

**Glendale Community College Faculty Senate
2009-2010
Meeting of September 24, 2009, 2:30 p.m., SU-104ABC
Approved Minutes**

(Please note: General interest issues or meeting and notifications are listed below in **bold** to allow them to be located more easily.)

I. General

A. Call to Order

1. A quorum being present, President Jim Reed called the meeting to order at 2:35 p.m. in SU-104E. Senators present included Vice President Gay Garesché, Executive Councilor at Large Steve Kadel, José A. Aguiñaga, Ruth Callahan, Susan Campbell, Phillip Fernandez, Erik Gergus, Mary Harris, Elizabeth Jacobs, Connie LaBuhn, Johnnie C. May, Angela Mick, Julie B. Morrison, Michele Parker, and Jim Sanders.

B. Guests in Attendance

1. Guests included but were not limited to:.

C. Approval of Agenda

1. It was moved and seconded that the agenda be approved following addition of items. The motion passed unanimously.

D. Approval of Minutes

1. It was moved and seconded that the minutes from the August 27, 2009, meeting be approved with minor changes. The motion passed unanimously.

E. Treasurer's Report

1. The savings account balance is \$9,295.20, and the checking account balance is \$23.90.

F. Chair of Chairs Report – Lisa Lewis

1. Began Staffing Committee recommendations. Members will be ranking the 34 requested positions (almost all replacements). It is not known how many positions will be funded.

G. Faculty Executive Council Report – Reed, Garesché, Kadel, Harris

1. FEC had a discussion about how we can work more effectively with Governing Board.
2. FEC decided that all Senate Presidents and Vice Presidents will visit with college fiscal officers to ask about their budget process. Apparently, at least one board member did not know the college budgets were being cut.
3. **FEC passed a motion to try to get legislators to alter the recently passed textbook legislation to acknowledge that faculty own the textbooks sent to them. If passed, this would require the District to change the textbook policy that claims ownership of textbooks for the first year of faculty possession. The legislative committee will work with our lobbyists to change the legislation.**

H. President's Report – Jim Reed

1. **HLC Complaint Investigative Committee: Busy collecting data. Shared preliminary concerns and recommendations (e.g., training, working collaboratively) with Governing Board.**
2. **A&M: Pre-recommendations will be reported in a special meeting on September 30th at 5pm in the Board Room at District Office.**

II. Old Business

A. Adjunct Faculty Planning Team – Connie LaBuhn

1. Committee met (residential and adjunct faculty represented).
2. **Adjunct Appreciation Day BBQ Saturday March 6th; funding provided by Senate and Administration (hopefully)**
 - a. All adjuncts will receive a teaching treat package (e.g., school supplies, flash drive); modeled on Communication Dept package.
 - b. 5, 10, 15, 20, and above years-of-service will receive a plaque.
3. Discussion included how to arrange for adjuncts to select students for Student Recognition Day; need to meet with administration on this.

B. Staffing Committee – Jim Reed (see email from David Rodriguez)

1. **Non-chairs observed Staffing Committee, but did not vote. Reed and other would like to increase diversity in hiring, particularly to match diversity of faculty to diversity of students. One solution is to hire early.**
2. An e-mail from David Rodriguez was distributed that quoted from the 2002 HLC report, and included, “After reviewing all aspects of the College, the team has identified the following challenges that will need to be addressed before the next on-site evaluation for continued accreditation: (1) Diversity among the residential and adjunct faculty does not reflect the diversity of the student population.” (p. 71)
3. Senator Jacobs wanted to make sure we think of all the implications involved in diversity and hiring. She posed the rhetorical question, “Do we eliminate older faculty since our population is mostly young?”

C. Student Scholarship Money – Gay Garesché

1. Faculty Foundation Scholarship: Discussion ensued on how to award the scholarship money we received from the faculty foundation.
2. It was moved and seconded that we fund \$500 in scholarships for the adaptive fitness program (<http://www.gccaz.edu/fw/11707.htm>) course fees, \$200 from the foundation, \$300 from the Senate. The motion passed unanimously.

