RIVERSIDE COMMUNITY COLLEGE DISTRICT
MORENO VALLEY COLLEGE ACADEMIC SENATE
March 19, 2012 3:50-5:50 P.M. PSC-11
minutes constructed by Donald Foster, Senate Secretary/Treasurer

Call to Order:
T. Gibbs, called the meeting to order 3:52 at pm

a. Roll Call:
   President Travis Gibbs (present)
   Vice President Sal Soto (present)
   Senator-at-Large Nick Sinigaglia (absent)
   Business & Information Technology Systems Cheryl Honore (present)
   Communications Valarie Zapata (absent)
   Health, Human & Public Services Bob Fontaine (present)
   Communications Cindy Ovard (present)
   Humanities & Social Sciences Eric Thompson (present)
   Donald Foster (present)
   LaTonya Parker (present)
   Math, Science & PE Ellen Lipkin (present)
   Nicolae Baciuna (absent)
   Public Safety, Education, & Training (PSET) Natalie Hannum (absent)
   Associate Faculty (Part-Time Faculty Rep) Michael Schulz, EMT (present)

Visitors:
   Interim College President Tom Harris
   Vice President, Student Services Greg Sandoval
   Dean, PSET Cordell Briggs
   Library/Communications, SPC Faculty Co-Chair Elect Debbi Renfrow
   Humanities & Social Sciences W. Eddy Chi
   CSEA Christina Leon
   Akia Marshall
   Theresa Phain
   Angela Thomas

b. Approval of Agenda

c. Approval of Minutes: 5/16/11 (reconstructed) & 3/5/12
   Both items tabled until Monday, April 2, 2012 meeting.

d. Staff and the Budget: Angela Thomas/Akia Marshall and CSEA
   What the MVC SPC has done is revolutionary in the District as far as staff involvement and securing a voice for the staff. Staff is asking for Senate support. Gibbs shared an e-mail sent to the Chancellor regarding staff layoffs. According to T. Gibbs, Chancellor Gray responded favorably. Concerns over budget proposals that eliminate positions, (ie Staff Layoffs, splitting VP of Business Services with Norco, etc). Gibbs will send an email to Senators and give a “solidarity” report regarding all-inclusive layoffs.

e. Netbooks in the Library: Debbi Renfrow
   The library is seeking assistance in getting the word out that it has Netbooks that are available on a per-semester loan basis or for two-hour library “in-house” use.

f. New Business
      Motion: Honore, Second: Fontaine. No discussion. Unanimous approval. 
      Eddy Chi encouraged Senators and all interested parties to forward any concerns or suggestions to him via e-mail.
b. AP 7212: Temporary Faculty.

Riverside Community College District Administrative Procedure  No. 7212

Human Resources
DRAFT

AP 7212  TEMPORARY FACULTY – LONG AND SHORT TERM

References:
Education Code Sections 87481, 87482, 87482.5, and 87482.8

The District may employ any qualified individual as a temporary faculty member for a complete academic year but not less than a complete semester during an academic year. The employment of those persons shall be based upon the need for additional faculty during a particular semester because of the higher enrollment of students during that semester as compared to the other semester in the academic year or because a faculty member has been granted leave for a semester, or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need. Such employment may be pursuant to contract fixing a salary for the entire semester. No person, other than a person serving as a clinical nursing faculty, shall be so employed for more than two semesters within any period of three consecutive years.

A person serving as temporary clinical nursing faculty may be employed for up to four semesters within any period of three consecutive years between July 1, 2007 and June 30, 2014, as long as the hiring of that person does not result in an increase in the ratio of part-time to full-time nursing faculty in the district.

Any person who is employed to teach classes for not more than 67 percent of the hours per week that are considered a full-time assignment for regular employees having comparable duties shall be classified as a temporary employee, and shall not become a contract employee. However, any agreement prior to January 1, 2009, to limit temporary faculty members to 60 percent of the hours per week that are considered a full-time assignment will govern until the expiration of the agreement. Service as a substitute on a day-to-day basis shall not be used for purposes of calculating eligibility for contract or regular status.

