

ACADEMIC SENATE of BAKERSFIELD COLLEGE

December 2, 2015 – 3:30 p.m.

Collins Conference Center

APPROVED MINUTES

PRESENT:, Anna Agenjo, Bryan Hirayama (EB), Chad Newton, Charles Kim (EB), Dan Kimball, Denise Norris, Fitzgerald Graves (SGA), Gayla Anderson, Greg Chamberlain, Ishmael Kimbrough, John Giertz (EB), Joyce Kirst, Kate Pluta (EB), Kathy Rosellini, Kris Stallworth, Laura Peet, Lisa Harding (EB), Mark Staller (EB), Matt Garrett (EB), Neal Stanifer, Qiu Jimenez, Rachel Vickrey, Reginald Williams (by Proxy), Richard Marquez (EB), Ron Grays, Steven Holmes (EB), Susan McQuerrey, Tom Greenwood (EB)

ABSENT: A. Todd Jones, Andrea Thorson (EB), Anna Poetker, Bill Kelly, Billie Joe Rice (EB), Christian Zoller, David Neville (EB), John Carpenter (EB), Kimberly Nickell (EB), Klint Rigby, Kurt Klopstein, Marsha Eggman, Reggie Bolton, Robby Martinez, Ronnie Knabe

Call to Order

The meeting was called to order at 3: 33 p.m.

Good and Welfare and Concerns:

- Anna Agenjo held several successful Library workshops.
- BC Employee Holiday Reception scheduled for Thursday, December 3rd in the Fireside Room from 1-4pm.

Opportunity to Address the Academic Senate

There were no requests to address the Academic Senate.

Additions to the Agenda

There were no additions to the agenda.

Review and Approval of the Minutes

*****A motion was made to review and approve the Academic Senate Minutes of October 28, 2015, M/S/C: Stanifer/Rosellini.***

President's Report (Holmes)

- Budgeting & Allocation Models (BAM)
Holmes reported that the first BAM meeting was held last week. The basic process was reviewed. It was recommended that the colleges be involved in the development of the District Office budget and allocation of revenue and how it is being divided out to the colleges. Holmes is interested in finding out if property taxes within a service area should stay within that service area. There is also a cost benefit analysis process starting to take place with District services to determine the percentage of the work being done in comparison of the amount being charged back to BC. Tom Burke was asked to determine the 50% Law calculations based on the charge backs. You can find CFO Tom Burke's

calculations of this year's 50% Law with and without the District Office chargebacks located in detail on the Academic Senate website:

<https://committees.kccd.edu/bc/committee/senate>

Adopted 50% Law Target:

Kern Community College District					
2015-16 Adopted Budget 50% Law Target					
Percentage Chg in 50% Ratio					
	2013	2014	Average	Budget Target	2015-16 Adopted Budget
Bakersfield	66.74%	63.66%	65.20%	64.92%	65.32%
Cerro Coso	53.98%	50.40%	52.19%	52.12%	52.47%
Porterville	57.85%	55.35%	56.60%	56.54%	58.12%
District	2.64%	2.89%	2.76%	2.76%	2.79%
Total	53.80%	50.04%	51.92%	51.50%	51.75%
Short of Target					

50% Law calculation with charge backs and without charge backs:

	Bakersfield	Porterville	Cerro Coso	District
2015 Target	64.92	56.54	52.12	2.76
2015-16 Adopted budget	65.32	58.12	52.47	2.79
Including charge backs to the colleges	53.64	49.15	45.59	0

➤ New Hires

Holmes announced that with the recent retirements that there is now an increase from 22 new hires to 32 for BC to process for Fall 2016.

AIQ (Pluta)

<https://committees.kccd.edu/bc/committee/accreditation>

Tabled 1/27/16

Vacancies: Basic Skills, CTE

Assessment (Neville)

<https://committees.kccd.edu/bc/committee/assessment>

No Report

Vacancies: Adjunct/Agriculture/Allied Health/Art/BMIT/Fire Technology/Health & PE/Industrial Technology & Engineering/Performing Arts/Philosophy/Physical Science/Social Science/ SGA

Budget (Holmes)

<https://committees.kccd.edu/bc/committee/budget>

Tabled 1/27/16

Vacancies: Basic Skills/ESL/English

Curriculum (Rice/Carpenter)

<https://committees.kccd.edu/bc/committee/curriculum>

No report

Vacancies: Biological Sciences

Enrollment Management (Staller)-

<https://committees.kccd.edu/bc/committee/enrollment>

Tabled 1/27/16

Vacancies: CTE

Equal Opportunity & Diversity Advisory (Hirayama)

<https://committees.kccd.edu/bc/committee/eodac>

Hirayama reported that their recent meeting revolved around the Student Equity Plan. Hirayama announced that he recently attended an EEO Officer Training and since part of the EODA Committee charge involves hiring protocol, he will be sharing the information he acquired from the training with HR.

