I. Call to Order
President Sigrid Sexton called the meeting to order at 1:00 p.m.

II. Roll Call
Members Present: Diane Amelotte, Mohammed Araeipour, Phyllis Arias, Rudy Besikof, Bill Brazda, Bonnie Brinkman, Christopher Chinn, Cathy Crane, Candace Dickerson, Lee Douglas, John Downey, Baruch Elimelech, Shauna Hagemann, Nigel Hancock, Ella Hunter, Rigo Ibarra, Chris Jacobs, Tom Killian, Peter Knapp, Pamela Knights, Matt Lawrence, David Morse, Kris Mudunuri, Adrian Novotny, Vincent Riojas, Kevin Ryan, Winford Sartin, Elsa Saucedo, Sigrid Sexton, Wil Shaw, Gregory Slaughter, Joan Zuckerman, Lark Zunich

Guests: Diep Burbridge, Brian Doan, Heather Dy, Emily Gehrman, Heidi Neu, Lauren Sharp, Rodney Rodriguez

Members Absent: Lorraine Blouin, Kenna Hillman, Yolanda Padilla, Natalia Schroeder, DeWayne Sheaffer, Dana Van Sinden, Christiane Woerner

III. Welcome New Faculty
The Academic Senate welcomed new faculty.

IV. Approval of Minutes
The minutes from December 12, 2008 were approved.

V. Approval of Agenda
The agenda was approved.

VI. Public Comments
No public comments.

VII. Faculty Comments
No faculty comments.

VIII. Reports and Announcements
A. President's Report – Sigrid Sexton
   1. LBCC Academic Senate Procedure Guidelines
      Senators were asked to give input on the LBCC Academic Senate Procedure Guidelines. A request was made to post the guidelines on the Senate Website which the Executive Committee will discuss.

   2. President Elect
      A call for nominations was made at the last meeting for the position of Academic Senate President Elect. No nominations were received at that
time; however, new interest in the position was expressed. It was noted that the process as stated in the by-laws needs clarification.

3. Reorganization
Eloy Oakley, Superintendent-President, and Don Berz, Executive Vice President of Academic Affairs, appreciated the Senate’s feedback and concerns on the reorganization.

B. Assistant President's Report – Shauna Hagemann
Flowers were sent to Shannon Runningbear’s mother on behalf of the Senate.

C. Secretary/Treasurer's Report – Kevin Ryan
Phyllis Arias, Rudy Besikof, John Downey, and Kris Mudunuri were thanked for providing refreshments at the meeting.

The Senate has a balance of $1,091.96 in its treasury.

D. Curriculum Committee Report – Cathy Crane
The Curriculum Committee is reviewing TBA (hours to-be-arranged) guidelines from the Chancellor’s Office and considering how to apply the guidelines campus wide. Dean of Academic Services Meena Singhal and Course Evaluation Subcommittee Chair Kim Anderson are condensing the routine course review list, which may be available at the next department head meeting.

E. Faculty Professional Development Report – John Downey
At the last meeting it was announced that conference funding was available for only two more requests; however, additional money has been obtained. Faculty were encouraged to submit conference requests.

Program Planning is scheduled for the January 29 Flex Day. Information on Institutional Effectiveness will also be available.

F. Equivalency Committee Report – Kristin Hartford
Kristin Hartford submitted a written report: Two applicants were awarded equivalency; one in Journalism and one in Mathematics.

G. Associate Faculty Report – Ella Hunter/Vincent Riojas
No report.

H. Grants Advisory Committee Report
No report.

I. Shared Governance Planning Committees
1. Budget Advisory Committee
Winford Sartin reported that the Budget Advisory Committee discussed the Governor’s January proposal to eliminate a .68% COLA for 2008/09 and no COLA in 2009/10; defer funds of $230 million from January and February into July; and a statewide 2% enrollment growth in 2008/09 and 3% in 2009/10. At this time the budget has not been approved by the state.

Sigrid Sexton reported that the committee is also discussing cost cutting ideas: discontinue mailing schedules to the community; delay sabbaticals; cut reassigned time for non-contractual faculty in programs such as Study Abroad and Honors; cut administrative car allowances; and a 4/10 summer schedule. The Academic Senate Executive Committee will discuss concerns about suggested delay of sabbaticals and that future enrollment may be
adversely affected if schedules are not mailed. Sigrid will bring these concerns to administration.

