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**District Academic Senate**

**District Academic Senate Meeting MINUTES**

**October 17, 2023 – 2:30PM to 4:30PM**

**Zoom Link:** [**https://cccconfer.zoom.us/j/96574845924**](https://cccconfer.zoom.us/j/96574845924)

**Present: VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| X | Matthew Goldstein, DAS President | X | Leslie Blackie, Laney Senate President, DAS Vice-President | X | Andrew Park, DAS Treasurer, COA Treasurer |
| X | Jennifer Fowler, COA Senate President | X | Matthew Freeman, BCC Senate President | X | Thomas Renbarger, Merritt Senate President |
| X | Carla Pegues, COA Senate Vice-President | X | Dan Lawson, Merritt Senate Vice- President | X | Nate Failing, Laney Senate Vice- President |
| X | Gabriel Martinez, BCC Senate Vice President | X | Joseph Bielanski, BCC DAS Representative | X | Chris Weidenbach, Laney DAS Representative, DAS Recording Secretary |
| X | Lowell Bennett, Merritt DAS Representative (via Zoom) | X | Jayne Smithson, COA DAS Representative |  |  |

**Guests: List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| X | Liliana Moncada, Counseling Faculty, Laney College (via Zoom) | X | Marla Leech, Faculty and PFT rep, Laney College (via Zoom) | X | Diana Bajrami, College of Alameda (via Zoom) |
| X | Adrienne Oliver, Faculty at Laney College (via Zoom) | X | Donald Moore, Faculty at Laney College (via Zoom) | X | Dr. Stephanie Droker (via Zoom) |
| X | Eleni Gastis, Journalism Faculty, Laney College | X |  | X |  |