Vacancies: None

ISIT (Marquez)-*Report is submitted as written*

<https://committees.kccd.edu/bc/committee/isit>

Information Systems Instructional Technology (ISIT) Report: December 2, 2015

Prepared by Richard Marquez, ISIT Co-chair

- *The last ISIT committee meeting was held on November 2, 2015*
- *According to Todd Coston, the district is in the process of implementing Event Management Software (EMS). The software will be used to schedule rooms for campus and public events. Additionally, catering and billing will eventually be part of EMS. We are expecting a soft launch of this software in Summer 2016.*
- *Todd reported that the district/college is still evaluating program review software, particularly e-lumen. No decision has been made yet.*
- *Bill Moseley reported on the Canvas trial being conducted by about 40 users. Because ISIT has been fielding questions about this subject and forwarding them to Bill, the committee has requested that Bill Moseley and his team hold a forum to address faculty and staff questions about Canvas. Bill has agreed to do so. The forum has been scheduled in lieu of a regular ISIT meeting. It will be held on Monday, December 7, at 3:30pm in SE 53. If you have any questions or concerns, please plan on attending*
- *Our college president is interested in offering more degrees entirely online. We currently offer two degrees in this way.*

- *A meeting of faculty who currently teach online was held on October 26, 2015 according to Matt Jones. Most of the time was spent discussing the OEI's standards for online classes. Whether or not we choose to participate in OEI, the group is considering developing standards that are similar to those required by OEI. Anyone interested in being part of this discussion should contact Bill Moseley or Matt Jones for inclusion on the bc_online listserve.*
- *Kristin Rabe distributed a list of technology requests from Program Review. She explained during the program review process, requests are assigned a point value based on criteria provided by the requestor. Additionally, a subcommittee of ISIT meets and assigns additional point values based on costs for support and maintenance. The subcommittee will be meeting again to complete the prioritization of the requests and the final report will be brought forward to ISIT.*
- *The Fall 2015 Student Technology Survey results are now available on the ISIT website. We have a little over 700 responses this year, which was down from over 1100 responses last year. An ISIT subcommittee will meet to look for trends and make recommendations to the committee.*
- *The bc_all listserve guidelines have been updated and are available on the ISIT website.*

The next ISIT meeting is scheduled for Monday, December 7, 2015 in SE 53. The majority of the meeting will be dedicated to discussion of the Canvas course management software.

Vacancies: Allied Health/Art/Behavioral Sciences/Counseling/Foreign Language/Health & PE/Philosophy/physical Science

Professional Development Committee (Giertz)

<https://committees.kccd.edu/bc/committee/pdc>

Tabled 1/27/16

Vacancies: None

Program Review (Nickell)-Report is submitted as written

<https://committees.kccd.edu/bc/committee/programreview>

Report to Academic Senate for December 2, 2015

Kim Nickell, faculty co-chair

Program Review Committee (PRC)

See <https://committees.kccd.edu/bc/committee/programreview> for supporting documents

Currently, the committee is working on the following:

- **2015-16 PRC timeline** – *All programs/areas can find the Annual Updates and Comprehensives posted within the PRC committee page.*

- **Program Review Feedback-** PRC reached out to the different areas (FCDC, Student Affairs, Administrative Units, Management (Deans), and CTE to get feedback through meetings and surveys about the Annual Update and Comprehensive forms. PRC realized the need to modify questions in the documents so they are more specific to these areas: instructional, administration, student affairs, auxiliary services, management. PRC is in the process of modifying questions on these forms to be more relevant.
- **Committee Charge/Goals for 2015-16** –Feedback from committee members has been compiled and the necessary revisions were made to the charge and can be found on the PRC Committee page.
- **The Strategic Directions Report-** The report was submitted on time!

If you have any questions, please check the committee's page, contact me, or contact your representatives on the committees. If your area has no representation on the committee, please consider joining us.

Co-Chairs: Manny Mourtzanos-administration, Kristin Rabe- classified

Members-Diane Allen, Counseling/Delano; Anna Agenjo, Library; Jennifer Johnson, Faculty Chair & Directors Council (FCDC); Kate Pluta, English; Billie Jo Rice, Curriculum Committee Liaison (GE); John Carpenter, Curriculum Committee Liaison; David Neville, Assessment Committee Liaison; Mark Staller, Communication; Bernadette Towns, FACE; Andrew Baker, ACDV/Delano; Jessica Wojtysiak, ACDV; Andrea Tumblin, Mathematics

Administrators-Sue Vaughn, Enrollment Services; Laura Lorigo, Administrative Services; Liz Rozell, STEM

Classified- Meg Stidham, CSEA designee

Student- SGA: vacant

Research representative from District Office: Michael Carley.