III. Information Items

A. Pay for Print (formally the Green Print Initiative) – Greg Rogers, Doreen Kessler

1. Chairs recommended pay-for-print; not administratively driven. Green Committee wanted this because of abandoned printouts (2+ boxes per week).
2. ASU West charges \$.08 per page but has a technology fee; sister schools all use a PFP system.
3. Plan was to implement PFP at the beginning of the semester, but with other technology changes occurring (e.g., Google e-mail) IT decided to implement technology more slowly.
4. Program will begin October 1st, and students will be charged \$.10 per page.
5. In labs, students will be prevented from printing jobs that are more than 10 pages; print job will be deferred to a PFP station where they will need to release the print job. Can print more than 10 pages if print job is broken up into multiple jobs.
6. Will compare data between PFP HT use and free classroom use after implementation of PFP and decide next step. Will also be evaluating where and how the money is spent. Projections suggest that with all supply and maintenance (including employee time) costs, PFP will break even, not make money.

7. Senator Kadel reports that students would really appreciate an initial allocation of prints before being charged and that duplex printing should be less than \$.20. Kessler explained that “free” printing is impossible because accounting software can’t handle it without allowing students to get refunds on unused free prints.
 8. Senator Sanders reports that students need more paper/toner for ENG102 because they are writing long papers.
 9. Frank Torres – What is the relationship between “course fees” and printing? A: Course fees are for faculty printing on behalf of students, not individual student printing.
 10. VP Rogers – Most community college systems have technology fees (\$2-3 per credit hour), so they don’t charge PFP. This is a change that would have to be approved by the Governing Board.
 11. Senator Mick – How long will a print job be in the queue before it is deleted? A: 6 hours.
 12. Senator May – Will more supplies be available in the classrooms since more printing may go on there because it is free? A: Yes.
- B. GCC Strategic Plan – Gary Marrer (handout provided – see end of document)**
1. See <http://sites.google.com/site/gccstrategicthinkingsite/>
 2. Focus groups (faculty, staff, students) about strategic planning will begin in early October.
 3. If you are interested in helping or have old strategic information (e.g., Key Success Indicators) to share, contact Rachelle Hall (rachelle.hall@qcmail.maricopa.edu).

IV. Old Business

- A. LICs, MICs, HICs – Jim Reed
 1. Senate will conduct a survey through Survey Monkey to identify how much time is involved in each campus committee.
- B. Sense of the Senate – Gay Garesché (handout provided, content quoted below)**
 1. The Sense of the Senate (see end of document) is supported by RFP Section 1.2.5.1., which states “Faculty governance is a process determined by the Residential Faculty. It is understood that Residential Faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process.”
 2. The Sense of the Senate has been violated. Violations include:
 - a. “GCC Administration not letting faculty choose their own representatives on committees.
 - b. No faculty input on the two 1% across-the-board spending cuts last fiscal year.
 - c. No faculty input on the closing of the Child Care Center.
 - d. No follow-through on GCC faculty’s attempt to establish courses near GCCNW. (e.g., Communiversity)
 - e. GCC Administrators intervene in faculty disputes, pitting faculty against faculty.”
 - f. GCC Administrators’ handing of the 49% program. (added)
 - g. Purchase and use of GoalQuest. (added)
 - h. Failure to respond satisfactorily to Climate Survey results. (added)
 3. “Approaches to curtailing these violations include:
 - a. Faculty committee assignments should be honored.

- b. Faculty doing faculty business do not go alone.
 - c. Faculty work our differences among themselves, not by going directly to administrators, as is required of students with a complaint.”
4. Senate will request a response to the Sense of the Senate by Dr. Green. We would like to have the response in writing prior to the Senate meeting, then discuss it with Dr. Green during the Senate meeting.

V. New Business

A. One Maricopa

- 1. **The following motion was made, seconded, and passed unanimously: *The GCC Faculty Senate shares Chancellor Glasper's outrage at the violation of the Governing Board President's e-mail account.***

B. Adjunct Hiring Policy – Jim Reed

- 1. Item will be tabled until next meeting.

