

FACULTY COUNCIL OF DEL MAR COLLEGE

MINUTES

September 12, 2003 – Teaching and Learning Center, White Library

1. The regular September meeting of the Del Mar College Faculty Council was called to order by Chair John Crisp at 1:32 P.M.
2. Attendees:
 - a. Faculty Council Members:
 - i. Present: John Crisp, Eric Moller, Mac Aipperspach, Donna Hamil, Anne Stewart, Joe Dudek, Stephen Ondrejas, Lisa Welch, Bob Long, Sue Crowson, Rita Orchard, Mike Dunton, Ann Thorn, Michael Potter, Paul Bissell, Mary Thornton.
 - ii. Absent: Laura Parr, Chuck McKinney.
 - b. Guests: Margo Jones, Mary Ann Williams
3. Minutes: The minutes of May 2, 2003 were presented and Mike Dunton made a motion for their approval and Donna Hamil gave a second. The motion was approved unanimously.
4. Chair's Report: Crisp, in preliminary remarks, told the Faculty Council members that Donna Hamil would be the Parliamentarian for the year and serve as an officer. Crisp also urged council members to use the Faculty Council listserv and set up a listserv for their particular constituents.
 - a. President's Staff Meeting: Crisp reported that enrollment for Del Mar College was up a little from Fall 2002 by about 1-percent. This compared to an increase of 11-percent in 2002 over 2001. Crisp also stated that a policy review was taking place about fund raising on campus. In addition, 10 A.M., October 23rd was set as the date to dedicate a memorial in honor of James Gillis, who died in October 2002 when the West Campus was struck by a tornado.
 - b. Board of Regents: Crisp told the Council that the contract negotiated with Barnes and Nobles resulted in \$27,000 being given to Del Mar College for scholarships. The total represented 6-percent of the total gross sales.
 - c. ISD Council: The council, composed of the College's deans and other administrators, according to Crisp, discussed a visit by; the Texas Coordinating Board scheduled for Academic Year 2004-2005. The scheduling of MW/MWF classes was discussed by the ISD Council and Crisp reported that Vickie Natale said the scheduling was "evidently not a problem right now." He said that the feeling was that there would be no need to make major changes with the current enrollment levels.
 - d. President's Meeting: Crisp reported on the meeting held with acting Del Mar College President Joe Alaniz with the Faculty Council officers. He said that Mr. Alaniz wanted Faculty Council input on the upcoming search for a new president. As an aside, Crisp noted that the College's APT had drafted a letter to support Alaniz for the position of interim president.
 - e. By-Laws Standing Committees: Crisp noted that the Faculty Council's By-Laws listed four standing committees. Two committees were specifically mentioned – the Promotion Appeals Selection Committee and the Committee on Financial Concerns. Crisp said he would make nominations for the Promotion Appeals Selection Committee as part of his responsibilities. Stephen Ondrejas and Robert Bridwell would be asked to continue to serve on the Financial Concerns Committee and Crisp said perhaps Eric Moller would be added. The two remaining committees – the Committee on Administrative and Staff Evaluation and the Committee on Faculty Evaluation and Academic Promotion would be reviewed as to need.
 - f. Ad Hoc Committees: Four additional committees were noted by Crisp which he said would need input from council members as to nominations for the committees. The four committees are the Grievance Policy Review Committee, the Committee on Load and Class Size, the Committee on Release Time, and the Committee on Free Speech Concern. Crisp asked for volunteers to be considered for the committees and Stephen Ondrejas suggested that Faculty Council alternates be also included as possible nominations.

g. Council Action Requested: Crisp told the Faculty Council that he had several items that he was requesting some type of action. The first was for the Council to follow more closely Robert's Rules of Order in an effort to speed up the meetings. The Faculty Council's Housekeeping Rules, Crisp felt, also needed some changes. Crisp said the list of college-wide committees needed to be corrected. He said there were three lists and the lists were not in agreement as to which committees should be in existence. Noting a lack of agreement, Crisp said even the Faculty Council's By-Laws and the Policy Manual of the College do not mesh but that an attempt would be made to straighten out the differences. Crisp went on to note that over the past few years Faculty Council members have ended up being the chairs of college committees when they were to be only the pro-tem and to act more as a liaison to the Faculty Council. He urged Council members to act as liaisons only and to not accept the chair position on the committees. Another concern that Crisp shared was the College's consideration of using the Intel LanDesk Asset Manager on college computers. The software would allow IT to remotely correct some problems that might occur with faculty computers, thus saving time. The drawback was that if the software was used to its full potential, faculty computers on the mainframe could be surveyed to see what type of software was each computer. The proposal by the College included the provision that the software would not be installed on a faculty member's computer without the member's approval.

