

## FACULTY COUNCIL OF DEL MAR COLLEGE

### MINUTES

October 10, 2003 – Barth Learning Resource Center, West Campus

1. The regular meeting of the Del Mar College Faculty Council was called to order by Chair John Crisp at 2:06 P.M.
2. Attendees:
  - a. Faculty Council Members:
    - i. Present: John Crisp, Eric Moller, Donna Hamil, Mac Aipperspach, Joe Dudek, Stephen Ondrejas, Mike Dunton, Bob Long, Lisa Welch, Rita Orchard, Michael Potter, Ann Thorn, Laura Parr, Paul Bissell, Sue Crowson, Chuck McKinney, Anne Stewart.
    - ii. Absent: Mary Thornton
  - b. Guests: Margo Jones, Pat Townsend, Mary Ann Williams, August Alfonso, Juan Flores
3. Minutes:
  - i. August 8, 2003: The minutes of the specially called meeting of the Faculty Council on August 8, 2003 were presented. Mike Dunton made a motion to accept the minutes as presented and Joe Dudek gave a second. The motion passed with Ann Thorn abstaining.
  - ii. September 12, 2003: The minutes of the regular meeting of the Faculty Council were presented. Bob Long made a motion to accept the minutes as presented and Donna Hamil gave a second. The motion passed unanimously.
4. Intel LANDest Asset Manager: August Alfonso, Director of the College's IT department, presented to the Faculty Council a proposal to install on staff and faculty computers the LANDesk Asset Manager. The software would provide IT the ability to scan computers for a variety of reasons. IT could scan the computers from its location for viruses, locate them if found, and remove them. The software could also scan the computers as to the type of O/S systems in use as to being in compliance for licensing purposes. The software has been in use on campus in computer labs for the past year. Alfonso said there are approximately 3,500 computers on campus.

The intent of the software in scanning for viruses, etc., according to Alfonso, is to free up bandwidth and protect the College's resources. The faculty computers would not be hooked into the system in order to work on them by remote control, so that would eliminate someone looking at files on the computer. If something was discovered while running a scan, IT would send notification that work was necessary and IT would then come to the faculty member's office.

A concern was expressed that unauthorized personnel might have access to remotely controlled computers but Alfonso said such individuals would not have access to the remote control software. When a question was asked about email spam, Alfonso said the College receives approximately 100,000 emails daily and one-third of them is spam.
5. Proposed Fund Raising Policy: Pat Townsend, Director of the Del Mar College Foundation, explained a proposed policy on fundraising and gifts to the College. She said that the Foundation wanted to be sure to follow IRS rules when there were funds being raised from outside sources and to also recognize the donors. One of the primary reasons for the policy, said Townsend, was to avoid the duplication of campus groups in asking for money from donors. She said the policy was to not hamper or make it difficult to raise funds but to coordinate the efforts. It was pointed out that IRS rules require recognition of any gift of \$250 or more. When questioned about student organizations' efforts, Townsend said the requirement would be for the clubs to notify Student Activities and then Student Activities would in turn notify the Development Office of the efforts.

6. Reports:

a. Chair's Report:

i. Financial Concerns: Crisp told the Council that Stephen Ondrejas, Robert Bridwell, Ken Weatherbie, and a West Campus representative to be named were to serve on the Financial Concerns Committee with Ondrejas to be the chair. Crisp said the committee would need to be active this year in an effort to gain the faculty a pay raise.

ii. Ad Hoc Committees: Crisp said the ad hoc committees, i.e. Grievance, Load and Class Size, Release Time, and Free Speech, had begun to meet on the issues unique to each committee.

iii. Proposed Ad Hoc Council Committee: Crisp suggested that a committee be created to review the Council's Constitution, By-Laws, and House Keeping Rules to be sure all are in agreement. He noted that there were differences among the three and that the College's Policy Manual would also need to be reviewed for all to be in agreement..

iv. Gillis Memorial: The memorial plaque for James Gillis would be dedicated October 23, 2003 at 10 A.M. at the Barth Learning Resource Center. Crisp said various individuals would speak including acting College President Joe Alaniz.

v. VPLAA Search Committee: Crisp said there was an administrative effort taking place to get the search started for a Vice-President of Learning and Academic Affairs but for the moment there were mixed signals. He said Alaniz was in favor of the search and that the College's ISD Council indicated a willingness to start the search again.

