Meeting Notes

**FACULTY CHAIRS & DIRECTORS COUNCIL**

<https://committees.kccd.edu/bc/committee/fcdc>

February 8, 2019

8:30 am – 10:30 am

PAC 101

**Facilitators: Liz Rozell**

**Welcome (Rozell)**

* Liz announces she is retiring
* Looking for a room better suited to FCDC needs. May move to MS 3-4.

**College Council Report (Stratton)**

* Jason uses agenda from College Council to make his notes. His notes are attached below.



 **Adjunct Onboarding (Rozell)**

* HR doesn’t have support to continue following up with Adjuncts
* Take so long because emails are not being returned
* If you’re hiring Adjuncts you should follow up to see if paperwork has been turned in. Onboarding should not take 5-6 weeks as it is now.
* Suggestions were made to start using better software instead of going back and forth through email.

**EMC Survey (Rozell)**

* Enrollment Management Committee is getting into a new realm. As we get the framework for Guided Pathways
* Bill Moseley is looking at AdAstra. It has predictive analytics which we like. This will help the EMC as it takes on a new flavor.
* There was an questioner posted to the FCDC website requesting your feedback. Email this to Liz and she will take back to EMC as they restructure for next year.

**Scheduling (Rozell)**

* 1. Adjunct Seniority List
		1. Supposed to be effective in Fall 2019 and you’re doing the schedule now. This creates a problem.
		2. This is messy, we can make changes up until the 26th of February or so.
		3. One of the things that will be beneficial to chairs is how we can use the list.
		4. The problem is when an adjunct moves departments. Their spot on the list may change as they move departments. This is an interpretation of the language. What we don’t want to get into is a grievance situation.
		5. Does a contract trump a department rule?
		6. If an adjunct evaluation is skipped it causes problems.
	2. ASA Office
		1. The ASA office has new hours.
		2. They are getting too much foot traffic that is eating up their time.
		3. This department is too overwhelmed. This new process will help alleviate the back work.
		4. They do not do Banner training or Cognos training. This should not fall on the schedulers.
		5. Recommended that they should list their business hours on outgoing emails.
		6. They will print out all Staff Assignment sheets and we will go through them at the next FCDC meeting, as these are coming in with errors for Spring.
		7. Liz’s goal is to get the Summer and Fall uploaded to Banner as clean as possible.
	3. BCSW/Fall 2019
		1. Manny, Fernando, Tina and Liz are meeting today to discuss Fall 2019 for BCSW. There will be 19 modular that can hold up to 36 students. They will be labeled rooms 1-19.
		2. Will all equipment get moved over to the modular rooms? Such as keyboards for music classes?
		3. These modular will be in the dirt field for one year as they build the new building.
		4. Is there going to be staff parking at BCSW? Yes.
		5. There will be at least one computer lab.
		6. Questions were posed if BC students will have access to the CSUB library.

**Grades (Rozell)**

* Problems with late grades. We cannot roll the whole district until all grades are in.
* Send out a request to get the late grades in three times, after that they will put in a report delayed.
* All faculty in the Inmate scholars program are having problems with late grades. One solution is getting an A&R tech in their part time to assist.
* A lot of requests to waive the PE requirement.
* Enrollment Exception Forms are online.
* Grade Change Forms that are turned in for a prior fiscal year will not be approved.

**Staff Parking (Acosta)**

* Helen would like FCDC to recommend that we do a staff parking study.
* There is not enough parking by the LA building. Most faculty are parking illegally. Faculty is not wanting to teach because they can’t find parking.
* If you try to park after 9am you are unable to find a parking spot.
* Student workers are getting staff parking permits.
* Deans who have to leave campus for meetings are unable to find parking upon return.
* John made the motion. Andrea second the motion.
* No opposed.
* Passed unanimously.

**Hiring Status/Faculty & Classified (Rozell)**

* This has hit a stall due to unforeseen conditions.

**Field Trip Best Practices (McCraw)**

* The challenges are there is no funding source to leave campus for labs.
* Suggestions are fundraisers, students taking individual vehicles.
* It is much better to be with dairy cattle opposed to watching a video about dairy cattle.

**Bookstore Advisory Committee (McNellis & Thorson)**

* Issue: Schedule deadline vs. contractual bookstore deadline
* Chairs submit final schedule summer/fall: Feb7
* Schedule edits adjustments to schedule: Feb 25
* Book orders due per contract: March 1
* District assigns CRN’s and makes visible: May 6-7
* Previously the bookstore would not take an instructor’s order if they were not in Banner. An agreement was made that the Dean and Chair can sign off to get books ordered while waiting for HR to approve the PT Temporary Instructor.