VI. Information Items

A. Active Retirement – Jim Reed

- 1. Active retirement may be coming to an end, according to a Governing Board rumor. More investigation is needed.

B. Faculty Foundation/Suns – Jim Reed

- 1. **See the Suns vs. Bulls in January for \$10 off the ticket price and get early entry to the game. Proceeds will benefit the Faculty Foundation. Contact Jim Reed to buy your tickets today! (jim.reed@gcmail.maricopa.edu)**

C. Childcare Center – Connie LaBuhn, Michele Parker

- 1. Headstart is working on opening the Child Care Center. The preschool program will run roughly from 8-11:30pm, and from 1-3:30pm. Michele Parker will discuss this topic in more detail at the next meeting.

D. Membership – Jim Reed

- 1. Membership drive will begin soon! If enough GCC faculty sign up, we could get a 5th member at FEC.

E. Rose Garden – Jim Reed

- 1. \$300 was allocated at the end of last school year to replant the Faculty Rose Garden after the renovation of the Business Building. Replanting should occur soon.

F. Faculty Foundation – Jim Reed

- 1. **Contact your FEC representatives (Reed, Garesché , Kadel, Harris) about collecting your unwanted textbooks. The Faculty Foundation (<http://mccdfacchar.org/home.html>) is selling them to raise money for scholarships. According to current Maricopa policy, any textbook sent to your home, or sent to work and in your possession for 1 year, is your property and can be disposed of as you see fit. If the textbooks cannot be sold, they are being donated to schools in Africa.**

G. Senate Member Update

- 1. Senator Doug Brenner is currently on FMLA as he battles lymphoma. The thoughts of the Senate are with him.

VII. The Senate adjourned at 5:07 p.m. The next meeting will be on October 22, 2009, location SU-104ABC.

SENSE OF THE SENATE
Presented to Dr. Green at the April 23, 2009 Senate Meeting

President Green:

The Faculty Senate shares the GCC Administration's concerns about MCCC'D's current financial constraints and the challenges those constraints create to our ability to serve our students well. Faculty care passionately about fulfilling our role in that service, and can best do that through active participation in helping to plan, setting strategies and carrying out the initiatives necessary to accomplish our collective goals. It has been the history of GCC to intimately involve faculty broadly, and as represented by the Faculty Senate, in problem solving processes, to take advantage of the faculty's collective knowledge and experience, and to create buy-in to the strategies and goals established. In the interest of that shared sense of purpose and improved communication with you and the senior administrative staff of the college, and given the results of the Campus Climate Survey, it is the conviction of the Faculty Senate that:

- Faculty, as represented by the Faculty Senate, should participate in all planning and budgeting deliberations and decision-making, including how GCC addresses fiscal exigencies like the midyear spending adjustments required by the 1% cut in FY '08-'09 operating expenditures. Consistent with Chancellor Gasper's expressed intention to involve all employee groups in planning for further cuts next fiscal year, (see, State and MCCC'D Budget Update, 1/26/09), and in compliance with HLC stipulations relative to faculty's shared responsibility for college governance (see Criterion 1, core component 1d), faculty expect to participate in decision-making at GCC, including those decisions which must be revisited due to new circumstances.
- Faculty, as represented by the Faculty Senate, should be allowed to choose their own representatives to serve on the college's deliberative committees, including their own choices of faculty to sit on budget committees.
- Faculty look to the college president and senior administrators to stand up to the District administration when it acts against the interests of our students; e.g., elimination of all refunds for courses dropped after the first week of class, inability to support an effective Blackboard platform, tardy implementation of a flawed, new student financial aid system and tuition rate increases in excess of Arizona inflation.
- Faculty expect that as long as the District funds the colleges based on their ftse, GCC administrators will resist incursions of other colleges into GCC-served areas; for example, RIO's (purportedly shared) Communiversity and Estrella's Wickenburg campus.
- Faculty support course scheduling policies which avoid misguided enrollment effects, such as those that have resulted from current go/no go policies that eliminate sections with no mechanism to reintroduce them upon changes in student demand, "guaranteed" schedules that still result in cancelled sections, and calculations of when too many sections are scheduled that divide the sum of vacant seats by maximum class enrollment .
- Faculty request that the firing of Board-approved employees be a last resort to deal with financial exigencies. Furthermore, faculty expect that adherence to employee policy manuals be the default approach to problem-solving.
- Faculty feel that in order to act in compliance with the Board's values statements that college administrators should apply college/district policies impartially. If

active retirement faculty are to be reduced to 40% contracts, all non-faculty, active retirement GCC employees should also be given, at most, 40% contracts.

