



• A C A D E M I C • S E N A T E •
MINUTES

Thursday, February 12, 2015
2:00 – 3:45 p.m.
Room E-106

Present: Alicia Muñoz (President), Jesús Miranda (Vice President), Mary Asher-Fitzpatrick, Michael Aubrey, Lindy Brazil, Daniel Curtis, Raad Jerjis, Sarah Martin, Kristin McGregor, Angela Nesta, Kathryn Nette, Dave Raney, Donna Riley, Seth Slater, Asma Yassi, Joe Young

Absent: Ian Duckles, Courtney Hammond

Others: Mark Zacovic, Wei Zhou, Patricia Santana, Nicole Jones, Donna Hajj, Beth Viersen, Camille Jack, Mary Graham, Tammi Marshall

Recorder: Laci Diaz

The Senate minutes are recorded and published in summary form. Readers of these minutes must understand that recorded comments in these minutes do not represent the official position of the Academic Senate. The Academic Senate expresses its official positions only through votes noted under "Action." In accordance to the Ralph M. Brown Act guidelines, Senators voting "nay" or abstaining will be identified. All other present members will be assumed to have voted "aye."

CALL TO ORDER: Senate President, Alicia Munoz called the meeting to order at 2:11pm

I. **APPROVAL OF MINUTES** - January 29, 2015 approved as amended: M/S/A
(Nette/Curtis/ 2 abstentions: Colls, McGregor)

II. PRESIDENT'S REPORT

- A. **Announcements** – None
- B. **District & College Council Updates** – Mary Graham attended the DSPB&C meeting, as Alicia Munoz' proxy. Cuyamaca's budget shortfall was discussed at the meeting, and it was clear that further discussion is needed on this matter.
- C. **Accreditation Report** - The Commission finds that Cuyamaca has resolved 2013 recommendations, deficiencies and met standards. The Mid-Term report is due October 15, 2016.
- D. **Conversation with the College President** – Dr. Mark Zacovic, Cuyamaca College President, presented four handouts (See attached) on Cuyamaca's budget situation. Dr. Zacovic also discussed concerns that were brought up at the Chancellor's State-of-the-District address. To address these concerns two budget forums have been scheduled for Wednesday, February 18th at 2:00-3:00pm in I-207/208 and Friday, February 20th at 1:00-2:00pm in I-207/208.

III. Vice President's Report

- A. **SOC Committee Appointments** – Vice President Jesus Miranda reported that Joe D'Amato was appointed to OTLC (Online Teaching Learning Committee), and Raquel Jacobs-Almeida was appointed to SLOAC (Student Learning Outcomes & Assessment Committee).

- B. **Part Time Faculty Report** – Seth Slater, Part Time Senator At Large, informed the Senate that February 25th is National Action Adjunct Day.

IV. COMMITTEE REPORTS - None

VI. ACTION ITEMS

- A. **Revised Commencement Policy** – A motion to approve revisions to Cuyamaca College’s Commencement Policy was passed M/S (Jerjis/Martin) and approved. No abstentions.
- B. **The Role of Counseling Faculty and Delivery of Counseling Services in Community Colleges** –A motion to approve a resolution that speaks to the role of counseling faculty in the delivery of counseling services under the new mandates of SSSP was tabled.
- C. **Tutoring Advisory Committee** – A motion to approve proposed changes to the charge and composition of the Tutoring Advisory Committee was passed M/S (Curtis/Miranda) and approved with two abstentions: (Nette, Nesta)
- Tammi Marshall clarified that the committee composition calls for a “STEM representative” instead of a Math Faculty representative, and the representative will be a faculty member.
 - Motion to approve the amendment M/S (Nette/Curtis) was approved with no abstentions.
- D. **Student Services Technology Initiatives** – A motion to endorse the Counseling Department’s recommendation on proposed technology initiatives related to student services was passed M/S (Jerjis/Yassi).
- A question arose about what the budget impact would be for the following years for this new technology. Nicole Jones stated that she would gather more budget information and present it at a future meeting. She suggested this be tabled until then.
 - Motion to table the action item M/S (Colls/Curtis) was approved with no abstentions.

V. INFORMATION

- A. **Academic Senate Spring 2015 Elections** – Angela Nesta, Academic Senate Elections Coordinator, will provide an update on the upcoming Senate Elections.
- Angela Nesta presented a handout “Academic senate bylaws that pertain to senate elections,” **See attached.**
- B. **Student Equity Plan Task Force** –Nicole Jones, co-chair of the Student Equity Plan Task Force, reported that the Task Force met twice and reviewed the recommendations from the Senate. Nicole Jones presented the Senate with a handout. See attached.

VI. Announcements/Public Comments: Chancellor’s Forums

- Wednesday, February 18th at 2:00-3:00pm in I-207/208.
- Friday, February 20th at 1:00-2:00pm in I-207/208.

