



**Department Council Minutes**  
**Tuesday, August 13, 2019 1:30–3:00 p.m.**  
**College Services Building Conference Room**

**MINUTES**

**Attendees**

Savanah St. Clair, Erin Hayes, Melody Cooper, Martin Karamian, Patricia Doelitzsch, Yeprem Davoodian, Lyn Clark, Natalia Grigoriants, Alyce Miller, Brad Saenz, Brian Walsh, Elizabeth Cheung, Susan Armenta, Lauren Saslow, Shannon DeVaney, Eddie Tchertchian, Jill Connelly, Margarita Pillado, Joan Schneider, Michael Gend, Cara Gillis, Kim Rich, Maria Perser, Crystal Kiekel, Wendy Bass Keer, Ida Blaine, Joleen Voss-Rodriguez, Sheri Berger, Sharon Dalmage, Mary Anne Gavarra-Oh, Susan Rhi-Kleinert, Donna-Mae Villanueva, Mon Khat

**Absent**

Sara Harvey, Dale Fields

No.	Item	Presenter
	The meeting was called to order at 1:32 pm.	
<b>1</b>	<p><b>Procurement Update</b></p> <ul style="list-style-type: none"> <li>• S. Berger and M. Gend met with B. Rosky last week regarding updates to their procurement plan</li> <li>• A proposed change was to have a specific procurement mailbox, but users were not contacted to begin using it. This change is still in progress</li> <li>• Another proposed change was to have purchasing aide assistance with CTE orders specifically. This was implemented toward the end of the spring semester, and items from orders placed then are now beginning to arrive</li> <li>• S. Shariar will be the primary individual inputting SWP and Perkins purchase orders</li> <li>• There are asset tagging issues with receiving that may be holding up delivery of orders; requestors who are still awaiting items that are known to have been ordered are encouraged to follow up with receiving if they feel their items may be some of those affected</li> <li>• Better communication about the submission of purchase requests the Business Office was also a</li> </ul>	<b>Michael Gend</b>

	<p>goal. Notices should be given 1) upon receipt of request at the Business Office; 2) upon input of the subsequent purchase order; and 3) regarding issues arising as relevant</p> <ul style="list-style-type: none"> <li>• Not all of these communications have been implemented consistently, but overall communication seems to be improved</li> <li>• G. Galukyan was advised to maintain a specific hour of the day for input of purchase requests; this implementation may be a bit rigorous and unnecessary</li> <li>• Expanding the purchasing aide support to other areas, such as Student Services or the sciences, will be discussed in the future as well</li> <li>• There was some discussion about reducing the amount of paperwork and signatures needed in order to input a purchase order, which needs further input in order to ensure we continue to follow procurement regulations and best practices</li> </ul>	
<p><b>2</b></p>	<p><b>TBA &amp; Positive Attendance Rosters</b></p> <ul style="list-style-type: none"> <li>• Positive attendance for both credit and non-credit classes needs to be submitted soon</li> <li>• Hours need to be entered in the total column and not just the weekly column, otherwise the submissions will not be counted</li> <li>• We are under a full-scope audit this year for the 2018-2019 year, so we have been working to collect all rosters for WSCH classes scheduled as TBA. These are classes with flexible hours to maintain student contact hours and are not regularly scheduled for the whole class</li> <li>• These records must be maintained and submitted every semester for all TBA sections</li> <li>• There may be a way to submit this information electronically through SIS, but for the time being hard paper copies are what most sections typically submit</li> </ul>	<p><b>Sheri Berger</b></p>
<p><b>3</b></p>	<p><b>Exclusions &amp; Grades</b></p> <ul style="list-style-type: none"> <li>• Encourage your faculty to exclude early</li> <li>• The only sure way to get your exclusion roster is to access it through the green "My Schedule" button on the splash page in SIS; the user may need to scroll right to access the drop roster link</li> </ul>	<p><b>Sheri Berger</b></p>

	<ul style="list-style-type: none"> <li>• Exclusions must be done on time</li> <li>• Grades are due five days after the last final of a class</li> <li>• It is the faculty's contractual obligation to submit grades on time</li> </ul>	
<p><b>4</b></p>	<p><b>Enrollment Comparison</b></p> <ul style="list-style-type: none"> <li>• We are at 100% comparative enrollment from this day last fall, however we have more sections which will decrease our efficiency and will not be sustainable considering our budgetary situation</li> <li>• Our average class size has been below 35 for the last two years now, which the State considers the "break even" number</li> <li>• Reevaluating a campus climate survey or similar may be helpful to investigate reasons for this decrease in numbers</li> <li>• Some classes that are necessarily constricted to a certain class size and can be expensive to run, however these programs are often worth maintaining and provide success for our students. In order to compensate for these classes and programs, it may be helpful for other classes and programs not similarly constricted to take on more students to increase the College's average class size</li> </ul>	<p><b>Michael Gend/Sheri Berger</b></p>
<p><b>5</b></p>	<p><b>Class Cancellations</b></p> <ul style="list-style-type: none"> <li>• We are not getting enough money to cover the run rate of our salary and benefits, and the only source of revenue we can leverage is students in the classroom</li> <li>• We are beginning to implement the Ruffalo Noel Levitz findings, and starting initiatives like the SEM Academy and looking to increase student retention, but not all of the areas that could help us grow are under the control of the academic division</li> <li>• Chairs are asked to looking at creative solutions which are feasibly under the control of the academic division is a way we can meet the needs of the students without necessarily affecting the overall budgetary health of the college</li> <li>• Decisions to cancel low enrolled sections will be made the week before school</li> </ul>	<p><b>Sheri Berger</b></p>

<b>6</b>	<b>SCR Demonstration</b> <ul style="list-style-type: none"> <li>The SCR demonstration will be moved to the next APC meeting</li> </ul>	<b>Michael Gend</b>
<b>7</b>	<b>Department Highlights</b> <ul style="list-style-type: none"> <li>Deans should have sent chairs the list of evaluations (basic and comprehensive) for fall</li> <li>Tenure committee changes will be sent out to relevant parties by the fourth week of the semester</li> <li>W. Bass – new hires cannot be put into Canvas until they have an LACCD email account. Online evaluations are currently turned off for fall, as our Etudes contract has not yet been renewed, as well as our SoftChalk</li> </ul>	<b>All</b>
	<b>Adjournment:</b> 3:11 pm.	