



Minutes of the  
SPECIAL MEETING OF THE FACULTY SENATE  
December 15, 2014

APPROVED

PRESENT: Richard Albistegui-Dubois, Sandra Andre, April Cunningham, Jenny Fererro, Joel Glassman, Barb Kelber, Greg Larson, Teresa Laughlin, Lawrence Lawson, Shannon Lienhart, Jackie Martin, Pam McDonough, Christina Moore, Patrick O'Brien, Lillian Payn, Travis Ritt, Rocco Versaci

ABSENT: Melinda Carrillo, Marty Furch, Diane Studinka, Fari Towfiq

GUESTS:

CALL TO ORDER: The meeting was called to order by the President, Greg Larson, at 2:00 p.m. in Room SU-30.

Please note: All votes are presumed unanimous unless indicated otherwise.

Approval of Minutes:

Motion 1 MSC Laughlin, Albistegui-Dubois: Faculty Senate approval of the minutes of December 8, 2014, as amended. The motion carried.

Public Comments: There were no public comments.

Announcements: Greg Larson announced that early in the spring semester the Senate will need to appoint two Senate members to the group that will be formed to discuss a student grade dispute issue. As outlined on the Faculty Senate webpage, the Vice President for Instruction, upon receiving a student's request for a formal hearing will convene the Academic Grade Review Panel. The composition of the Academic Grade Review Panel is as follows:

- a. the Vice President for Instruction
- b. 1 faculty member from within the discipline of the class in question
- c. 2 faculty members at-large appointed by the Faculty Senate
- d. 1 student representative appointed by the ASG

Committee  
Appointments:

Motion 2 MSC O'Brien, Laughlin: Faculty Senate approval of the following committee appointment:

Basic Skills Committee (13-16)  
Cynthia Torgison (FT)/Mathematics

The motion carried.

Motion 3 MSC Moore, Albistegui-Dubois: Faculty Senate acceptance of the selection made by faculty members on the Presidential Search Committee of who will serve as faculty co-chair on that committee. The motion carried.

Curriculum: Senate members were provided with electronic copies of the December 3, 2014, Curriculum items at last week's meeting.

Motion 4 MSC Versaci, Ritt: Faculty Senate ratification of the Palomar College Curriculum Actions dated December 3, 2014. The motion carried.

Transition Plan,  
SERP Retirements  
and Impacts:

Senators discussed the campus-wide impact of anticipated retirements of several individuals in key positions on campus. There was agreement that it is hoped that those who intend to retire will make it public as soon as possible to allow for sufficient planning and training of a replacement. Ideally there would be an opportunity for the replacement to shadow the individual currently in the position during the spring semester to provide an efficient transition. With the offer of the Supplemental Early Retirement Plan (SERP), the number of administrators, faculty, and staff that are retiring creates a unique set of circumstances that will require the district to make a commitment to fill positions as soon as possible, particularly support staff positions as there has been a history of vacated positions being filled by short-term, part-time, or hourly employees and never returning to their previous status as full-time.

After further discussion, Senate members agreed to bring a resolution forward at the January 12, 2015, meeting outlining the following requests to the Governing Board:

1. Provide a list of expected retirements in key leadership and staffing positions to the Faculty Senate for planning purposes by January 30, 2015, with the understanding that these retirements will not be confirmed until April 3, 2015.
2. Demonstrate a commitment to maintaining high operating standards by providing the necessary funds for release time, stipends, or NOHE as appropriate for the spring 2015 semester to allow for faculty and staff to shadow/train in key leadership and staffing positions during spring and Spring Intercession 2015.
3. Recognize the amount of work that will be left to remaining faculty and staff with the expected retirements.
4. Fill all vacant administrative positions with interim positions, recognizing that certain administrative positions will be most appropriately filled by internal candidates for the interim, until the new superintendent/president can lead search committees for permanent replacements.
5. Consider allowing administrators to share duties in the interim where possible, much as faculty has historically been expected to do.
6. Mandate that staff positions, such as ADAs, be filled within 90 days of the April 3, 2015 deadline for SERP notifications.
7. Require faculty input on filling each interim position.

In an effort to assure a transition of open communication and the dissemination of information to all groups, there was also an agreement to follow through with a Faculty Transition Team who will follow the progress of the committees tasked with filling these positions, and report that information back to the Faculty Senate and the appropriate group(s). These items will be brought back for Faculty Senate Action at the January 12, 2015, meeting.

ADJOURNMENT: The meeting was adjourned at 3:03 p.m.

Respectfully submitted,

Jenny Ferrero, Secretary