

# Council of Chairs & Coordinators

**Minutes of the Meeting – Monday, April 11, 2011**

## MEETING ATTENDANCE:

|   |   |   |                                 |   |   |
|---|---|---|---------------------------------|---|---|
| X | Oralee Holder , Chair                         | X | Janet Gelb (CSIS)               | X | Priscilla Rogers (Int Bus, Mrkt, Man)                                 |
|   | PJ Ortmeier (AOJ) Tina Young                  | X | Bonnie Schmiede (Counseling)    | X | Pat Morrison (Library)  |
| X | Barbara Loveless (American Collegiate Eng)    |   | Danny Martinez (Cross Cult)     |   | Julie Middlemas (Library)   |
| X | Jennifer Carmean (ASL)                        |   | Joe Orate (Culinary Arts)       | X | Jenny Vanden Eynden (Math)  |
| X | Ross Cohen (Astronomy, Physical Sci, Physics) |   | David Mullen (Dance)            | X | Susan Working (Math)  |
| X | Israel Cardona (Behav. Sci)                   | X | Kathy Meyer (Dance)             |   | William Snead (Media Commun)  |
| X | Virginia Dudley (Bio Sci)                     |   | Nemie Capacia (Dev Math)        |   | Paul Kurokawa (Music)   |
| X | Craig Milgrim (Bio Sci)                       | X | Jennifer Bennett (Digital Arts) |   | Derek Cannon (Music)  |
|   | Brian Keliher (Bus Admin)                     |   | Jane Nolan (DSPS)               | X | Sharon Sykora (Nursing)   |
| X | Linda Snider (BOT)                            | X | Carl Fielden (DSPS)             |   | Diane Gottschalk (Nursing)  |
|   | Mark Presnall (BOT)                           |   | Angela Feres (Distance ED)      |   | Christi Vicino (Occp. Therp Asst, Speech Lang Path Asst)              |
| X | Andy Biondo (CVT)                             | X | Tim Cliffe (Earth Sci)          | X | June Yang (Philosophy, Religion)                                      |
|   | Nadra Farina-Hess (CATL)                      | X | Oralee Holder (English)         | X | Shahrokh Shahrokhi (Polit Econ)                                       |
| X | Jeff Lehman (Chemistry)                       | X | Chuck Passentino (ESL)          |   | Lorenda Seibold-Phalan (Resp Therp)                                   |
|   | Judy George (Chemistry)                       | X | Jim Tolbert (EOPS)              |   | Devon Atchison (SLO)  |
| X | Claudia Flores (CHD Dev, Fam Studies, ED)     | X | Jim Symington (Ex Sci Well)     |   | Beth Duggan (Theater Arts)-Craig Everett for Beth                     |
| X | Sheridan DeWolf (CHD Dev, Fam Stud., ED)      | X | Beth Kelley(Ex Sci / Well)      |   | Mary Rider (Trans Center Direc/Coord)                                 |
|   | Angie Gish (CHD Dev Center)                   |   | Yolanda Guerrero (Foreign Lang) | x | Malia Serrano (Visual Art & Humanities)<br>Jennifer Bennett for Malia |
|   | Roxanne Tuscany (Comm)                        | x | Robert Henry (History)          |   |   |

X = present at meeting

## GUESTS:

- Barbara Blanchard, VP Academic Affairs
- Sue Gonda, President Grossmont Academic Senate
- Michael Golden, President American Federation of Teachers (AFT)
- Marsha Raybourn, Instructional Operations
- Chris Hill, Interim Dean Math, Natural Science, Exercise Science and Wellness
- Janet Castanos, Dean English, Social and Behavioral Sciences

**RECORDER:** Rochelle Weiser

## CALL TO ORDER (11:05)

### I. Chair's Report—Oralee

- **Conflict Resolution Orientation; Warning Letter template-Discussion**

Oralee reported that at the last Conflict Resolution Orientation a discussion emerged regarding creating some templates for the warning letter which faculty are to use prior to issuing a "Two day suspension letter." Forms Depot has a template for the suspension itself, but there's no guidance to help faculty trying to construct the warning message. Oralee indicated she had volunteered to get the ball rolling by sharing a template that has been used in the English Department. Agustin Albarran, at the Orientation session, also shared that there are plans for a central location on the college website for issues regarding student discipline. All agreed the following items would be helpful for faculty: a central location for forms, a couple of different templates for the "warning letter," and suggested language for syllabi regarding inappropriate student behaviors. All agreed these items would be helpful, but clarified they would remain as suggestions (not mandates). A task force would work on a "Best Practices for Student Discipline". Volunteers were: Oralee, Beth, Sue, and Priscilla.