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| --- | --- | --- |
| **AGENDA ITEM** | **DISCUSSION** | **FOLLOW UP ACTION** |
| 1. **Call to order:** **Agenda review –** (5 minutes) | Two items were added – ICC \_\_\_\_\_\_\_\_\_\_\_\_\_ and | Motion to approve the agenda.  Moved by:  Seconded by:  **Motion Passed** |
| 1. **Approval of minutes from previous meeting(s) –** (5 minutes) |  | Motion to approve minutes from Oct. 3  Moved by:  Seconded by:  **Motion Passed** |
| 1. **Public Comment –** (3 minutes) | * Guest Eleni Gastis spoke in favor of DAS recommending a delay in the hiring process for VC of Finance, pending the hire of a new Chancellor, in the interest of the incoming Chancellor being able to ‘attract’ candidates and ‘build their VC team’. -- Matt G read a letter from Chancellor Jackson on this matter, wherein she committed to delaying the planned candidates’ forum and put the VC of Finance hiring on hold until the new Chancellor is in place. The hiring of a VC of HR will continue out of necessity.   Here is that email exchange:  [Tues 10/17/2023, 2:49AM  From: Jannett Jackson  To: Matthew Goldstein  Cc: Tachetta Henry]  Hi Matt-    The information below is accurate; and thanks for sharing our discussion with the rest of the senate members. Remember it is an art—not a science, 😊 and we are trying to strike the right balance.    Just to recap: There are 3 senior positions that need to be filled, VC Finance, HR and DGS. We are proceeding with the VC of HR position since Dr. McKinley will be leaving us on December 31st and the BoT agreed to proceed with that hire immediately since no one on staff wants to step up as an interim, and Dr McKinley has stated that he will not be returning after the end of the semester. The VC of Finance and VC of DGS hiring processes will continue and input from the incoming permanent chancellor for these hires will be part of that process.    PS. We have extended the deadline for the VC of HR position, based on the recommendation from the screening committee, and if this extension does not bring in more qualified candidates, we may have to pursue other alternatives Remember it’s part art and science. 😊    Thanks again,  JANNETT N JACKSON, PhD  Interim Chancellor  Peralta Community College District  333 E Eighth Street  Oakland, CA 94607    **From:** Matthew Goldstein [<mgoldstein@peralta.edu](mailto:<mgoldstein@peralta.edu)> Sent: Monday, October 16, 2023 4:28 PM To: Jannett Jackson [<jjackson@peralta.edu](mailto:<jjackson@peralta.edu)> Cc: Tachetta Henry [<tachettahenry@peralta.edu](mailto:<tachettahenry@peralta.edu)> Subject: new chancellor & hiring of VCs  Hi Dr. J,  Thanks for the productive meeting this afternoon.  I’m following up with an email, per our discussion, to confirm my understanding of your office’s plan re the hiring of the new permanent chancellor and his/her/their team:  The incoming chancellor will participate in making final decisions regarding the hiring of three permanent VCs: Finance, DGS, and HR. While finalists for the VC of Finance position have already been identified, the public forums now scheduled for Oct. 20 will be postponed, and no final interviews will be conducted, until the new chancellor is available to take part in the selection. Likewise, no public forums or final interviews will be held for the other permanent VC positions without the participation of the incoming chancellor.  As we discussed, I’d like to share this note—and any reply you offer—with the DAS at its Oct. 17 meeting. VCs Droker and Vasconcellos are usually on hand for the meeting, and they’re of course welcome to join the senate conversation.  Your openness to discussion and suggestions is much appreciated. I hope you’re back to 100% very soon.  Best,  “G”  Matthew M. Goldstein, Ph.D.  President, Peralta District Academic Senate |  |
| 1. **For Action and/or Consideration –** (40 minutes) |  |  |
| 1. Budget planning calendar (Renbarger) | Tom R: PBC will meet Oct. 20th. The draft agenda lists first item as considering approval of a first draft of the 24-25 budget. Everyone is encouraged to attend that meeting. It’s a zoom meeting, and all documents are expected to be attached to the PCCD announcement for the meeting.  Donald Moore asked if DAS could come up with a statement to deliver at the PBC meeting, which would include requesting a first-read in April with consideration to follow in May.  Matthew G asked Donald to clarify whether he was suggesting a request that includes specific dates; Donald responded that his intent is to establish a process that gives DAS and other bodies a ‘doable’ chance to review proposed budgets with enough advance time to actually study them and have viable input on them. Matthew G replied that he agrees with the need to see budget drafts earlier, despite the challenges of doing so that are inherent in the process having to ‘wait’ for the CA Governor’s initial budget announcement and then the ‘May Revise’.  Donald expressed that it would be wise to have dates certain in our request.  **Matthew G committed to working with College Senate presidents and preparing a solid proposal which he would bring to DAS in two weeks.** | Motion to XXX.  Moved by:  Seconded by:  Motion Passed |
| 1. Review of ESC FTEF PowerPoint (Smithson) | Jayne Smithson walked us through the recent FTES/FTEF proposal, presented last Friday Oct. 13th at the PBC meeting: <https://peralta4-my.sharepoint.com/:p:/r/personal/cweidenbach_peralta_edu/_layouts/15/Doc.aspx?sourcedoc=%7B7DDB1DB1-CCC3-4150-A1C3-2E05D55ED40C%7D&file=PCCD%2024-25%20FTEF%20%20Presentation-EDcommittee-revisedpresentation.pptx&action=edit&mobileredirect=true>  Slide #7 shows a proposed increase from 920 – 925FTEF for 24-25. -- Jayne opined that the increase is so slight that it does not meet the needs of the Colleges or the expectable enrollment demand. She wondered, however, where the DAC managers were finding the $600,000-some to cover these costs.  Matthew G shared that Acting VC Jones has proposed that input be submitted directly through the District Finance website. He will share the link: <https://www.peralta.edu/finance/budget-focus-group>  -- admin committed at the 10/13 ESC to review feedback, work it into the proposal where feasible, and explain why any unused recs were rejected.  Matthew F shared his recollection from the PBC meeting -- He urged everyone to attend the upcoming PGC meeting on Oct. 27th, 9am via Zoom, where this proposal will again be presented and considered for a recommendation to the Chancellor.  