

FACULTY COUNCIL OF DEL MAR COLLEGE

MINUTES

April 29, 2005 – The Teaching and Learning Center, White Library, East Campus

Members Present:

Rose Caballero, John Crisp, Ed Cohn, Sue Crowson, Joe Dudek, Manuel Flores, Wayne Fredrickson, Donna Hamil, Bob Long, Russell Long, Chuck McKinny, Eric Moller, Stephen Ondrejas, Cynthia Perkins, Judi Phillips, Ann Thorn, Mary Thornton.

Members Absent:

Michael Potter, Mary Thornton.

Guests:

Anne Stewart, Ben Blanco, Mike Anzaldua, Alan Clark, Youseff Betshahbaz, Tom Matula, George Martin, Vernon Kramer.

I. Call to Order

- A. The second regular April meeting of the Del Mar College Faculty Council was called to order by Chair John Crisp at 2:01 pm.

II. Approval of Minutes

- A. The minutes of the 04/01/05 regular meeting of the Faculty Council were reviewed. Judi Phillips asked that the word “attend” be changed to “attending” in III. Reports, A. 10th paragraph. Ann Thorn noted that she would change “Sciencec to “Sciences” in III. Reports. B., and “Floresl” to “Flores” in VII. Adjournment A. Bob Long made a motion to approve the minutes with revisions, seconded by Judi Phillips. Voting for the motion: Caballero, Cohn, Crowson, Dudek, Flores, Frederickson, Hamil, Long (B), Long (R), McKinny, Moller, Ondrejas, Thorn; voting against: none. Crisp abstained as chair. The motion passed.

III. Reports

A. Chair’s Report

Crisp reported that he and Assistant Chair Moller attended the President’s staff meetings on April 4 and April 18, as well as the ISD Council meeting on April 6. He said that he attended the first meeting of the Budget Committee on April 6, along with Moller and Financial Concerns Committee chair Stephen Ondrejas.

Crisp said that the presidential retreat that he had announced at the April 1 meeting had been cancelled and not been re-scheduled.

He mentioned also that Interim VPI Garcia had scheduled a meeting to consider promotion and tenure at Del Mar College for April 14, and that the meeting had been cancelled, as well, and not re-scheduled.

Crisp reported that at the Budget Committee meeting Vice President Alaniz had said that the proposed phased retirement program would cost money, but that during a subsequent email discussion Alaniz said that, in fact, the program could result in some savings to the College. At the Budget Committee meeting Alaniz said that Proposition 13 (the tax freeze) will probably cost the college about \$150,000. Alaniz reported unfavorable prospects for both a COLA and a salary increase. Crisp said that he and Ondrejas agreed that, since the budget

was in its very early stages, too much negativity about a COLA is probably premature. Crisp reported that the Chairs' Council is interested in this issue, as well. Crisp and Lenora Keas of the Chairs' Council met with the Financial Concerns Committee on April 27.

Crisp said that he and Eric Moller met with the President on April 26, conveying to him the clear understanding that the phased retirement program would not cost money, and the need to be realistic about tuition and fees. He said that the president presented a much more optimistic picture of the Budget, saying that he expected the tax base to grow significantly and that he understands the need to look at tuition realistically.

Crisp reminded the Council that he had sent them a number of updates recently on proposed policies. He said that both the Public Speech policy and the policy on the Manual of Policies and Procedures, which the Council reviewed at its last meeting, met with the Board's approval at their policy committee meeting on April 12th and that the policies will be going to the full board at the May meeting. He said that only minor changes were made.

Crisp reported that, regarding proposed B6.19.5.4 Syllabus, the change that the Council had suggested was incorporated into the policy and no other changes have been made. The change was to add the following sentence at the end of the first paragraph: **"These guidelines are not point-by-point requirements."**

Crisp said that at the Council's last meeting he'd been asked to inquire with Interim VPI Garcia regarding the progress of the Load and Class Size Committee report. He reported that she had said that she was waiting to hear from the deans, and that she agreed that the College needs to move forward with acting on the report and that she was copying the deans as a reminder.

B. Faculty Council Election Committees

The Divisional Election Committees reported the following results of the Spring 05 Faculty Council elections:

A&S I Alan Clark, no alternate

A&S III Walter Vernon Kramer
 Youssef **Betshahbaz**
 Anne Stewart, alternate

OccEd I Tom Matula
 George Martin

(Dudek reported that the ballots from this would be sent to the Secretary.)

