

Academic Senate Minutes  
May 21, 2012

Meeting Called to Order 2:04 p.m.

Members present: Dolores Davison (President), Carolyn Holcroft (Vice-President/CCC Chair), Robert Cormia (Secretary/Treasurer), Katherine Schaefer (Adjunct Faculty), Teresa Ong (ADL), Eta Lin (BSS), Sam Connell (BSS), Tobias Nava (CNSL), Bruce McLeod (FA), Kate Jordahl (FA), Pam Wilkes (LRC), Don MacNeil (PE), Patrick Morriss (PSME), Debbie Lee (PSME), Kimberlee Messina (Cabinet Liaison), Darya Gilani (Classified Liaison), Meredith Heiser (FA Liaison), Shane Courtney (ASFC president)

Members Absent: Lety Serna (CNSL), Scott Lankford (LA), Katy Ripp (PE), Kathy DePaolo (BHS),

Guests: Judy Miner

Agenda was approved by consensus

Announcements: The senate election for president was completed this morning after running one full week, however there are no results yet. Katherine Schaefer has set up a Google Group for part-time faculty (by invitation only). Group is called Foothill College Adjunct Faculty; Katherine can send an invite to an email address. <http://groups.google.com/group/foothill-college-adjunct-community>

Approval of Minutes from April 30<sup>th</sup> and May 14<sup>th</sup> by consensus with minor changes as noted.

Consent Calendar: Approved with amendments as follow:

Item 1: President Miner came to speak about the District budget as a follow up from the Town Hall meeting last Thursday Judy will have a full document to share with PaRC next week, and she expects to get more direction from Chancellor's cabinet. The District budget deficit will increase as a result of the enrollment decline, and lower than expected State tax revenues. Cuts in our budget will have to come from the non-instructional side of the house. We need to be concerned about the requirement that at least 50% of our funding goes to instructional activities. We have taken workload reductions, and been careful with classified positions, but that might put us on the wrong side of the (50% instructional) equation. There will be additional personnel cuts and B budget reductions. B budgets are being treated as its own source of reductions. Reassigned time will also be looked at carefully. The hardest part will be the personnel reductions in classified staff, and the likely impact to counseling. This time we have to look at reductions in counseling, including contract length (10 months) and combined with elimination of classified and managers, a total of \$5.1 million will be cut. We also want to have some new instructional faculty for fall 2013, and being on the right side of FON. Recently an additional

faculty librarian ~~will also be~~ has been hired and the position will not be cut. We will seek grant funding to help protect counseling positions. President Miner assured the faculty that there would not be cuts from the library faculty. Four counseling positions at De Anza are targeted for termination and this will affect bumping rights of counselors at both colleges. Given the recent hires in counseling, and the possibility that De Anza will cut counselors, it is unlikely that we would go forward with a counseling hire this year. Foothill will talk with De Anza on June 11<sup>th</sup> and get their thoughts and ideas about budget reductions, and additionally VPs from both campuses will meet over summer. We may initiate a shorter contract year for the counselors and 'cost that out' of expenses.

President Miner wants to go with a \$ target, so that we as an organization can 'adjust' to it. We have a Board meeting on June 4<sup>th</sup> and have a PaRC meeting on June 6<sup>th</sup> where we're asking IP&B/PaRC for advice regarding possible cuts for a June 30<sup>th</sup> submittal of a plan for reductions. On June 20<sup>th</sup>, the last PaRC meeting of the year, President Miner will be bringing the \$ amount that needs to come out of classified staff, and reductions in faculty from reassigned time, bumping from Central Services and De Anza, and B-budget and one-time monies reductions. There could also be B budget and part-time monies reduced. In late June we will not have had time to talk to individuals. The real decision point is the November election, but we need a plan now. Judy Miner and Brian Murphy both have said 'they need more time', but the District Office needs to have some number, in dollars, to work with right now. We will "not leave any idea not looked at". PaRC Meetings will be held on July 18<sup>th</sup> and August 15<sup>th</sup> to help people understand what is known. By then we might know of recouping of any positions (through revenues) from the summer session. There may be other opportunities to add more class (sections) in the fall. August 15<sup>th</sup> is set for the second informational PaRC meeting.

