Present: Jamie Abbott, Kim Belliveau, Nancy A. Brown, Nancy K. Brown, Claudia Close, Louis Compogonis, Mario Garcia, Jeff Hickey, Bill Hill, Steve Hodges, Sue Holt, Jay Jackson, Helene Jara, Andre Neu, Kathy Niven, Dorothy Nunn, Rory O’Brien, Celia Rabinovitch, Dan Rothwell, Topsy Smalley, Christy Vogel

Absent: Terry Fetterman

Guests: Dale Attias, David Balogh, Claire Biancalana, Sesario Escoto, Jose Millan

Staff: Andria Bach

I. Call to Order and Introduction of New Senators
The meeting was convened at 3:06pm.

II. Minutes
Corrections: Page 3, Section B: Christy noted the misspelling of her name and that “Laura said that the Library faculty that we should defer the search process” should be changed to “Laura said that Library faculty had agreed that we should defer the search process.” She continued to clarify that her noted remarks were not just about the biology department, but that there is a specific reason they are in danger because departments will not continue to be efficient without faculty replacement.

Andre motioned to accept the minutes with the noted changes, Dan seconded. The motion carried unanimously.

III. Reports
A. President’s Report-Nancy A. Brown
Nancy passed out forms about FACCC membership. She then discussed the waiver on the 2003 fulltime faculty obligation number. She explained that the Governing Board has to pass a resolution requesting a waiver and that the request has a better chance of being granted if both the senate and the CCFT endorse it. The request will be sent to Sacramento. With the cooperation of the faculty organizations, the Chancellor’s approval is pretty much guaranteed. The other important Board item was the 02-03 reduction/discontinuance of services, which includes:

Discontinue:
1. Disabled Student Programs and Services (DSPS) - 4.0 positions
2. Children’s Center – 11.75 positions
3. DSPS Learning skills Program – 3.08 positions
4. DSPS Adaptive PE Program – 1.71 positions
5. DSPS Adaptive Computing – 1.0 positions
6. Stroke Center/DSPS – 6.3 FTE positions
7. Extended Opportunity Program & Services (EOPS) – 2.0 FTE positions
8. Re-entry Center – 1.0 position
9. Reduce counseling services – 5.39 FTE positions
10. Director MESA – 1.0 FTE position
11. Division Chair, Counseling – 1.0 FTE position
12. Dean, Student Development – 1.0 FTE position
13. Dean, Transfer Education – 1.0 FTE position
14. Director, Allied Health – 0.6 FTE position
15. Teaching & Learning Center positions – 1.4 FTE
16. Reduce Health Services nurses – 1.77 positions

Nancy reminded the Senate that this list does not indicate that all or any of these positions will be discontinued or reduced. It is before the Board merely to give the District flexibility if the cuts in categorical funding are of such magnitude that the funding for the services will be insufficient. DSPS, Stroke Center, and the Child Care Center sent people to plead their cases to the Board, but the Board voted for the resolution to discontinue services because they had no choice due to cuts in categorical funding. The possibility that displaced categorically funded faculty in the Counseling FSA would bump less senior faculty accounted for counseling positions on the list. These are just the requisite beginning steps. Deborah, Stephanie, and Nancy contacted the Board regarding the resolution. Stephanie and Nancy feel that the college cannot afford to backfill from the general fund. Nancy used the Biology department as an example to illustrate how she feels that actions are beginning to be taken that undermine the college’s ability to provide education. She noted that non-general fund sources for the Stroke Center and Children’s Center are drying up. Claire noted that there would not be as many notices given out in May as in February. They are asking departments for projections of a 45% cut, which will hopefully lead to fewer notices in May.

Claire also said that the buses going to Sacramento on the 17th are not yet full. She had sent out an email advising instructors what they may do to cover their classes. Claudia mentioned that many students were unaware of the buses. Nancy suggested giving Jeff a list of 60+ classes for the Student Senate to visit to discuss the March 17th event, adding that the Student Senate’s letter writing campaign every week is going well. Helene questioned the time frame given for the bus trip and expressed concern over whether faculty would be responsible for students. Jeff directed the question to Sesario, who acknowledged that two faculty members per bus were needed to supervise – including check-ins and head counts. He added that there would also be 2 student senators per bus to assist the faculty members. He reminded everyone that a release form was required to board the bus that check in was at 6:45am, and that the estimated return time was 8pm.

Claire also mentioned that after the Cybereg announcement about it not being available, a note would go up telling students to wait or use the telephone and that their registration was not complete. She assured the Senate that the College will be moving to a better system. Claire also informed the Senate that students who register for classes early next fall will not know what their fees will be, due to the fee hike.

B. SEIU Report- Helene Jara
Helene reported that while they were very sympathetic to cut programs, as a union they stand to lose more members across campus. This is a political and organizational process, and is not personal. She is proud of the unity that has been shown.

C. Student Senate Report – Jeff Hickey
Jeff reported that the Student Senate is making plans to keep the events of March 17th going; on April 3rd the executive director of FACCC is giving a presentation followed by a letter-writing workshop. Jeff and Sesario attended a similar workshop in January. The seminar will be given in both Aptos and Watsonville.
Jeff also attended the Board Meeting Nancy A. discussed. The Student Senate perspective is that the categorical programs are so important to Cabrillo that if the college doesn’t backfill them, they will lose many students for good. Jeff acknowledged that cuts have to happen somewhere, and that the Student Senate is going through the same process as Faculty Senate. The Student Senate representative to the board did not vote for categorical cuts.