Bus David Hattox, no alternate

OccEd II Kenneth Hanna
 Linda Dalton, alternate

C. Nominating Committee

The committee recommended the following slate of officers for the **2005-2006** Council:

Ed Cohn, Chair
Ann Thorn, Assistant Chair
Sue Crowson, Secretary

D. Committee on Committees

Ann Thorn distributed the report for committee appointments and explained that individuals whose terms had not expired were re-appointed to the same committees, that the makeup of each committee by number of members was selected based on the faculty members' first choice, then second choice, although very few appointments were made by second choice, and that each committee either retained the original number of committee members or grew in membership (no committee shrunk in size). Thorn noted that the process went smoothly due to the great support she received from IT in developing and delivering the survey to faculty electronically.

E. Financial Concerns Committee

Stephen Ondrejas reported on the work of the Financial Concerns Committee:

The most important concern of the committee is that a compensation package be developed which will enable the college to retain and recruit faculty of the highest quality in order to continue and increase our exemplary achievements.

Five recommendations are made:

1. The faculty base pay amount be adjusted so that the college is more competitive with independent school districts, other urban community colleges, and Texas A&M-CC.
2. The dollar amount of faculty step increases be adjusted so that percentage increases in all college salary ranges are equitable.
3. A cost-of-living adjustment be made to reflect the 3.7% increase in the consumer price index.
4. The phased retirement policy be finalized with the administration during the summer and be placed on the agenda for the Council's September meeting.
5. If additional revenue is required, a phased tuition adjustment which matches our rates more closely with Texas A&M-CC rates should be considered.

A discussion followed. Manuel Flores suggested that the word "phased" be added to "tuition adjustment". Bob Long asked if there was any talk about summer pay. Ondrejas replied that retirees would get no summer pay. Crisp thanked the committee for its work.

F. VPI Search Committee

Bob Long reported that the committee had reached the conclusion to submit some names. He said they were told they would have to meet again to fill out documents on the candidates. He said that the same names would be forwarded.

G. Liaison to the Student Grievance Policy Review Committee

Ed Cohn reported that he had received the new procedures and that they had gone a long way to address our concerns. He stated that some concerns remain, such as the fact that students can self-nominate to serve on the Grievance Committee and that that was a loophole. Cohn stated that students should not self-nominate. He noted that the guidelines for the composition of the committee were still weak. He stated that it is difficult to clarify what the term Dispute Resolution Center means. He added that Hart and Coleman went out of their way to accommodate the Liaison Committee's concern and that he was grateful for that.

A discussion followed. Bob Long stated that he thought the Dispute Resolution Center may be the same one as the one used for Del Mar College.

H. Other Reports

Cynthia Perkins reported that the Constitution and Bylaws Committee was unable to meet again. She stated that there was some concern expressed to the committee about people serving more than one year as chair as it relates to the Bylaws. She stated that there have been some suggested changes to be made to the Bylaws. She noted some concerns about the Parliamentarian serving as an unelected officer.

A discussion followed. Manuel Flores asked if there were going to be new Bylaws to determine new terms. Perkins replied that she did not read it that way.

Crisp noted that the Council didn't read it that way.

Chuck McKinny stated that he didn't see a problem.

IV. Public Comments

- A. Anne Stewart addressed the council with concerns about her presentation to the Council at the May meeting in 2004 of a document prepared by a group of faculty members who brought a list of concerns to be considered by the Faculty Council. She asked that they be considered and that they be entered into the minutes. She stated that she had concerns about the accuracy and approval of the May minutes from 2004. She stated that the retiring members of the Council who were at the meeting did not receive copies of the meeting minutes to make corrections in a timely way and that some members of the current council voted to approve the minutes when they were not in attendance and could not knowingly approve or disapprove them. She stated that the items brought up at that meeting were never addressed by the Council, and that no action is not an option. She noted that the two major responsibilities of the Council are to represent faculty, hearing and addressing their concerns, and to advise the president. She stated that the Faculty Council Constitution obligates the Council to consider any written communication submitted to it by a faculty member. She asked that the minutes from the May meeting, 2004, be corrected and that the council address the concerns listed in the document, which represent concerns from fellow faculty members. She asked the question: if students heard that faculty don't follow their own rules, why should they, our students, be expected to follow faculty rules?

