

OMuriel ParenteauFrancine Podenski, Lisa Romano, Karen Saginor, Leticia Silva, Jane Sneed, Pierre Thiry, Edgar Torres, Melinda Weil, David Yee

Council Members Absent: Loren Bell, Mark Fan, Marie Osborne, Luz Maria Pena, Denise Quinn

Other Senate Members Present: Ellen Wall

Guests: Bruce Smith

I. Call to Order

The Academic Senate Executive Council came to order at 2:43pm.

II. Adoption of Agenda

Council adopted the agenda with slight modifications.

that the Academic Senate Executive Council approve removal of the sentence "It was noted that, on the

website, nominees are not listed in random order but in what appears to be an agendized order."

Moved: Hirose; seconded: Thiry; motion carried.

Resolution 2008.04.23.02: Addition of sentence

Resolved, that the Academic Senate Executive Council approve addition of the sentence "It was suggested that we work to ensure that ballots are secured in future elections."

Moved: Saginor; seconded: Podenski; motion carried.

After the first resolution, a motion was made by Mbolo and seconded by Sneed to add the sentence, "It was noted that, on the website, nominees are not listed in random order." The motion failed. Council approved the minutes as modified.

IV. Officers' Reports

A. President Romano reported:

Attended the Board work session on April 9. The two items were on the agenda: 1) Review and discussion of the proposed design for the Chinatown/North Beach Campus Plan and 2) Review and discussion of the College's Website Redesign Project with Earthbound Media Group. The Board will vote on the Chinatown North Beach Campus design at their meeting on Thursday.

Attended the dedication ceremony for the new Community Health and Wellness Center (4/10/08). In addition of the dedication, there was recognition of Coach Rush and the CCSF Rams football team as the 2007 National Community College champions, the swearing in of the Lawrence Wong and Natalie Berg as President and Vice President of the Board of Trustees, and the welcoming of Dr. Griffin as the new interim Chancellor.

Attended the ACFT Convention in Oakland at the Oakland City Center at the Marriott Hotel 4/11-13.

B. 1st Vice President Yee attended several meetings, including the Health and Wellness Center dedication, the ASCCC Statewide Plenary and the ITPC. He met with AFT 2121 last week to discuss the lean budget year. He reports that it is a good time to request low budget items and is working to provide faculty ID cards for which we have the equipment, with costs of about \$0.50 per card. He attended PBC on Friday in which a new version of budget calculations distributed with new inequity total of \$7M. In the last accreditation cycle, one criticism was that Program Review is not linked to Planning and Budgeting; the College needs to address that. The Draft Proposed Annual Reporting and Review System for All Units at CCSF was distributed. Yee noted that Annual Review will be linked to Program Review. 2nd Vice President Huntsman discussed his experience at the ASCCC Statewide Plenary.

V. Committee Appointments

The CoC informed the Council of our recommendations for faculty to serve on the hiring committee for the Director of Alumni Relations and Annual Giving, pending approval by Human Resj -0.004 bat1 na(s)5.3 .1.0

Resolved, that the Academic Senate Executive Council approve the shared governance committee appointments, as (81 (T 54

VI. Unfinished Business

A. Up of the CCSF Constitution

A. Parking and Transportation

Parenteau requested that information regarding changes to parking on Ocean Campus regularly be announced by College email. She explained the upcoming challenges to parking during the leveling of the gymnasiums, the building of the Joint Use Facility, and the addition of a soccer field behind Batmale Hall. New bicycle racks and disabled ramps are welcomed. Changing the method by which parking stickers and hang-tags are distributed is recommended. The district is considering increasing the student parking fee to \$3.00/day. The bicycle cage at Mission Campus is not being used by students because of a security concern identified by the Mission Campus Dean.

IX. Adjournment

Council adjourned at 5:10.

Respectfully submitted,

[The workgroup intends that some version of this document be passed on to future Councils. For recommendations, please see page 25]

Background

The CCSF Academic Senate Constitution stipulates that “at the beginning of each Fall semester, the Council shall select four Council members who will serve with the President as the Committee on Committees.”

The Committee on Committees (CoC) is comprised of members of the Executive Council of the Academic Senate (EC) and its primary charge includes:

- Reviewing faculty applications to serve on Shared Governance committees and making recommendations to the EC regarding those applications
- Reviewing faculty applications to serve on hiring committees for administrators and recommending faculty to serve on those committees to CCSF Human Resources

The 2007-2008 EC endured controversy over the process used to select the members of the CoC. That Council passes this document on to future councils to promote transparency, equity, and informed decision making. This document contains:

- Background on the CoC controversy
- A history of the CoC, including quotations taken directly from the minutes of the EC to document the various selection processes that have been used
- Recommendations for the selection process

According to the minutes of the EC, discussion of the selection of the on CoC began on August 29, 2007, when a Council member

asked for discussion on Article X of the Academic Senate Constitution, which determines the method by which the members of the

COC according to Article X

The following description is a first-hand account about the Committee on Committees written by past Academic Senate President, Ophelia Clark (2000-02), and past Second Vice President, Francine Podenski (2002-04). The account is corroborated by the following past Academic Senate Officers and Executive Council members currently working at CCSF who served on this committee between 1997 and 2007: Dr. Frederick Chavaria, Sunny Clark, Lauri Fried-Lee, Suzanne Lo, Susan Lopez, Madeline Mueller, Glenn Nance, Lisa Romano, Jane Sneed, Dr. Frederick Teti, Ellen Wall, Dr. Melinda Weil, Anna Wong, and David Yee.

