Del Mar College Faculty Council  
Meeting Minutes for Friday, February 5, 2010  
East Campus, LIB 432  
2:00pm

Present: Laura Day Brown (Chair, ASI), Raquel Tapia (Asst. Chair, BPT2) Amorette Garza (Secretary, AS2), Merry Bortz (Parliamentarian, C&L), Jim Diehl (BPT1), Ben Gregory (BPT1), Ron Huskin (AS4), Doug Jordan (AS1), Vernon Kramer (AS3), Gerald Sansing (AS3), Ann Thorn (BPT3), Shawnee Jones Bonnette (AS3), Renato Ramirez (AS4)

Absent: Janell Bennett (BPT2), Eloisa Garcia (BPT2) William Lipman (AS2) – proxy to G. Sansing, Patrick McBride (BPT3) – proxy to A. Thorn

Guests: John Crisp, Dusty Finch, James Klein, Linda Eubank, Dr. Fernando Figueroa, Chuck McKinney, Lynn Sansing, Joe Dudek, Bob Long, Rachel Barchus-Perkes, Irma Woods, Bruce Olsen, Mary Ann Williams

I. Call to order at 2:00pm  
II. Quorum Call  
III. Special Reports – 2:05pm  

*Dr. Jim Klein – Academic Standards and Curriculum Committees*

Dr. Figueroa wants to reinvigorate the Curriculum Committee and Academic Standards Committee with the Faculty Council. Establish regular reports by Curriculum Committee to the FC. M. Bortz says it would not be a problem as far as FC bylaws are concerned and there is no need to vote on this as a policy change. Joe Dudek is chair of the Academic Standards Committee.

*Dr. Fernando Figueroa- General Education Assessment – 2:09pm*

Asking that FC offer support to the Assessment team – Hart, Woods, and Williams. He is working with Klein and Dudek to provide structure to help with academic assessment and infrastructure.

Dr. Figueroa has two individual teams working for him:  
1. Core Academic Principles – compliance  
2. Academic Leadership - implementation  

**Budget** – very serious. Instruction side not to be affected, but other areas must be very strict; travel is one example of tight cut backs, as he is also cutting back his travel.

**Promotion and Tenure** – Both President and Provost are faculty focused, they believe, “a strong faculty = strong college.” This promotes recruitment, and retention. As far as a timeline to develop the policy for Promotion and Tenure, look to after the March 15 compliance deadlines to address this issue.

B. Long asks how the lack of P&T policy affects SAC review. Dr. Figueroa says it will not affect, but for Shared Governance it is critical.
J. Klein asks what faculty role will be in crafting the policy. Dr. Figueroa says FC will play critical role as he will look to FC to see how they want to address this issue.

L. Day Brown advises that we have a standing committee on Promotion and Tenure – Doug Jordan, Ann Thorn, and G. Sansing. It’s FC recommendation that Dr. Figueroa will contact the committee when it is time.

Credentialing – A. Thorn asks about alternative credentialing and some individual receiving credit while others do not. Dr. Figueroa states that there is no alternative credentialing, such that teaching experience does not provide equal credentials. Those in non-transfer areas need to keep up with external credentialing such as certifications, technologies and continuing education.

L. Day Brown asks question about policy and how we stand on the process of the grievance policy. Dr. Figueroa says they are moving forward. FC had brought about questions in December. G. Sansing has not heard about those questions, but Dusty Finch is in attendance to address those questions:

Question regarding the changes in the wording of the policy on Complaint of Discrimination and the direction of the Supervisor, such that the policy changes says “the supervisor may take such disciplinary action as deemed appropriate.” It seems unclear in such that the supervisor may not take any action. D. Finch: the purpose is to leave the process open flexibility.

J. Klein asks what info is included in employee record in regard to unsubstantiated complaints. D. Finch: Those are not filed in the personnel file, but there is a complaint case file that these records are filed within.

D. Finch will address an email to the Affirmative Action committee stating that the statements were addressed during the Faculty Council meeting. Please see tape for additional responses to statements.

IV. Approval of Minutes
Review of minutes from the December 11, 2010 meeting. Motion by J. Diehl to accept minutes. S. Jones-Bonnette 2nd. No further discussion. 14 in favor, 0 against, 1 abstention (A. Thorn). Minutes approved.

