

ACADEMIC SENATE of BAKERSFIELD COLLEGE

March 7, 2018 – 3:30 p.m.

Collins Conference Center

UNAPPROVED MINUTES

PRESENT: K. Amin B. Braid, C. Dean, V. Diaz (EB), M. Garrett (EB), J. Giertz (EB), R. Grays, L. Harding (EB), S. Holmes (EB), J. Huston, Q. Jimenez, S. Johnson C. Kim (EB), D. Kimball, K. Klopstein, A. Loken, R. Martinez, T. McAllister (EB) [proxy for T.Bohan], S. McQuerrey, E. Menchaca (EB), K. Nickell (EB), C. Newton, M. Ocean (EB), K. Rigby, L. Salcido (SGA), G. Samples, Watson (SGA), P. Whitney, R. Williams

ABSENT: G. Anderson, S. Baron, T. Bohan (by proxy), M. Fredenberg, D. Hoffman (EB), J. Johnson (EB), M. Jones, B. Kelly, I. Kimbrough, D. Koeth (EB), R. Marquez (EB), L. Peet, D. Rosenthal (EB), N. Stanifer, J. Wojtysiak (EB)

GUEST: Michael McNellis

I. CALL TO ORDER

The meeting was called to order at 3:35p.m; quorum met.

II. GOOD, WELFARE AND CONCERNS

- Anthropology Adjunct Instructor Lynda Baker passed away

III. OPPORTUNITY TO ADDRESS THE SENATE

Climate Survey (Nickels) 3/21

Innovation Award Proposal (Bonds) 3/21

IV. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

V. APPROVAL OF MINUTES

Minutes of February 21, 2018

M/S/C: G. Samples motioned to approve the minutes, S. McQuerrey seconded; motion carried.

VI. REPORTS

President's Report

Christian/Holmes- The Allied Heath reorganization proposal that was approved by the Senate has been rejected by CCA. There was a concern with directors reporting to department chairs. As a resolution, they will now report directly to the dean. The evaluations of faculty directors along with those that fall underneath will be arranged by the dean. In addition, faculty that fall within faculty directors will not participate in Senate elections; areas such as EMT and Fire Tech will be working separately with their dean and as well as have Senate representation.

College Council (3/16)- The Senate Resolution: New Faculty Responsibilities will be presented at the 3/14 College Council VP Diaz.

Board of Trustees (BOT)-Next meeting is scheduled for 3/8

Board Policy Revisions- no update

District Consultation Council-

- Districts budget proposal of an increase of \$7 million (labor/non-labor) with an significant part of the increase due to the cost of transition to the cloud for Banner 9. In addition, there is a request for five new positions.
- The Waitlist item is still under discussion.

There is expressed opposition to the Governor's Budget Summary 2018-2019 proposal of 50% FTES, 25% Supplemental, and 25% Student Success. A counter offer has been submitted.

- District reserves are to be capped at 18% (currently at 22%). This would mean a reallocation of funds back to the colleges of 4.5%.

Campus Safety- a request for a meeting with the Chancellor and each Academic Senate President to discuss campus safety and possibly arming the senior officers.

Dual Enrollment- no update

Guided Pathways- no update

AB 705 Task Force- Thorson is the lead and the group has yet to meet.

Construction updates/Facility updates-www.bakersfieldcollege.edu/abetterbc

Committee Reports

Accreditation & Institutional Quality (Wojtysiak)--TABLED 3/21

Assessment (Hoffman)-report submitted as written

*Assessment Committee March report to Academic Senate 3/5/18
by Di Hoffman (faculty chair)*

Committee met on 2/26/18:

- 16-17 SLO Assessment data – 100% and 100% of SLOs have plan for assessment
- ILO examples on website
- eLumen – status
 - Committee trained in navigating eLumen, viewing SLOs in COR
 - Next mtg – entering assessment data in eLumen
- IEPI update
 - Have 8 Assessment ACEs working on:
 - Developing plan for assessment moving forward
 - Mapping SLOs to ILOs in eLumen
 - Scheduling and starting faculty training on entering assessment data - APRIL
 - Additional work:
 - Assessment Handbook
 - eLumen training handouts, videos
 - Committee Website revamp

Budget (McAllister)-report submitted as written

Budget Committee Report to the by Teresa McAllister

Held an All Campus Budget Forum on February 26th, 2018 Topics of Discussion:

