

**Department Council Minutes
Tuesday, February 11, 2020 1:30pm – 3:00pm
College Services Building Conference Room
Minutes**

Meeting Attendance:

	Department	Committee Member	Present	Absent
1	Anthro & Geog. Sci.	Erin Hayes		X
2	Business Administration	Martin Karamian	X	
3	Chemistry	Sara Harvey	X	
4	Child Development	Patricia Doelitzsch	X	
5	Comm. Studies/Honors	Yeprem Davoodian	X	
6	CAOT	Lyn Clark	X	
7	CSIT	Natalia Grigoriantz	X	
8	Counseling & Acad. Adv.	Alyce Miller	X	
9	English	Brad Saenz	X	
10	History & Humanities	Brian Walsh		X
11	Industrial Technology	Elizabeth Cheung	X	
9	Kinesiology	Shilo Nelson	X	
10	Life Science	Shannon DeVaney	X	
11	Mathematics	Eddie Tchertchian		X
12	Media Arts	Jill Connelly	X	
13	Modern Languages	Margarita Pillado	X	
14	Nursing	Joan Schneider	X	
15	Performing Arts	Michael Gend	X	
16	Physics & Planetary Science	Dale Fields	X	
17	Poli. Sci., Econ, AJ & Chicano	Kim Rich	X	
18	Psych., Addiction & Stats	Maria Perser	X	
19	Distance Education	Wendy Bass Keer	X	
20	Encore	Ida Blaine		X
21	PACE	Joleen Voss-Rodriguez	X	
22	Art & Architecture	Melody Cooper	X	
23	Library	Lauren Saslow	X	
24	Center for Academic Success	Crystal Kiekel		X
25	Child Development Center	Melissa Brisbois		X
26	Philosophy / Sociology	Cara Gillis	X	
27	Agricultural Science	Savanah St. Clair	X	
28	Vice President -Academic Affairs	Sheri Berger	X	
29	Dean – Adult, Continuing & Community Education	Sharon Dalmage	X	
30	Dean – Language & Arts	Mary Anne Gavarra-Oh	X	
31	Dean – Social Science & Distance Education	Susan Rhi-Kleinert	X	
32	Dean – Math & Science	Donna-Mae Villanueva	X	
33	Dean - CTE	Mon Khat	X	
34	Dean – Student Success	Kalynda McLean	X	

Guest(s): Tony Bush, Barbara Anderson, Giselle Calubayan, Amari Williams, Pardaman Mann, Mofe Doyle, Anafe Robinson, Candy Van, Angela Belden, Sheryl Nomelli, Citlali Sosa-Riddell.

- 1. Call to Order** – Meeting called to order at 1:30 pm.
- 2. Scholarships** – Presenter Bruce Rosky and Anafe Robinson
 - For those issuing scholarship awards at the brunch on convocation day Bruce describes the process, implications, and timelines to be able to have a check in hand to present.
 - Process being presented for this year only as it may change in the future.
 - Foundation Request forms can be found on Foundation website. Custodial Trust Account request forms are available at the Business Office.
 - Describe situation for funds being requested.
 - Provide backup for reasons funds are being requested. Verifications and validations required by District.
 - Identify who is on panel.
 - Panel members need to attest that an equitable process was followed in the determination for what the award was.
 - Identify criteria.
 - Provide score sheet of those that were considered.
 - Provide a ranking.
 - Provide a list of all candidates.
 - Academic transcript of individuals that have been recommended for award should be attached only if the award is based on grades.
 - Any supporting documentation used in the selection process. (Notes written by the panel etc.)
 - The idea is to protect the panelists, the students, and the integrity of the process.
 - Instruction sheet will be emailed to Department Chairs.
 - After approved document is received by the Business Office, it will take anywhere from 1-2½ weeks to issue a check depending on funding source.
 - Any funds that lands on the threshold of the College is required to be processed into either a Custodial Trust or a Foundation account.
 - Process is anticipated to be made online in the future (NextGen software) to make it easier, to reach out to more qualifying students, and to assist with reporting requirements.
 - More information will be provided once the system has become more integrated. Think about what criteria will be used to achieve the goals you want the scholarship to achieve. Demo may be presented at a later date.
 - B. Rosky will speak to Mr. Mann about the timelines and send it out to S. Berger. There will be different deadlines for each form [Custodial Trust or Foundation Request] to ensure checks are ready for the awards brunch on graduation day.
- 3. Copy Tech** – Presenter Bruce Rosky and Candy Van
 - The copiers we have in Copy Tech right now are at the end of their very useful lives. District underwent a District-wide procurement process for MFD's (Multi-Function Device), the funding has been secured for the replacement machines. We are waiting for the paperwork to begin the purchasing process as there is no previously existing paperwork for this process.
 - Copy Tech will not turn away projects and will outsource if needed.
 - Before we can get the new machines in we need to get the old ones out. Updated information regarding Copy Tech will be provided through "Brahma Beats" and further updates will be provided as information becomes available.