- Faculty strongly urge the college president to honor commitments to attend college and community functions at which the college is to be represented, particularly where students are concerned.

By these means the College stands to benefit by the engaged participation of faculty in GCC's continuing pursuit of academic excellence and adherence to the highest HLC standards in an environment of institutional financial stability.



GCC Strategic Planning: Frequently Asked Questions (FAQ)

Q: What is strategic planning?

A: strategic planning¹ is an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy, including its capital and people. Strategic Planning is the formal consideration of an organization's future course. All Strategic Planning deals with at least one of three key questions:

1. "What do we do?"
2. "For whom do we do it?"
3. "How do we excel?"

(¹ www.wikipedia.com)

Q: What is the goal of strategic planning at GCC?

A: The goal of strategic planning is to provide a mechanism for college stakeholders to set achievable, proactive goals based on the long term college strategic directions. From plans, measures are created and evaluated driving reflection and continuous improvement. *One of the goals of Strategic Planning is to empower Students, Staff and Faculty to make our institution stronger and more effective over time.*

Q: Who uses this plan?

A: The strategic Plan is used by GCC to provide direction for annual budget and performance goals set by the College in the form of operational plans and task lists. The *Higher Learning Commission* requires a *Strategic Plan* and with it, a demonstrated linkage to the College's budget and Master Plans. The District too, requires a *Strategic Plan* that naturally aligns itself to the six strategic directions shared by GCC and MCCCDC. The College must report strategic accomplishments to the District each year and uses the shared strategic directions as its template.

Q: How long does it take?

A: Strategic planning is a journey. It never ends and the college will continue to improve its existing plans with reflection and reevaluation of metrics and dashboards that measure performance. The *Strategic Planning Process* currently underway will collect inputs from September to November 2009 with the final plan established by a team of selected GCC Stakeholders scheduled to meet on a special *Strategic Planning Retreat* in January 2010. In Spring 2010, the College's dashboard, Key Success Indicators (KSI) and targets will be reviewed to insure that metrics align with the Strategic Plan. Everyone will have an opportunity to be part of the process and everyone will have metrics to chart their contribution to the plan.

Q: What is the job of the Strategic Planning Steering Committee?

A: The Strategic Planning Steering Committee is an advisory team to the President. Its primary goal is to facilitate the collection and discussion of data collected by randomly selected and appointed groups.

The committee:

- Does not determine the plan but facilitates its creation
- Makes sure the process is inclusive and statistically valid

- Collects inputs and summarizes the results in *Strategic Review Document*. This document will be used to develop the *Strategic Plan*.
- Facilitates surveys, focus groups, interviews and meetings.
- Maintains the *GCC Strategic Thinking Web Site*

(<http://sites.google.com/site/gccstrategicthinkingsite/>)

Q: Will I be asked to participate?

A: Absolutely, **everyone is invited to participate** in the online Questions and online **SWOT (Strengths, Weaknesses, Opportunities and Threats)**. You may also be selected for participation in a focus group or interview session. Some individuals will be asked to participate in the *Strategic Planning Retreat* (January 2010); but everyone will see the compiled questions and responses in order to provide additional input and comments before the *Strategic Plan* is finalized.

Q: How will I see reports, findings and resources of the strategic planning process?

A: A **web site** (<http://sites.google.com/site/gccstrategicthinkingsite/>) has been set up with educational resources: case studies, slides, video presentations, frequently asked questions, feedback from focus groups throughout the strategic planning process and a link for each employee to question the committee. Once the *Strategic Planning Retreat* is concluded (January 2010), the new Strategic Plan will also be hosted here.



GLENDALE COMMUNITY COLLEGE