Leslie mentioned some of the critique shared earlier in the day at Laney’s Faculty Senate meeting. She further pointed out that although the proposal includes a very slight increase over 23-24, it cannot be considered budgeting for the kind of growth our colleges expect and our district needs to strategically plan for, and budget for.  Matthew F raised concern that the communication form Dr. Jones has offered does not allow respondents to see or track what recommendations are submitted.  Chris W added that a serious deficiency in the proposal is a complete lack of consideration of waitlist data, department chairs’ survey data, and anecdotal data from Counseling faculty and Admissions & Records personnel. The idea of forecasting based on the past three years of expectedly ‘suppressed’ enrollment (during the Covid emergency) does not seem to be smart data interpretation. And the lack of vision toward real growth is disturbing. We need to get more people in the East Bay connected with EDU pathways!  Dan Lawson suggested that DAS draft a firm set of recommendations and press for them at every opportunity.  Lowell B shared his ‘back of envelope’ calculation that the District needs to grow much more than a paltry 5 FTEF increase -- in the short term, an FTEF of 1050 would make sense as the step to take for 24-25. This is what he thinks the ad-hoc committee exists to try to understand and plan for. How do we (Peralta) take a ‘bottom-up’ approach to meeting latent student demand for classes?  Matthew F asked Lowell for clarification about 200 FTEF being needed to get ahead of ‘hold harmless’ funding, and Lowell said yes.  Tom R then mentioned that the target of 1250 FTEF would actually be an increase of 300 FTEF over what is currently proposed for 24-25. | Motion to.  Moved by:  Seconded by:  Motion Passed |
| c. ICCs – Independent Consultant Contracts (Renbarger) | Tom R explained that currently no process exists for tracking progress of ICCs, and several contracts crucial to departments at Merritt College are ‘stuck’.  Donald mentioned that this is a long-standing problem that DAS has tried to address in the past.  Tina V stated that she will follow up on efforts at the DAC to move contracts along.  Dr. Droker added that she and the Chancellor are trying to find where in the approval chain some contracts are ‘stuck’, and address whatever problems they find.  Donald stated that College Presidents need to have a role  Dr. Droker said all ICCs are reviewed by the DAC’s legal department, as are all grants, and sometimes very ‘small’ details cause delays.  **Matthew G asked Tom R if he could make an itemized list of contracts that are ‘stuck’, and Tom said he would.**  Leslie echoed the concern raised by Donald, that this is a long-standing problem, and we need systemic repair that will keep this from recurring.  Dr. Droker and Tina V concurred that Kathy Bader is making progress in figuring these issues out.  Guest Marla Leech raised the example that some Flex Day speakers and presenters have waited for two months or even more to be paid for their work in mid-August.  Guest Liliana Moncada spoke to the delays experienced by the Undocu-Center staff, R.O.C., Veterans services, and others at Laney College. **She asked if some form of ‘notification’ could be built in so the people submitting ICC requests can at least know where their contracts stand.**  Dan L. urged that a solution needs to be found to what seems like a frustrating systemic clerical snag that prevents important work from going forward.  Tina V. cautioned everyone to not let anyone’s ICC-related work go forward without their being prior-approved.  Leslie asked if there were a published process for ICCs, and Dr Droker shared the following link: <https://www.peralta.edu/finance/independentcontractorguildelines> |  |
| d. Chancellor Search Public Forums | Matthew G laid out the planned process, which includes public forums on Wednesday, Oct. 25th. VC of Marketing Mark Johnson informed Pres. Goldstein that the planned process allows only pre-submitted, prescreened questions; Matthew is suggesting that DAS request that the public forums be done in accordance with long-standing precedent to include impromptu questions.  Guest Eleni Gastis shared that her research of recent chancellor hiring processes around the State have indeed included ‘live’ interaction.  Donald M. advised that this request ought to be sent to not just the current Chancellor and VC of Marketing, but also to the hiring consultants as well as members of the Board of Trustees.  Matthew confirmed that he would share such communications with Helen Benjamin and Cindi (sp?) Miles | Motion by Andrew Park for DAS President to communicate accordingly with VC Johnson, Board members, and hiring consultants.  Seconded by Dan Lawson.  Passed unanimously. |
| 1. **Standing Items –** (15 Minutes) |  |  |
| 1. Staff Development Officer Report, Marla Leech | Marla reported that she and her co-SDO Chelsea Cohen are working on Flex Day modalities that will ensure participation access for everyone. She reminded all that PD funding is now being administered by PFT personnel. |  |
| 1. Treasurer’s Report, Andrew Park | (I did not catch what Andrew reported.) |  |
| 1. CE Liaison Report | Eleni E and Karl S spoke about their concerns that CE departments’ specific enrollment ‘challenges’ need to be considered amidst all of the budgeting and setting of ‘enrollment targets’. CE departments face serious facilities deficiencies, and supplies deficinecies and delays.  Karl Seelbach echoed Jayne’s and Lowell’s analysis of the budget proposal in the sense that the 5 FTEF increase is far too small to meet the needs of the CE departments. They ALL continually express that they could be serving many more students if they were given the FTEF to run additional classes. |  |
| 1. DE Liaison Report, Adrienne Oliver | Adrienne reported that no funding is in place to fund the DE POCR coordinator position at COA.  Also, the DE subcommittee is presenting a request to be allowed to meet remotely. |  |
| 1. BOT1 BP4 AP2 Review/ recommendation/updates/proposed revision |  |  |
| 1. CIPD, Heather Sisneros |  |  |
| 1. **For Discussion and/or Information –** (40 minutes) |  |  |
| * 1. Undocumented Community Resource Center (Liliana Moncada, Laney) |  |  |
| * 1. Review of ESC FTEF PowerPoint (Smithson) |  |  |
| * 1. Enrollment Management ad hoc Advisory Committee update (Bennett, Park) |  |  |
| * 1. Fall Plenary |  |  |
| 1. **New Business/ Announcements** |  |  |
| 1. Next Meeting | Nov. 7, 2023 – 2:30-4:30pm |  |
| 1. **Adjournment** |  | Motion to adjourn the meeting.  Moved by: n/a -- The full agenda was given full attention. |