- **Follow-up to “Reports Orientation”(provided by Shirley Pereira)**  
Oralee reported that for those who attended the orientation, it was very productive and helpful. She noted that for any departments that have an upcoming Program Review, the Orientation is extremely helpful; Jerry Buckley no longer provides the binders with all the pertinent reports/data needed for PR, so each department needs to utilize the Reports website to locate the needed information. The next Orientation would take place Monday, April 25, 11:00-12:00, and anyone interested should RSVP Shirley Pereira. Oralee noted that there are only 13 spaces available and 5 or 6 were already full, so anyone interested should RVSP as soon as possible.
- **Selection of CCC Chair for 2011-2013 and discussion of .10 reassigned time**  
Oralee noted that the selection of a new CCC Chair would take place at the May CCC meeting (per our decision earlier in the term). Oralee reported she had been re-elected as the Chair of the English Department and would be willing to be considered as the Chair of Chairs and Coordinators for another 2-year term. She asked that anyone else interested in being Chair or nominating someone to be Chair to please contact Patty Morrison; Chuck Passentino nominated Oralee for Chair. A ballot election would take place at the May meeting if more nominations were received.

Oralee then explained that the responsibilities for the Chair of CCC have grown over the last two years: among the changes, the Chair participates on several more standing committees, the Chair creates or helps organize the New Chair Orientations that have happened this year (on Hiring, Evaluations, and Conflict Resolution), and there are many more requests from administration and others for “informal” input on documents, drafts, slogans, memos, and messages. Oralee noted that there were a few committees that she sits on as the representative of either her department or division (such as Room Utilization and Enrollment Strategies) on which she feels the CCC Chair should have a permanent spot to allow for the best communication of information to the Chairs and Coordinators. Oralee noted that the release time for the Chair position has always been .10 of Presidential discretionary reassigned time. She noted she is able to cover the position effectively because she has a significant amount of release time as the Chair of the English Department (a large department) but that a future Chair may not have such a large amount of release time from his/her department and might not be able to cover the CCC Chair position and its demands. Some discussion occurred; the general sense was that .20 release time should be requested for next year (this would allow for release from teaching one course to do the work of CCC). Some wondered if perhaps the scope and definition of the position should be reviewed, but many agreed that they felt that the information relayed to them in the CCC meetings was very valuable and they did not want that to change. A request to increase the amount of reassigned time would need to be submitted to the Reassigned Time Committee, which meets twice a year. Barbara Blanchard indicated she sits on that committee, and Marsha Raybourn noted she would update Oralee as to when Committee would be meeting next.

- **Opportunities for Professional Development—Oralee**  
Oralee noted several opportunities for Professional Development on the GC campus. Given the current budget situation on campus opportunities would be helpful to many.
  - ❖ April 13-14, GC Technology Showcase
  - ❖ April 25-May 5, Literary Arts Festival
  - ❖ April 28, Getting Ready for the Microsoft Office Suite Upgrade, 1:00-2:30pm Room 533
  - ❖ May 10, Tuesday, 3:00-4:30 or 5:00, Uber-Chairs meeting(Grossmont & Cuyamaca all CCC members invited) AFT Offices Mission Valley

## II. Spring Break Discussion—Sue Gonda

Sue presented a hand-out of Spring Breaks for various Elementary, High School, and Colleges in the GC area. She asked that the Chairs please take it back to their Departments for discussion. It was suggested that perhaps a survey for all faculty, staff and students be done for input. Many agreed they would like to see Spring Break fall after the first eight week session is complete.

## III. Educational Master plan Scan Teams—Chris Hill

Chris explained that both the District and Grossmont College were due to put together their Educational Master plans; a master plan for the next 10-15 years, outlining the goals and direction

for the district and college. Chris asked the chairs for input on possible volunteers from their Departments who would be interested in working on the scan teams; sorting through the information gathered and putting it together in reports for the committee to use. She noted it would be a short term project April 25 through the first part of May. Chris distributed a signup sheet for the Chairs and Coordinators to suggest faculty members.

#### **IV. 50<sup>th</sup> Anniversary Open House**

This item was postponed to the next meeting due to time constraints

#### **V. Question and Answers with VPAA Barbara Blanchard**

- **Administrative Restructuring**

Barb reported that the Administrative Restructuring Taskforce was continuing to meet each week. She reported that in reviewing other community college structures in the SDICCA area as well as the State, the group found there are as many different structures as there are colleges. She noted that they are finalizing a recommendation for the Presidential Cabinet to consider and are close to having one or more proposals for the college community to review. The hope is to have more detailed information to share with faculty and staff in May. Barb explained GC would continue to utilize interim Deans for the current semester and the period of June through December. Everyone hopes to have the restructuring in place (if we do, in fact, decide not to maintain the status quo) by January 2012 to coincide with the hiring of permanent positions.

- **FTEs Reductions—**

A CCC member asked “Are both colleges being asked to reduced?” The answer is “yes.” Barb explained that both colleges have FTEF reductions to meet in order to reach District goals. She noted that the number is based on the District Income Allocation Formula which is 64% to 36% or something near that, and the reductions are reflective of that split.

**The CCC meeting adjourned at 12:20pm. Next meeting: April 11, 2011 Room 331.**