Motion to approve: D. Foster, Second: L. Parker.
Discussion: There was discussion that the last paragraph needs clarification.
Motion: S. Soto, Second: B. Fontaine. No discussion. Unanimous approval.

c. AP 7214: Compensation for Substitute Faculty.

Riverside Community College District Administrative Procedure  No. 7214

Human Resources
DRAFT

AP 7214  COMPENSATION FOR SUBSTITUTE FACULTY

References:
Education Code Sections 87481

From RCCD Regulation 3044:

Long-term substitute pay shall be at the same contract rate as the substitute would receive had he/she been employed on a contract basis, or the applicable hourly rate, whichever is greater.

Long-term substitution is defined as any substitution more than ten (10) consecutive teaching days in length when serving as a full-time substitute for a faculty member on a contract.

This applies to substitutes only, as distinct from one semester or one year temporary employees as defined in Education Code 87481.

The process to hire long-term faculty shall be in accordance with Administrative Procedure 7120e, titled Temporary/Casual Long-Term Faculty Hiring Process.

Short-term substitute pay shall be at the applicable hourly salary schedule rate. This rate applies to:

a. Any substitution of ten (10) consecutive teaching days or less.

b. Any substitution constituting less than 67% teaching assignment.

Motion to approve: D. Foster, Second: L. Parker. No discussion. Unanimous approval.
d. BP 7360: Discipline and Dismissal

**Riverside Community College District Policy**

No. 7360

**Human Resources**

**DRAFT as of 2/2012**

**BP 7360 DISCIPLINE AND DISMISSAL – ACADEMIC EMPLOYEES**

**References:**

Education Code Sections 87660, 87683, 87732, and 87740

A contract or regular employee may be dismissed or disciplined for one or more of the grounds set forth in the Education Code. If the employee is to be disciplined, the Board of Trustees shall determine the nature of the discipline. If the Board of Trustees decides to dismiss or discipline a contract or regular employee, it shall assure that each of the following has been satisfied:

- The employee has been evaluated in accordance with standards and procedures established in accordance with the provisions of the Education Code, and any administrative procedure for evaluation contained in a collective bargaining agreement;
- The Board of Trustees has received all statements of evaluation which considers the events for which dismissal or discipline may be imposed;
- The Board of Trustees has received a recommendation from the Chancellor; and
- The Board of Trustees has considered the statements of evaluation and the recommendations in a lawful meeting.

If the Board of Trustees decides it intends to dismiss or discipline a contract or regular employee, it shall take the actions required by the Education Code and the collective bargaining agreement. The Chancellor or designee shall thereafter assure that the employee is afforded the full post-termination due process required by the Education Code and the collective bargaining agreement.

The Chancellor shall ensure that procedures are written that define the conditions and processes for discipline, dismissal, and due process. If the Procedures contain disciplinary or dismissal procedures that are outside of our collective bargaining agreement, the Education Code or any other state/federal laws or regulations, the District CTA expects those procedures to be bargained.

Motion to approve: B. Fontaine, Second: C. Honore. Discussion: There was clarification that anyone who is employed Full-Time constitutes a “regular” employee. Unanimous approval.

e. AP 3710: Intellectual Property Rights—relating to faculty authored texts.

Motion that the issue go to District Academic Standards for review and feedback to the Senate.


VII. Old Business

a. MVCAS Constitution and Bylaws

Move to table until April 2, 2012 meeting.


b. Comprehensive and Annual Program Review

Who is responsible: Assessment Committee, Academic Planning Council (APC), or a new Comprehensive Instructional Program Review Committee (CIPRC)?

Motion to table until the April 2, 2012 meeting

Motion: L. Parker, Second: C. Ovard. Discussion: Natalie Hannum, Sheila Pisa, Carolyn Quin are working on a presentation to the Senate making the case for a new Comprehensive Instructional Program Review Committee (CIPRC). B. Fontaine notes that he would like to see SPC representation on whatever entity is ultimately recognized as the responsible party. Unanimous approval.

c. Priority & Order of Registration: Updates.

See President’s report: VIII.a.

d. MVC Faculty Association Bank Account: Progress report.