vi. Presidential Search Committee: Crisp told the Council that he had contacted Board of Regents Chair Gabe Rivas about the committee that would conduct the search for the College's President. He said that he was told an advisory committee was to be named October 14<sup>th</sup>. Crisp said that because the Council had been involved in the two previous presidential searches that this should again be the case. Chris Adler of the Board is to be the committee's chair and Crisp said he was told the committee would be kept small. A few people were to be named from the campus and a few from the community. Crisp asked Rivas to allow the Faculty Council to be involved and that perhaps a called meeting would be necessary to have more input in the selection process.

b. TLC Committee: Stephen Ondrejas reported that the TLC Committee had approved several items. He said the committee recommended that the Teaching and Learning Center should be under the auspices of the Vice-President of Learning and Academic Affairs. Ondrejas said it was also discovered that the funding for the position of TLC Director had been eliminated during budget cutbacks earlier in the year so the committee moved that the position be restored and be permanent. Ondrejas noted that the TLC committee had looked at the awarding of faculty grants and only 10-percent had been given and so the committee approved a motion that the POD funds be fully restored. Ondrejas was also approved as the committee chair by the TLC Committee.

c. POD Committee: Ann Thorn told the Faculty Council that funds for development monies had been cut for all faculty and adjuncts. She reported that even though the POD Committee had approved requests, and that even letters of approval had gone out from the administration, 92-percent of the approved projects were not funded in the previous academic/fiscal year. Thorn stated that because a letter had been sent out she thought that was a type of contract with the faculty and that the funds should be awarded.

d. Early Retirement Ad Hoc Committee: Mike Dunton reported that discussion was taking place on the proposal that was presented in May by the chair of the Council of Chairs, Bruce Olson. He said there would have to be a discussion with the Financial Concerns Committee due to the various levels of funding for faculty.

e. Recruitment and Retention Committee: Anne Stewart reported that the Recruitment and Retention Committee had met and had discussed why there even should be any effort to recruit students when actions occur, such as during the summer sessions, in having numerous classes cancelled.

7. Old Business:

a. Intel LANDesk Asset Manager Software: Laura Parr moved that IT be allowed to move forward with the installation of the LANDesk Asset Manager Software. Donna Hamil gave a second. Discussion centered on the concern of the possible intrusiveness of the software if safeguards were not in place. Alfonso said a policy would be reviewed to be sure confidentiality would be protected but that the software would be installed as soon as possible if given approval. The motion passed unanimously except for Crisp abstaining. (As noted in previous minutes, Crisp will not vote as Council Chair except when necessary, such as in a tie)

b. Support Vote for Acting President Joe Alaniz: Chuck McKinney moved that the Faculty Council support the Board of Regents action of naming Joe Alaniz as Acting President of Del Mar College. Rita Orchard gave a second. During the discussion an opinion was voiced that we need to show support for the action because the Council had taken action during the summer to not support the previous president. Another opinion was voiced that it was not necessary to have a formal vote of approval for an action that had already taken place by the Board of Regents. It was then pointed out that it would be awkward for the Council if in a formal, recorded vote, someone voted to not support Alaniz, because then it would have a negative reflection. McKinney then said he would withdraw his motion.

c. Fundraising Policy: Some Council members wanted more time to review the policy that had been presented by Townsend and so Paul Bissell moved to table the policy until the next meeting of the Council. Thorn gave a second and the motion passed unanimously.

d. TLC Committee: Stephen Ondrejas moved that the report from the TLC Committee be approved by the Faculty Council. Bob Long gave a second. The motion to move the Teaching and Learning Center to be under the VPLAA was approved unanimously. Ondrejas moved that the director's position for the TLC be returned as a budgetary object code and Thorn gave a second. During discussion it was reported that when the College's budget was reviewed the position had been eliminated and that no one was admitting to the person(s) responsible for the action. The motion to have the position restored with funding was passed with all in favor except for McKinney abstaining.

e. POD Report: Thorn moved that all monies that had been removed from the Faculty Grant and POD accounts be restored. Hamil gave a second. Further discussion centered for a time on the letters that were reportedly sent as to an award having been made. It was noted, though, that the Vice-President of Finance had not signed off on the awards and so that was cited as a reason for not being held to making the awards when budget cuts were made in the early spring. Thorn pointed out that one of the highlights in the most recent SAC's accreditation of Del Mar College was the awarding of funds for development of faculty. The motion to restore the funds passed with Thorn, Hamil, Aipperspach, Moller, Stewart, Ondrejas, Welch, Long, Crowson, Orchard, Dunton, Potter, and Bissell in favor. Dudek, Parr, and McKinney were not in favor of the funds restoration for the previous fiscal year.

8. The regular October 2003 meeting of Faculty Council adjourned at 3:54 P.M.