The Committee on Committees historically met during Academic Senate officers' meetings, discussed recommendations for committee appointments, and made decisions about which names to recommend to the Executive Council for shared governance committee appointments and which names to recommend to Human Resources for administrative hiring committee appointments. Minutes were not taken and discussions were conducted in closed session. Personal notes made during closed sessions were destroyed after meetings. The Committee on Committees protected the privacy of the applicants by not discussing (keeping confidential) their reasons for recommendations made to council. Discussion centered around diversity of the candidates, knowledge of the candidates, avoiding recommending the same candidate to more than one major committee, trying not to have too much representation from one department, considering the candidate's expertise, etc. Five people were part of these decisions, so recommendations were never one person's decision. The 1st Vice President presented shared governance committee appointment recommendations to the Executive Council. The Senate President presented recommendations for appointments to administrative hiring committees to Human Resources.

Below are several citations taken from EC minutes that document the selection of the CoC. The workgroup decided that research did not need to be completed for th

August 26, 1998

"COMMITTEE ON COMMITTEES"

"98-08-29-8" MSU (Fried-Lee/Chen) to appoint Ray Berard, Madeline Mueller, Jane Sneed, Leslie Smith, and Glenn Nance as members of the Committee on Committees.

August 25, 1999

"The President proposed to Council to include the current officers as well as past Senate President Nance on the Committee on Committees. It was agreed that the Committee on Committees would be so constituted."

August 22, 2001

"President Clark pointed out that the Committee on Committee consists of five faculty, including the Senate officers and one additional person who had not yet been appointed. By consensus, Madeline Mueller was designated to serve as the fifth member."

October 10, 2007

MOVED, SECONDED, AND PASSED Resolution 2007.10.10.02: Committee on Committees Selection: "(To) Establish an explicit process for how the Executive Council selects the members of the Committee on Committees, whereby we select the four members from the Executive Council at large through a nomination process from the floor."

Recommendations *[Recommendations #1 – 4 enjoy workgroup consensus. We recommend that the these four be adopted no matter which selection process is chosen.]*

Recommendation #1: That a history of past selection processes be provided to future Councils.

Recommendation #2: That, when selecting the membership of the CoC, Council members be strongly urged to consider factors that include, but may not be limited to: Credit/Non-credit; Campuses; Disciplines and Schools; College Involvement; Student Development/Academic Affairs; Cultural Diversity; and other Expertise that may lead to Multiple Perspectives on the CoC.

Recommendation #3: That the selection of the CoC, including the selection process and who is selected, shall be agendized and recorded in the minutes of the EC each year.

Recommendation #4: Whereas record keeping for the CoC (e.g., submitted applications to committees, the master committee membership list, recommendations from the CoC to the EC) has not always been accurate and complete, we urge that sufficient clerical support be provided so that the CoC can be appropriately documented.

[Recommendations #5+0 do not have workgroup consensus.]

- 2) EC reviews the history and options for CoC selection during the first meeting of the Fall semester
- 3) EC discusses CoC selection during the Fall retreat
- 4) EC votes on selection process during the first meeting after the Fall retreat (assuming the retreat happens early in the Fall)
- 5) EC selects CoC during the second meeting after the Fall retreat
- 6) CoC begins reviewing applications and making recommendations

Recommendation #9: That we present future Councils with a list of options that includes all past approaches for selecting the CoC, with a specific and proscribed timeline (such as that noted in Recommendation #8). The list of options might include:

- 1) Nominate and elect four CoC members from the EC (in addition to the President)
- 2) Select four elected officers plus the past president (if still serving on the EC) or another past officer still on the EC

The next two options were not discussed in the workgroup and have never been used.
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3) Select the four elected officers and add a fifth member to the CoC from the EC through nomination and election from the floor
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4) Select the elected President and First VP and nominate and elect the remaining three CoC members from the floor of the EC
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Recommendation #10: That, regardless of the method of selecting the CoC, two alternates be selected at the same time. The alternates would attend all meetings, without contributing or voting, until a regular member of the committee was not available. The alternates would be designated "Alternate #1" and "Alternate #2". Alternate #1 would take the place of the first missing regular member. Alternate #2 would participate only if two (or more) regular members of the committee