- *President*
 - 5 Years Growth Trend and*
 - Projection Categoricals*
 - Governor's Budget*

Proposed Allocation: State Funding Allocation Model Strategy to Position BC

- *Growth: SouthWest Campus, Online Initiative, Dual Enrollment, Rural Initiatives*
- *Financial Aid*
- *Completion: AB 705, Momentum Points*
- *Vision for Success Metrics -CCCCO State of the System Report 6 Goals:*
- *Increase the number of students earning credentials by at least 20%.*
- *Increase the number of students who transfer by 35%.*
- *Reduce average units accumulated by students who complete degrees to 79.*
- *Increase the number of students who get jobs in their field of study to 69%.*

- Reduce equity gaps among underrepresented students by 40% over 5 years and eliminate in 10 years.
- Eliminate regional achievement gaps in 10 years.

Vice President, Finance and Administrative Services BC Budget Development Timeline

BC Budget Breakdown

Planning Driving Resource Allocations

➤ *Academic Senate President*

2017-18 FTES Update

District Budget Committee Update

Committee Vacancies:

*1 dean or director (replace Cindy Collier) 2
faculty*

1 classified

Curriculum (Johnson/Menchaca) --**TABLED 3/7**

Enrollment Management (Koeth) report submitted as written

Enrollment Management Committee by David Koeth

Members Present: Pam Kelley, David Koeth, Steve Watkin, Michelle Pena, Bernadette Martinez, Phil Feldman, Manny Mourtzanos

*Michelle Pena: Spring 2018 current enrollment 7,238.7 FTES Fill rate of 74% for all sections
49 sections at the Southwest campus 65% fill rate at the Southwest*

74% fill rate for BC campus

*75,123 maximum seats in all courses at
BC 57,750 seats taken*

Manny:

We're in a deficit; our bank of FTES is gone.

*New state formula – 50% enrollment, 50% equity, retention,
success Reason for the push is to prevent a loss in funding.*

*Projections show KCCD losing about 5 million dollars, with new
formula. Anything we can do to increase our FTES now will help the
district and college. June 30 is the deadline for increasing enrollment.*

*Funding structure is effective in one year for districts who are in
a deficit. Late start courses, summer courses are the ways to
capture FTES.*

Solutions to inform and encourage faculty

Need to offer more sections in summer. (Summer is now 10% of course offerings.)

*Steve Watkin: Late-start enrollment push. 12-week late-start courses are under way. 8-
week late-start courses are open for enrollment.*

Faculty Messaging:

*Phil: New funding structure - Be upfront with faculty and chairs regarding the new
funding structure and the urgent need to capture FTES by summer session.*

*Concern about being maxed out with faculty and adjuncts. There is a need to recruit and
hire more adjuncts.*

Pam: Offering evening courses

Bernadette: Use department meetings for Chairs to circulate the message

*David: What is the message to share? The message needs to include the “why, what and
how.” There is a need to offer more summer sections this year. Currently only 10% of all
BC courses are offered in the summer. We need to increase the numbers.*

Action plan:

David, Phil and Pam will draft a message to be brought to FCDC by David, Manny and Zav and Steve

Manny, David, Steve and Zav to meet with FCDC next meeting (March 9)

*Focus: Summer enrollment growth Hiring adjunct faculty Impact on funding
Steve to share marketing campaign and the need to schedule courses to accommodate the increasing student enrollment*

Phil: Faculty misperception that late-start classes won't fill. Need to re-message that reality.

Discussion: Consider ways to increase FTES, including summer, short term courses, courses with higher success rates.

Steve:

Late Start Marketing: Begin on March 12.

Most late-start classes have 5 remaining seats or less.

Summer/Fall:

- Registration begins on April 4*
- Campaign begins on March 19, and then again April 2-18*
- Postcards to returning students*
- New students will receive a hardcopy letter for Summer/Fall registration. About 3,000 students who are matriculated, but not yet registered.*
- Registration event at every high school*
- (see additional notes below)*

David: marketing push should include all social media, (Twitter, Instagram, Facebook). Some students think that only old people engage with Facebook. Instagram is more closely associated with college age students.