Vacancies: Adjunct/Agriculture/Allied Health/Art/Behavioral Science/Fire technology/Health & PE/Industrial Technology & Engineering/Performing Arts/Philosophy/Physical Science/Social Science/SGA/Member-at Large/Assessment Committee Liaison/Curriculum Committee Liaison/FCDC Liaison

Other Reports:

Treasurer (Kim)

No report

Secretary (Garrett)

No report

ASCCC Representative (Greenwood)

<http://www.asccc.org/>

No report

CCA (Freeman)

Greenwood reported that there is a negotiations meeting scheduled for Friday, December 4th. The primary focus of the meeting will be on the Department Chairs duties and responsibilities.

Student Representative (Graves)

- Graves reported the Campus Center vending machine is still pending.
- Graves inquired on how to implement the new Tobacco Free Campus Policy and was directed to contact Cindy Collier.
- Graves asked for volunteers for the Black Caucus and was referred to Odella Johnson with the office of Equity and Inclusion.
- Graves inquired how to go about getting GET bus passes subsidized through BC and was referred to the Foundation who may be able to supplement the cost.
- Culinary Carol Dinner is scheduled for Friday, December 4th.
- Community Hour event went well, thank you for supporting it.

Faculty Appointments:

- a) Standing Committee Appointments

***ACADEMIC SENATE COMMITTEE APPOINTMENTS TO STANDING COMMITTEES
Wednesday, November 18, 2015***

VOLUNTEER	COMMITTEE	DEPARTMENT	NOTE
Adel Shafik	ISIT	Art	Ok'd by R.Marquez

*****There was a motion to approve the additions to the Standing Committee Appointments, M/S/C: Rosellini/Harding.***

- b) Screening Committees Appointments
There were no screening committees to review.

Unfinished Business:

- a. 2015-18 Equity Plan (Johnson)
Description: The 2015-18 Equity Plan's full report is posted to the Academic Senate website: <https://committees.kccd.edu/bc/committee/senate>

Hirayama gave a brief overview of the Equity Plan. A concern was mentioned about some of the budget line items missing and which categories are being funded and which ones are not. Holmes pointed out that under each chart is a budgeted amount listed below it. EODAC was involved in the beginning and then cut somehow during the process. They have been invited back to complete the process. EODAC reassured the Senate that they will be involved in the process in the future. The Equity Plan will be updated annually. This is only a templet that will be used for each year to build on and is a strong foundation to move forward.

****There was a motion to approve the 2015-18 Equity Plan-version #14, M/S/C: Chamberlain / McQuerry.**

b. BC CHAPS Organization (Holmes)

Description: BC Cultural and Historical Awareness Program.

The BC CHAPS organization was reviewed at the 10/28/15 meeting. Holmes reminded the Senate that they were not approving the appointments to CHAPS, but just the organization itself.

****There was a motion to approve the BC CHAPS Organization, M/S/C: Vickrey/Kirst.**

c. Close Senate Account F2200 (Holmes)

Description: Recommendation to close F2200.1000 and transfer funds to F3300.0210 and use this account as our main business account.

Holmes gave a detailed overview of the Senate Foundation accounts. Kim will work with Tom Gelder, Foundation Director to find out more information on the new F3300.0210 account.

****There was a motion to approve to close the Senate Account-F2200, M/S/C: Stanifer/McQuerry.**

Gifts to retiring faculty \$100-

Email from - Carlene Feichter, Director, Accounting Services

"As you are aware, I am reviewing BC Foundation Expense Reimbursements for the time being. In doing so, I was given a request to issue gifts to retiring faculty in the amount of \$100 each.

As you are probably aware, a payment in the form of cash or a cash equivalent is deemed by the IRS as compensation and therefore taxable. My recommendation is that the Faculty Senate purchase a tangible gift to the retirees as a thank you for their service in lieu of cash compensation. A tangible Gift does not generate a taxable event when honoring retirees.

If that option is not acceptable, then my recommendation is that payment be issued as a special comp through payroll. If the amount of \$100 in the retiree's pocket is important, then the Faculty Senate could request to gross up their compensation to pay for the faculties tax withholdings. The amount would then be abated."

d. Vote of No Confidence in Chancellor (Holmes)

Holmes shared that resolution language has been drafted and will be available in January for review. Holmes will be making a public request of the District's budget from 2005-2011. Holmes currently has access of the budget from 2011-2016. One

of the items that will be reviewed is the District's budget during the time in which Sandra Serrano has been Chancellor (a period of eleven years).

e. Examination/Adoption of Canvas (Thorson)

Description: Canvas is a Course Management System that is supposed to replace Luis and Moodle.

