**Deans’ Meeting**

**January 6, 2010 9:00 am**

**In attendance:** Marilyn Behringer, Jan Dekker, David Clark, Tom West

**Action Items**

* Marilyn will get 1st Day of Classes Attendance Form by Friday, for distribution to faculty on Monday.
* Marilyn will draft a memo to Department Chairs regarding requests for a new faculty position
  + Deadline for requests 1/15 to deans
  + Department Chairs meeting 1/19 to prioritize
  + Deans meeting 1/21 to prioritize
  + Recommendation to president 1/22
* Sarina will set up Department Chairs Meeting for 1/19
* Sarina will post requests to Blackboard by end of day 1/15 and notify Department Chairs as such
* Dave and Jan will forward their recommendations for the Perkins Prioritization Committee to Marilyn
* Aides need to enter classes into Outlook by February 1st.
* Dave will see about rescheduling ROP Advisory meeting to the week before or week after March 17th.
* Sarina will set up a meeting between Marilyn, Tom and Jan regarding the Rose/John incident
* Dave will write up something regarding the Julio incident and forward to Marilyn

**Agenda Review**

* Reviewed agenda and added topics for discussion

**Schedule C Budget**

* We are at approximately 43%, which is not bad for where we are in the year
* The deans will manage their own budgets and let Marilyn know right away of amy major problems
* Do we need to cut classes for budget
  + Do not cut any classes now
  + Monitor classes during the 1st week
  + The faculty will fill out a form indicating exactly how many students showed up on the first day of class. Deans can use these forms to decide whether or not to cut classes
    - Marilyn will have form by Friday to distribute to faculty by Monday
* If there is a significant schedule A savings in your budget, you may transfer the funds into your schedule C budgets.

**Marilyn’s Expectations**

* She likes things to be open
* She would like the deans to come to her right away with problems
* Does not check email often in the evening or on weekends, use cell when necessary.
* Individual Meetings do not need to happen so frequently.
  + Will meet the next two times and then meet as needed
  + Hold spots for meetings, but will discuss before each meeting if it is needed
* Requisitions/T&Cs
  + Would like a budget printout attached to each when submitting
    - Please attach a datatel printout and if applicable a printout of aide’s own tracking.
    - If many requisitions/T&C’s from same budget clip together with one budget printout for all.

**Spring 2010 “Staff” Classes**

* There are 19 classes unstaffed
* Tom has three
  + May have the sociology one covered
  + Still needs two reading classes
  + Has called contacts at other colleges, no luck
  + Will try West Hills
  + Possibly can find an adjunct already teaching in district to get special permission to go over 10.05 LHE
* Campus does not have Priority Add system for students in cancelled classes
  + Marilyn will talk to Barbara about implementing
* Dave has two
  + Cannot find an instructor for OT 10 1st nine weeks. It only has 12, so may cancel and move students into 2nd nine week course.
  + Has two general coop training classes. Going to merge them into one, increase cap and split load between 3 instructors
* Jan has no unstaffed classes
* The rest are devser and counseling classes

**Vacant Faculty Positions**

* We have three open positions on campus, the three open positions may not necessarily be the positions that are filled
* All departments may submit a request for a new position
* Deadline is Friday, January 15th to the Dean
* Department Chairs will meet on Tuesday the 19th to prioritize
* Deans will prioritize during Deans meeting on the 21st
* Will submit recommendations to the president by 1/22.
* Marilyn will send a memo to the department chairs and cc the deans
* Sarina will set up Department Chairs’ meeting

**Perkins**

* Marilyn wants to separate the budgets out to the areas that are expending the budgets
  + Each area will do their own reports
  + Marilyn will compile reports to forward
* Counseling and Tutorial receive Perkins funds as well
  + There is no accounting in those areas as to the number of CTE students that are being served
  + Tutorial has tutor track and it should easily be able to track number of CTE students
* Perkins RAPPs have already been submitted and need to be prioritized
  + Will plan for the end of January
  + Dave and Jan will recommend representatives from their areas

**SU/FA 2010 Schedule**

* It is in datatel
* Rooms need to be put in Outlook by Aides by February 1st
* Conflicts resolutions and any updates need to be given directly to Cheryl
  + Need to be changed in both datatel and Outlook
* Caps on classes are not accurate, there are surface changes being done but not deep changes

**Topics for Future Meetings**

* Committee reports
* Spring 2011 development calendar
  + Cheryl may be working on draft

**March 17th ROP Advisory Meeting**

* Dave will forward grid to deans to fill in our faculty information
* Dave and Marilyn will be at CCOE conference that week
  + Dave will see if it is possible to reschedule the meeting
* January 13th Amanda Hopkins will be here to train us on new 2+2 online system

**Memos of Concern**

* Some went out to faculty by mail
* Need to have meetings to give to them in person
* Must have a spot where they have to sign
* Must have disclaimer

**Class Additions/Cancellations**

* Between Deans and VP
* Some may need to be referred up to Barbara. Will be done on a case by case basis

**International Grants**

* Two international grants are due next week and need to go through the process quickly

**State Center Federation of Teachers**

* Received a letter that they will be increasing the release time of two of our faculty
  + Maria Kelly from .2 to .3
  + Lacy Barnes from .4 to .8

**Julio Bernal**

* Filed a complaint against an instructor
* Incorrect date/time information on complaint
* Instructor denies incident
* Dave will write something up and forward it to Marilyn