCAP (KAdams)

Meets 10/7.

g. Senate Subcommittees & Liaisons

i. Associated Students: NA

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

DCAS:

Consultation Council met last Friday. Some difficulties with the bid process for the renovation of the EATM facility. There was a contractor that has contested the process. We have lost our Public Info Office due to centralization of operations.

Conversations about program prioritization will begin at Fall Fling.

VI. Unfinished Business

a. Report: Election Procedures Ad Hoc committee (October 20)

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 = 1.4 beginning Spring 2010

Discussion: The redistribution of the remaining assign time needs to be addressed. The chancellor intended that we protect curriculum (2/5 release) and president (full release). Jeff would like to hear discussion on what ASC believes makes the most sense. Jeff would like to maintain the curriculum chair's release, especially with CurricuNet.

Nenagh opens with the comment that she is moving forward with this being a temporary reduction and will not fight for the release time for office of treasurer. Phil asked about the discussions from last year. He proposes:

0.8 president,

0.4 curriculum,

0.2 for secretary

0.0 for treasurer and vice president.

Clint proposes that all offices get some release time, that way we are not conceding that treasurer and vice president do not need release time. Riley is concerned about the release for president, especially with all the time that is spent in district meetings representing faculty. Melanie proposed 0.7 president, 0.1 secretary, treasurer, and vice president (each semester) showing the need to compensate all positions. Jeff reports that he attends two meetings via conference call so that he can teach the one class he has assigned this semester. The chancellor has expressed that this is not his preference. Jeff reports that it is a challenge to him, and he is not as effective via conference calls. The more we widdle away at particularly curriculum and president, it is not the most. Can the VP cover at these district meetings? Yes, that person can, but is it most effective. The learning curve for president is very steep and the vice president was an apprenticeship. We are losing this with this reduction in release. Is it assumed that this reduction will continue through June 2011 (3 semesters) – could the 0.2 release be rotated through the three positions, 0.2 given to one position one semester, and then rotate to the next. The positions deserve some compensation. 0.8 President, 0.3 Curriculum, 0.1 for others. If these positions are not compensated with release time, their ASC time would more than cover service and flex obligations.

Chuck/Clint Motion to go with .8, .3, .1 for others.

Motion: Chuck Brinkman proposes that the reassigned time look like:

- **0.8 President**
- **0.3 Curriculum**
- **0.1 VP, Secretary, Treasurer,**

Second: Clint Harper

Con: Jeff understands the politics, but I doesn't want to see the cut in curriculum; the job is huge;

Pro: Each position deserves some release time, otherwise we concede that some positions can exist without reassign time.

Vote: Nays have it.

New Motion: Riley Dwyer proposes:

- **0.8 President**
- **0.4 Curriculum**
- **Rotate the 0.2 between the other three (Secretary, Treasurer, Vice President)**

Second: Kathryn Adams

Pro: preserves .4 reassign time for curriculum and it validates all positions

Vote: Passed

Action: Approved

c. **Committee Assignments**

Email lists to Lisa Putnam.

Lisa will compile for one final approval at next meeting. We will determine a better way to do this for next year.

d. **Action Item: BP 7205 Employee Code of Ethics (see attached document with proposed edits)**

Discussion: History: The language is basically from a statewide template which intends to be vague, compliant but permissive. The Chancellor wants Board Policy to be finished (it has been going on for three years) in time for accreditation visit next year. Some of the stuff coming through is scattershot, and some making it to the board without faculty review.

Much is just business stuff. Jeff is reviewing all, and was not comfortable sending this one through without faculty review. This is for “employees,” faculty are being consulted; we have the right to weigh in. We can make a recommendation, and if it isn’t followed, the administration has to answer to us in writing. We can say because this potentially effects the academic environment, we have the right to make a recommendation on this. Has this been sent to Classified Senate as well? Jeff is not sure.

Action: Move to forward recommended edits to District

Motion: Phil Abramoff

Second: Clint Harper

Vote: Unanimous

Jeff will let Classified Senate know that we had this conversation.

VII. New Business

- a. None.

VIII. New Concerns

- a. None.

IX. Announcements

- a. Faculty prioritization process conversation will take place at next meeting.

BP 7205 Employee Code of Ethics (Proposed)

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, fellow employees, 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.

**** CLARIFY:** 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.

***** CLARIFY:** 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.~~

CLARIFY: 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.