The next joint (PaRC/IP&B) meeting will be October 8<sup>th</sup> for the Foothill and De Anza cabinets. October 10<sup>th</sup> and October 17<sup>th</sup> are proposed PaRC meetings at Foothill. Planned reductions will require more detail. By October 17<sup>th</sup> we have to know (absolutely) what we need to do in counseling and the ratification of the reduction plan. The chancellor will want the layoff list on October 17<sup>th</sup> to prepare for conversations with employees. There will be a Chancellor cabinet meeting on October 23<sup>rd</sup>. The chancellor will want the layoff list on October 23<sup>rd</sup> to prepare for conversations with employees. The General Election is November 6<sup>th</sup>, so on November 7<sup>th</sup> we will know if the tax package has passed, as well as any challenges to the tax package. If the Munger initiative polls passes, it will be much worse for us. On December 3<sup>rd</sup> there will be a Board meeting to discuss layoff notices for classified staff and faculty. Classified layoffs will be implemented March 1<sup>st</sup>; managers and any full time faculty layoffs would occur July 1<sup>st</sup>, 2013.

A senator asked for a timeline for the cuts. Comment was made that it can be difficult to plan for a coming year with people's jobs in limbo. How do departments determine a 'Plan B'? It could be hard for people to act before they know whether or not they will get funding for positions. There will be feedback from PaRC on 6 June. Judy will be acting on the issue of reassigned time. That information will help faculty make decisions in fall, and no rearranging of schedules the week before school begins. Judy wants to hold onto 50% of everyone's B budget in the meantime. Telling people right at the beginning of June about budgets and proposed cuts

could be too early; need OPC and PaRC input, and VPs also need time to weigh in, so it is likely that these decisions will be made at the 20 June PaRC meeting.

A question was asked about the total size of the B budget, which for the year is about \$3M. We're only allocating \$1.5M to start with (holding 50%), but all areas have carry-over dollars to work with. This is the time to really reflect on expenditures for B budget. ETUDES was mentioned as a case where funding isn't certain, but in the past we could 'juggle' and use one-time dollars. Now we can't use those 'one-time dollars' to juggle. We had up to \$6M in one-time monies in 2007. In 2009 the State took away 40% of our categorical funding and we had to absorb an \$800K loss. We can only absorb those hits so much. We used to have \$1M involved in float. Now we have also used up all of our vacancies to 'soak up' budget reductions of \$4M.

We have actually purchased FTES from public safety programs etc, and recently purchased 36 FTES through such a process. We'll be doing some distance education for Hawthorne School District in southern California, and offering music technology courses for students in the Philippines. We are actively pursuing have initiatives that are over and above our target for budget reductions. Each FTES is \$5K. If we can grab 10 FTES that saves \$50K. We started the year with more FTES, but we have a new budget to work with now.

A question was asked about how the budget deficit affects part-time faculty. The FON (Faculty Obligation Number) only references full time faculty, but the 50% law impacts part time as well as full time faculty. Taking faculty out of the classroom for reassigned time and backfilling with P/T faculty hits B budget, does cost us something. \$3M is just the total B budget.

A question was asked about growth mode, in the case of F2012 => W2013 and S2013, and have more access points (to students) and able to work on our productivity. As other colleges around us downsize, there could be opportunities, so we'll be a 'big summer' and 'big fall' (enrollment), so if we enroll over-cap (summer and fall), we have time to 'readjust' in winter and spring and get it right. We are also trying to figure out how we can work with De Anza to maximize opportunities. A question was asked: "how close are we to making that number" (early summer)? Currently our early summer session enrollment is 243 FTES. De Anza is holding steady in student enrollment, but DA counselors are sending students over to Foothill.

There are two management positions still open. For the dean of adaptive learning, we took that FTE and made it less expensive, and the dean is now a director. The other is contract education position that had been a director position (in fund 15) and there is now an open search for a new position focused on developing business and partnerships, Director of Business and Education Partnerships. Not statewide grants that require management, but now focused on grants that actually bring in real dollars. We have the Workforce director Bruce Whistler hired through a grant, and little overhead for that position. Other discussions are how we might also work with Middlefield campus to bring in more students.

Judy mentioned the Center for the study of innovation productivity => Penn State, University of Chicago. Foothill has been welcomed into a larger grant. Judy is the co-PI on the grant with a

responsibility to diversity. We will continue to go to individual foundations for funding, and we are working on that all the time. Judy will be on the Board of Chamber of Commerce in Mountain View. Other ideas are public-private relationships and activities. A question was asked about how we go about doing this. There are facilities rentals for various parts of the campus, such as Smithwick, and we are going to rent ceramics studio and photography to Los Altos Hills. Judy is also looking at a Board proposal to look at rates for facilities rentals. We are partnering with Los Altos Hills and lifelong learning activities. It is a part of our strategy. Many ideas have been suggested to both reduce costs and increase revenue. We all need to have our entrepreneurial hats on.

