

Notes from CCC meeting 9/11/17

1. Zoe's presentation of Philosophy department – very thorough overview of the faculty, courses offered, sponsored events/speakers, outreach efforts, faculty professional associations, and educational partners.
2. Judd's updates:
 - a. General sentiment about happenings at the college, the importance of being involved yet having (or prefer) to hide out within your own department. The importance of balance for the Chair/Coordinator – maybe we can work on that as a group.
 - b. Enrollment – (you know your own stats) – how we have \$1.25 million to cut – the importance of the Budget Taskforce. The impending downward trend in our FTES, and ongoing need to cut (with Stabilization process likely). Need for better data for retention improvement. Faculty discussion.
 - c. Faculty-Staffing process continuing per usual. Katrina stated email out tomorrow requesting declarations of intent to hire by departments be submitted by Friday. Members of the FS committee to attend next CCC meeting.
 - d. Reorg process of college committees - ongoing. Question of CCC being an Academic Senate committee or not.
 - e. Activity proposals – not certain of process but Mike Reese recommends that everyone update their plans in TracDat by end of October until new system is in place.
 - f. Compressed Calendar – ongoing. Process of changing calendar is moving forward.
3. Janet Gelb with Canvas updates:
 - a. History of why Canvas start date moved up. Janet needs help keeping faculty list current of those who have received online training (online course instructors); this list is shared with deans/chairs. Instructors may take training at other colleges, but need to notify Janet for her list.
 - b. Flyers in mailboxes with Canvas training dates. Department level training available for face to face instructors. Four hour training also available for F2F instructors. Faculty discussion.
 - c. @One meets Canvas training requirement. Faculty will be reimbursed \$65 cost.
 - d. Template updated by Chris Rodgers recently in Canvas Commons.
4. Bryan Banville Workday info:
 - a. Bryan wants to “hear” the Chair/Coordinator challenges – so he can take them to those who need to hear them. Faculty the “least supported” group for Workday.
 - b. To access your budgets, type into search bar: “Report - Available Balance by 4 Digit” and you'll see it pop up. Tip to look at previous month to see expenditures. Chairs/Coordinators have been left out of the “business” process.
 - c. Workday training – now “on demand” versus scheduled dates/times. Contact Bryan for department or one-on-one training.
 - d. Bryan solicited specific examples of business process not meeting C/C needs. Also encouraged C/C to voice needs to Grossmont Business office. He suggested you may want to initiate any procedure such as email required before PR, to suit your department's needs until process is improved.
 - e. Time entry – soon all timesheets will be paperless with direct input of hours into Workday. A decision being made this coming Wednesday (9/13) about which group will

begin this process November 11 and which one in January 2018. Deans to be contacting C/C to determine which NANCE employees belong to which “supervisor.” This “supervisor” will become a “timekeeper reviewer” to sign off on timesheets. More on this – faculty sick leave to also begin showing up with this process.

- f. Bryan warned with Workday access off campus, to be certain your private information is guarded since it will be exposed with Workday open on your laptop/phone/tablet.
- g. Workday part of adjunct orientation beginning September 8th.
- h. Best way to contact Bryan is by email (bryan.banville@gccd.edu) and phone messages will be returned within 72 hours.