S. Soto reported that it seems as though that going through the Trust account will be the way to go. All other possible sources (Banks, Credit Unions) have been exhausted. None of these allow for two signatures, all incur fees, and all also require “personal” information to be used (SSN, etc.)

Motion: C. Honore, Second: E. Thompson. Discussion: Soto will set up the account with Soto/Foster signatures. Should be set up by April. Unanimous approval.

e. Committee assignments: Where are we now?

See Vice-President’s report: VIII.b.
f. SPC as standing committee of the Senate.
   E. Thompson: SPC SC IV meeting had to be postponed because of the special SPC committee meeting on budget reductions. Will meet next month (April).

g. Faculty authored texts/papers required as classroom material:
   See V.e. above.

h. Call for nominations: MVCAS President and Senator-at-Large (3-year term).
   President: Travis Gibbs; Senator-at-Large: Nick Sinigaglia
   Soto and Fontaine will be handling the election procedures and vote tallying.

i. Flex time: Flow chart for generating and approving flex.
   The Senate devised a three-tier system for how FLEX time might be approved:
   1. District-Sponsored Faculty Development events should not require any prior or follow-up approval. Once a faculty member signs in and attends, the FLEX process is finished and recorded.
   2. Faculty Development Coordinator-generated or overseen events should not require any prior or follow-up approval. Once a faculty member signs in and attends, the FLEX process is finished and recorded. The Faculty Development Coordinator will present monthly reports.
   3. Individual faculty FLEX proposals will be at the discretion of Departmental Approval and may require prior approval or additional information.
   Motion: B. Fontaine, Second: S. Soto. Discussion: Reminder that it is still up to each individual faculty member to track his/her FLEX time. Unanimous approval

j. MVC budget issues, constituent meetings, and enrollment management.
   There will be a special Budget meeting/announcement on Thursday, March 22nd from 12:50-1:50, location TBD.

k. AP3720: Use of District-owned computers and networks - information only.
   CTA is working on this. Will report back to see what they find. One key policy: How can we be “solely” responsible to the content of our computers if there are many different people who could potentially have access?

VIII. Officer and Student Liaison Reports
a. President: Travis Gibbs
   T. Gibbs will be going to the Senate Plenary session in San Francisco the week after Spring Break. Also, regarding the “Order of Registration Council”, there is a draft to have a notation on student record that notes students who drop.
   Students can skip one primary semester without losing their seniority status

b. Vice President: Sal Soto
   Have nearly finished collecting MV-Faculty committee service data. Next step is to figure out how to notate the data.

c. Secretary/Treasurer: Don Foster
   No report.

d. Senator At-Large: Nick Sinigaglia
   No Report.

e. Interim College President: Tom Harris
   Dr. Harris appreciates the cooperation from all parties regarding the skeleton budget reduction process. Met with VP of Business Services today and will present the breakdown of organizing to the SPC. Tomorrow there will be a meeting regarding the Phase III and space allocation. The BOT will act on halting the Learning Gateway Building, freeing up the funds for other use.

f. Associate Faculty (Part-time Faculty): Michael Schulz
   No report.

g. Student Liaison
   No report.

IX. Committee and Liaison Reports:
a. Classified Staff Liaison: Angela Thomas/Akia Marshall
   Akia Marshall has been elected as the 2012 Member-at-large for the MVC CSEA. She will attend ever other meeting of the MVC Senate, and will be available as proxy for Angela Thomas in the event that Ms. Thomas is unavailable. Ms. Marshall spoke briefly about her dedication to the College, but also reported that Staff morale is low College-wide.

b. Basic Skills Committee: Sheila Pisa
   The BSI Committee met March 13. The committee has now committed to projects for the coming academic year that will use remaining funds that have
rolled-over from the 2009/10 and the 2010/11 academic years as well as the 2011/12 apportionment. These projects include supporting tutors in the Writing and Reading Center and the Math Lab, Supplemental Instruction, and JumpStart.