There was a comment about the impact of budget reductions and Student Success Taskforce Recommendations (SST), and a comment that we have to be doing more for students, but how do we do that with budget cuts ongoing? In the 1980s we did have one time funds through the differential fee, and then through a variety of other initiatives. We talked about this with Partnerships for Excellence. Somehow we are not thinking smart enough (message from Sacramento) but we have been cut into our core. It is now a fantasy to do more (or anything) with the funds we have, we have already given up so much. We need to do more transfer degrees, but a comment that these (SST) have to be done, which is even more work, but now there is less money.

There was a question of when will legislators from Sacramento back off on the pressure of having to do all these recommendations (e.g., career path, orientation classes, more counselors, increase transfer rates and AA degrees) in this dire budget situation. Another question asked about IP&Bs role in decisions, answers are to show leadership in what the priorities are for the budget. There could be nuances in understanding the priorities, and IP&B is another lens to have discussion around priorities. Because of the timeline for budget cuts, there is no time for thoughtful discussion; this is our third set of budget targets in five months. We were still losing FTES, but are cleaning things up. For instance, we had enrollments in the past assigned to TBA hours that we can no longer book. Given the huge needs for college educated students (targets) need to be able to help out in high schools. A question was asked "is this the storm that is coming up"? We are preparing for the budget downturn in 2012-13, but the state still could be 'recovering' through 2015-16. We just need to get through the next couple of years with the cuts that we have made, and will occur next year. There is an issue about some smaller colleges being able to stay open. Some colleges have been at ground zero of economic devastation, and living off 'lifelong learning or PE repeatability'. They may not be fiscally solvent enough to continue service.

As a system we have grown in the total number of colleges, and now there is less money to go around to a fixed number of institutions. There is also some discussion of consolidation of K12. There was an idea of whether a consolidation of West Valley/Mission and FHDA would make financial sense? If you can do a merger from a position of strength vs. a position of weakness, it makes more sense. There would be ideas about economies of scale. There shouldn't be any topic that is off the table. Since we have a sister college it would be great to have synergies between our two colleges, and how we could function better as a district. PaRC representatives

will report out after the June 6th meeting. OPC should have a presence on campus. For summer, need to put together a faculty list of who is here and willing and able to serve.

Item 2: OPC rankings and PaRC rankings. We are not likely to hire a counselor (faculty position), De Anza may reduce their counseling staff by 50% (a total of 12 to 13 staff reduction). It might be necessary to bring in classified staff to cover counselors. De Anza has been pretty closed mouth about their plans for reductions. Second list that PaRC did were prioritization of staff positions, ranked as low, medium, and high. The likelihood of getting any of these positions funded is deemed to be very low. We would likely do an internal search to fill any of the staff positions that are deemed necessary. There were 18 votes and 12 voters, this is the first time that classified positions have been ranked (question about how these positions were ranked). One of the things that could be suggested by OPC is that anyone receiving reassigned time should keep track of it. Should we give rankings on reassigned time? Some positions were ranked as 'legally required' and others as college-wide activities. There was a question about whether we have enough time and money to do the jobs that we are expected to? The most important thing we should do is keep track of our time, especially reassigned time. There were comments that 'yes, we are taking on more work'. Teaching is a big chunk of our lives, so we should be keeping track of the time spent on non-teaching.

Non contractual, B-budget requests, and reassigned time are challenging topics this year. An OPC member stated that some of the requests (e.g., student services, reassigned time) were difficult to fit into the OPC rubric. A comment was made that the prioritization for resource allocation is still a work in progress. These rankings are for your information. Since we don't have any money many of these positions and activities are not likely to be funded. The president takes all these inputs as recommendations. We may have to structure some of our tasks differently. Even if not funded, the OPC process has been very helpful. If there are topics that come up (like SLO coordinator) or TRC coordinator, those conversations should be part of OPC's discussions and the reports out to PaRC.

Item 3: Committee reports => Curriculum Committee reported that it is finally starting to work on prerequisite implementation and content review. Our curriculum will probably be better coming out the other end. The process will take several months, so we do not have to worry about it right now. The GE colloquium with Ken O'Donnell was quite successful.

Academic Integrity (AI) has not had a formal meeting, but has held many brown bags

Scheduling committee: "we have a skeleton schedule, but need to hear back from Denise".

COOL => reported out last time, and there is another meeting coming up, and a focus on how social media is used in online instruction, and creating guidelines for that. The accessibility issue is increasing in importance. Online accessibility has lead to a third OCR complaint.

There was no BoT meeting. OPC and PaRC meetings were about budget. The transfer (committee) reported out on the transfer success.

Item 4: Darya announced that the survey regarding administrative outcomes would be released next week.

Meeting Adjourned: 4:03 p.m.