- Color paper will be restricted to Instructional use only. Departments will need to purchase color paper at cost – prop 20 fund may be used. Also colored paper is available in central supply.
- There is a colored ink restriction that will limit the total number of allowable prints. Overages will have to be approved and paid for by departments.
- That machine that folds 8.5x11 paper is still working and is not a part of this.
- If Central Supply is not open, Grigor or Candy will be able to get you supplies.

4. ACRs, Leaves of Absence, and Timesheets – Presenter Mofe Doyle

- Classified Timesheets for full time employees are utilized as an absence record. As salaried employees pay will be dispersed regardless of timesheets being submitted. Maintaining a record of negative time is important because it affects the pay received. Timesheets should be submitted to Payroll on a timely basis, preferable when the week is over. Unreported leaves will not be deducted from quotas until they are reported, which may result in an overpayment status and can result in a lower than expected paycheck.
- Leave of Absences are any absences over 20 days, may be mandatory or optional. 6-19 days absent require ACR with Doctors signature or similar paperwork attached clearing return to work. Allowable leaves will be detailed in the respective contract agreement.
- Regarding faculty, we try to get substitutes for classes when possible when we have enough forewarning. In order to pay the substitute, we need to have the ACR from the absent instructor. If we need to put two instructors of record for a single class we need Leave of Absence paperwork.
- For questions about specific leaves contact your Dean. For classified employees that also teach, their classified position is their main focus. There are provisions for overlap the time of which should be made that day, definitely that week and there are appropriate spaces on the timesheet to do that.

5. Program Review – Presenter Amari Williams

- We are moving Program Review into eLumen. EPC has determined the deadline for Program Review to be the Friday before Spring break April 3, 2020. The Office of Institutional Effectiveness is working on detailed instructions for self-guided individuals. The template is expected to be ready by the beginning of next week.
- Data prompts are to provide linkage from previous paper documents from 2016. Those documents are available on the IE website. The main take away should be that you will either be uploading or entering into eLumen. Goals are set up as long term 4-year goals, something your department wants to accomplish between now and 4 years from now.
- APPs are going to become an update to Program Review to how you are meeting these goals and what identifying activities you may need to do to accomplish those goals.
- You will need to input prior goals yourself, once input from the original Word document they will be available in the future. The long-term goals should remain stable, you will create a narrative yearly to show progress or explain that certain aspects of the goals have changed.
- Staffing will be included in Program Review to help discussions on how to move programs forward. Data that comes from the IE office will not be changing, it will only be offered in a different format.
- The review of Outcomes Reporting is new to Program Review. This allows a focus on course reports and PLO Reports that have been done. You will be able to go into and view the status of Outcomes Action Plans.
- A two-year plan, which is also part of Guided Pathways, is where we show how we are scheduling to allow students to get through the programs and making sure

students are completing the program in two years. Data of demand for classes can be used to alternate scheduling based on allocated hours.

- Amari will add in a column that shows how many hours a class is. Hours column will not be protected so if a class that is always offered unpaid can be changed to 0 hours.
- The IE Office will create detailed instructions and be available as people move through this process.

6. Enrollment Update – Presenter Sheri Berger

- S. Berger shared documents from District detailing our College Projection budget. The College is projecting a \$3.9 million budget deficit, the District is projecting almost a \$5.7 million deficit. Because of this information, Senior Staff has been reevaluating everything about the college - staffing, hours of operation (how to align those hours to maximize service to our students), and for us, the size of our schedule for next year. This means we are going to have to scale down the fall schedule by 4%-5% of total hours of our roughly 5,500 hours. Some areas can't reduce which means that other areas will be cut more. This will not be a 4%-5% cut across the board.
- If additional funds are received, we will work to add classes back. Parameters will be developed to determine when and under what conditions to add sections back.
- Intersessions will remain to maintain continuity for students.
- Concern was expressed that we are currently operating under a funding based on enrollment and that this can turn into a spiral effect.
- A request was made to show where and which departments are getting the cut allocations, and the rationales for the departments not getting the cuts?
- Question was raised about where the differences are between the projections from the District and from Pierce.
- Departments will be given the original allocation and new allocation.

7. Department Highlights - Presenter All

- Did not present

8. Adjournment

- Meeting adjourned at 3:08 pm Minutes respectfully submitted by: Tony Bush