h. IDEA Evaluation: Ondrejas gave an update on the use of the IDEA Evaluation for student evaluations of faculty. He told the Council that the initial purpose in adopting IDEA was that the previous evaluation forms were not qualified in being appropriate to defend a faculty member if a law suit were to arise. The initial cost, according to Ondrejas, was about \$7,000 five years ago and that the cost is now between \$9,000 and \$10,000. The cost with the old system was just as much when Del Mar College staff had to do the analysis. Ondrejas said IDEA was more flexible because questions could be added and that it had the potential to be developed to evaluate college deans and other administrators. He added that the form was ready to evaluate chairs but that for the deans, etc., the form was not finished. The administration representative is Rudy Duarte and Ondrejas said Carolyn Mauck was the campus coordinator for IDEA.

5. New Business:

a. Roberts' Rules of Order: The Council, by consensus, agreed that it would abide by Roberts' Rules of Order.

b. Housekeeping Rules: Discussion centered on several portions of the Council's Housekeeping Rules which Crisp noted can be changed by the Council with a majority vote.

i. Absences Notification: The Housekeeping Rules state that a Council member should be notified about absences after two unexcused absences and that the Faculty Council's Constitution states that three unexcused absences constitutes a resignation. Ann Thorn moved that the rule be kept as worded except that "excused" absences should be defined and that three unexcused absences be considered as a resignation. Anne Stewart gave a second. Discussion noted that exceptions were necessary such as called meetings during the summer months. A question was asked as to what would be considered unexcused. The vote on the motion had Thorn and Steward voting for the motion, Moller, Aipperspach, Hamil, Dudek, Ondrejas, Long, Crowson, Orchard, Dunton, Potter, Bissell, and Thornton voted against the motion, and Welch and Crisp abstained. (Crisp told the Council during his introductory remarks that in most votes he would be abstaining because of his position as chair.)

ii. Two-Vote Rule: The Housekeeping Rules state that if a member regards an issue as major that the individual can call for two votes on the issue, once at the meeting in session and then at the next meeting. Bob Long moved to have the rule removed and Ondrejas gave a second. Discussion on the motion had the observation that perhaps some version of the Two-Vote Rule should be kept but it was also pointed out that the Council representatives should be trusted to make the right decision for their constituents with a single vote. It was also pointed out that on a very crucial vote where time is of the essence, a two-vote rule could effectively stop any decisive action. Hamil, Ondrejas, Crowson, Dunton, Potter, Long, and Aipperspach voted for the motion, Orchard, Bissell, Thornton, Welch, and Stewart voted against the motion, with Moller, Thorn, and Crisp abstaining.

iii. Proxy Voting: The Housekeeping Rules state that for a Faculty Council member to give one's proxy to another member that the proxy must be written and signed. Paul Bissell moved that an email to another council member be considered a valid proxy. Rita Orchard gave a second and the motion passed unanimously.

iv. Agenda Items: The Housekeeping Rules state that for an item to appear on the agenda that it must be submitted to the chair one week in advance. Long moved that for an agenda item to be accepted that the time be cut to four days. The change would bring the time closer to the 72 hours deadline under the Texas Open Meetings Act requirement. Donna Hamil gave a second and the motion passed unanimously.

Ondrejas made a motion to accept the Housekeeping Rules as amended with Stewart giving a second. The motion passed unanimously.

c. College-Wide Committees: Stewart made a motion to approve the appointments to the various College-Wide Committees as presented. Michael Potter gave a second. Discussion took place on the role of the chair pro-tem and how over recent years it has often led to the Faculty Council member, who is named as the pro-tem, becoming the chair. Ondrejas said the original idea to name the council member as the pro-tem was to be sure that the Council would know what the various committees recommended. A question was also raised about whether being named to a committee was a one-year appointment or a three-year appointment. Technically, it was noted an appointment is for one year but that a person may request to be on the same committee up to three years in a row. The motion was approved unanimously.

d. LanDesk Software: Hamil moved that any action on the Intel LanDesk Asset Manager be tabled until further information can be presented. Mary Thornton seconded the motion and it passed unanimously.

e. Faculty Council Meeting Times: Stewart made a motion for the Faculty Council to meet on the second Friday of the month at 2 P.M. and to alternate the meetings between the College's two campuses. Sue Crowson gave a second. Stewart, Crowson, Ondrejas, Dunton, and Thorn voted in favor of the motion. Orchard, Hamil, Bissell, Thornton, Long, and Moller voted against the motion. Welch, Aipperspach, and Crisp abstained. Mary Thornton then moved to hold the meetings on the first Friday of the month except for October. Paul Bissell gave a second. The motion was approved with Welch and Crisp abstaining.

6. The regular September 2003 meeting of the Faculty Council adjourned at 4:06 P.M.