

PETALUMA FACULTY FORUM
October 4, 2011
MINUTES
ROOM 656, CALL BUILDING

CALL TO ORDER

Acting Chair Bic Ha Dovon called the meeting to order at 3:06 p.m.

MEMBERS PRESENT:

Molly Matheson (Library), Bic Ha Dovon (Math), Gloria de Blasio (English), Nikona Mulkovich (DBS), Cheryl Dunn (College Skills), Tara Jacobson (KAD), Michelle Hughes Markovics (DBS), Norberto Quiroz (Counseling), Ashley Arnold (DRD), Andrea Alexander (DRD), Wendy Porter (Work Experience), Rebecca Fouquette (Math), Vince Hamilton (Counseling), Johnny Sarraf (English), Barbara McClure (English), Laura Sparks (ESS), Mary Pierce (Communications)

GUESTS:

Robert Chudnofsky (Admin), Jane Saldana-Tally (Admin), Matt Pearson (Media Services), Gary Watts (Facilities), Terry Shell (Math), Josh Adams (IT), Jordan Meade (IT), and Marshall McGowan (IT), Rachel Minor (Bookstore).

OPEN FORUM:

Jane Saldana-Tally: There will be a card in Faculty Support for Heidi Miranda, and more information on funeral services for her husband are forthcoming.

Michelle Hughes Markovics: There is an exhibit in the SRJC museum featuring work by Jurgen Kremer re: Shamanism – tell your students and fellow colleagues.

Bic Dovon: Tonight there is an Alzheimer's fundraiser at the Redwood Café in Cotati on 10/4.

MINUTES

September 2011 minutes approved with one minor correction (missing word)

REPORTS

Academic Senate- Tara Jacobsen

There is a resolution coming forward to form a Mass Communication Taskforce to tackle the problems with DL.Staff emails.

The deadline for SLO compliance is 3/1/12. Courses without approved SLOs at that time will be inactivated.

All Faculty Association – Mary Pierce

Mary handed out printed copies of the minutes from the last AFA meeting. She urged us to go to the AFA website and to read the minutes to see what AFA is doing for faculty. She requested feedback from faculty about to make the AFA minutes more accessible/available. Please send any suggestions to Mary.

AFA is working on stepping up our advocacy in Sacramento. A \$1000 donation was made to Sharon Hendrickson's campaign and a one-time donation was given to a lobbying organization for the legislature that works for faculty at the state level (FACCC). AFA realizes that we need more advocates for us at the state level, so they are considering becoming a FACCC contract school. FACCC could be our voice in Sacramento.

There are three adjunct representative seats that are vacant; the election is coming up in about 1 week. Please get involved.

Next AFA Meeting is in Petaluma on Wednesday 10/12 in Mahoney Reading Room. Please come and voice your concerns.

Facilities Reports – Gary Watts

HVAC System in Phase I is not working. It needs a major repair; a full system replacement which will take at least 30 days and around \$100,000 to fix.

Ellis Ceiling Panel Repair: a few panels fell from the ceiling and nearly hit an instructor (Michelle Hughes Markovics). There are similar panels in Mahoney Library. All of the aforementioned panels have been removed and facilities has consulted with engineers for permanent repair of these panels.

Ants: When it rains, the ants move in. Please keep food and water (in plants) out of your offices.

Pigeons: They are still being trapped and an effort to “modify their behavior” is underway.

Cleaning: Urge your students to keep food and drink out the classrooms (Ellis in particular) and to clean up after themselves. Students have used chalk on outside walls that now need to be repainted.

IT Report – Josh Adams and Jordan Meade

ITG (Institutional Technology Group): an advisory committee to the president that allocates technology funds. ITG is buying used computers whenever possible to use as replacements. Personal printers are no longer being supported. They are currently working on the Technology Plan Update that outlines our needs/costs for the next 3 years.

A few changes have been made in the IT staff; they have experienced a 20% staff cut. Jerry Xu recently left his position, and Marshall is filling in and covering his duties. Alex Drake from Santa Rosa will also help to fill in his duties. Jim Rice (Systems & Programming) has taken early retirement, so now SRJC only has one programmer. Mike Flaa is also leaving as manager of the Internet Services Group.

