

**PETALUMA FACULTY FORUM**  
**December 1, 2009**  
**MINUTES**  
**ROOM 602, CALL HALL**

**CALL TO ORDER**

Chair Michael Eurgubian called the meeting to order at 3:05 p.m.

**MEMBERS PRESENT:**

Michelle Hughes Markovics, (DBS), Marianne Arden (ESL), TN Quiroz (Counseling), Curtis Newsom (Fire Tech), Barbara McClure (English), Peggy Floren (ESL), Carolyn Massell (CS), Bic Ha Dovan (Math), Tara Jacobson (PEDA), Venona Orr (PEDA), Mai Nazif (MCL), Johnny Sarraf (English), Molly Matheson (Library), Nikona Mulkovich (Psych), Cheryl Dunn (CS/Tutorial), Breck Withers, (BAD), Susan Jaderstrom (CS), Phyllis Usina, (Library), Jeff Clark(Math), Michael Eurgubian (Math)

**GUESTS:**

Barbara Croteau (Academic Senate President), Terry Shell (Academic Senate President Elect), Cynthia King (Business Services), Robert Chudnofsky ( Administration), Jane Saldaña-Tally (Administration), Matt Pearson (Media Services), Gary Watts (FAC/OPS)

**OPEN FORUM:**

Norberto Quiroz told PFF of Jim Elrod's (Counseling) passing. There will be services and a scholarship in his name.

Peggy Floren said that she is glad that the doors to the faculty offices wing will be locked at night.

Molly Matheson said that Bill Shelly is retiring on Friday and there will be a party in the library for him tomorrow.

Breck Withers reminded PFF to please complete the Budget Advisory Committee surveys (today is the last day).

**MINUTES**

Minutes from the November 2009 PFF meeting were approved, after is was edited to reflect that Robert Chudnofsky comments regarding departments (Psychology, Counseling, Food and Nutrition, Business Admin, Speech, and College Skills), applied to staffing requests, not the addition of new sections.

**REPORTS:**

**Tutorial Center - Maya Harper**

Maya reported the results of the survey given to math students using the tutoring center. 750 surveys were completed. Results are posted at the Tutorial Center. 80% of students heard about the center from faculty. This shows that the center is dependent on instructional support. Please mention the services provided to students (or make a note in your syllabi).

**Academic Senate - Barbara Croteau**

Barbara passed out a handout with updates from the Academic Senate. You can read the resolutions on the Senate's website (<http://www.santarosa.edu/senate/>). Some upcoming issues are SLOs and students meeting prereqs besides with just testing.

**All Faculty Association (AFA) - Cheryl Dunn**

Referendum results are posted on AFA's website (<http://www.santarosa.edu/afa/>). Regarding the budget, it is not a good year.

**VP Report: Jane Saldaña-Talley**

1) Jane mentioned Jim Elrod's passing. Please let administration know if you would like to make a contribution. 2) The Multi-Site Task Force survey results are out. 3) Jane would like to see more faculty involvement in the PRPP process. 4) The District will be closed from Dec 23- Jan 4.

**Chair Report - Michael Eurgubian**

- 1) Michael mentioned that some workshops focused on personal safety and security will be held soon.
- 2) Catherine Wilson would like to talk to PFF about the Career Center.
- 3) A PFF blog space is ready. More details to come.

## **DISCUSSION:**

### **Facilities – Gary Watts**

Gary discussed the difficulties and challenges that facility operations deal with given a very limited budget. Staff has a lot of space to cover. They receive about 60 service requests per month. Send your requests to: [gu.pet.facilities@santarosa.edu](mailto:gu.pet.facilities@santarosa.edu). Please do not send requests to Kimberly Kalember's personal email. When requests are received, they are prioritized. Gary cannot answer where your request is in the process because it's moving all the time. There is a current backlog of 150 requests. Regarding the new facilities warranty- they are out of warranty now. Whoever is on duty should have access to every door on campus (but they may not have a key or card on them at a given time). There is no single master key for the entire campus.

### **Technology Issues – Michael Eurgubian & Phyllis Usina**

Michael announced that the Technology Committee met last Wednesday and talked to Administration about the issues.

