

MNHS Division
Meeting Minutes - September 2, 2009

Day, Time: Wednesday, September 2, 2009, 8:00 to 9:00 a.m.
Members Present: David Boyajian, Judy Eckhart, Candi Francis, Takashi Nakajima, Denise Rudy, Steve Spear, Jay Wiestling
Members Absent: Ralph Ferges
Recorder: Debra McBrayer

Information/Discussion	
Call to Order	
1. Class Cancellations	Class cancelations have been required because of the budget situation. Math has the most offerings, so they will have the most cancellations. Due to accreditation issues, Dental Assisting and Nursing will not be affected. Dean Francis expressed appreciation to the department chairs for taking the request seriously and submitting cancelations. The number of hours/classes that have been cancelled, and the number remaining to be cancelled should be available by the end of the day.
2. Classified Staff Changes	Dean Francis met with the division classified staff prior to the start of the semester.
a. Spending permission	They were instructed to continue requesting permission for all purchases. Though the budget rolled from last year, expenses will need to be watched closely since 25% cuts are anticipated. Teamwork between faculty and staff will be required.
b. Evaluations	For accountability purposes, the annual evaluation process will include more dean involvement. Chairs will meet and work with the dean to write the employee evaluation. Together they will meet with the employee. Employees working for multiple departments will be evaluated the same way. Together the entire group will meet with the employee to go over the evaluation.
c. Reporting	Per a new college-wide requirement, Dean Francis is the designated supervisor and will sign all timecards for MNHS classified staff after the chair/director initials them. Work schedules, vacation time, sick leave, and other leave need to be reported by email to Dean Francis with a copy to Debbie McBrayer.
d. Lunch/Breaks	The law requires employees to take a thirty-minute lunch break during eight-hour shifts. Lunch and breaks cannot be combined and skipped in order to leave early. The employee is expected to provide service and coverage the entire work day in accordance with Handbook provisions.
3. Minimum and maximum class size	The union and District established a class maximum load as part of the PFF contract. It has not been updated to reflect changes in discipline or department name changes or capacity numbers of new classrooms/labs in the NS Building. The list has courses no longer offered that need to be removed. New courses on the list, approved through the curriculum process, do not have a max number listed. Dean Francis will discuss with each department chair updates needing correction. Wiestling asked about classroom capacity and fire codes. He questioned whether each room should have a capacity sign on the wall. Safety issues must be considered. Also, instructors in lecture halls do not need to allow crashing students to attend the class just because there are "plenty of seats". Instructors can refer to the course max list in the contract. Dean Francis said if instructors have trouble turning away students, send them to her.
4. Part-time Re-hire priorities	With class cancellations, part-time faculty are concerned about losing hours and health benefits. To clarify questions about priority hiring guidelines, pages 110-112 of the District/PFF Agreement dated 8/13/08 containing "Re-Employment Preference for Part-Time Faculty" was distributed and discussed. To keep health insurance, part time faculty members must earn one point per year; there is no seniority for instructors within priority list; the list has instructors who have worked one semester a year for six academic years; there are no bumping rights. The District is only oblcigated to offer priority part time instructors one section per year if there are sections available.

5. SLOACs	The information being presented by the SLO Committee at the Plenary breakout session was discussed. Rudy felt that the information regarding how to write SLOACs was inaccurate. The recommendation is that if the SLO committee is going to have workshops and tell people how to do the SLOACs, they need to provide accurate information. Spear is going to make an appointment with Vice President Cuaron to discuss the issues. Discussion followed regarding appropriate ways to conduct course assessment.
6. Early Enrollment	Discussion related to early enrollment and the Early Admissions Program (EAP) was postponed to the next division meeting.
Adjournment	Meeting adjourned at 9:35 a.m.

Next meeting: September 16, 2009