She distributed copies of the document, originally distributed at the May 14, 2004 meeting, to the Council and to the guests who were present.

Rose Caballero asked if Anne Stewart would provide information as an aid to moving forward with the investigation of the document. Stewart agreed to do so.

Joe Dudek made a motion that Faculty Council look into the statements on the document brought to us a year ago by Anne Stewart and that we investigate using the Bylaws Committee, using a sub-committee, and Faculty Council as a whole. Manuel Flores amended the motion to include that concerns brought up by Anne Stewart be addressed by the Bylaws and Constitution Committee and reported to the council at the October Faculty Council meeting. Dudek accepted the amendment. Ann Thorn seconded the motion. A discussion followed. Bob Long wanted to see the entire article and to ask the Parliamentarian if any Bylaws were broken. He stated that the Bylaws Committee could clean up these areas. Crisp stated that any motion as to whether or not the Council would discuss the document was invited by him in a September email from him to the entire Council. Moller had a copy of the email. Thorn suggested doing some research before any further discussion takes place. Ed Cohn stated that most people felt that the 2004

officers' election was fair and that we should defer this to the Bylaws and Constitution Committee to answer the concerns. Caballero stated that the Bylaws Committee could address most of the issues in the document. Voting for the motion: Caballero, Cohn, Crowson, Dudek, Flores, Long (R), McKinny, Ondrejas, Phillips, Thorn; voting against: Frederickson, Hamil, Long (B), Moller, Perkins. Crisp voted against. The motion passed.

- B. Chuck McKinny made a motion that the Faculty Council officers compose a second letter inquiring as to the status of the Faculty Load and Class Size Committee's report. Joe Dudek seconded the motion. A discussion followed. McKinny said that he felt the report had been put on the back burner and that maybe it will go away. He stated that we don't have enough leadership coming from the officers on this issue. He added that faculty want to know what their full loads are going to be. Thorn asked what happened to the report that was written by Lee Sloan on the committee's work. McKinny stated that Sloan has had difficulty getting information on class size by program. He stated that Sloan cannot complete the report until he gets the information. Caballero said that the report had gone to the president and that he wanted more information. Bob Long said that some of the committee's recommendations are being implemented. He asked if we could get input from the Chairs and asked if we should invite the chairs to attend one of our meetings.

Crisp asked if the Council had actually endorsed the report and if it included the reduction in work load. Thorn stated that the Council had endorsed the report. McKinny stated that the word "reduction" came from Crisp and not from the committee. Dudek stated that the purpose of the committee was to find equity. Crisp asked if policy states 21 contact hours. Caballero replied that it did. Crisp asked if the report stated an 18 – 21 contact hour range and Caballero replied that it did. Bob Long and McKinny clarified that the 18-21 hours range reflected what was and is already in practice at DMC and it did not reduce the load for biology or chemistry, it just made policy reflect what has been done for years. McKinny stated that John and others forget the west campus faculty taught 30 hours a week 48 weeks a year until 1987. Since then (until this last year) they were required to teach 24 hours/week when policy clearly stated 21. McKinny stated that John forgets about the past when discussing this issue. Joe Dudek seconded the motion. Voting for the motion: Caballero, Cohn, Crowson, Dudek, Flores, Frederickson, Hamil, Long (B), Long (R), McKinny, Ondrejas, Perkins, Phillips, Thorn; abstaining: Moller. Crisp abstained as chair. The motion passed

V. New Business

A. Adoption of the Agenda

Donna Hamil made a motion to adopt the agenda, seconded by Sue Crowson. Voting for the motion: Caballero, Cohn, Crowson, Dudek, Flores, Frederickson, Hamil, Long (B), Long (R), McKinny, Moller, Ondrejas, Perkins, Phillips; voting against: Thorn. Crisp abstained as chair. The motion passed

B. Discussion and Possible Action on the report from the Committee on Committees

Cynthia Perkins made a motion that the Council approve the Committee on Committees report and pass it on to the president. Stephen Ondrejas seconded. Voting for the motion: Caballero, Cohn, Crowson, Dudek, Flores, Frederickson, Hamil, Long (B), Long (R), McKinny, Moller, Ondrejas, Perkins, Phillips, and Thorn; voting against: none. Crisp abstained as chair. The motion passed

C. Discussion and Possible Action in connection with proposed policy A2.3.16.1.3 Instructional Department

Cynthia Perkins made a motion to adopt the policy as reviewed without recommendation. Bob Long seconded the motion. A discussion followed. Ondrejas asked how Chairs' Council voted on the issue. Caballero asked if we know which divisions fall under which department chairs. Crisp asked if the Council needed more time **to review the policy**. Voting for the motion: Ondrejas, voting against: Caballero, Cohn, Crowson, Flores, Frederickson, Hamil, Long (B), Long (R), McKinny, Moller, Ondrejas, Perkins; voting against: none; abstaining: Dudek, Phillips, Thorn. Crisp abstained as chair. The motion passed.

