



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES - Summer
JULY 26, 2022**

Approved 8-9-22

11:30 AM - 1:00 PM

PLN-120

Present: Barros, Casem, Dabirian, Kanel, Milligan, Self, Shepard, Stambough, Walsh, Wood

Absent: Jarvis

I. CALL TO ORDER

Chair Walsh called the meeting to order at 11:30 am.

II. URGENT BUSINESS

- Everybody is getting Covid.
- We are losing staff too fast. The reduction of staff and staff with Covid ground things to a halt.
 - We are losing staff at an alarming rate to other CSU's and community colleges.
 - I expressed this in the chair's meeting earlier this spring. My observation in the last two years is that staff have felt that the performance evaluation process has become much more politicized, punitive, and removed from the reality of the staff's work. This has left them demoralized and feeling like they want to leave. And these are excellent, long term employees who don't want to leave, who want to stay.
Yesterday my staff had their meetings with our associate dean. The evaluation process had always been collaborative, positive, and proactive, until the last two years. Something has changed in the last two years. I believe four veteran long-term excellent staff members have left our college in the last year and several more will likely leave in the next year. And it is not for the people who are leaving to get a step up or to get more money at another institution, it's because of the actions of the administration and how mistreated they feel.
 - The performance evaluation feels to staff like a process to provide cover for a refusal to consider salary increase. Because there is a decision that no one will ever deserve a raise, their salaries will continue to shrink through the cost of living. I know of multiple long-term staff who have seen opportunities at community colleges with better salary, better quality of life, more flexibility in schedules, and less micromanaging.
 - I think it's in more than Academic Affairs, it's in other divisions. So, the question is, is it across the board because we have a different process. One of the things that is an issue that comes up is the all fives on the performance evaluation. If we give an employee all fives, you are giving them an In-Range Progression (IRP), so it could be a budget implication. So, are they claiming a budget implication? At one time we were told by Human Resources if you give an employee all fives, if you have the budget, then you can give them an increase. But recently we were told if you give them all fives, if the request comes for a salary increase, you must give it to them. Now we have staff getting upset because they were all fives last year, but given all fours this year, and they are asking what the problem is. We have tried to make our staff understand by saying that we can give you a raise this year, but won't be able to give a raise next year because of the budget. We work with the staff so they understand our situation from a budget perspective.
 - There has been a cultural shift at some point. Is there somebody we can bring in to talk about what is the process, what is the culture, and what is the purpose of the evaluations? Evaluations should be about documented things, good and bad. The process, if we are serious about our Strategic Plan Goal, of recruiting and retaining high quality staff, it should be an empowering process as well, and that part seems to be lost.
 - My experience as the chair was every time I evaluated a staff member, the associate dean downgraded my evaluation because of the dotted line relationship and they have no information about the day-to-day performance, and yet would change them every single time.

- There were some excellent things going on that my people needed a five for because they were doing more than their share. I had to totally document it and give evidence in order to give the person a five in a couple of categories.

Q: Why are associate deans involved to the extent that they are, they aren't around those people daily?

A: Because the contract says they have to be supervised by an MPP.

Suggestions:

- Bring it up with the Provost.
- Invite David Forgues to come discuss the issue and provide some clarification.

III. ANNOUNCEMENTS

- (Casem) The second floor in McCarthy Hall is coming together, but we still have a long way to go. We have our first wall graphic up, on the bridge between McCarthy Hall and Dan Black Hall you can see beautiful graphic art.
- (Dabirian) When IT implemented the laptop strategy, one of the things was to remove desktops, we are not buying any more desktops. But we are allowing faculty to keep their old laptop. We are telling them to keep their old laptop and we are giving them a good docking station. So if they don't want to take them back and forth, they keep their old laptop as one of the devices they can use. We know there will be some exceptions, but we want to make sure that if anything happens, they can pick up and go. So, this year we are going to do a push with faculty.
 - (Casem) One thing we ran into with orientation activities and registration was the Library was immuted almost exclusively of desktops. I can't bring a group of 70 freshmen in and have them sit down at the computers of the first floor of the Library and sign up for classes. The students are new, they have not even started their first semester, so they don't have a laptop to use in the docking stations and there was only 24 IMAC stations.
 - (Dabirian) That is something we are working on, we are looking at setting up the second floor for this purpose. We are noticing the students don't want desktops, they like using their laptops. They are actually pushing the desktops away and using the space. So, we want to have a floor that has high end desktops available, which would be on the second floor north and have the first floor open up for regular students.