2. **Facilities Advisory Committee**
   Sigrid Sexton reported that there have been changes in plans for construction including placement of Economic Resource Development and the bookstore. Concern was expressed that the Facilities Advisory Committee is not serving as a forum for these decisions.

3. **Student Success Committee**
   No report.

4. **College Planning Committee**
   Sigrid Sexton reported that the College Planning Committee discussed distance learning and the combined program planning/program review process that is expected to be implemented next year. The committee is currently charged with reviewing enrollment management; however, an oversight group was established in the Enrollment Management Plan.

J. **Committee on Committee Memberships – Joan Zuckerman**
   No report.

K. **Registration Task Force – Nigel Hancock**
   Ross Miyashiro, Dean of Admissions and Records, emailed an Opening Day Bulletin stating: faculty will only enter grades, not dates, in the online roll book; and that a withdrawal may be entered up to the 75% point of the class—after that date the student must receive a letter grade. It was noted that Title 5 states the Board of Trustees sets policy on matters of grading and relies on faculty in academic matters. This will be discussed in the Curriculum Committee and will be a future Senate agenda item.

L. **Career and Technical Education Committee**
   No report.

IX. **Old Business**
   A. **Formation of Student Records Process Committee**
      Sigrid Sexton sent the proposed charge and composition of the Student Records Process Committee to Superintendent-President Eloy Oakley who expressed concern and requested a discussion with Sigrid. Senators considered that the college may be better served if the committee reported directly to administration. The Senate Executive Committee will continue the discussion.

   B. **Academic Freedom Regulation Review**
      Sigrid Sexton solicited senators to form a workgroup to review Administrative Regulations 4012 Statement of Academic Freedom. Rudy Besikof, Matt Lawrence, Adrian Novotny, Elsa Saucedo, and Winford Sartin volunteered. The workgroup will report back to the Senate.

   C. **Formation of Valedictorian Selection Committee**
      The Senate was asked if a Valedictorian Selection Committee should be composed of senators or be open to all faculty. It was decided that the membership on this committee be open to all faculty. Committee on Committee Memberships will solicit faculty to sit on the committee. The committee will develop criteria and a process to select the valedictorian.
X. New Business
   A. Donation to Foundation in Honor of Shannon Runningbear
      A motion was m/s/u (Kevin Ryan / David Morse) passed for the Academic Senate to donate $200 to the Foundation Scholarship Fund in memory of Shannon Runningbear. Shannon Runningbear’s self identified Native American ethnicity was recognized by the Senate.

   B. College Mission Statement and Budget Constraint Mission
      The Senate reviewed the California Community College Mission Statement and discussed the process to set priorities in times of economic constraints. The decision-making process for all campus construction was also discussed. Concerns expressed included availability of non-credit courses, providing basic skills, and maintaining service to the community. These concerns will be brought to administrative leadership and to the College Planning Committee.

   C. Senate Ethic Statement for Faculty Handbook
      The Faculty Handbook is being updated. Volunteers were solicited to revisit the Statement of Professional Ethics. Lark Zunich, Matt Lawrence, Chris Chin, and Adrian Novotny volunteered.

   D. Building A Plans
      The Senate continued the discussion on plans for Building A. A resolution will be drafted to voice concerns that assessment would not be housed in the building and that student health would be moved to Building A. Christopher Villa, Vice President of Student Support Services, will be invited to the Senate for further discussion.

   E. Board of Trustees Dinner
      The Board of Trustees dinner will be held on March 6 at the Belmont Brewery Company Restaurant. College executives will also be invited.

   F. Committee Memberships Nominations
      No nominations were submitted.

   G. Future Agenda Items
      - Building A
      - Planning Structure
      - Faculty Public Relations
      - Academic Senate President Elect

   H. Announcements
      No announcements.

XI. Next Meeting
    The next meeting will be held on February 6, 2009, 1:00 p.m., at LAC in the Board Room.

XII. Adjournment
    The meeting was adjourned at 3:05 p.m.