D. Discussion and possible action in connection with proposed policy B6.25 Grades

Bob Long made a motion to adopt the policy as reviewed without recommendation. Wayne Frederickson seconded the motion. Eric Moller amended the motion to include that we strike "and syllabi" from A6.25.3. . A discussion followed. Bob Long suggested that A6.25.5 be left the way it was originally. Manuel Flores noted that paper **gradebooks** may no longer be needed with electronic submission of grades. Ed Cohn noted that a gradebook is different than final grades. Voting for the motion: Caballero, Cohn, Crowson, Flores, Frederickson, Hamil, Long (B), Long (R), McKinny, Moller, Ondrejas, Perkins, Phillips, Thornton (proxy to Perkins); voting against: none; abstaining: Dudek, Thorn. Crisp abstained as chair. The motion passed

E. Discussion and possible action in connection with various Board policies in Chapter 3 of the Policy Manual, as distributed by the Office of Administrative Services

Manuel Flores made a motion to adopt the policy as reviewed without recommendation. Donna Hamil seconded the motion. A discussion followed. Bob Long asked if B3. 1 on administrative relationships indicates that we can not go talk to Board members. He asked if it addresses faculty or administration. Caballero stated that regarding B3.1.A.1, the catalog is informational, not contractual. Voting for the motion: Caballero, Cohn, Crowson, Flores, Frederickson, Hamil, Long (B), Long (R), McKinny, Moller, Ondrejas, Perkins, Phillips; voting against: none; abstaining: Dudek, Thorn. Crisp abstained as chair. The motion passed.

F. Discussion and possible action in connection with proposed policy B7.12 Student Complaint Policy

Ed Cohn motion to adopt the policy as reviewed with recommended changes that A7.12.1.5 define the dispute resolution agency, that "and students" be deleted from A7.12.2.3, and that "three" be deleted from A7.12.2.3 and replaced with "one" or otherwise make the number of faculty equal to the number of students. A discussion followed. Frederickson asked how students are selected to serve on the Board. Cohn replied **that selection was by the president**. Moller amended the motion to include that A.7.12.2.1 drop "is encouraged" and add "shall" to clarify whether students are encouraged or required. Rose Caballero seconded the motion. Voting for the motion: Caballero, Cohn, Crowson, Flores, Hamil, Long (B), Long (R), McKinny, Moller, Ondrejas, Perkins, Phillips, and Thorn; voting against: Frederickson; abstaining Dudek. Crisp abstained as chair. The motion passed.

G. Other New Business

Stephen Ondrejas made a motion that the report from the Financial Concerns Committee be accepted. A discussion followed. Ondrejas stated that he would like the motion to

pass unanimously and that all returning and new Faculty Council members should generate a high level of support for this. Ondrejas planned to ask Chairs Council's support for it, stating that the report needs a high level of support. Manuel Flores stated that faculty should be made aware of this report and suggested that a copy of it should be provided to them by the Faculty Council Chair. Joe Dudek asked about how the Phased Retirement Program saves the College money. Flores added that some administrators are viewing it as a staffing program, not a retirement program. No second was required. Voting for the motion: Caballero, Cohn, Crowson, Dudek, Flores, Frederickson, Hamil, Long (B), Long (R), McKinny, Moller, Ondrejas, Perkins, Phillips and Thorn; voting against: none; abstaining Dudek. Crisp abstained as chair. The motion passed

VI.

Announcements

Crisp thanked for Council for their efforts of the last three years and said that he believes that the most important work done by the Council was its participation in the change of leadership that was initiated in the summer of 2003. He said that he believes the profile of the Council has been elevated in the last few years, which will be good for the faculty and for the College. He said that he was gratified that the Council was able to achieve a four percent COLA last year and that it's been able to stay on top of the budgeting process. Finally, he said that, although it hasn't happened yet, he believes the Council is well on its way to implementing a phased retirement program, mentioning also the work Bruce Olson, who brought the notion to the Council originally, and John Mastenbrook, who did some of the research in connection with it.

