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, Rudy Besikof, Lorraine Blouin, Bonnie Brinkman, Cathy Crane, Lee Douglas, John Downey, Baruch Elimelech, Shauna Hagemann, Nigel Hancock, Kenna Hillman, Ella Hunter, Rigo Ibarra, Chris Jacobs, Tom Killian, Peter Knapp, Pamela Knights, Matt Lawrence, Kris Mudunuri, Adrian Novotny, Kevin Ryan, Winford Sartin, Elsa Saucedo, Natalia Schroeder, Sigrid Sexton, Wil Shaw, Christiane Woerner, Joan Zuckerman, Lark Zunich

Guests: Ann-Marie Gabel, Kellee Green

Members Excused: Phyllis Arias, Bill Brazda, Christopher Chinn, Candace Dickerson, David Morse, Yolanda Padilla, Vincent Riojas, Gregory Slaughter, Steven Wallech, Dana Van Sinden

Member Absent: DeWayne Sheaffer

III. Approval of Minutes
The minutes from October 31, 2008 were approved.

IV. Approval of Agenda
The agenda was approved.

V. Public Comments
No public comments.

VI. Faculty Comments
No faculty comments.

VII. Reports and Announcements
A. President’s Report – Sigrid Sexton
   1. Welcome
      Sigrid Sexton welcomed new senators Rigo Ibarra, Matt Lawrence, David Morse, and Adrian Novotny.

   2. Academic Senate Office
      The new Academic Senate office will be located in the library. It will include a conference room, a computer and copy room, and offices for the Senate President and staff, the Faculty Professional Development Coordinator and
staff, the Curriculum Committee Chair, and the ASLO Subcommittee Chair. It is expected to be completed the first day of the spring 2009 semester.

3. **President Elect**
   Nominations will be distributed for the next Academic Senate President Elect. The election will be held at the next meeting.

4. **ASB Incorporation Disbanded**
   Kellee Greene, student, reported that the ASB incorporation has been disbanded due to a number of liabilities pointed out by administration.

B. **Assistant President's Report – Shauna Hagemann**
   Phillip Boland has been elected department head of Theater, Dance, and Film. A department head election is in process for H/VAC Mechanical. Linda King has been elected to represent the Art and Photography Department on the Curriculum Committee.

C. **Secretary/Treasurer's Report – Kevin Ryan**
   Mohammed Araeipour, Ella Hunter, Nigel Hancock, and Lee Douglas were thanked for providing refreshments at the meeting.

   The senate has a balance of $1,090.78 in its treasury.

D. **Curriculum Committee Report – Cathy Crane**
   Currently 87 course outlines need to be submitted by the November 30 deadline to avoid a vote of inactivation at the December Curriculum Committee meeting. Faculty were asked to follow up.

E. **Faculty Professional Development Report – John Downey**
   A holiday mentoring event is scheduled for December 4. New faculty will attend their first senate meeting in January 2009. Additional orientation will take place in spring at the request of new faculty.

   A planning meeting will be held on January 9 for the state of the college address.

F. **Equivalency Committee Report – Kristin Hartford**
   No report.

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

H. **Grants Advisory Committee Report**
   No report.

I. **Shared Governance Planning Committees**
   1. **College Planning Committee**
      The College Planning Committee is close to a final decision on the plan to combine program review and program planning.

   2. **Budget Advisory Committee**
      Sigrid Sexton reported that the Budget Advisory Committee went through a process to identify methods of decreasing expenditures and increase revenues and decided to cut travel expenses by 50%, carefully assess the
need for new hires; and distribute pay stubs through campus mail to adjust for budget cuts.

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

K. Registration Task Force – Nigel Hancock
Admissions and Records is testing a new interface for grading. Before census only no show (NS) may be entered; after census and before the withdrawal deadline only withdrawal (W) may be entered; and after the withdrawal deadline only a letter grade may be entered. The need to enter all Ws before the withdrawal deadline may pose a problem. Sigrid Sexton will meet with Nigel Hancock.

L. Student Success Plan Committee
Kenna Hillman reported that the Student Success Plan Committee met this week and is developing a form to submit presentations to the committee. Presentations will begin at the December 8 meeting. The committee will prioritize and forward the presentations to administration. Concern was expressed that the decision-making process does not include faculty. This issue will be included on a future senate agenda.

M. Career and Technical Education Committee
Sigrid Sexton reported that the Career and Technical Education Committee will meet with Lou Anne Bynum, Vice President of Economic and Resource Development, in the near future.

VIII. Old Business
A. Reorganization
The Academic Senate Recommendations on Reorganization Fall 2008 Draft was discussed. The Senate Executive Committee will rewrite the draft to reflect input from the senate.

IX. New Business
A. Registration Taskforce
The senate reached agreement that a permanent registration committee be formed. The charge and composition will be submitted to the senate.

B. Student Experience
This item was not discussed.

C. Hiring Priorities List
A motion was m/s/u (Bonnie Brinkman / Natalia Schroeder) passed that the Academic Senate accept the list of new faculty positions for 2009/2010 from the Hiring Priorities Committee.

D. Ann-Marie Gabel, Vice President/Assistant Superintendent, Administrative Services
Ann-Marie Gabel, Vice President/Assistant Superintendent of Administrative Services reported that the Budget Advisory Committee met yesterday and discussed the state fiscal emergency. It is expected that LBCC will experience a 5% cut in general apportionment and an elimination of COLA. Immediate strategies include a 50% reduction in travel budget; a hold on hiring with the exception of positions vital to programs; and distribution of pay statements via
campus mail instead of residences. Departments were encouraged to purchase only what is necessary. The purchasing deadline will be set a month earlier for better planning in building a tentative budget.

Ann-Marie Gabel gave an update on the Bond construction. Projects completed include the PCC Learning Resources Center; renovations to buildings Q and R; and various upgrades at both campuses. Construction on the LAC Library and Learning Resources Center and on the South Quad Complex is underway and expected to be complete in January 2009. The complex will house classrooms and labs; faculty, executive, and administrative offices; a multipurpose room; and a state of the art Board Room. Ongoing projects include the LAC and PCC central plants for maintenance and operations and Phase 1 of the PCC Industrial Technology Center. Upcoming projects include the Student Services retrofit in Building A at LAC, the PCC Multi-disciplinary Academic Building, and a parking structure at LAC with approximately 900 spaces. A future project is the Math Technology Building at LAC, which will also house Culinary Arts.

The floor was opened for discussion. Concern was expressed that some student services would not be housed in Building A at LAC. A one-stop for student services was planned; however, assessment and the bookstore will not be located in Building A. Ann-Marie will forward the concerns and noted that any changes in plans would delay progress. Sigrid Sexton thanked Ann-Marie for visiting the senate.

E. Committee Memberships Nominations
A motion was m/s/u (John Downey / Natalia Schroeder) passed to accept the recommendation from the Committee on Committee Memberships for faculty to sit on the following task force and committee:

Academic Senate Task Force on Institutional Research
Kim Barclay
Dennis Miller
Tom Killian
Shauna Hagemann
Heidi Neu
Sandra O’Toole
Gene Goss

Study Abroad Committee
Alicia Andujo
Emily Gehrman

F. Future Agenda Items
- Hiring Legalities
- Reorganization
- Shared Governance
- Student Experience
- Student Success Budget

G. Announcements
No announcements.
X. **Next Meeting**
   The next meeting will be held on December 12, 2008, 1:00 p.m., at LAC in the Board Room.

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