IV. TIME APPROXIMATE

12:30 PM - 1:00 PM
Provost Thomas

The Provost joined the meeting to discuss the following:

- Orientation of Faculty (including lecturers)
- One Book
- Orientation of Students (to include a discussion with Student Affairs)
- Supplemental Instruction
- (Walsh) One of the issues that has come up is the orientation of faculty on how to handle academic integrity. It's a big issue on campus and new faculty need to get orientated and then we need to work on what we do with old faculty who don't know the process. The same with faculty of color, it's been an issue with hiring. We never tell them in orientation that there will be no retaliation if they report discrimination and we never tell them who to report discrimination.
- (Casem) Thanks for the email that came out, but it was silence for too long for me, as a department chair. I knew things were changing with supplemental instruction, but I didn't know what those changes would be, in terms of trying to figure staffing. Maybe it's all ok now, but in general sometimes it feels when I need to know things, there is not information forthcoming.
 - (Provost) I will share this with Ed Fink.
- (Walsh) On the One Book selection, it really leaves out the sciences and the math people. We need to think hard for the next year about a book that they can integrate.
 - (Casem) Since we had that conversation, two of my Biology faculty are signed up to use the One Book. It would be nice to have some sort of sense of how we can integrate it across all of our disciplines.

- (Walsh) The issue with the orientation of students was the timing, orientation occurring after registration.
 - (Provost) We have been working on GI 2025 for a number of years and there are so many good changes that we have made. Orientation as a process that helps students know what they need to know to register and release the seats so they can get the seats, and coordinate the right number of seats available for the students, for the advisors actually telling the students what course to take and then finding the seats available, we have not got our stuff together. The orientation people are on board. This is exactly the right time to reflect on orientation.
- (Walsh) An issue that we have a great deal of energy about and want to bring to your attention is that we are hemorrhaging staff. At a grand level, it's making it really difficult for units to function, it's painful.

We are thinking about a conversation with David Forgues that the evaluation process has become very punitive and raising the base salary ranges for staff is extremely difficult. The pay is really low, they are evaluated by department chairs and very often associate deans downgrade the evaluation because they don't want the budget implications of the raise. Staff are demoralized and staff are doing two people jobs because there are vacancies.

- (Wood) Also the quality of life issues. For example, the 9/80 approaching summer is so appreciated and well received, and it's cost free. Is there other quality of life issues we can implement to increase flexibility? We are losing people with all the institutional knowledge and chairs and up are having to do clerical work, which is not efficient.
- (Shepard) When a staff member leaves, being able to quickly initiate the search process for a replacement would be super helpful. In my department we had a vacancy for a medical leave for quite some time and the person is finally separating. Not being authorized to be able to hire temp replacement, let alone initiate a permanent search demoralizes the existing staff doing extra work for six months, and then having this uncertainty of how much longer we're going to have to continue doing that.

The implications for us at the department level are things like we have 20 something high impact programs that need administrative staff support and from faculty that come into the office who need stuff, help, and support. Those are the things that I don't know what we are going to do at all. If one more of those people leave as a result of that demoralization, serious things are going to happen.
- (Stambough) Since the days when I was a department chair, there has been a cultural change between the relationship of the department chair and the associate deans on the evaluation. Beforehand, an MPP had to sign off and agree, but there was a full string of information and conversation, with the person that interact with the staff person on a daily basis. In some cases, the evaluation may have been with someone that saw them once or twice a year. I think there should be some guidance about what that process should be or what that conversation should be.

I think there is a little bit of a generational shift and personnel shift and people took only an MPP could do the evaluation a little too literally and didn't realize where they had to get their information about that employee from, and that seems a bit flawed. It was a really consultative process before, but in a lot of places that has not been the case.

V. APPROVAL OF MINUTES

4.1 EC Minutes 7-12-22 - *forthcoming*

VI. CHAIR'S REPORT

The issue keeps coming up on whether the committee meetings will be on Zoom or in person before faculty will commit to serve on the AS committees.

VII. STAFF REPORT

No report.

VIII. UNFINISHED BUSINESS

8.1 Faculty Committee Assignments for Standing Committees/Misc. Boards/Committee, 2022-2023

- Exec continued working on filling AS Standing Committees and Misc. Boards vacancies. An email will be sent out to faculty asking them to serve. Once we receive an acceptance, the faculty member's name will be added to the consent calendar for the August 25, 2022 Academic Senate meeting.

IX. ADJOURNMENT

M/S/P (Dabirian/Shepard) Meeting adjourned at 1:05 pm.