V. Public Comments
Joseph Dudek addresses FC regarding issues dealing with class size and load, which has been addressed in the past. Five years back a CS&L committee worked long and hard to develop a report and submitted it. The report was lost with the arc of the covenant. Some are being paid for ½ hour of work for the full hour. In certain disciplines, there is a disparity in pay for lab vs. lecture. He directs his question to Dr. Figueroa to look into this situation to see what can be done, to take this issue to the President, Provost, Deans as we are looking for equity in pay. After financial crisis, we hope to hear from FC on this issue.
Ann Thorn was on the committee and comments that there was a final report that found inequities and needed to be addressed and then there was a revised final report that didn’t reflect the inequities (under administrative leadership of Dr. Rosie Garcia, as Interim VPI).

G. Sansing asks Dr. Figueroa to ask Lloyd Poplin about the committee 20 years ago that came out with the same findings but was not addressed. Dr. Figueroa would like someone to address

**ACTION:** L. Day Brown will begin research into previous committee’s work. A. Thorn and G. Sansing also look into their own files (Dr. Sloan was the chair of that committee). After review of notes of previous committee findings and recommendations and there can be a formal recommendation for action by administration. L. Day Brown will then set up meeting with Dr. Sloan and Dr. Figueroa. Motion will be called for during unfinished business.

*Chuck McKinney* addresses FC in support of J. Dudek and discussion of Class load and size and of equity of pay in lab vs. lecture

*Bob Long* addresses FC in support of Class load and Size. He also offers some history and background on tenure and promotion. He was asked by Dr. Kirkland to join his committee on Promotion and Tenure. After the course of the meetings the committee concluded that the policy did not need to be changed. However, it was Dr. Kirkland’s direction to establish the new policy because the separation of Promotion and tenure was to take place. Any additional recommendations were not addressed because of Dr. Kirkland’s own directive.

B. Long recommends that FC ask the faculty to make a motion to replace the Promotion and Tenure Policy with what was removed by Dr. Kirkland as it was a sound policy that had been reviewed, as long as the faculty is still behind it. He presents a copy of the policy revision form which has “reviewed by Faculty Council:” slot and shows signed by “teaching faculty.” He wondered who the “teaching faculty” is that signed it, as no one that he had spoken to who was on Faculty Council at that time remembered signing it.

**ACTION:** L. Day Brown with officer’s help will pull minutes from November 2008 and FC representatives should go back to their areas and ask for their input on this issue.

*L. Sansing* speaks on behalf of new faculty hired after separation of promotion and tenure and needing a direction.

*Ben Gregory* speaks on behalf of faculty teaching on West Campus not allowed to be promoted because of lack of Bachelor’s degree, although, they are hired and up-to-date on technologies and continue to keep up with their industries. They are held as probationary employees for the rest of their careers. B. Gregory would like to include this issue along with the overall stipulations of promotion and
tenure. A. Thorn recommends that B. Gregory remains on the Promotion and Tenure committee to have their voice heard.

Dr. Figueroa wants to make sure that these issues are addressed, although he cannot guarantee all areas will be completely happy, but he can guarantee that it will be looked at. These may be more procedural issues instead of policy changes, so they may be able to be addressed as such.

VI. Officers’ Reports, 3:25pm

Chair –

A. Nominating Committee for next year’s officers
L. Day Brown – In the past, FC members rotating off council are the ones who form the nominating committee. This session the members leaving are: R. Ramirez, L. Day Brown, R. Tapia, A. Garza, and R. Huskin.

ACTION: L. Day Brown will get an email out to those leaving council to coordinate schedules and put together a slate.

Ann Thorn suggests augmenting self-nomination process for FC officers, with outreach to those who sitting officers feel may have the qualifications for those positions and also interviewing both those recruited and self-nominees.

R. Tapia commented that the officers did discuss recruitment and interviewing with potential officers for next year.

B. Election Process
L. Day Brown discusses the timeline for the election of new FC representatives. M. Bortz has requested 3 sets of labels for self-nomination forms. Those forms will be sent out the week after Spring Break with 5 business days to self-nominate and to then get the ballot together the week after. The Secretary, Chair and the Election Committee will count the ballots and we want to allow plenty of time to notify new members so they can attend May meeting.

Four areas will be electing new representatives: ASI, ASII, ASIV, and BPTII.