Alicia Muñoz, Academic Senate President, adjourned meeting at 4:02pm

Cuyamaca College
7 Year FTES Comparison

	Annual Report 08/09	Annual Report 09/10	Annual Report 10/11	Annual Report 11/12	Annual Report 12/13	Annual Report 13/14	Estimate 14/15
<i>Resident FTES</i>	6,484	6,399	6,136	5,297	5,218	5,609	5,550
<i>Non-resident FTES</i>	94	116	142	84	86	101	87
Total Resident & Non-Resident FTES	6,578	6,515	6,278	5,381	5,305	5,709	5,637

Cuyamaca College

2015/2016 Governor's Budget Proposal

California Community College Proposed Augmentations

	2015/2016 Proposed Budget		2014/2015 Approved Budget	
<u>On-Going Funds</u>				
Student Success & Support Program	\$100M	match TBD	\$199M	2:1 match
Student Equity	\$100M	match TBD	\$70M	no match
Increase base allocation funding	\$125M		\$0	
Increased Access/Growth	\$106.9M	2.00%	\$140.4M	2.75%
COLA	\$92.4M	1.58%	\$47.3M	0.85%
Fund CDCP Rate Equalization	\$49M		\$0	
<u>One-Time Funds</u>				
Career Technical Education	\$48M		\$50M	
Mandates (Including Maintenance & Instr. Equip.)	\$353.3M	no match	\$197.5M	no match
Proposition 39 - Energy Projects	\$39.6M		\$31.6M	
Retire Deferrals	\$94.5M		\$498M	

Adult Education - K-14

- The Governor proposes a \$500M Adult Education Block Grant to fund courses in elementary and secondary basic skills, citizenship, ESL, adults with disabilities, short-term CTE programs
- Course offerings linked to regional economic needs and pathways to in-demand jobs
- Will provide funds to regions with the greatest need for adult education
- Proposed funding is in addition to current offerings

Cuyamaca College

2015/2016 Governor's Budget Proposal

Cautions & Concerns

Proposition 30 is temporary

Sales tax increase terminates December 31, 2016
(approximately 21% of Prop 30 revenues)

Income tax increase terminates December 31, 2018

STRS & PERS Obligations

STRS - employer contributions will increase to 19.1% by July 1, 2020
Currently the rate is 8.88%

PERS - employer contributions will increase to 20.4% by July 1, 2020
Currently the rate is 11.77%

Deficits

Continued exposure to State shortfalls in property taxes and enrollment fees

**Cuyamaca College
Expenditure Projections
Unrestricted General Fund**

	2013-2014	2014-2015 Projections		
	Actual ExpenseS	Budget	Projected Expenses	Variance to Budget
ACADEMIC SALARIES	\$12,822,322	\$12,914,345	\$13,163,805	(\$249,460)
CLASSIFIED SALARIES	\$5,590,293	\$5,570,405	\$5,517,483	\$52,922
STAFF & RETIREES BENEFITS	\$5,489,299	\$5,856,370	\$5,856,370	\$0
SUPPLIES	\$294,085	\$164,296	\$211,537	(\$47,241)
RENTS, UTILITIES & OTHER OPERATING:				
51 Consultants & Contract Services	\$69,082	\$86,502	\$75,679	\$10,823
52 Travel and Mileage	105,434	55,187	38,306	16,881
53 Fees, Software, Memberships, Dues	75,946	72,261	65,761	6,500
54 Insurance	0	32,747	32,747	0
55 Utilities and Operations	939,667	445,999	887,296	(441,297)
56 Rents, Repairs & Maintenance	227,463	197,751	311,656	(113,905)
58 Advertising, Postage & Other Operating	38,680	51,520	27,802	23,718
Total Rents, Utilities, & Other Oper.	\$1,456,272	\$941,967	\$1,439,247	(\$497,280)
CAPITAL OUTLAY	\$19,979	\$28,299	\$6,292	\$22,007
TRANSFERS & STUDENT FINANCIAL AID	\$117,181	\$63,840	\$87,820	(\$23,980)
TOTAL EXPENDITURES	\$25,789,431	\$25,539,522	\$26,282,554	(\$743,032)

Cuyamaca College Commencement Policy

Commencement celebrates the accomplishments of students who have successfully completed all the requirements necessary for their degrees. Commencement ceremonies are held once a year at the end of the spring semester for students who graduated in Fall of the previous year, and candidates for Spring and Summer graduation.

To participate in Commencement, students must meet the following criteria:

Fall and Spring Graduates:

- Make sure all official transcripts (if applicable) from outside institutions you have previously attended are submitted to Admissions and Records.
- Check your graduation status with a counselor to ensure you meet all of your graduation requirements. Contact the Counseling Center to make an appointment, or use “Ask a Counselor” at <http://www.cuyamaca.edu/webcounselor/> to verify you meet all graduation requirements.
- Submit your application for graduation electronically to the Admissions and Records office by the published deadline.
- Students who miss the application deadline should see a counselor regarding participation in the commencement ceremony

Summer Graduates:

- Students who will be completing all degree requirements in summer must meet with a counselor regarding participation in the commencement ceremony.
- Submit your application for graduation electronically to the Admissions and Records office.

