

**Faculty Senates Coordinating Council  
of the Contra Costa Community College District  
500 Court Street, Martinez California 94553**

FSCC President: DVC Faculty Senate President: Laurie Lema ■ (925) 685-1230 x2207  
✉ ([llema@dvc.edu](mailto:llema@dvc.edu))

CCC Academic Senate President: Richard Akers ■ (510) 235-7800x4215  
✉ ([rakers@contracosta.edu](mailto:rakers@contracosta.edu))

LMC Academic Senate President: Michael Norris (■ (925) 439-2181x3144  
✉ ([mnorris@losmedanos.edu](mailto:mnorris@losmedanos.edu)))

Contra Costa Community College District ■ 500 Court Street, Martinez, CA 94553

**Faculty Senates Coordinating Council Minutes  
Approved**

<p><b>Faculty Senates Coordinating Council Meeting Thursday, March 26, 2009 2:00 PM-3:30 PM Location: *CCCONFER</b></p>
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2:00	1.	<p><b>Approval of Agenda for March 26, 2009, and minutes of the February 12, 2009 and the February 26, 2009 meetings. (discussion/action)</b>  <b>It was requested to add a discussion on the district budgeting process to the agenda. It was MSC to approve the agenda as amended. All in favor. Approved.</b>  <b>It was MSC to approved the minutes of February 12, 2009 with corrections. All in favor. Approved.</b>  <b>It was MSC to approved the minutes of February 26, 2009 with corrections. All in favor. Approved.</b></p>
2:02	2.	<p><b>Presentations from the Public - All Meetings Are Open - Everyone Welcome</b> None.</p>
2:03	3.	<p><b>Announcements (information)</b> None.</p>
2:05	4.	<p><b>Business Procedure 18.04 Academic Senate Budget Guidelines and HR Procedure 2090.07 Reassigned Time Guidelines (information/discussion)</b>  <b>Council will continue discussing the implications of the district's response to FSCC's proposal.</b>          Judy Breza and Gene Huff told Lema and Akers the proposed budget for the Academic Senates is \$100,000.          Akers said FSCC should ask for \$130,000 and negotiate down if they need to. He said we are already not doing a lot of things we should be because of lack of funds.          Norris said there should be consistency of funding for at least the curriculum chair and office support at all three colleges.          Lema recommended they ask for \$150,000 and put in guidelines for what we want the funds to cover but not specific amounts or percentages.          Lema wants to make sure the FSCC president stipend will be covered since it has not been for a couple years. She said the Chancellor told her it would be taken care of.          Norris said it is about \$9000 a year which is not a lot of money in the district budget.          Council agreed they need to be able to keep rollover funds. Council discussed how they allocate the budgets at each of their colleges and agreed they are all operating on a deficit budget.</p>
2:35	5.	<p><b>ASCCC Area B Meeting and Plenary Session (information/discussion)</b>  <b>Council will discuss these upcoming events.</b>          Lema and Norris said they will not be attending the Area B meeting. Akers will be there. They will all be attending the Plenary Session in April.</p>
2:40	6.	<p><b>DGC Follow-up (information/discussion)</b>  <b>Council will review and discuss DGC Bylaws; SRC's role in DGC; evaluation of DGC; and Administrative Procedures 1001.01 Process to Introduce New or Revise Existing Governing</b></p>

	<p><b>Board Policies, 1900.03 Administrative, Business, Curriculum and Instruction, Human Resources, Payroll, and Student Services Procedures, and 1007 Gifts.</b></p> <p>Council agreed they need to discuss the role of SRC at DGC. Lema said she does not think they should be their own constituency but could have a representative. This is something Accreditation said we need to do. Council agreed.</p> <p>Norris said Brentwood has a representative on the LMC Curriculum and Senate but they only have 5 full-time faculty.</p> <p>Lema said SRC does too at DVC but they are growing rapidly. She said they are working on an MOU between the two campuses for curriculum issues. She will share it with FSCC when it is done.</p> <p>Council members said they had not had a chance to review the policies on the DGC agenda and agreed to bring them back to their next meeting.</p>
3:00	<p><b>7. Grade Change Procedure</b> (information/discussion)  <b>Lema will inform Council about DVC faculty feedback.</b></p> <p>Lema said she realizes the Grade Change Procedure has already gone through but has questions about it. She gave the example of a situation where an instructor gives the final exam, grades them and posts the grades the following day. Then a student contacts the instructor to say he could not take the final because of an emergency. There is not a category on the form for the instructor to change the grade in a case like this. Norris said he thinks it goes under the instructor error category. Lema said she is concerned how the grade change form protects faculty from saying they made a mistake. Management tells faculty a deadline is a deadline. Norris said then it would be an appeal.</p> <p>Akers said he had a situation where he put clerical error and it was rejected. But he had evidence it was not the grade he turned in.</p> <p>Lema said this needs to be worked through at Consultation.</p>
3:15	<p><b>8. Sabbatical Leave Policy</b> (information/discussion)  <b>Council will discuss the Sabbatical Leave policy and Committee.</b></p> <p>Council received information 20 sabbaticals were approved. 8 were not. They need to see how many can go based on funding for replacements.</p> <p>Lema said she is hearing concerns about sabbaticals are approved only for disciplines that have a member on the selection committee. She asked when the committee votes, is the majority based on the full committee or just who is at that meeting.</p> <p>Lema commented that she did not realize since she took a non-sabbatical leave, she lost her consecutive years in a row. Akers said it is his understanding a banked load cannot be held against you. Norris said this should be in the contract.</p> <p>Council agreed there also needs to be discussion about what constitutes an appropriate sabbatical project. Norris said this was just rewritten into the new contract. He said applicants should have this information before they apply.</p>
	<p><b>DISTRICT BUDGET PROCESS</b> (information/discussion)</p> <p>Council agrees this is part of 10+1. Goralka said he heard the District is talking about the process of how the budget is allocated and if that is true, why are faculty not involved. The District got a recommendation on this in Accreditation.</p> <p>Norris said they need to bring this to consultation. He said Kindred Murillo is proposing the District step out of the fray. The colleges get an amount of funding based on a formula and the colleges decide how to allocate their own budgets.</p> <p>Lema said the District still needs a formula for their own budget. She commented that DGC is not the district budget approval body. A&amp;P matters are supposed to be information only at DGC. She added that if this proposed change occurs there will be different processes at each of the colleges so the Senate Presidents need to be on top of it. Council agreed they need to talk to Murillo about this.</p> <p>Goralka told Council DVC is bringing them a proposal to change Board Policy on GE. Norris asked about assessment and tracking of SLOs. He asked how teachers from multiple sections in one course are going to work together on these.</p> <p>Goralka said at DVC it goes back to the program instead of an individual but there is one name for each course in the e-system. This is also included in their MOU with DVC. Akers</p>

		recommends it get reported back at division meetings so it will be in the minutes.
<b>3:30</b>	<b>9.</b>	<b>Adjournment –Next meeting April 9, 2009.</b>