Cabrillo College Faculty Senate
Tuesday, May 25, 2010
3:05 PM – 5:10 PM
Sesnon House

In Attendance: Eva Acosta, Marcy Alancraig, Dave Balough, Joseph Carter, Rick Fillman, Jean Gallagher-Heil, John Govsky, Steve Hodges, Calais Ingel, Renee Kilmer, Michael Mangin, Lenny Norton, Beth Regardz, Dave Reynolds, Dan Rothwell, Andrienne Saxton, Letitia Scott-Curtis, Deborah Shulman, Topsy Smalley, Kayleb Spencer, Alex Taurke, Sylvia Winder.

Note Taker: Diana Fleming


1.0 Call to Order
   1.1 The meeting was called to order at 3:05 PM.

2.0 Minutes
   2.1 May 11, 2010 meeting minutes reviewed. The Senate moved, seconded and approved the minutes of the May 11, 2010 meeting.

3.0 Reports
   3.1 President (Steve Hodges) advised he will be available this summer by email should anyone need to contact him.
   3.2 Vice President (Letitia Scott-Curtis) – No report.
   3.3 Secretary (John Govsky) – No report
   3.4 Treasurer (Dave Reynolds)
      3.4.1 Motion to confirm Lenny Norton as new Treasurer. Motion seconded and approved.
      3.4.2 Motion to extend Lenny Norton's term as Treasurer to include the remainder of this academic calendar year and all of the 2010-11 academic calendar year. Motion seconded and approved.
      3.4.3 Motion to remove Dave Reynolds from the list of authorized check
signers from the Cabrillo College Faculty Senate's Bay Federal Credit Union account. Motion seconded and approved.

3.4.4 Motion to add Lenny Norton to the list of authorized check signers to the Cabrillo College Faculty Senate's Bay Federal Credit Union account. Motion seconded and approved.

3.4.5 Motion to retain Steve Hodges and Letitia Scott-Curtis on the list of authorized check signers from the Cabrillo College Faculty Senate's Bay Federal Credit Union account. Motion seconded and approved.

3.4.6 Dave Reynolds reports funds are sufficient in the account and additional funds are anticipated.
3.4.7 The senate thanked Dave for his service.

3.5 CCFT Liaison (John Govsky) – CCFT election deadline is 4:00PM Friday 28 May. Some of the positions are contested so be sure to vote.

3.6 CCEU (Rick Fillman) – CCEU is evaluating job descriptions vis a vis job announcements and how discrepancies between these affect lateral transfers.

3.7 Watsonville (Eva Acosta)

3.7.1 Watsonville representative Eva Acosta reported a brilliant start with high school student fall semester registrations. "Express counseling" (10 minutes) was available for students, many students need longer counseling. Students could file at 5AM, were already attempting to register by 4:30 AM which created some issues. Early registration recorded over 1500 registrations on line.

3.7.2 Watsonville Center conducted a Student Survey. Some of the results from the survey included the following: 70% of those responding said they feel comfortable on campus, 38% registered on line for the Fall semester, 100% of those who responded to the survey report they receive the BOG waiver, 73% use the Learning Center, 88.9% go to the Computer Lab, 22% used Web Advisor (Web Advisor is not available in Spanish), and 66% have internet access at home.

3.7.3 Eva Acosta conveyed special appreciation for the Puente Class who helped with fall class registrations.

3.8 ASCC (Kayleb Spencer)
3.8.1 The Student Senate has allocated $3000 for student subscriptions for the Watsonville Center.

3.8.2 The Student Senate has allocated $800 for gyro (white board) markers for teachers.

3.8.3 A Student Activities Information kiosk is now in operation on the Watsonville campus and one will be installed on the Scotts Valley campus.

3.8.4 The Student Senate has allocated $7000 for two televisions for installation in the cafeteria. These will air news and government session programs.

3.8.5 The Student Senate has allocated $3000 for plants and $7000 for new furniture for the cafeteria.

3.8.6 The Student Senate donated $200 to the Cabrillo Nursing Alumni Association.

3.8.7 The Student Senate donated $1000 for student travel to visit southern California college campuses.

3.8.8 The Student Senate donated $500 for a new campus Archery Club.

3.8.9 The Student Senate allocated $15,000 to help furnish the new Health and Wellness Center.

3.8.10 Plans to create a Student Cafe were canceled due to permit process problems.

3.9 SLO Assessment Coordinator (Marcy Alan Craig) reported on the SLO ARC and distributed a status of departmental assessment reports.

3.10 VPI (Renee Kilmer)

3.10.1 Renee Kilmer updated progress on replacement of the Medical Assistant Department Dean. Interview of applicants will be held over the Memorial Day weekend.