- Tabled Item: Strategic Directions Report*

--cont--

Marketing Update for EMC

Enrollment Marketing Meeting (2/15/18)

Steve Watkin, Monika Scott, Ashlea Ward, Jennifer Achan

Late Start Classes Beginning Date - 3/12/18 Marketing Push Starts: 3/1/18 Steve would like to promote by:

- On website using web link to classes*
- Eric to design an A frame poster*
- Create postcards (300)*
- Student workers passing out postcards in the Renegade Crossroads*
- Find resources to pay for FB ad*
- Email push using BC Student all*
- Press release*

Savannah gave an update with available classes for late start. She stated most have less than 5 seats available.

Summer/Fall Classes

Registration Begins - 4/4/18 Spring Break is the week of 4/26/18

Start campaign - 3/19, and then again on 4/2 - 4/18 Steve would like to promote by:

- *Promote Summer/Fall*
- *“update /register” on Website - “Registration begins today, do you know when you can register?”*
- *Facebook message about registration/update*
- *Ensure students understand they can register Summer/Fall at the same time with messaging*
- *Signage, postcards, emails with the same recurring message*
- *4/2 “what’s your date?” event - kiosks bringing awareness to registration date*
- *BC Southwest, Delano, Shafter*
- *Postcards to go out to continuing students the week of 4/26*
 - *Students who have 30 or less units*
- *Registration packet for fully matriculated HS seniors*
- *“I Registered” sticker, ask Nicky to see if that is something he assist with*

Jackie confirmed that all continuing and returning students have to do an update for to get their registration date.

Team plans to meets again on 2/27/18

Equity Opportunity & Diversity (Ocean)-report submitted as written

To: Faculty Senate

From: Mia Ocean, EODAC Faculty Chair

Date: March 6, 2018

Subject: EODAC Report

The EODAC is still awaiting a formal response from Vice Chancellor Davis to the previously submitted Questions and Document Requests. Once we have compiled pertinent information, we will conduct a policy and procedural analysis, to develop an action plan addressing areas of concern.

Dena is currently leading the charge to compile a final draft of the EEO Plan for the District. The plan needs to be submitted to the state by June 1, 2018 for the College to be eligible for related funding. It will be making its way to Faculty Senate after District Consulting Council at the end of March.

EODAC is always open to feedback and suggestions. Please let me know if there are additional areas of concern or items you would like us to consider reviewing for the future.

Institutional Systems & Information Technology (Marquez)-report submitted as written

Information Systems Instructional Technology (ISIT) Report:

February 14, 2018

Prepared by Richard Marquez, ISIT Co-chair (Todd Coston, Administrative Co-chair)

The first ISIT meeting of the semester was held on Monday, February 5, 2018. The following subjects were covered.

Strategic Directions:

Krista Moreland delivered a presentation on Strategic Directions to the ISIT. Each committee member was given an opportunity to participate in the development of new strategic directions for our new document.

OEI:

A committee is currently working on our application to be part of the California Community College Online Education Initiative. Dean Bill Moseley is heading this committee.

Canvas/eLumen

Training is ongoing for Canvas. eLumen training is being developed, so stay tuned for announcements.

District-wide IT Committee:

The first meeting of this district-wide committee was scheduled for later this month. However, due to a personal emergency the meeting will be postponed until March. Todd Coston, Zav Dadabhoy, and Richard Marquez are the BC representatives on this committee. The purpose of this committee is to decide how to best allocate district resources on technology upgrades and installations within the district.

Accessibility Presentation:

As part of the ISIT committee's commitment to accessibility, Aricia Leighton, our web content editor, was invited to help the committee members understand what makes a document accessible to disabled students. As a committee, we have committed to inviting DSPS representatives to help educate all of us on student needs; this includes various presentations during our ISIT meetings.

The next ISIT meeting is scheduled for Monday, March 5, 2018 in the Collins Conference Center.

Professional Development (Giertz) --TABLED 3/7

Program Review (Nickell)--TABLED 3/7

Officer Reports

Vice President (Diaz)--no report

Treasurer (Kim)--no report

Visit the [Academic Senate](#) website for information on donations and fundraisers.

Secretary (Garrett)-- no report

Meeting highlights are emailed to all faculty following the meeting.

ASCCC Representative (Rosenthal)-- no report

Community College Association Representative (Greenwood)--no report

See update under President's Report.