**E. Treasury Report – Steve Hodges**

Steve reported that the Senate fund does have money.

**IV. Old Business**

**A. Curriculum Process – Claudia Close**

Claudia said the Senate needed to review and vote on the Nov. 20 minutes of the Curriculum Committee. The Senators already had these minutes emailed to them. The main point of interest was the discussion about how to express the eligibility requirement for many courses. The discussion was whether to use “have you completed English 100” or “Are you eligible for English 1A” Claudia discussed the differences in these statements and asked that they forward any ideas. Nancy K. motioned to accept the minutes, and Steve seconded. The motion passed unanimously.

Claudia then brought up the problem that the curriculum committee must approve their minutes before Claudia can bring them to the Senate. This means the committee needs to add two extra meetings to their schedule to be timely, which has already been done. The problem is that the final Curriculum meeting is on May 21st, which is after the last scheduled Faculty Senate meeting (May 6th). Nancy A. agreed to schedule a meeting for the Senate at 2pm on May 27th to remedy this problem. The Senate discussed not having the complete Curriculum minutes presented, but instead Claudia or Dale presenting a Fiesta Summary. Rory motioned to accept the curriculum chair’s certification of Dale’s report. Sue seconded. Dave clarified that this is a change for next semester only, and that this semester will finish out as planned. The motion carried.

**V. New Business**

**A. Field Trip - Sesario Escoto, Dean, Student Services**

Sesario said he had noticed that a release of liability form did not exist for field trips. While some procedures are in place, there is no system for collecting and recording emergency information or liability release. The objectives of this proposal are on the memo from Sesario to the Faculty Senate (copies handed out during this presentation). The idea is that students need to be told specifically what behavior is expected. This is intended especially for overnight trips because he doesn’t want students to be able to say, “I didn’t know”. In the packet handed out to the Senate were the proposed field trip forms. Dave Rowan, B. Hersch, and Dale Murray assisted Sesario in the creation of the forms. Sesario came to ask the Senate for input before they were approved and formalized. He hoped to use these forms on the buses to Sacramento. Kim asked if these forms would be required for each athletic event for traveling athletes and Sesario said they could fill out one and reference the frequency and dates of the events. Kim then asked about minors living on their own and emancipated minors, in reference to the required guardian signature for students under the age of 18. Sesario said he would research and report back on that. He also noted that Admin Council would discuss the forms and come up with exceptions. Bill asked if the form was legal in California and Sesario responded that the form and language have been reviewed and were legal in the state. Dave suggested that the last name have a space for the student to initial next to their name and that a space for the signature of the
instructor also be included. Sesario noted this and said that any other suggestions could be emailed to him.

VI. Action
A. BP and AR 5040 – José Millan, Assistant Director, Human Resources
José passed out copies of an addendum with timeline for filing formal harassment complaints. The BPAR has been revised since the Instructional Council meeting. The time constraints are explained on the addendum. After 90 days, there is no more informal resolution, but the complainant can appeal to the governing board and the Chancellor’s Office (within a 15 day window) and then there is a 45-day period for the chancellor to review it. Bill asked what the major changes were and José responded that academic freedom language was in the model plan by the Chancellor’s Office, and the suggestion to insert language from the CCFT contract will be used instead. There is an expanded section on definitions (pp 5-6). On page 6, subsection 9 has been amended to include the distribution of sexual materials. Also, in subsection 3 the responsible district officer language will be changed to allow flexibility of the appointment of José or another official. On page 7, a sexual harassment training program is made available to all students at least once annually. In reference to a question from Andre, José realized that the Senate did not have the most up to date copies; he will get one to Nancy for distribution to senators. José noted that the BPAR only deals with faculty and staff complaints, though there is one section pertaining to students. Dave suggested that days be changed to working days from notification on the timeline. José also noted that this policy is intended to be short and succinct. Nancy A. suggested delaying action on this issue until José provides the Senate with the most up to date version. José will send the most recent version to Nancy, who will forward it to Senate members and have hard copies available for review.

B. Watsonville Master Plan
Nancy A. noted that as Jing was not present, the Senate would have to defer this issue. Andre asked about the plan. Nancy A. said a committee had gotten together to create a Watsonville Center master plan, and that the plan was complete. However, the presentation to the Senate would be tabled until next time.

VII. Reports Continued
Nancy A. brought up the email from Julie, requesting a senate resolution, which had been sent to the senators. There are two issues: 1) realignment - the money that comes from the state for childcare and 2) the property tax bailout money designated for child care. Nancy K. explained that the proposal is to send services to county rather than keep at the state level. The county will then generate the funds to help the programs. The governor is freezing contract renewals, so they are not able to get any money. Nancy B. explained that Julie wants the Senate to oppose realignment, and asked for suggestions on what actions to take. Steve moved to approve the resolution and have Nancy A. do the appropriate actions. Andre seconded the motion. Rory noted that this is merely a protest vote and that whether to favor it as an individual voter is more important than as a Senate. Dave pointed out that it was not written in the form of a resolution, and that while the Senate might approve of it in principle, it needs to be written in the form of a resolution. Nancy A. volunteered to revise it and asked the Senate to vote on a resolution based on de Anza resolution because Julie wanted the issue addressed as soon as possible. Dave asked if the Senate could vote to take this as a resolution by Nancy A at the next Area B meeting. The vote passed unanimously.

VIII. Agenda Building
There were no further agenda items.
IX. **Items From the Floor**  
There were no items from the floor.

X. **Adjournment**  
Andre motioned to adjourn and Sue seconded. The meeting adjourned at 5:02 pm.