I. MEETING CALLED TO ORDER
Dr. Vela called the meeting to order at 1:02PM.

II. INTRODUCTION OF NEW EMPLOYEES – NONE

III. APPROVAL OF MINUTES – September 24, 2007
Dr. Reece made a motion to approve the September 24th minutes; Dr. Vela seconded the motion and the minutes were approved as presented.

IV. REVIEW BOARD AGENDA – October 1, 2007
Dr. Vela stated that no new items have been added to the agenda and that it does not appear that there is a need for a closed session for the October 1st Board meeting. However, items are listed on the agenda should something develop if we receive expected information under one of those items. The committee had no questions.

V. ITEMS FROM INSTITUTIONAL COMMITTEES

   Holly Bogdanovich  Student Life
Ms. Bogdanovich distributed the attached minutes from the College Committee on Student Life meeting held on September 6th. During that meeting the committee discussed last year’s commencement and suggestions for the upcoming commencement. They also discussed potential commencement speaker candidates, the updated Student Code of Conduct, the installation of new carpet in the Student Center and the Constitution Day Event to be held on September 17. Ms. Bogdanovich announced that the updated Student Code of Conduct is listed in this year’s college catalog and schedule of classes and that the Constitution Day Event went very well. This year’s Homecoming theme will be the “circus.”
Dr. Vela reminded Ms. Bogdanovich that this committee had requested during the last two years that the criteria and process for the recommendation of the commencement speaker be formally developed and documented. There was considerable discussion by committee members who suggested that the College Committee on Student Life be mindful of our students and their backgrounds and have the criteria include that the speaker’s message be positive, motivating and celebrative.

Ms. Bogdanovich replied that in most cases individuals who are somehow tied to the college, such as a former faculty member or alumni, are suggested as speaker candidates. The committee is open to suggestions to improve the selection process and a campus-wide email will be sent in order to request names of potential candidates.

Dr. Vela thanked Ms. Bogdanovich and requested that the commencement speaker recommendation be brought to the College Coordinating Committee. She also acknowledged Ms. Bogdanovich’s work with students and club advisors to help keep the longstanding Homecoming Events tradition alive at the college.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Lynn Serwin

Ms. Serwin distributed the attached official minutes from the Senate Committee on Program Review meeting held on September 4 and the draft minutes from the meeting held on September 18. She shared that the liaisons have been assigned for this year’s self study reports and that the reports that are due October 31 are coming along. Ms. Serwin also reported that the Program Review process has been greatly improved since the last Accreditation visit during which the college received some negative comments regarding the lack of a link between Program Review to Budget and Resource Allocation. The integration of Program Review with Planning and Budget results in program improvement. The committee also discussed their goals for the academic year which include creating a stronger link between curriculum development/revision with program review planning, measuring administrative accountability, increased reports from committee members to their divisions, the attendance of administrative personnel to the committee meetings, and the creation of a midterm reporting mechanism to be used in conjunction with the new unit planning cycle.
Dr. Vela noted that providing a sense of transparency and increased communication for the program review process leads to better decisions and a better operated college. She also stated that the resources that the college receives from grants are allocated to specific areas and that since the college has not shown any growth in enrollment, no additional funds have been received from the state. The only additional funds received are from COLA which is the only source of funds for us to tap to use for increases in the cost of supplies, utility contracts, program development and improvement, benefits, salaries and other increases. Therefore there are very limited funds available for other college programs. We need to create awareness throughout the campus of these limited funds and stress the importance of prioritization of needs and of resource allocation. Dr. Vela thanked Ms. Serwin and the other committee members for their dedication and persistence, and for moving the program review process forward.

Nina Motruk

Professional Relations

Ms. Motruk distributed the attached agenda from the Senate Committee on Professional Relations meeting held on September 18, committee membership list, Outstanding Faculty Selection timeline for 2007-2008, and procedures for the selection of the Outstanding Faculty Awards. The committee is still looking for an ASCC representative and a confidential representative and Ms. Motruk hopes to have these positions filled by the next meeting. The committee members had discussed the past Outstanding Faculty Awards ceremony and noted that the presentation of the “mini documentary” of the Most Outstanding Faculty winner was excellent and well received. They also discussed the possibility of modifying the lunch arrangement so that faculty who may be teaching a class at 12:30PM have a chance to eat during the ceremony. They also discussed the possibility of displaying photographs of the winners in the background as they are presented with their awards. She will discuss this with Mr. Bettino in the future.

Dr. Bryan Reece

Dr. Reece suggested that the committee create recommended guidelines for the introductions of the award winners and Ms. Motruk replied that each introduction will be reviewed before the ceremony by the committee.

Dean Mellas

Mr. Mellas suggested that the pictures of the award winners be taken prior to the ceremony in order to help prevent any problems with time constraints.

Dr. Vela

Dr. Vela thanked Ms. Motruk for her report and commented that she agrees with the recommended changes to the program.
She also stated that this event is a wonderful and upbeat celebration recognizing faculty excellence which she enjoys attending each year.

Dr. Bryan Reece

Sabbatical Leave

Dr. Reece spoke on the behalf of the Senate Committee on Sabbatical Leave as the chairperson, Ms. Kimberly Rosenfeld, had a class conflict and could not attend today’s meeting. He distributed the attached committee report summary and stated that a total of 11 applications have been received for a sabbatical leave during 2008-2009. The committee has completed the first round of application reviews and they plan to forward all finalized applications to the Faculty Senate in November. The return report mentors have been assigned and the return report orientation is scheduled for October 2nd. Dr. Reece also shared that there was much discussion during the last committee meeting regarding the appropriate action to take against a faculty member who did not complete his sabbatical leave report during the past academic year. The committee members have recommended that a letter be sent to the faculty member to clarify the seriousness of this situation and the possible consequences that may occur as a result. A letter will also be sent to the President and Vice President of Academic Affairs. The committee is also working on developing a formal procedure to address this issue.

M.L. Bettino

Mr. Bettino suggested that all of the sabbatical leave reports be presented during an annual staff development event in order to share the information with the entire campus community.

Dr. Vela

Dr. Vela thanked the committee for trying to address this issue and suggested that the committee contact Faculty Senates from other colleges in order to obtain more information regarding a possible procedure. She stated that a sabbatical is a privilege and a unique professional development opportunity as well as a commitment and agreement made between the faculty member and the college. It is incumbent on the college to assure that this obligation is completed and she trusts that the committee will do all that they can to ensure a resolution.

VII. STATUS OF SHARED GOVERNANCE

VIII. PRESIDENT'S REPORT – NONE

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS – NONE

X. ADJOURNMENT
Meeting adjourned at 2:28PM.