Call to Order

President 1 min
Set Quorum
Introductions
In attendance: Leigh Anne Shaw, Stephen Fredericks, Melissa Michelitsch, Nick Kapp, Kate Williams Browne, Michael Moynihan, Arthur Takayama, Alice Erskine, Tiffany Schmierer, Steve Aurilio, Liza Erpelo, Jesse Raskin, Serena Santos, Bernadette Lewin, Tony Jackson, Ariel Smith (intern working with Nate Nevado), Chip Chandler, Jude Navari, Gary Nicol
Select Timekeeper: KWB

Adoption of the Agenda

President 1 min
M: KWB / S: / SA U
Action

Approval of the May 11, 2012 Minutes

President 1 min
M: AT / S: / Erskine Add Tiffany to roll. U
Action

Public Comment

President 5 min
3 minutes will be allowed per speaker.
Information

MM: This year it would be nice to see AS talk about hiring procedures as the Biology department has failed hire someone for an open position for the second time. Recommending bringing up topic further in the future.

LA: Merits further discussion. Nick and Melissa will prep something for the next meeting.

Agenda Item

New Senate Business

President 5 min
Introduction of 2012 Senate
- room change: will be in 6-203 in future
- proposed agenda order changes (officers’ reports and standing committees at top)
  - NK: wants draft minutes to be available sooner.
  - LAS: Draft minutes will be added to web page
  - AT: can we send out officers’ reports in advance?
- office hours
  - LAS will host Academic Senate office hours in room 8215 on Fridays from 8:30-11am and also by appointment. Please share with faculty
- attendance
  - Last year we were not able to act on some items due to lack of quorum. Please plan to attend or secure a replacement.
  - TS: Consider having divisions vote in an alternate.
  - NK: Consider reducing quorum number because some people occupy more than one position, so 50% of positions + 1 is a greater % of total number or officers/representatives.
- institutes/plenaries/events

FTEF ranking

President 1 min
In January, 2012, the Senate approved the following FTEF ranking by the FTEF Allocation Committee:

<table>
<thead>
<tr>
<th>Priority</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Paralegal</td>
</tr>
<tr>
<td>2</td>
<td>English</td>
</tr>
<tr>
<td>3</td>
<td>Early Childhood Education</td>
</tr>
</tbody>
</table>
The first 5 positions and 2 non-rank positions were initially approved at the end of Spring 2012. In reviewing the budget, the CBC was able to recommend additional hires that allowed positions 6 & 7 to be added to the list, and this was approved by the president.

Approval of Cosmetology Faculty Screening Committee

President 1 min

Approval of faculty to serve on the Cosmetology Faculty Screening Committee:

- Don Carlson
- Laurie Biagi
- Regina Pelayo
- Christine Roumbanis
- Nancy Lam

NK: The future discussion on hiring committees should include a discussion of the composition of committees.

M: CC/S: MiMo / In favor: all but NK. Opposed: NK. Motion passes.

Approval of Accreditation Co-Chair

President 1 min

Fermin Irigoyen will be stepping down as Accreditation co-chair. Christine Roumbanis has been asked to step in.

M: CC/S: AT U

Approval of Dean of Counseling Services Screening Committee

President 1 min

Approval of faculty to serve on the Dean of Counseling Services Screening Committee:

- Nate Nevado, Counselor
- Virginia Padron, Counselor (Career)
- Jacque Escobar, Counselor (Transfer)
- Jeff Acidera, Counselor (EOPS)
- Judy Lariviere, Assistant Computer Technician Specialist (DSPS)

Remaining committee (non-faculty):

- Joe Morello, Dean of Kinesiology/Athletics/Dance (Chair)
- John Mosby, Dean of Enrollment Services
- Linda Allen, Staff Assistant (DSPS)
- Goldie Lee, Program Services Coordinator (Counseling)

The hiring managers will be Dr. Joi Blake and Dr. Regina Stanback-Stroud.

Michael Moynihan: This is a huge committee. Is it unusual?

NK: There is no one from non-counseling instruction, but there are already a lot of people on it, so he’s OK with it.

CC: There is good representation from the broad range of counseling services.