3.10.2 Hiring of a Math Instructor on a one-year temporary contract (replacing Dave Reynolds) has been approved.
3.10.3 The CCCT will be holding a celebration of the 100th Anniversary of California's Community Colleges in Sacramento (Radisson Hotel) on June 18 from 6:00-9:00 PM. Cabrillo College's Music Department has been selected to perform at the celebration.

3.10.4 Cabrillo will be applying for a new Title 5 funding, for stem subjects (science, technology and engineering). The funds are approximately $2- to $3 million and are for a 2- to 3-year period.

3.10.5 Renovation of the 300 building is underway. Renovation of the 300 building should be completed by the start of the fall semester. Digital Bridge facilities will be moving to the 200 building. Public Safety (EMT) is moving into the former nursing labs. Title 5 Offices will be moving to the 600 building. The Bike Coop is moving to a larger space under the 900 building. The Cisco Lab will move to 1401, next to the CTC (where digital music was formerly located.)

3.11 Brad Krein, Academic Council, reports ECE 54 now has CSU and UC accreditation. Repeatability of courses, particularly Math, reviewed and increased.

4.0 Unfinished or Ongoing Business

4.1 Add Periods - The Senate discussed implementation of resolutions concerning revision of Add Periods. The fall catalog shows an Add Period of one week. The Add Period has remained two weeks. The two-week period is shown correctly on line but is printed in the catalog as a one-week add period. It is not possible to amend the printed catalog.

4.2 Learning Centers - Renee Kilmer gave some background information on evaluations of the Learning Centers. The Learning Centers were asked to conduct surveys and to consider possible efficiencies (staffing levels, hours of service, who they are helping.) The Learning Center surveys are being analyzed as part of the budget discussions for next year. Two groupings of Learning Centers are (1) the collection of Learning Centers located on the second floor of the library (e.g. Math, Writing, English ESL, Reading) and (2) the Computer Technology Center.

4.2.1 Representatives of the Learning Centers in the library reported.

4.2.1.1 Jim Weckler, BELA Div. Dean, talked about new software that is going to replace "Time Keeper." It is anticipated the new software, which interfaces with datatel, will provide a direct link between services we offer students and student success. The company that managed “Time Keeper” for
Cabrillo was increasing their annual fee from $500 a year to $800 a year. Ed Brunhut has created the new software that will replace “Time Keeper” and eliminate the annual fees completely.

4.2.1.2 Joseph Carter speaking for the Writing Center mentioned the Writing Center does not just help English department students, it helps students with any writing assignment.

4.2.1.3 Wanda Garner, NAS Dean reported they are asking directors to look at their operations and provide hourly usage information.

4.2.1.4 Jim Weckler reported they have looked at what to do differently if they have to. The Labs only purpose is helping students succeed. If the Learning Centers do not provide this help, the responsibility for this falls onto the instructors. The Learning Centers are providing “a lot of bang for the buck.”

4.2.2 The Computer Technology Center reported.

4.2.2.1 Barbara Durland, CTC Coordinator, reported on the Computer Center. The Aptos CTC has over 100 computers, both PC’s and Mac’s. The computers have all applications in course use and is open 7 days a week. The CTC is a drop in center and have Teaching Assistants available for students to support classes. So far this semester we’ve had more than 19,500 log in’s and have served more than 2300 students. The CTC conducted a survey on line for two weeks. Approximately 500 survey responses were received. The survey’s comments section overwhelmingly gave the CTC glowing appraisals and affirmed how important the CTC resource was to their scholastic success. In response to Sunday operating hours, one out of three students said don't cut Sunday hours. While the CTC has fewer students using the lab on the weekends, the students that do use the lab on the weekends are a special subset, where jobs and child care issues limit their access to the lab during the week. If hours are to be cut, we are looking at cutting back one hour in the evenings.
4.3 End of Term/Retirement Party:

4.3.1 Letitia Scott Curtis reported on planning progress. A flyer for the party will be sent out to staff. Special invitations and certificates will be given to retirees. Catering meetings are going well and should include cuisine to address specific dietary preferences. Jean Gallagher-Heil is taking care of flowers. Beth Regardz will be making the poster. Glasses for beer will be purchased and donated after the party to the Culinary Department for use in the restaurant. Please ask your colleagues to attend the party and the graduation ceremony.

4.3.2 Rick Fillman noted the CCEU wants to thank the Staff too and made a $2000 contribution to the party.

5.0 New Business

5.1 The Senate tabled discussion of a proposal to change the procedure of allowing K-8 students to concurrently enroll at Cabrillo and a proposal to limit high school student participation to those in their junior or senior years.

6.0 Open Forum and Agenda Building

6.1 No new items.

7.0 Adjourn

7.1 The meeting was adjourned at 5:10 PM.