Phyllis Usina said that faculty issues/problems were presented to the Technology Committee; they went over suggestions from previous PFF Retreats & earlier PFF meetings this semester. Current procedures related to technology issues were identified as well as any changes that need to be made. Examples of problems experienced by faculty members and of how technology problems interfere with teaching were identified and discussed. Phyllis stated that a new version of Dashboard 2.0 will be coming out soon, and that there is an attempt to address the cross-training of personnel to help with technology problems on the Petaluma campus.

Jane Saldaña-Talley said that the "A-Team" is trying to put together a draft proposal on how to deal with these issues which will then come back to the Task Force for their review.

### **BSI and Learning Communities - Ann Foster**

Ann introduced herself, explaining that she coordinates Learning Communities on both campuses and is also working on coordinating new faculty workshops that incorporate techniques to help teach BSI (Basic Skills Initiative) students. These workshops are open to all faculty.

Ann sent a survey to all new faculty hires since 2006. This survey is being used to formulate the workshops; they are a way for all of us to improve our teaching. She solicited input on possible workshops and asked for volunteers to design new workshops. Ideally they would be open to all faculty, and flex credit will be available.

Ann informed us that Learning Communities have been offered on the Petaluma Campus for the past 3 years. She would like to add some new offerings into the fall 2010 schedule. A new First Year Experience Learning Community will begin next fall (it follows the Puente template).

### **Student Services Dean**

Michael Eurgubian noted that a number of people have expressed concern about the decision to hire a Student Services Dean instead of a Dean of Instructional Management for the Petaluma Campus. A number of concerned faculty wished to express their concerns via a formal statement. A letter outlining these concerns was circulated amongst faculty, it was finalized and presented to Vice President Jane Saldaña-Talley. A copy of the letter was handed out to all members present.

Norberto Quiroz stated that he provided information to Michael Eurgubian over the weekend for this letter, he feels like it was misrepresented and made some corrections to that information.

Peg Florin requested clarification of job descriptions re: Administration for Financial Aid and EOPS. Norberto Quiroz responded saying that many have supervisors on the Santa Rosa campus and that they are coordinated through Deanna Hatter on the Petaluma campus. Jane Saldaña-Talley added that A&R and counseling are coordinated by Deanna Hatter, but that everything else is administrated by Jane; Deanna is a faculty coordinator, not a manager and she is not involved in evaluations.

Cheryl Dunn inquired whether DRD had a manager or a department chair? Jane answered her by saying that they have both.

Breck Withers stated that it seemed as if we are looking for a person who would only supervise only about 10 people. He wanted to know what the job would entail exactly.

Peg Florin asked why these duties were not incorporated into the Instructional Dean position after Ofelia left?

Jane answered that these duties were separated during the reorganization in March and that it was always the intent to have this new position. She also expressed concern that Robert Chudnofsky and other managers were being overextended; that the management team is not balanced now. She feels that Student Services is not being developed properly because of growth and that we need to catch up because student enrollment has changed. The Dean of Student Services position is the priority for our campus now, according to Jane. Robert is doing jobs now that would be considered to be the Dean of Student Service's job. If we get the new dean Robert will have more time to concentrate on instructional management.

Nikona Mulkovich states that she is concerned about the lack of inclusion of the faculty in the decision-making process. That this has not a collaborative process so far. She says that the faculty here are a great resource, and that we could have been useful in this decision-making process.

Cheryl Dunn asks if the inaccuracies in the letter are fixed, would the faculty like this to be presented or stated in a formal way? Would PFF like to go forward with this?

Mary Pierce asks for a motion to make the changes discussed today and then to formally present the letter to the administration (Dr. Agrella, Ricardo Navarrette & Jane Saldaña-Talley).

The motion was seconded by Susan Jaderstrom.

Michael Eurgubian asks for clarification from Jane Saldaña-Talley about the last bullets in the letter. She stated that this new position was discussed repeatedly with Dr. Agrella & Ricardo Navarrette, as well as with component administrators.

Cheryl Dunn asked for clarification, asking if it was a collaborative process, and if it had been discussed *prior* to the final decision being made to change the position to a Dean of Student Services? Jane replied that it was discussed repeatedly amongst them; it was not a decision made by one person.

There was a call for a vote that this letter be presented formally to VP Jane Saldaña-Talley, President Agrella and Barbara Croteau. The vote was called. Nikona Mulkovich suggested we vote to move the letter to an action item. Motion carried. A motion was made and seconded to send the letter. There was no opposition. Motion carried.

The meeting was adjourned at 5:06pm.