

## **Council of Chairs & Coordinators Meeting Notes: March 9, 2009**

**PRESENT:** Antonio Crespo, Brian Keliher, Chris Hill, Christi Vicino, Chuck Passentino, Craig Everett, Craig Milgrim, Evan Wirig, Gary Jacobson, Helen Liesberg, Israel Cardona, Janet Gelb, Jeff Lehman, Jennifer Carmean, Jenny VandenEynden, Jim Symington, Jim Wilsterman, Joe Braunwarth, Joel Castellaw, Linda Snider, Lorenda Seibold-Phalan, Mary Courtney, Oralee Holder, P.J. Ortmeier, Patty Morrison, Priscilla Rogers, Rick Kirby, Ross Cohen, Sharon Sykora, Sheridan De Wolf, Sue Gonda, Susan Working, Virginia Dudley, Zoe Close.

**GUEST:** Jim Mahler

**RECORDER:** Patty Morrison

### **I. Deanery and More – Tina Pitt**

- a. Tina began by requesting that any certificates that students get for completing classes be sent to Tina for compilation/information purposes.
- b. Tina then explained that Christi Vicino is shadowing Deans and the VP to see if she is interested in Administration as a career. This shadowing program may develop into a more formal training for Chairs and Coordinators who are interested. It would be a mechanism to help discover if one is interested in being an acting, interim or permanent dean.
- c. The Deanery – Tina explained that the composition of the Deanery is proposed to change somewhat so that the FTEF reporting to each dean is more equal. For instance, one dean had a 171 FTEF, while another had 96. The proposed reorganization of the Deanery came as a hand-out from Tina. For copies, please call her secretary, Linda Daley, x7104.
- d. Summer pay – Someone asked about summer pay for summer '09. Tina noted that last year's total summer pay was \$60,000 and came from the Presidential Discretionary fund. Although this year she has not identified a "pot" of money for summer pay to come from, she would like input from us by March 31 as to our summer pay needs – even if they are the same as last summer.
  - i. A question arose as to when Chair duties end for the term. The answer was: the official close of the semester is the end of the Chair's term. After that, until the next term, they are not required to perform Chair work unless and until they are paid.
  - ii. The issue of summer pay will appear again on the April 13 CCC agenda.

### **II. Professional Development – Tina and Patty**

The group agreed that the 4<sup>th</sup> Monday of each month might be a better day for CCC professional development than a Friday. There was also some discussion around offering CCC professional development during professional development or "flex" weeks – there are pros and cons to that. In any case, an evaluation workshop is planned for fall '09 flex week, as is a 2 hour sexual harassment workshop for Chairs.

### **III. Reassigned time – Janet Gelb**

Janet asked that we look at "add-ons" that we do beyond what we are allocated for reassigned time, and determine either a formula or hours that that duty takes to complete. Submit these items to Janet by Monday March 23. From there, we will coordinate our items with Cuyamaca's CCC items.

### **IV. Tutoring Center – Jenny VandenEynden**

Jenny, speaking for Math Study Center Coordinator Jeff Waller, suggested that *tutoring center* services, student hires, training, communication, space, and resources might need to be more of a unified campus effort, since so many departments are, in fact, involved with the tutoring process. Jenny is sending out an email requesting that any CCC member who wants to be on a task force for this issue should contact Jeff Waller.

### **V. Threat Assessment – John Colson**

- a. John Colson distributed a general model of a threat assessment process for Grossmont College. It explains who to contact and how an assessment team would work when behavioral threats are encountered. For more information on this process, or for a copy of the handout, please contact John Colson.

Meeting adjourned at 12:30 p.m. (5 minutes late)