The committee has decided that we will no longer consider projects on a month-by-month basis, but send out a call for proposals in late April or early May for the 2012/13 academic year and use a rubric to decide which projects to fund. This should enable the committee to better predict expenditures and ensure that projects are funded to maximize impact on student success in pre-transfer level courses.

c. MVC Faculty Assessment Committee: Sheila Pisa
Assessment surveys that were completed in the Fall 2011 semester have been processed and the resulting files will be returned to individual instructors starting this week. The files will be accompanied with an email that will ask instructors to use the results of the survey to plan their inquiries into students’ learning for this semester. Instructors will also be asked to share and compare their results with others teaching courses within their disciplines and/or with their departmental colleagues.

The Moreno Valley Assessment Committee (MVAC) had its first meeting March 19. The committee is in the process of writing a purpose statement and prioritizing its goals. The committee is considering a revision of the basic template to make the process more accessible and understandable and a revision of how disciplines report their assessment progress through the annual program review.

d. Strategic Planning Committee (SPC): Don Foster/Lisa Conyers
At the March 15th SPC meeting, the following motions were passed:
1. In lieu of the proposed budget solution presented on March 8, 2012, Subcommittee III recommends to the SPC that the District use the budget recommendations as a tool to enter negotiations to mitigate loss of positions and work load impacts in order to maintain consistency and services to the students.
2. Propose that by March 23rd all budget saving recommendations that have gone through Subcommittee III be merged into one document and be separated into appropriate categories (feasible, District/college, non-feasible, already done) for the purpose of a cost-benefit analysis by October 1, 2012.
3. Approve to establish the Grants Advisory Committee as an Advisory committee of Subcommittee III.
4. Approve to implement the Grants Advisory Committee’s Grant Development Procedures.
5. Approve the Technology Advisory Committee’s motion to present its request to fund the items on the “End of Life A/V Equipment” list submitted to the IT Audit Implementation Committee due to the urgent need to replace this equipment to the Board of Trustees at the April Board meeting

The Strategic Planning Committee seeks Senate approval in the election of Debbi Renfrow to be its Faculty Co-Chair.

Motion: Bob Fontaine, Second: S. Soto. No discussion. Unanimous approval.

e. Academic Planning Council (APC): Sal Soto/Carlos Tovares
No report.

f. Curriculum Committee: Natalie Hannum
If you are involved in Comprehensive Program Review please update COR's in CurricuNet so they can get approved this year. The ad-hoc committee met to discuss the Instructional program review committee and where this committee may reside under one of the standing committees of the Senate. The next MV Curriculum Committee as well the Ad-Hoc Program review committee are scheduled to meet on March 27th.

g. District Program Review (DPR): Bob Fontaine
No report. Meeting coming up.

h. Safety Committee: Cheryl Honore
Emergency phone kiosks are supposed to be updated by July. The committee is working on a procedure for reporting unsafe conditions or incidents seen on campus. There was an idea of installing “panic buttons” inside of the new Phase III building classrooms/offices.

i. District Academic Standards (DAS): Kim Metcalfe
   No report.

j. District Profession Growth & Sabbatical Leave Committee (PG&SLC): Kathy Saxon
   No report.

k. Faculty Development Committee: Dan Clark
   Winter saw some well-attended workshops on Blackboard, among other things (special thanks to Jose Duran). This spring we’ve had one workshop on vocal health. It came up on short notice, was sparsely attended, but was evidently very good. If anybody’s interested, we could probably reschedule that one. On the horizon, probably after spring break, Joanne Werner-Fraczek will give a talk, “Is DNA destiny?” sort of a follow up to Felipe’s of last fall. It might especially focus on the relation between nutrition and genetics. So we sort of have a science series going. Dolores Middleton has requested a workshop on Problem-Based learning. If anybody is interested in leading that, or knows something about that, please contact Dan Clark so he can look into it. Please contact him also if you have ideas for workshops you’d like to give or one’s you’d like to attend. How about one on accommodating students with disabilities . . . ?

l. RCC District Faculty Association (RCCDFA)/CCA/CTA/NEA
   No report.

X. Open Hearing
   Dr. Harris complemented us on our meeting times and efficiency.

XI. Adjournment
   Motion: C. Honore, Second: C. Ovard
   T. Gibbs adjourned the meeting at 5:55pm