Instructional Council Agenda

February 20, 2014
2:10 – 4:00 pm
Room 1

1. Call to Order

2. Review February 6, 2014 Meeting Summary

3. Adjunct Faculty Seniority List – John Bratsch

4. Standing Reports
   None.

5. New Business
   a. Master Plan Interview Schedule
   b. Purchasing Process

6. Old Business
   a. Instructional Council Format

7. Administrative Procedures/Board Policies
   Second Read
   None.

   First Read
   None.

8. Information Items/Announcements

Next Meeting: March 6, 2014
Approved Meeting Summary – Thursday, February 20, 2014
Room 1
2:10 – 4:00 pm

Members Present: Brian Bettencourt, John Boragno, Jared Burch, Brent Davis, Cindy DeLain, Adrienne Duarte, Carol Enns, Fernando Fernandez, San Dee Hodges, Belen Kersten, Kevin Mizner, Terri Paden, Karen Roberts, David Robinson, Jonna Schengel, Robert Urtecho, Jesse Wilcoxson

Members Absent: Stephanie Collier, Rolando Gonzalez, Jennifer La Serna, James McDonnell, Mary-Catherine Oxford, Louann Waldner

Advisory Members: Deborah Nolan – present
Joni Jordan - absent

Academic Senate Representative: Greg Turner – present

1. Call to Order
The meeting was called to order at 2:10 pm by Robert Urtecho; Jennifer La Serna was away.

Robert Urtecho commended faculty on their hard work in completing assessments as required by the Accrediting Commission. He also thanked division chairs for all their help with Program Learning Outcomes. He noted that the college did not receive a single recommendation for Student Learning Outcomes.

2. Review of February 6, 2014 Meeting Summary
The February 6 meeting summary was approved and seconded; M/S/C.

3. Adjunct Faculty Seniority List – John Bratsch
John Bratsch was unable to attend today’s meeting; he acknowledged that the adjunct seniority list has not been updated in a while. The list will be updated and distributed by next week.
A question was asked regarding seniority when batch hirings occur; currently all hires are “the same” according to HR. Division chairs agreed that this process does not work; drawings for seniority for adjunct faculty should be held during batch hirings. Council members agreed to forward this issue to John Bratsch.

4. Standing Reports
None.

5. New Business
a. Master Plan Interview Schedule
Hard copies of the Master Plan interview schedule during Dr. Eva Conrad’s upcoming visit March 18 - 20 were distributed to deans and division chairs. The completed interview schedule needs to be returned to Academic Services by Friday, March 7. Division chairs also asked for an electronic copy they can forward to their faculty. Robert Urtecho briefly explained the procedure and time line for Dr. Conrad’s visit, together with the information provided to the deans and divisions by Dr. Conrad prior to the interviews.
Answering a question, Robert replied faculty can redirect their classes if necessary during the interview times.
b. **Purchasing Processes**
Carol Enns presented a motion to create a fund for “screen door” items such as whiteboards, desks, and chairs which would be available to Facilities to replace or repair these kind of items as needed, similar to the fund to replace projector bulbs, computers, etc.
Robert explained he contacted Christine Statton and Eric Mittlestead. Eric confirmed that the Facilities and Safety committee has funds leftover for broken desks. Requests should be submitted to Eric or Bob Masterson.
Robert continued Christine Statton confirmed that requests for whiteboards need to go through Program Review; AP 3261 details the process for replacements and augmenting budgets. Discussion followed. Robert added a number of budgets might be available for emergency purchases; grant budgets can only be used if requests fit within the scope of the grant.
Robert concluded he will discuss with Jennifer to possibly get a budget augmented for emergency funds, which she would have to present to Senior Management for approval.
Carol’s above motion was seconded by Adrienne Duarte and approved by Instructional Council. M/S/C.

6. **Old Business**
a. **Instructional Council Format**
Carol Enns moved using up to 15 minutes at the beginning of each meeting for “items not on the agenda” at each Instructional Council meeting as needed. Discussion followed; Carol’s motion was seconded by Cindy De Lain; council members approved. M/S/C.
Council members discussed standing reports; they should be agendaized on an “as needed” basis only.

7. **Administrative Procedures/Board Policies**
   **Second Read**
   None.
   **First Read**
   None.

8. **Information Items/Announcements**
San Dee Hodges asked if Above Base Budget requests have been ranked yet; according to the flow chart, this information should be available next month.

Greg Turner related he is still working on the membership list for the Master Plan Task Force. He now has two members from the business divisions; however, none from Industry & Technology and Agriculture.

David Robinson related the ongoing concern of not having any division secretaries. Robert replied that the administrative assistants serve a dual role. Cindy added since administrative assistants are not involved in scheduling anymore it should make more time available for division work.
Centralized scheduling will be discussed/assessed during next week’s deans’ meeting. Council members asked to bring this issue back to the next Instructional council meeting.

Robert announced one of the District Objectives is to increase the use of Early Alert and encouraged division chairs to discuss this during one of their division meetings. Deborah Nolan added out of three Early Alert trainings planned this month only one person attended. She asked council members to encourage their faculty to check the FEC calendar for workshops; she can also provide them with training information.
Robert reported Margaret Lindstrand distributed individual division descriptions as they will appear in the next catalog. Any changes to these descriptions should be directed to Linda Jones. A number of descriptions should also be updated. Robert should be notified of any programs divisions want highlighted.

Due to changes by the EPA, new MSDS sheets for safety have been published which require new training for fine arts, agriculture and science.

The meeting was adjourned at 3:05 pm.
Summary submitted by Annette Giegold.