Abbreviations:

* DAS – District Academic Senate
* PCCD – Peralta Community College District
* BOT – Board of Trustees
* DAC – District Administrative Center
* AP – Administrative Procedure
* BP – Board Policy

Title 5 §53200 DEFINITIONS [Source: <http://www.asccc.org/communities/local-senates/handbook/partI>. Retrieved 10/28/11.]

Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters.

Academic and Professional matters means the following policy development matters:

1. Curriculum, including establishing prerequisites.2. Degree and certificate requirements.3. Grading policies.4. Educational program development.5. Standards or policies regarding student preparation and success.6. College governance structures, as related to faculty roles.7. Faculty roles and involvement in accreditation processes.8. Policies for faculty professional development activities.9. Processes for program review.10. Processes for institutional planning and budget development.11. Other academic and professional matters as mutually agreed upon.

Consult collegially means that the district governing board shall develop policies on academic and professional matters through either or both of the following:

1. **Rely primarily upon the advice and judgment of the academic senate**, OR2. The governing board, or its designees, and the academic senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

§ (SECTION) 53203 POWERS

A) The governing board shall adopt policies for the appropriate delegation of authority and responsibility to its college academic senate.

B) In adopting the policies described in section (a), the governing board or designees, shall consult collegially with the academic senate.

C) While consulting collegially, the academic senate shall retain the right to meet with or appear before the governing board with respect to its views and recommendations. In addition, after consultation with the administration, the academic senate may present its recommendations to the governing board.

D) The governing board shall adopt procedures for responding to recommendations of the academic senate that incorporate the following:

1. When the board elects to rely primarily upon the advice and judgment of the academic senate, the recommendation of the senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted.