

Council of Chairs & Coordinators

Minutes of the Meeting – Monday, October 11, 2010

MEETING ATTENDANCE:

X	Oralee Holder , Chair	X	Janet Gelb (CSIS)	X	Priscilla Rogers (Int Bus, Mrkt, Man)
X	PJ Ortmeier (AOJ) Tina Young	X	Bonnie Schmiede (Counseling)	X	Pat Morrison (Library)
	Helen Liesberg (American Collegiate Eng)		Danny Martinez (Cross Cult)	X	Julie Middlemas (Library)
X	Jennifer Carmean (ASL)		Joe Orate (Culinary Arts)	X	Jenny Vanden Eynden (Math)
X	Ross Cohen (Astronomy, Physical Sci, Physics)		David Mullen (Dance)	X	Susan Working (Math)
X	Israel Cardona (Behav. Sci)		Kathy Meyer (Dance)		William Snead (Media Commun)
X	Virginia Dudley (Bio Sci)		Nemie Capacia (Dev Math)	X	Paul Kurokawa (Music)
X	Craig Milgrim (Bio Sci)	X	Jennifer Bennett (Digital Arts)	X	Derek Cannon (Music)
X	Brian Keliher (Bus Admin)		Jane Nolan (DSPS)	X	Sharon Sykora (Nursing)
X	Linda Snider (BOT)	X	Carl Fielden (DSPS)		Diane Gottschalk (Nursing)
	Mark Presnall (BOT)		Angela Feres (Distance ED)		Christi Vicino (Occp. Therp Asst, Speech Lang Path Asst)
X	Andy Biondo (CVT, Ortho Tech)	X	Tim Cliffe (Earth Sci)		June Yang (Philosophy, Religion)
	Nadra Farina-Hess (CATL)	X	Oralee Holder (English)	X	Shahrokh Shahrokhi (Polit Econ)
X	Jeff Lehman (Chemistry)	X	Chuck Passentino (ESL)	X	Lorenda Seibold-Phalan (Resp Therp)
	Judy George (Chemistry)		Jim Tolbert (EOPS)		Devon Atchison (SLO)
	Claudia Flores (CHD Dev, Fam Studies, ED)	X	Jim Symington (Ex Sci Well)	X	Beth Duggan (Theater Arts)-Craig Everett for Beth
X	Sheridan DeWolf (CHD Dev, Fam Stud., ED)	X	Beth Kelley(Ex Sci / Well)		Mary Rider (Trans Center Direc/Coord)
X	Angie Gish (CHD Dev Center)	X	Yolanda Guerrero (Foreign Lang)	x	Malia Serrano (Visual Art & Humanities)
x	Roxanne Tuscany (Comm)	x	Robert Henry (History)		

X = present at meeting

GUESTS:

- Barbara Blanchard, VP Academic Affairs
- Roxane Benvau, Media Librarian
- Brian Nath, Assoc. Director/Information Systems District
- Tim Flood, Vice President Administrative Services

RECORDER: Rochelle Weiser

CALL TO ORDER (11:05)

I. Chair's Report—Oralee

Oralee began by referring to the e-mail that was sent by SLO Coordinator, Devon Atchison, regarding the upcoming SLO Assessment Workshop to be held November 5, 9:30am-11:00pm in Room 585. Devon indicated this workshop was to be more in depth than the previous workshop held during flex week and was going to cover more specific information regarding putting together the SLO Assessments. Devon requested faculty RSVP by November 2, to ensure adequate materials are available.

Oralee reported Chris Hill, Academic Senate President, was unable to attend the day's meeting, but did want to remind the Chairs and Coordinators about the upcoming "Earthquake Shake Out" being held Thursday October 21 at 10:30am. Oralee asked the Chairs and Coordinators to please remind faculty that the exercise would occur during class time, but it had been planned for 10:30, to coincide with the end of 9:30-10:45 classes, as to not disrupt classes too much. Chairs/coordinators wanted clarification on whether the students should evacuate or not. Clarification was needed as to what the "all clear" signal was going to be. Since Tim Flood was coming later to the meeting, those questions would be posed to him.

Oralee reported on the previous Chair Orientations on Peer Evaluations and Hiring Processes; both went very well and the handout materials from both sessions were available at the back of the room. Oralee noted she would also be sending an electronic version of the handouts as well. Oralee noted that a third session regarding Scheduling had originally been planned, but would be postponed until administration had a sense of what the summer schedule would look like. She noted the session may be postponed until the Spring flexweek activities.

II. Intelcom Video Clip Database—Roxane Benvau

Roxane began by introducing herself and explaining she was there to share with the Chairs and Coordinators the new video database the library has available: Intelcom Video Clip Database. Roxane noted the database is fully hosted by Intelcom, is available to all faculty members, and can be used on Blackboard. She noted faculty members do not have to have a large computer, but it is recommended to have one of the latest browsers, such as Firefox, and have the latest version of Adobe Flash player. She noted the video clips are both Mac and PC friendly, they can be used in Blackboard or in a Power Point presentation, and most video clips are 3-5 minutes in length. Roxane noted when used in Blackboard, the viewer remains in the Blackboard website. Roxane then reviewed how to access the database via the GC Library website, how to cut and paste the URL for the clip, and how to paste it into Blackboard. Roxane then reviewed how to find the Intelcom webpage and how to locate content of the videos. She noted GC purchased the “basic” database through a consortium, so GC was able to receive a reduced rate and has the option of adding additional packages to the database. Roxane noted that the database was purchased for one year and the Library would like to see how it is received and utilized by the faculty. She reported the clips were produced by a company that creates telecourses for colleges; they then took those courses and created the clips. She noted the content had been well received by the faculty members who have utilized them. Roxane asked that any faculty with questions or feedback on using the Intelcom Video Clip Database to please contact her. She also noted she would be sending an e-mail with information on using the database and asked the Chairs to please share it with their faculty members.

III. Room Utilization Reports—Brian Nath

Oralee reported Brian was going to do a short presentation he provided for the Room Utilization Committee regarding accessing reports on room usage. Brian began by explaining on the District network there is a server with web reports. Brian noted that if you type “reports” into the browser you will be directed to this page. Brian directed us to the folder “Instructional Services”; under that folder are the headings “Facilities” and then “Meeting times by room.” Brian then reviewed how to access the reports that are available. Brian reviewed the ways the information can be sorted--by time or day. When sorted by day, the sections offered in the room can be seen. Brian explained the various filters that can be used to access information.

It was noted that these reports only cover classroom usage; Resource 25 covers other events such as meetings. Brian noted that Resource 25 can be accessed by typing “Event” into the web browser. He noted that the information in Resource 25 requires a little more navigation skill to access the information. It was suggested that perhaps Information Systems could provide a PDF document explaining the different codes and abbreviations; Brian noted this would be a very good idea. Brian then reviewed the Room Section Detail report; this report shows the room capacity, the section capacity, and the current enrollment.

Discussion occurred regarding how far back the information is available; everything from the Summer 2008 forward is included and some information from 1976 forward has been input. Brian noted many of the reports and filters were created to be used by IS, and he agreed it would be helpful to have an explanation of the codes for faculty users. Discussion occurred regarding exporting the information from the reports; Brian reviewed the options available in the drop down menu and how those can be read. Oralee noted that these reports are for information only and that rooms must continue to be scheduled through Instructional Operations.

IV. Budget Information—Tim Flood

Oralee began by asking Tim to clarify the procedure for the Earthquake Shakeout. Tim reported GC Facility Operations would like faculty to have students go through the drill: duck, cover, and hold on when the fire alarm sounds. Tim noted once the alarm is finished, faculty do not need to evacuate the buildings but rather administration asks that faculty take the time to discuss with students the evacuation process and emergency procedures. Tim noted the one page handout that was sent to faculty and how this could

be used for discussion with students. It was noted that the State recommends taking cover under a desk or table rather than proceeding to a doorway or outside. Discussion occurred regarding mobility challenged students; Tim noted the handout does cover information for students who cannot get out of a wheel chair or move under cover quickly; it is recommended they hang on and cover their head if possible. It was suggested that after the drill would be an opportunity to discuss with mobility challenged or wheelchair students a plan for evacuation, including having a friend or another student available/assigned to assist them with evacuation. It was noted that during a real evacuation situation, faculty and staff can guide students to the evacuation areas and recommend the next step but cannot prevent students from leaving the campus. It was clarified for this drill, once the fire alarm stops faculty could return to classroom instruction or use the time for discussion of emergency procedures. Tim noted in a real emergency situation that the facilities operations staff would move through the campus to give the all clear signal; a campus wide outdoor signal system is being worked on.

Oralee reported that GC had a onetime surplus in the budget of approximately 1 million dollars, and Tim was going to further explain the surplus and the allocation process for the funds. Tim began by noting he had not yet had the opportunity to go over the Governor's budget in detail as yet, but his feeling was that it would probably be revisited with the new Governor as the budget was very optimistic in regards to projections of income to be received from the Federal Government. Tim did note that the budget included growth funds and did not include negative cola for community colleges—good news.

Tim began by reporting that the difference between the GCCCD Tentative budget and the actual adopted budget was an approximate surplus of \$2.5 million. Tim then noted the areas that contributed to the surplus: fewer purchase order carry overs than anticipated, state lottery income, funds from international students, overall lower district costs. Tim then explained the areas the surplus was allocated to: \$1.3 in purchase order carryovers, a \$1.16 College fiscal uncertainty fund (this is the one time fund and how it is to be spent will be going through the shared governance process, the Planning and Resources Committee and what the Chairs and Coordinators would be discussing today), \$350,000 to College Roofing Project (to provide for upcoming roofing projects.).

Tim then explained the areas Planning and Resources reviewed for allocation; Tim stressed the items looked at were for a one time need as the funds were not ongoing, just for this one year. Tim then noted some of the areas that are being reviewed: additional section offerings, support services, the Foster Youth support program, supply line items, learning student/athletic needs, tutoring, costs associated with the FIPSE Grant from Kingsborough college.

Discussion occurred regarding technology upgrades on campus; those items are covered by ongoing funds and not included in this one time allocation. Discussion then occurred regarding how Chairs and Coordinators go about requesting computer replacement; Tim noted he would follow up on the process. Jenny reported that the math department had worked with Brian Nath in determining their oldest computers and put together a priority list for replacement within their department. It was noted that the Counseling Department is down 3 counselors and that the funds allocated did not seem enough to cover an increase in section offerings as they are unable to service the current student load; Tim noted he would bring that back to Planning and Resources for discussion but the number was determined on 20% of what had been allocated for student services tied to the increased sections for Spring. Tim then explained the allocation to restroom and classroom restorations; CSIS processor; and employment needs.

Discussion occurred regarding critical hires; this is funded through ongoing funds. Tim noted that determining critical hires is an ongoing process of reviewing the lists and looking at the college's critical needs. It was noted the five areas that are considered critical at this time: **accreditation, health and safety, falling below critical levels of service, and supervision of students**. It was noted that the "staffing" component is no longer included in the department planning process at this time, and the staffing committee has been suspended at this time; during this time the faculty staffing committee is reviewing the current staffing need matrix and will be recommending if any changes need to be made.

V. **Microsoft Office 2010—Janet Gelb**

Janet reported that GC will soon be moving to Microsoft Office 2010. She noted that a timeline/schedule for when the change will occur will be sent out to faculty soon and that CSIS will be scheduling training classes for faculty to learn the new system. She noted it is very similar to the current Office 2007 that is being utilized.

The CCC meeting adjourned at 12:20pm. Next meeting: November 8, 2010 Room 325.