He said that after the Council adjourns it won't meet again, unless something comes up this summer that requires a meeting. The Council representatives' terms and the terms of the officers extend until the beginning of the fall semester, and he said that he would be attending Board meetings, President's staff meetings, and other meetings during the summer.

Crisp said that the Council's Bylaws have provision for an officer called Immediate Past Chair, who is given the responsibility of meeting with the officers. He said that his intention was to emulate the example of his immediate predecessors who did not actively pursue that office, but he offered to help the new officers in any way needed in the future. He suggested that for the sake of efficiency in meetings that the Council hew as closely as is reasonable to Robert's Rules, suggesting that they adopt a basic set of simple functional rules. He pointed out to the new chair and officers that there are a number of duties and responsibilities that aren't always immediately apparent and urged them to make a scrupulous review of the Bylaws and Constitution and parts of the policy manual. He said that one of the things that the Council didn't accomplish this semester was a review of the Bylaws and Constitution and suggested that they still needed to be updated. However, as faulty and outdated as the Bylaws and Constitution may be, he urged the Council to follow them scrupulously in every aspect.

Crisp suggested that the new Council take a careful look at the Council's use of proxy voting, pointing out that since the Constitution says that all actions of the Council are taken by a simple majority of "those present and voting," and since Robert's is extremely negative about the use of proxies in representative assemblies, the Council's use of proxies may be unconstitutional.

Crisp referred to the suggestion raised occasionally by some of the representatives from the Division of Business that the method of representation of the faculty that the Council uses should be changed, replacing the current system in the Constitution, under which each member of the Council represents approximately the same number of faculty members, with a new system that represents the Division of Business equally with the

Division of Art and Sciences and the Division of Occ/Tech Ed. He mentioned that the last time this was brought up someone suggested that the Council take a "straw poll" of the faculty to see what they thought about this idea. He pointed out that there's no provision in the Constitution for a straw poll, and suggested that interested members should first take a straw poll of their own division, laying out the parameters of the issue clearly and accurately, to see if, in fact, the desire for this additional power actually represents the desire of the members of the division. He suggested that the members should consider why they want the additional power, as well as what they would do with it if they got it. If these questions can be satisfactorily answered, then the members might seek the required constitutional change. If the questions can't be answered satisfactorily, then he hoped that they would recognize that the interests of all faculty members, regardless of division, are much closer to being the same than they are different.

Crisp said that being the chair of the Council for the last two years had caused him to have a great deal of contact with administrators, who, he said, work very hard at a very difficult task, bearing considerable responsibility, with their hearts in the right place. He supposed that there are exceptions, as among the faculty. He suggested that one of the most harmful functions of modern academic life, not just at Del Mar, but everywhere, is the mutual suspicion--the classic "Us vs. Them" attitude--that seems to naturally develop between administration and faculty at many institutions of higher learning. He urged the Council to attempt to engage the administration in a spirit of mutual respect and cooperation. At the same time, he urged the Council not to think of the relationship between the faculty and the administration as an entirely hierarchical one. He suggested that the faculty's power is a different kind of power, but its responsibility for the College is equal to the administration's. He urged the Council to work cooperatively with the administration but remember that the Council doesn't need, and shouldn't seek excessively, its approval.

Finally, he suggested that the members should not underestimate the power of the Faculty Council. Service on the Council is often a fairly thankless and unsung task and the Council is often ignored until faculty members want or need something. Many times, its work goes unnoticed, even when it accomplishes something that has a direct, positive impact on faculty members, such as a COLA. Occasionally, the Council is criticized as being powerless. He pointed out that while the Council's main power is merely the power to advise, if that power is used judiciously, it can be parlayed into considerable influence. He urged the Council not to underestimate its influence with the administration and the Board and to do what it can to advance the faculty and the College, and particularly to protect the faculty, especially in terms of compensation, tenure, and academic freedom. He suggested the influence of the Council can be enormous.

He thanked the Council for their work this year and wished them luck.

VII. Adjournment

- A. Rose Caballero made a motion to adjourn, seconded by Joe Dudek. The meeting adjourned.