There should be no use of district IT equipment for personal gain (fundraising) or to download movies and sell them. Your internet activity is monitored.

Students will be receiving bearcub.santarosa.edu email addresses.

Norberto brought up a concern about the inadequacy of the SIS system: people were waiting for hours trying to register at 6am during priority 1 registration because the system was freezing up.

The IT dept. is planning to meet with groups of instructors to determine their software needs and develop a cohesive list of software that instructors rely on. This will help ease the transition to Windows 7.

Management Team Report - Jane Saldana-Talley, Robert Chudnofsky, Matt Pearson

Jane stated that presidential interviews will be conducted on 10/10, 10/11, and 10/12 on the Petaluma campus. There will be a board meeting in Petaluma in the Mahoney Reading Room on 10/11. “Project Truth,” a non-student “right to life” organization will be visiting the Santa Rosa campus on 10/11 and 10/12 with signs using graphic and disturbing imagery. Instructors are advised not to engage them.

Robert stated that the Petaluma campus has a 95% efficiency rate for fall 2011, meaning that class sections are almost completely full.

Matt Pearson announced that Joann Gaglione will be returning to work soon. The campus will be cutting back on available cable TV channels to save funds. Please contact Matt if there are specific channels that you need access to.

Chair Report

It has been requested that there should be some sort of campus-wide recognition when adjunct members of the Petaluma Faculty retire. Jeff Clark has a request to change offices. Laura Sparks stated that she has notes and a summary from the PFF retreat on 9/16/2011 that she can send out electronically. Discussion item 2 on the agenda will be removed because Gary Watts already addressed these concerns earlier in the meeting.

Discussion: Petaluma Staffing Requests / Ranking

Jane distributed several documents with a complete list of departments that had asked for positions, including retirement replacements. 6 positions were in the PRPP. Retirements in English/Library/BOT were unexpected. A plan was developed in 2008, and most of the positions on the plan have not been hired, so they just keep getting pushed forward to future years. Robert Chudnofsky will sit on the faculty staffing committee for the Petaluma cluster, and Lauralynn will make the presentation to the committee. Jane requests that we form an ad hoc group of faculty volunteers to take on a role for Petaluma similar to the faculty staffing committee. The group will require strategic, long-range thinking. Relevant resources and materials are posted on the file depot ready to go for faculty volunteers. There will be a meeting on Tuesday, 10/11.

Discussion: Volunteerism (Wendy Porter)

Wendy has been working for 22 years on the Petaluma campus in the areas of work experience and volunteerism. There was recently a volunteer fair which was attended by 350 students. Volunteering is a valuable way for students to gain both hands-on experience in their chosen fields and skills that will transfer to workplaces. Instructors can incorporate volunteerism into their classes by requiring students to complete a certain number of volunteer hours at an outside agency or company. Faculty discussed the ways that they use volunteerism in class and concerns they had about implementing it. Some organizations and events that have used or could potentially use student volunteers include: Dia de Los Muertos, Boys & Girls Club, Mentor me, Petaluma Health Center, and Petaluma bounty. Wendy stated that she is available to help coordinate student volunteerism, and would be happy to come visit classes. Interested faculty were asked to provide contact information.

Discussion: DRD (New protocol/ Exams/ Note-taking, etc)

There is a new exam protocol for DRD: students must schedule their exams far in advance. Some instructors were concerned about forgetting to turn in exams for students to take in DRD because the forms are now filled out so far ahead of the actual test date. There will therefore be an email notification/reminder from DRD to the instructor shortly before the test date.

Several instructors were concerned about confusion in finding note takers for their students. It places a burden on the instructor to arrange for and facilitate the exchange of notes between several individuals, particularly if one or more of them wishes to remain anonymous. DRD can work with instructors to help make arrangements for note takers.

Due to time constraints, the discussion of Call Building Office / Meeting Room Issues will be postponed until the November PFF meeting.

The meeting was adjourned at 5:00pm.