Eligibility to Participate in Commencement

Participating in Commencement does not indicate degree completion or a guarantee thereof. Only when all requirements are completed will a student’s degree be awarded.

Students who have *not* completed all degree requirements, or who *missed the application deadline*, will have their names excluded from the printed Commencement program. In addition, students will not be eligible for honors designation (honor cord) for the commencement ceremony. The student’s name will appear in the commencement program for the following year with honors designation, if applicable.

Procedure

The Admissions and Records Office will communicate with students who have applied for graduation the following:

- The student is approved to participate in the commencement ceremony
- If the student is not eligible for the degree/certificate (i.e. lacking course work), the student is referred to a counselor

Counselors will communicate to all eligible students the following:

- If a student misses the application deadline, but will complete all degree requirements, he/she may submit a petition to be granted a degree at the end of the spring semester. If approved, A & R will follow above protocol.
- If a student missed the application and petition deadlines, but will complete all degree requirements by the end of the Spring semester, the counselor will communicate with Student Affairs directly regarding participation in commencement ceremony.
- If the student will complete all degree requirements in summer, counselor will communicate directly with Student Affairs regarding participation in commencement ceremony.

Form Below will be available online

Cuyamaca College

Commencement Participation

Name: [Click here to enter text.](#)

ID #: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

I will meet the degree/certificate requirements for Spring Summer graduation.

I have completed the online application for graduation.

I understand that my name will not be printed in the Commencement program, nor will I be eligible for honors designation, (honor cord), for the Commencement ceremony.

I understand that participation in the Commencement ceremony does not guarantee graduation. I also understand that my degree will be awarded at the time that all degree requirements have been completed.

Student Signature/Date

Counselor Signature/Date

TUTORING CENTER ADVISORY COMMITTEE

Charge

Within the framework of the program regulations that govern tutoring, the committee will advise and make recommendations regarding tutoring services and tutor training to the Cuyamaca College Council. The committee also coordinates and communicates with Academic Senate and other college councils and committees as needed.

Meeting Schedule

Meet twice a semester. Meeting dates determined by committee members.

Co-Chairs

Faculty

Dean, Learning and Technology Resources

Composition

Tutoring Center Representative from General Tutoring

Tutoring Center Representative from STEM Center

One Classified Staff Member from the Writing Center

Four Faculty Representatives

- 1 Math Faculty Representative

- Writing Center Director (Faculty)

- 1 Student Services Faculty Representative

- 1 CTE Faculty Representative

One Current Student Representative

One Current Tutor Representative

Academic Senate Bylaws that pertain to Senate Elections
The revised sections were endorsed by the Senate in the 2014 spring semester.

Article II. Nomination and Election of Officers and Senators

Section 2.1 The **nomination** of officers and senators:

- A. During the first week in December, the president of the Academic Senate shall nominate an election coordinator approved by the Senate to supervise and direct the election of officers. The election coordinator will not be among those choosing to run for office.
- B. Nominations for officers will be received from the faculty during ~~the last two weeks in January~~ two weeks after spring census date. The election coordinator will verify nominations.
- C. The election coordinator shall make all other necessary arrangements for carrying out the nomination of officers.

Section 2.2 The **election** of officers:

- A. Officers shall be elected by secret ballot vote of the faculty ~~during the first week in February~~ within two weeks after the nominations end and will take office as directed in Article V of the Constitution. During the interim the new officers will familiarize themselves with the duties and responsibilities of the offices that they will assume.
- B. Officers will be elected by a simple majority of the votes cast. If for any office no candidate receives a majority, a run-off election between the two candidates receiving the most votes will be held, ~~during the first two days of the second week of February~~. If the faculty member elected to serve as the Part-Time Faculty Officer-at-Large is not re-hired, a special election will be held during the first two weeks of the semester.
- C. Special elections shall be held when necessary and shall be supervised by the election coordinator.

Section 2.3 The **election** of senators:

- A. Senators will be elected by secret ballot for one-year terms from their respective constituency subgroups by a simple majority of the votes cast. When voting for senate representatives, each constituent will cast one vote. Elections will be held in January with the appointment to begin the Monday after Commencement.
- B. The election of the part-time faculty senator will be conducted ~~during the first two weeks of the spring semester~~ after the election of senate officers in the spring semester. The senator is to be elected by a simple majority of votes cast by part-time faculty. If something occurs that prevents the elected part-time faculty to serve, then the Senate Officers Committee (SOC) will select a proxy to fill the vacant part-time senator position.
- C. The election process for senators will be conducted on an annual basis. Constituency subgroups finding it necessary to replace senators during the academic year may do so through a special election prior to the spring semester.
- D. In the event that a constituency subgroup fails to elect a senator or to send a representative to two consecutive Senate meetings, that constituency subgroup's senate seat may be declared vacant by the Senate Officers Committee, and the Senate president may appoint an at-large representative to fill the seat for the remainder of the academic year.