DEPARTMENT CHAIR MEETING
Monday, October 3, 2011
2:30 p.m., North Lounge

MINUTES


K. Rose called the meeting to order at 2:37pm and welcomed Joe Keeler and Merle Cannon.

Minutes
9/12/2011 Minutes approved as submitted.

Updates and Announcements
Department Chairs and Deans provided a brief update highlighting current activities in their respective areas.

Facilities Update
Joe Keeler and Merle Cannon reviewed in detail the report and information captured through the inventory walkabout that identified facility usage. In general, rooms will be classified as lecture space. Rooms with a sink/counter could be identified as lab space; these rooms can still be used for lecture when the lab is not use. The original plan was to demolish CJ500 and eliminate Portable Building 1 (PB1). Temporarily, CJ500 and PB1 stayed on the inventory as lecture space, which bumped the lecture space allocation back up.

Discussion touched on our current FTES, state apportionments and how these will be impacted once we have educational facility status in Hollister; our numbers will be accounted for separately once educational facility status is established. At this time, it is advantageous to consider leasing space to create an enrollment base and move classes to a facility we do not control 100% of the time. Approximately 10,000 sq. ft. of lease space is under consideration at Hollister. GECKA plans to expand. If buildings are turned over to them the question came up regarding the possible use of these and not being charged with them as part of our space count. The response indicated an agreement would need to be designed that stated the lease of the land and use of the portables would be on them. Other factors to consider, aside from the Hollister expansion, include GECKA and the move of the Aviation program to the San Martin Airport (number of portables they may require).

The key is about maximizing existing space. Currently we have considerable facility usage in the morning and afternoon, but this fades out. We need to start booking existing space all day and into the night. The primary issue is scheduling the load in a room/occupancy that is supposed to be 66% full: 48 hours of a 70 hour week – Mon.-Fri.; 15 sq. ft. per station is what is used for calculations; lab is 27.5 hours in a 70 hour week; square footage varies anywhere from 25-200; square footage is determined by top codes. If all the space at the airport is designated as lab space then we will be able to do space allocation justice. Use of the Internet, online course
enrollment is identified as “off campus”. Our lab capacity is at 96% and lab space is more costly than lecture space. Discussion touched on the District’s need to explore the type/kind of classes we might want to offer/teach that will lead to the application for state funds. Replacement of existing buildings, modernizing or a new facility, or some combination of these is tied to increased enrollment as justification.

In conclusion, we are submitting the true use of space. We may now need to do something internally such as modifying the class schedule to impact results. R25 software will allow facility “look up” to review future scheduling needs. Administrative Services will send out additional copies of the walkabout results as requested.

**GE-IEC**
IEC will be reviewing GE, a component of all programs and will be working to determine how to work through the process.

**Accreditation**
There is still a need for more faculty participation on the accreditation standard teams; Ken Wagman will be coming to departmental meetings. Students have been added formally to accreditation team and some groups are actively working on drafts.

**Five-Year Hiring Plan**
Kathleen Rose initiated the discussion by informing the group our full-time faculty report reflected our obligation is at 72 FTE and we have 76 FTE. She queried as to whether the group liked the format of the five-year plan, whether we should complete the former plan, as previously discussed, or whether we should move forward with a new hiring plan that makes sense. Additionally, the recent retirement of the Head Librarian was brought up and whether we could move forward with filling this position, as it is considered pivotal for day to day use of the Library, impacts all departments and includes management of Title V and use of media resources. The group indicated, by a show of hands, the majority of the group was in favor of filling the Head Librarian position in the spring.

The agreed upon hiring plan was reiterated:
- Fill retiree positions first, ranked by earliest date of retirement.
- Based on those dates, ensure that it makes sense (hire vacant positions, if appropriate) and there are no administrative concerns.
- Special criteria may take precedence, such as program anchoring.
- Honor the timeline. It was noted no one could have foreseen the retiree list would get so long.
- Decisions will be made in a reasonable manner and promises kept.

**Closing Announcements:** Two sabbaticals are approved for this year. Summer schedule for this academic year will stay the same as last summer. We are in a holding pattern until an agreement (MOU) is reached regarding the lease/use of six classrooms in Hollister (based on the initial set of classes under consideration).
Meeting adjourned at 4:00p.m.