



RIVERSIDE COMMUNITY COLLEGE DISTRICT

MVC ACADEMIC PLANNING COUNCIL

Thursday, September 25, 2014 4:00pm-5:00pm HUM 234

Meeting Minutes**I. Roll Call**

Meeting commence at 4:05

COUNCIL MEMBERS:

- | | |
|-------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Amezquita, Ree* | <input type="checkbox"/> Yao, Chui (Zhi)* |
| <input type="checkbox"/> Banks, James* | <input type="checkbox"/> Parker, LaTonya |
| <input type="checkbox"/> Barboza, Mathew* | <input type="checkbox"/> Pisa, Sheila |
| <input type="checkbox"/> Elder, Greg* | <input type="checkbox"/> Vakil, David |
| <input type="checkbox"/> Fontaine, Bob* | <input type="checkbox"/> Whiteside, Christopher |
| <input type="checkbox"/> Marshall, Shara* | <input type="checkbox"/> Yoshinaga, Ann |

II. Review of Minutes Prepared by Shara M.: September 11, 2014

1. All members reviewed the minutes from Sep. 11 Ree moved to approve and Banks seconded with the following changes: Dr. Farrar wants to start an enrollment mgmt. committee not a document. Secondly, Jeff Rhyne was stating that ACCJC requires that we have a PR process and not APC.

III. New Business

1. Fingerprint Process and Hiring Associate Faculty Susan Boling
2. Before making an offer of employment must complete fingerprinting. So interviews, intent to hire then must get DOJ clearance back.
3. Could be a few days or longer for DOJ to get clearance, so important to get intent to hires in asap.
4. Fontaine: for PSET even if already fingerprinted, MVC must run our own fingerprinting.
5. If someone is convicted they are not automatically disqualified, there is a review if someone has been convicted but not automatically denied. If ed code violation, only the board of trustees can approve it.
6. We have a board policy to hire PT faculty and must follow this process
7. Candidates must have an application on file (from online) and that they meet minimum qualifications. On DHR webpage to determine if min. qualifications are met.
8. What is posted on degree must match word for word on min. qual. If not, DHR can't recommend them for hire.
9. Can't start an equivalency unless chair recommends on the intent to hire form (on MVC webpage under "working for RCCD"
 1. The way that is done is on the intent to hire and it must be checked on form.
 2. Then they will start equivalency until DOJ and min. qual's. are met.

3. District pays for DOJ check
 4. Can speed up the process if it is an additional assignment
 5. Fontaine: Are rehires or faculties that haven't taught for two years, automatically removed from the file and have to be reprinted?
 6. Boling: Retiree coming back after six months will have to be re fingerprinted. If classified or mgmt. or faculty to mgmt. must also be reprinted. If they work currently at another college can mark as additional assignment.
 7. An email will be sent to all current adjuncts, we are purging applicant pools and they must update the one section on convictions or other info. But will need to submit transcripts and resume online.
 8. Susan Boling wants to know when is it a good time to purge.
 9. Ree suggests after Oct. 20 due to the second 8 wk. courses. Ann recommends Nov. 1
 10. Any current adjunct does not need to fill out an application unless they are considering an assignment at a diff. college.
 11. Can't hand them a packet or tell them that we can hire until DOJ clearance
 12. Zhi: what about volunteers? No fingerprinting necessary, plus this is a small category.
 13. Fontaine: Role players need fingerprinting? Yes they need fingerprints. And they would fill out a classified application.
10. EMU Committee Formation Dr. Farrar
1. There is a district STP, district budget allocation and district enroll. Mgmt.
 2. Currently the VP of academic affairs from all colleges, faculty rep., and an at large rep. from Senate and from union
 3. This committee is trying to decide appropriate allocation to college and dbac is deciding appropriate budget allocation for colleges, so makes sense for both to come together.
 4. EMU must make sure that our college is generating enough FTES to pay for itself and that magic # is ~ 525 (efficiency)
 5. As a district we are above 525,
 6. What other places don't have as much as we do are our ratios. We have expenses that must be balanced by additional FTES, so the college must generate our FTES allocated to us so that we can offer classes to generate our apportionment.
 7. It's the people that make our programs expensive.

IV. Old Business

Tabled until next meeting

- V.** Motion to adjourn by Banks with a second by Marshall at 5:20 pm.

Next Meeting Dates: **October 9, 2014 4:00-5:00PM**-(Humanities 234)