*Reminder to encourage those to self-nominate in those areas rotating off.

M. Bortz: once we get labels and lists we can do another check on the counts to see if any additional seats are available. Our source for those counts and labels are now being maintained in Provosts office.

C. April and May Meeting dates
L. Day Brown asks if it will be an issue that the April 2nd meeting is on Good Friday. FC representatives offer no objections; however, the May
7th meeting is on graduation day. In order to allow time, meeting will be moved to 10am, still to be held on West Campus, ET 124.

D. Concerns about new campus
L. Day Brown: Northwest Center $270, 000.00 to cover salaries, and wanted Committee on Financial Concerns to look into this because the grape-vine says there will be no step increases again this year. Dr. Figueroa asks to clarify if the needed funds were for salaries or operational costs.
J. Klein: Asks for clarification, because what faculty is concerned with is not a step increase but experience pay, and what was denied to faculty was experience pay.
G. Sansing: Experience pay and step pay are not the same thing. Reading policy and according to contracts, the pay you get this year is what you earned last year for your performance and not a step for this year. He thinks we must be very careful how this comes down because it can be a contract and legal issue.
G. Sansing asks Dr. Figueroa if he could serve as counsel with Dr. Sloan and get word back to L. Day Brown. Dr. Figueroa agrees about needing clarification from Dr. Sloan about what the experience pay means.

ACTION: R. Huskin and R. Ramirez will look into the experience pay vs. step increase with Dr. Sloan and get back with FC next meeting.

VII. Faculty Council Standing Committee Reports, 3:40pm
A. Administration and Staff Evaluation –
B. Faculty Evaluation & Academic Promotion – Ann Thorn: committee has not met, attorney is coming on board to review policy and Mary Ann Williams has decided not to call any meetings until clarified with attorney and policy review.
C. Financial Concerns – No report/see action above.
D. Promotion Appeals Selection Committee – will not know until March
E. Rules Review – M. Bortz
   2. Constitution alignment - Two proposed changes, see options on attachment (A2).
      These changes are consultative only not allowed to consider this changes and RR Committee suggests we should hear back from those areas before we decide which to propose. The only thing that can be done at this time would be to give the go ahead to M. Bortz to release proposals to the faculty at large and give guidance as to releasing both proposals. L. Day Brown suggests we only put one proposal forth to faculty.
      R. Ramirez recommends that FC bless the Rules Review Committee to send these proposals on to the faculty at large
F. Committee on Committees – R. Tapia

R. Tapia and Janell Bennett, S. Jones-Bonnette will meet with Dr. Figueroa to begin process and discuss issue of 3 year rotations.

ACTION: Committee on Committees will bring back info discussed with Dr. Figueroa at next FC next meeting.

VIII. Faculty Council College Standing Committee Reports

A. QEP Committee - developed motto: Mathematics – The Road to Success
B. POD – just under $17,000.00 left in faculty POD fund which pays for registration and not travel or membership. Transportation costs for a speaker being brought in are covered under POD, but not transportation or travel for a faculty going out.
5,000 in faculty grant account and call for new grants has gone out
Contact Vicki Andrew for specifics at extension 1098.

IX. Unfinished Business, 3:59pm

A. Faculty Load and Class Size
   Motion by G. Sansing that FC form a committee to research and obtain records regarding the history of this policy and report back in March with the intent of making a recommendation to administration. R. Tapia, 2\textsuperscript{nd}.
   No further discussion. All in favor. Motion passes.

B. Concerns regarding grievance policies – to Board this month and thank D. Finch for addressing issues today.
   Motion by R. Ramirez that FC endorse the two proposed policy changes as stated by Dusty Finch and to go on to the Board this month. S. Jones-Bonnette, 2\textsuperscript{nd}. No further discussion. All in favor. Motion passes.

X. New Business

ACTION: Place concerns on Promotion and Tenure under unfinished business and ask constituents about their response.

XI. Announcements

Texas Council of Faculty Senates is very interested in our input as they would like to include 2-year institutions and they are looking to Del Mar as a future member.
Any FC representative can go to the conference, J. Klein, G. Sansing will be there in conjunction with AAUP, but Ann Thorn will be our representative there, Austin, February 26 and 27, 2010.

April 9 & 10 – Dance Ensemble

XII. Adjourn, 4:05pm