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**DELTA COLLEGE DISTRICT  
BOARD OF TRUSTEES  
DINNER MEETING  
November 10, 2009  
Delta College Main Campus, Room N 7**

**Board Present:** K. Higgs, K. Houston-Philpot, K. Lawrence-Webster, J. MacKenzie, E. Selby, R. Stafford, D. Wacksman

**Board Absent:** R. Emrich, T. Lane

**Others Present:** J. Goodnow, P. Clark, A. Cramer, C. Drouse, M. Eyre, L. Govitz, T. Grunow, S. Hartshorn, W. Kraynak, D. Lutz, J. Miller, M. Mosqueda, L. Myles-Sanders, G. Przygocki, L. Ramseyer, K. Randolph, D. Redman, S. Romer, D. Salinas, P. Seidel, T. Stitt, A. Ursuy, B. Webb, K. Wilson

Chairperson K. Houston-Philpot called the meeting to order at 6:00 p.m. Dr. Goodnow introduced the topic of faculty credentials, pointing out that this information was requested by the Board.

Karen Wilson referred Board members to her memo on faculty credentials with attached description of the faculty hiring process, enclosed with the agenda materials provided to Board members. She also distributed materials describing the major considerations for faculty position requests, a graphic describing the hiring process, charts showing the numbers of full time and part time faculty and the numbers of credit hours taught by each group, and a copy of the Senate policy regarding Master's Degree Equivalent.

K. Wilson said that the college's practices are consistent with Senate policy and with accreditation standards. There are some fields in which advanced degrees are not available, and equivalent preparation is required where available. The minimum standard where neither a Master's degree in the field nor any equivalent degree is available is that the faculty member must have at least a bachelor's degree in order to gain tenure.

The top three considerations for faculty position requests, per request by Dr. Emrich, are (1) academic programming meeting out student, community and industry needs; (2) balancing full time and part time faculty teaching with a goal of 65% of credit hours taught by full time faculty and 35% by part time faculty; and (3) budget and resource allocation. The flow chart as requested by Board Chair K. Houston-Philpot summarizes in bulleted form the information provided in K. Wilson's memo to Dr. Goodnow. K. Wilson emphasized that there is an intensive review of needs each time a faculty position becomes vacant or is proposed to be added. The 65-35% balance is not currently being met because of the large enrollment increases which the College recognizes is cyclical.

R. Stafford asked whether credential standards are the same for adjunct faculty as for full time faculty and K. Wilson responded that this is not always the case. In some areas an adjunct that has completed the bachelor's degree and 18 hours toward the master's degree may be hired. K. Higgs asked how Delta's statistics compare to national statistics, and K. Wilson said that Delta maintains a higher percentage of courses taught by full time faculty.

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Dr. Goodnow pointed out the higher expectations for full time faculty in curriculum development, accreditation and other work of the college. K. Houston-Philpot asked whether the 65-35 balance is a goal and K. Wilson responded that it is a guideline.

K. Houston-Philpot asked about evaluation of adjunct faculty and K. Wilson described the student evaluations which she and division chairs review each semester, with some classroom evaluation by other faculty as well. Dr. Goodnow described the Adjunct Academy professional development opportunities for adjuncts. J. MacKenzie asked how we know that adjuncts actually are present, and K. Wilson said the students tell us if someone is missing classes or dismissing class early; students expect value for their tuition dollar.

Debra Lutz then introduced Randy Morse of the accounting firm Andrews, Hooper and Pavlik, P.L.C. who presented the results of the annual audit: a clean audit with no difficulties or adjustments. Mr. Morse expressed his appreciation of the work done by D. Lutz, S. Whitney, A. Cramer, J. Doyle and the whole Finance Office staff in preparing the books and records for the audit. Mr. Morse also pointed out that the College has no debt.

Mr. Morse reviewed the General Fund, the Foundation, Television, and Radio accounts for the year ended June 30, 2009. K. Higgs inquired about the "all other" general fund revenue category, and S. Whitney said that includes minor grants and such things as the administrative allocation for managing student financial aid.

K. Lawrence-Webster inquired about the way the General Fund is reported at page 34 of the Audited Financial Statements, and S. Whitney responded that this is a GASB requirement. K. Lawrence-Webster inquired about the plant fund expenditures, and D. Lutz said that approximately half the amount reflects depreciation. K. Lawrence-Webster inquired about the difference between designated and restricted funds, and D. Lutz explained that grant dollars are restricted to the purposes of the grant whereas the college designates certain funds most of which are generally programs that are expected to break even.

D. Lutz thanked Mr. Morse, and recognized the work of S. Whitney, A. Cramer, J. Doyle and college budget managers. Dr. Goodnow recognized D. Lutz for her leadership.

There being no further business, the dinner meeting was adjourned at 7:00 p.m.

Respectfully submitted,

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Leslie Myles-Sanders, Board Secretary