

**Academic Senate  
November 5, 2008  
Approved Minutes**

Academic Senate President Rick Hogrefe called the meeting to order at 3:03 pm.

**Members Present:** Jane Beitscher, Debra Bogh, T.L. Brink, Ken Bryson, Milly Douthit, Stephanie Gomez, Amber Hammons, Jodi Hanley, Steve Hellerman, Catherine Hendrickson, Rick Hogrefe, Jim Holbrook, Denise Hoyt, JoAnn Jones, Marina Kozanova, Meridyth McLaren, Sandra Moore, Bob O'Toole, Catherine Pace-Pequeño, Snezana Petrovic, Mark Snowwhite, Frances White, Gary Williams, Sherri Wilson

**Members Absent:** Deena Baker, Ryan Bartlett, Robert Brown, Jeff Burke, Damaris Matthews, Mario Perez, Diane Pfahler

**Guests:** Judith Ashton, Tom Bryant, Kathy Crow, Ron Gerhard, Gloria Harrison, Ericka Paddock, Karen Peterson

**I. Administrative Report**

**A. Business Manager Report**

Ron Gerhard handles the business aspects of the district, including contracts, insurance, facility use, etc.

1. Facility Use – Civic Center Act – there are rules about what the college can do with our facilities, outside of the instructional component. Can charge rent and require insurance.

The district is self insured for liability, so we want to cover ourselves as much as possible.

Is it possible to have year long hold harmless agreements so that it doesn't have to be recreated every time? District has been looking into this issue. They are looking at having hold harmless agreements good for the fiscal year. School districts are often resistant to doing this because it requires adding SBCCD to their insurance policy. Is there anything we can do to facilitate this? Yes, contact the risk management departments and/or give Ron the list of institutions who will be on campus during the year. How do we access the current hold harmless agreements? They are in Ron's office, not sure where they are on this campus.

Can we get a complete list sent of current hold harmless agreements? Ron will send the list.

Even guest speakers for classes should fill out a hold harmless agreement? Yes. Where do we find this page? On the Business Services Website. It is called a Mutual Hold Harmless Agreement. But the library is public - why do we have two sets of rules? Trying to reduce the risk to the district as much as possible.

2. Contracts - Ed code requires that any and all contracts go through the Board of Trustees. Can be frustrating because it is time consuming and the due dates are far in advance. Have to have time to read the contracts to make sure that everything is in place per the requirements.

Putting a process in place to deal with lost contracts as well as other documents. Plan to time and date stamp all incoming mail.

How are amendments to the contract process or changes in procedures communicated? If there is a problem, be sure to contact Ron.

Can we receive notice when a contract has been received, processed, sent to board, etc.? The cover sheet is the initial step in that process.

Is there a way to avoid having a minor issue get a whole contract thrown out? Is there a procedural manual that can be accessed? Ron has one in draft. Trainings are available on purchasing and contracts. Suggestion to make the trainings at a time more feasible for faculty.

There are contract guidelines for what things need contracts and what things don't.

Ron's extension is 4031.

## II. **Approval of Minutes**

- A. October 15, 2008

Accepted by consensus.

## III. **Treasurer's Report**

The balance stands at \$1944.78

## IV. **Other Reports**

- A. Classified Senate Report

Finished doing the popcorn fundraiser. Next fundraiser will be See's Candy. First Classified Senate newsletter is out. Rick will send out to faculty if they are interested.

- B. Student Senate Report

None

## V. **Senate President's Report**

3 new board members, Lockwood reelected, New – Futch, Visqueno, Longville

Great Shake Out on Thursday, November 13<sup>th</sup> – at 10:00 am announce a 7.8 earthquake.

## VI. **Old Business**

- A. **Action Item, 2<sup>nd</sup> Reading:** F08.01 Transfer Work and Graduation

**Motion:** Approve for second reading (Holbrook, Jones, MSC)

No discussion

## VII. **New Business**

- A. Discussion: Enrollment Management Plan

**Motion:** Approve for first reading (Snowwhite, Brink, MSC 1 no)

Discussion: We have a college vision, but the strategies don't support the vision.

- B. Discussion: F08.02 Institutional GPA Requirement for Graduation

**Motion:** Approve for first reading (Holbrook, Brink, MSC)

Discussion: this would stop a student from graduating, just because they had a bad time here at Crafton? Yes.

C. Discussion F08.03 Incompletes and Graduation

**Motion:** Approve for first reading (Jones, Holbrook, MSC)

Discussion: don't all incompletes convert to a letter grade – time frame varies from school to school. Most have a one year waiting period.

D. Discussion: Board Policies/Administrative Regulations (Academic/Professional)

1. BP 4100 Graduation Requirements for Degrees and Certificates  
None
2. AR 4108 Distributed Education  
None
3. BP/AR 4226 Multiple and Overlapping Enrollments  
Title 5 is clear about overlapping scheduling. The VP should not approve this situation without written consent from the instructor.  
What is the difference between scheduling convenience and scheduling necessity? Request a definition of 'scheduling convenience.'
4. BP/AR 4300 Field Trips  
Why do we have to keep a copy on our desk? One student's refusal to go can cancel the entire field trip. Pulled for further discussion.
5. AR 5055 Enrollment Priorities  
Issues with wording. Priorities developed by Valley.  
How did they choose the ones with priority? Why is it different than the Title 5 wording? Do not want to offer Valley students priorities at CHC.  
Currently each college calculated priority separately.  
Rick will forward that we are not satisfied with this one yet.
6. AR 5080 Course Adds and Drops  
None

**VIII. Committee Reports**

- A. Curriculum - none
- B. Student Interests - none
- C. Educational Technology - none
- D. Honors Steering - none
- E. Planning and Budget - annual plan should be at the chair level at least.
- F. BSI Task Force - none
- G. District Assembly – people at DA are not commenting or participating in discussions.

**IX. CCA Report**

None

**X. Announcements**

*Red* is being performed this weekend. Dress rehearsal is on Thursday.

**XI. Statements from the Public**

None

**XII. Adjournment**

Meeting adjourned at 4:51 pm.

Respectfully submitted,  
Meridyth McLaren, Secretary