M: CC/S: AE / U

Focus for Fall 2012

President 10 min

1. Transparency/dissemination of information and minutes campus-wide
   - Sharepoint is only accessible with an invite, so the campus community can’t see what’s going on w/ committees who use Sharepoint for documents/minutes.
   - NK: New hire, Liz Gaudet, can help putting info onto the webpage.
   - LAS: We’ve switched back to OmniUpdate for updating webpages. It’s very simple to use.
   - NK: Improve “real time” updating of info on committee pages.
   - TS: Put it on division bulletin boards. Melissa M seconds recommendation.
   - KWB: Suggests agenda item so division reps can share what’s going on in their dept. Esp. where 75% of faculty is part time.
   - NK: How do we change culture to get people to check in.
   - Jesse: Twitter feed would be a good way to let people know new info is up.

Information
2. Discussion of updates to Constitution and By-Laws and timeline for work.
   - They’re on the website. Volunteers will be needed to make updates.
3. Training/orientation, handbook
   - We’re waiting for new faculty handbook to come out. The new hires stated that they had received a handbook during orientation
   - NK: it would be nice to see and approve the handbook before new faculty get it.
   - Melissa M: The faculty who wrote/revised it did get a copy.
   - CC: Skyline has more faculty involvement in orientation than other schools.
   - LAS: We are getting 9 hires which is good in the current climate.
   - CC: We’re the only school in the CCC system that got a pay increase this year.
   - NK: We need roughly 5 hires per year to keep up.
4. Meeting with new VPI: Hopefully will occur during first regular meeting.
5. Discussions of our Basic Aid status
   - Basic aid = we are wholly supported by the county rather than by getting a certain amount of $ per student enrolled.
   - LA: This demonstrates commitment and caring from our community. We should have someone discuss what this means for us in the future though.
   - NK: Caution regarding “student enrollment management” as we don’t get more money for increasing our enrollment... Nick wants to continue to continue to try to serve as many students as possible even though we have more $ per student if enrollment is lower.

Other information to cover:
- Hiring committees
- MM: IRB
- KWB: How do monies come in via grants?
- NK: Work:access, How we interact. How do we make things easier and more effective rather than just being more admin. Work.
- SA: Are we going forward with +/- grading?
- Information forums are not always accessible to instructional faculty due to class time conflicts.
- Jude: Are reports that recycling isn’t really happening substantiated.
- CC: PR officer should send out info on campus meetings earlier.
- NK: Classified and student rep attendance important.
- LAS: It would be nice to send someone to Classified Council too.

Accreditation timeline and related information

President 10 min Update on Accreditation timeline and recent developments.
Donna Bestock is putting together info to send to campus. 1st draft is due on Sept. 14th. We will review the drafts of other groups’ standards. Recommendation will come from that draft.

Officers’ Reports

President/Vice President NR
College Council
College Budget Committee
District Academic Senate/District Shared Governance
Treasurer: Has autodebit form for dues. Tiffany has the list of autodebit.
Research: Work to convert to an IRB will be proceeding with David Ulate as Rob Johnstone is away this year. We will vote to take it to college council at our next Academic Senate meeting.
Curriculum Committee:
- NK: program review list and training coming out soon. Curricunet should eliminate paperwork entirely. Transfer degrees are being implemented in Kinesiology, Math, and Psychology. We will try to have as many of these degrees as possible.
- Be aware of course outline of record and make sure that it’s shared with part time faculty.

Educational Policy: SA: 3rd Tues from 2-3 in 6205. Faculty handbook is in its final stages.

Professional Personnel: Started conversations with Shari Prasad to accelerate monies to grant recipients.

| Standing Committees | 10 min | ASSC: no rep. yet  
AFT: vote!  
Classified Council: no report  
District Strategic Planning Committee: no report  
SEEED/EEOAC: no report | Information |
|---------------------|--------|------------------|

<table>
<thead>
<tr>
<th>Announcements &amp; Future Agenda Items</th>
<th>All</th>
<th>2 min</th>
<th>Next meeting September 14, 2012 at 1:10 room 6-6203</th>
<th>Information</th>
</tr>
</thead>
</table>

| Adjourn | | | M: AT /S: SA / U 12:09 | Action |