Student Government Activities (Romo/Salcido)

Salcido shared the following highlights:

BCSGA Elections: <https://www.bakersfieldcollege.edu/bcsgaelections>

Spring Fling Week/Students Event Calendar: <https://www.bakersfieldcollege.edu/studentevents>

VII. FACULTY APPOINTMENTS

➤ Standing Committee Appointments

There were no standing committees to review.

➤ Screening Committee Appointments

Dean of Instruction (1-3)

Jennifer Johnson (Department Chair)

Klint Rigby (Faculty)

Michael McNellis (Faculty)

M/S/C: K. Rigby motioned to approve the faculty appointments, C. Newton seconded; motion carried.

Dean of Instruction (1-3)

Steven Holmes (Faculty)

Nick Strobel (Faculty)

John Gerhold (Faculty)

M/S/C: K. Rigby motioned to approve the faculty appointments, C. Newton seconded; motion carried.

VIII. UNFINISHED BUSINESS

A. Margaret Levinson Award Fund (Holmes)- ACTION

Description: Description: Levinson endowment allows 5% to be utilized, yet it is only earning at 4%. Over the past several years, the Senate has supplemented the account to cover the award costs. A vote will take place to approve the subsidizing of the account in the amount of \$300.00.

M/S/C: G. Samples motioned to approve the Senate account (F3200.5101) to supplement the Levinson account (F3305.5310) in the amount of \$300.00 for the 2017-18 award, M. Garrett seconded; motion passed.

Holmes has requested the Levinson Committee review their spending model.

B. Facilities Master Plan (Holmes)- ACTION

Description: Visit the [Academic Senate](#) website to view the version of the FMP.

Holmes reported that the FMP has been approved by College Council. In the previous Senate meeting, this item was tabled due to the question regarding clarification of the promised construction projects.

M/S/C: K. Rigby motioned to approve the FMP, D. Kimball seconded, one abstention; motion carried.

C. Admin Structure Proposal (Holmes)-**TABLE**

Description: The Admin Structure Task Force provides an annual review and makes recommendations.

Four positions were being requested. This was not on the College Council agenda, so Holmes will follow up on this item.

D. Bookstore Committee (Holmes)

Description: committee & charge to be established in order to address faculty concerns with the Barnes & Noble Bookstore.

Holmes addressed numerous concerns the campus is experiencing with the BC Barnes & Noble Bookstore, which has warranted the creation of a standing committee.

Michael McNellis addressed the Senate to inform them of the history and rationale regarding the decision to create the bookstore committee. McNellis also provided the following handouts.

- Bookstore Committee v2
 - Bookstore Committee Friendly Amendment (handout by McNellis)
 - Bookstore Committee Rational (handout by McNellis)
 - Bookstore Minutes 12/1/2017 (handout by McNellis)
- Bookstore meeting (12/1/2017) attendance Nan Gomez-Hetizeberg, Don Chrusciel, Tom Moran, Ralph Burnette, Gloria Dumler, Michael McNellis, Erin Miller, David Moton, Stephen Tavoni, Somaly Boles (support)*

Visit the [Academic Senate](#) website for the full version of the above documents

E. Constitution & Bylaws (Holmes)--**TABLED**

Description: Review and update the C's&B's periodically.

--No update; committee is reviewing resources.

F. 2017-18 Faculty Retirees (Holmes)-**TABLED**

Description A: faculty retiree \$100 gift. Description B: Administration who were previously faculty for a substantive length of time- \$100 gift or no gift?

M/S: M. Garrett motioned to approve \$100.00 gift to faculty that have served approximately 50% of their time as faculty, P. Whitney seconded, Friendly amendment-to be tenured in order to qualify for the gift; item will be tabled for further clarification of resignation, separation vs. retirement, FT tenured faculty, and determine percentage of service time; motion TABLED.

G. Senate Strategic Directions (Wojtysiak/Holmes)-**TABLED**

Description: the 2018 SD report out is due 4/2 and the new SD report is due 3/2.

IX. NEW BUSINESS

There was no New Business to review.

X FUTURE EVENTS

Board of Trustees Meeting	3/8
Spring Recess	Week of March 26th
Area A Meeting	3/23
Spring Plenary	4/12-14
Leadership Inst.	6/14-16
Curriculum Inst.	7/11-14

View the Statewide Academic Senate (ASCCC) <http://www.asccc.org>

XI ADJOURNMENT

The meeting was adjourned at 5:03 p.m.
Digitally signed by T.Perry
Meeting minutes recorded by T. Perry