See update under ISIT report.

f. BP6A Unrepresented Employees (Holmes)

Description: Language regarding Chancellor's powers thoroughly discussed. BC's attempt to stop the centralization of authority within the Chancellor's position was met with great resistance. End result, recommended language change will continue in the process. CCLC Consultant, Jane Wright, to review all aspects of BP6A-H and make recommendation.

There is nothing new to report on this item.

A. AP 3C1 (a)Meals and In-State Travel Allowance for Students (Holmes)

Description: Change to item 6, requiring meals be purchased on a group basis.

Holmes reported that he met with Nicky Damania, Director of Student Life. Damania developed a white paper with the items that he felt were wrong with this procedure and presented at DCC. This item is now tabled.

B. AP 3C1 (b)Student Travel Authorization (Holmes)

Description: Adding new language that employee must purchase meals on a group basis.

Holmes reported that this item has been tabled.

C. AP 3C3A(b)Claim for Travel (Holmes)

Description: Changes to travel reimbursement including having purchase orders in place prior to travel (#3 Steps to activate travel) and meals will only be reimbursed when an overnight stay is required (#2 Living Expenses).

Holmes reported that this item has been tabled.

D. AP 3C3A (a)(b)Claim for Travel Reimbursement (Holmes)

Description: Update of form.

Holmes reported that this item has been tabled.

E. BP 4A4 (4260) Prerequisites, Co-requisites, and Advisories on Recommended Preparation (Holmes)

Description: This procedure is legally required.

Holmes reported that this item is being moved forward to the Board.

g. BP 4C4E Academic Renewal-Cerro Coso (Holmes/Pena)

Description: Cerro Coso has suggested language change reducing the elapse time to disregard course work from 5 years to 1 year. At the request of the Academic Senate, Michelle Pena drafted language based on faculty discussion and recommendations. The Academic Senate approved the language on 03/11/15. BC's proposal was submitted to V.C. Inclan on 03/19/15.

There is nothing new to report on this item.

h. BP 4D1D Minimum Graduation Req. (Holmes)

Description: Moving sections 4D1E1-4D1E3, 4D2C and 4D3C to procedures. Academic Senate is requesting the following language change: "All courses applied towards a degree or certificate of study, including courses in the general education pattern must be completed with a "C" or better, or a "P" if the course is taken on a pass/no pass basis." Additional discussion of whether language changes or additions are necessary due to BC offering a Baccalaureate degree.

Holmes reported that this item was passed by the Academic Senate and Executive Board in 2013. It was not approved by College Council.

**** A motion was made to take this proposal to College Council, M/S/C: Stanifer/Newton.**

A. BP 4F Student Activities & Organizations (Holmes)

Description: Minor language change incorporating "opportunities for males and females in athletics". Referred back to legal counsel for clarification regarding need for transsexual and/or intersex reference in policy. Striking words "males and females" and replacing with "all students".

Holmes reported that this item is moving forward to the Board.

B. BP 4F2 Associated Student Bodies (Holmes)

Description: Adding language of qualification for students to hold SGA office. Referred back to legal counsel for clarification regarding if Adjunct Faculty may serve as an advisor.

Holmes reported that code does not restrict adjunct faculty from serving as an advisor. This item is moving forward to the Board.

C. BP 4F3 Clubs and Organizations (Holmes)

Description: Adding language “no secret fraternities, sororities or clubs”. Referred back to legal counsel for clarification regarding whether adjunct faculty may serve as an advisor.

Holmes reported that code does not restrict adjunct faculty from serving as an advisor. This item is moving forward to the Board.

D. BP 4F7 Student Finances (Holmes)

Description: Adding language regarding deposits of SGA funds into business services and establishing procedures for expenditures. Clarifies club advisors as faculty. Referred back to legal counsel for clarification regarding whether adjunct faculty may serve as an advisor. Referred to Inclan to review recommendations made by SGA.

Holmes reported that this item is tabled.

E. BP 4F8 Student Conduct (Holmes)

Description: New language and clarity on old language particularly in sections 4F8D2, 4F8D3, 4F8D4, 4F8D15, 4F8D21, 4F8D22, and 4F8D23. Language clarifies and restricts Assault, Battery, Engaging Expressions, Willful Misconduct, Gambling, Illegal Substances, Discriminatory Behavior, and Bullying. 4F8D23 proposed language will remain yet will include reference to (Education Code Section 66301) prohibiting restricting communication outside of campus protected by the First Amendment. Referred back to legal counsel for clarification regarding 4F8D23 and reference to cyberbullying. Striking words “such as teasing or name calling; social isolation or manipulation” from section 4F8D23.

Holmes reported that this item is moving forward to the Board.

Holmes announced that Joe Grubbs, retired BPD Officer is our new Risk Manager for out District Office.

New Business:

- a. There was no New Business to discuss.

Adjournment:

The meeting was adjourned at 4:34p.m.

Respectfully Submitted,
Tarina Perry