

## FACULTY SENATE MINUTES JANUARY 19, 2021

Nicole DeRose	President	2020-2021	P
Neil Watkins	Vice President/President Elect	2020-2021	P
Mark Gutierrez	Secretary/Treasurer	2020-2021	P
Angela Burk – Herrick	Curriculum Chair	2019-2021	P
Tracy Kocher	Business & Applied Technology	2020-2022	P
Karin Nelson	Business & Applied Technology	2020-2021	P
Daniel Bentum	Chino/Fontana	2020-2022	P
Manar Hijaz	Chino/Fontana	2019-2021	P
Lisa Doget	Health Sciences	2020-2022	A
Jayne Clark	Health Sciences	2019-2021	P
Christina Holdiness	Instructional Support	2020-2022	P
Mary Jane Ross	Instructional Support	2019-2021	P
Jeff Harlow	Kinesiology, Nutrition & Athletics	2020-2022	P
Vacant	Kinesiology, Nutrition & Athletics	2019-2021	
Elizabeth Encarnacion	Language Arts	2020-2022	P
Steve Shelton	Language Arts	2019-2021	P
Mark Gutierrez	Mathematics & Science	2020-2022	P
Nicole DeRose	Mathematics & Science	2019-2021	P
Dan Kern	Social & Behavioral Sciences	2020-2022	P
Angela Sadowski	Social & Behavioral Sciences	2019-2021	A
Jackie Boboye	Student Services	2020-2022	P
Jean Oh	Student Services	2019-2021	P
Vacant	Visual & Performing Arts	2020-2022	
Patrick Aranda	Visual & Performing Arts	2019-2021	P
Tamari Jenkins	Senator-At-Large	2020-2023	P
Robin Witt	Senator-At-Large	2019-2022	P
Sarah Cotton	Senator-At-Large	2020-2021	P
Luke Gunderson	Adjunct Senator-At-Large	2020-2022	P
Gail Keith-Gibson	Adjunct Senator-At-Large	2019-2021	P
<b>Alternates</b>			
David Karp	Business & Applied Technology	2020-2021	A
Robert “Ian“ Jones	Chino/Fontana	2019-2021	P
Shelley Eckvahl	Health Sciences	2019-2021	A
Shelley Marcus	Instructional Support	2019-2021	P
Vacant	Kinesiology, Nutrition, & Athletics	2019-2021	
Leona Fisher	Language Arts	2020-2022	P
Diana Cosand	Mathematics & Science	2019-2021	P
Sergio Gomez	Social & Behavioral Sciences	2020-2022	A
Donna Colondres	Student Services	2019-2021	A
Stan Hunter	Visual & Performing Arts	2019-2021	P
Stephen Villasenor	Adjunct Alternate Senator	2020-2021	A

**Guests:**

Jon Ausubel, President, CCFA  
Tara Johnson, Fashion Merchandising  
Lissa Napoli, Administrative Assistant, Faculty Senate

**1. P.E. (12:30 P.M.)****2. CALL TO ORDER (12:38 P.M.)****2.1 Remote Attendee Identification****3. PUBLIC COMMENT (Reserved for Guests only and limited to two minutes.)**

- CCFA President Jon Ausubel announced a special session during the upcoming CTA winter conference entitled “Building a Positive Relationship Between the Union and the Academic Senate”

Through facilitated dialogue, this session will examine the relationship between the Union and the Academic Senate. Facilitators will share examples, discuss the pros and cons, and provide best practice advice on how to establish positive relations and effective communication strategies to support and advocate for our members.

Friday, January 29, 2021; 5:00 p.m. – 6:30 p.m.

Register online as a non-delegate: <https://www.cta.org/event/2021-cca-winter-conf>

- Tara Johnson (Fashion Merchandising) celebrated the work of all those who contributed to the “We Have A Dream” video. She encouraged all faculty to watch the video if they haven’t done so already.

**4. APPROVAL OF AGENDA****4.1 January 19, 2021**

- **Motion for Approval** - Senator Boboye moved to approve the Agenda. Senator Keith-Gibson seconded the motion. The motion was approved. 1.19.21, 23/0.

**5. APPROVAL OF MINUTES****5.1 December 8, 2020**

- **Motion for Approval** - Senator Jenkins moved to approve the 12.8.20 minutes. Curriculum Chair Burk-Herrick seconded the motion. The motion was approved. 1.19.21, 22/0/1.

**5.2 December 15, 2020 (Special meeting)**

- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to approve the 12.15.20 minutes. Senator Boboye seconded the motion. The motion was approved. 1.19.21, 22/0/1.

## 6. CONSENT AGENDA

**6.1 Foundation Account:** Approval of funds not to exceed \$100 for a condolence floral arrangement in memory of faculty member and former Faculty Senate Senator, Renee Ketchum.

- Senator Ross expressed her deep condolences to the Ketchum family as she recalled the many years that Renee Ketchum served our community. Senator Ross, with the approval of Senate, will collect stories from faculty about Renee Ketchum and her service and write a resolution commending the work that Ketchum contributed to the college.

**6.2 Faculty representatives that have been requested to serve:**

**6.1.1 Help Desk Technician,** Melissa Sakoonphong, Counselor, Counseling

**6.3 Curriculum is asking that the Faculty Senate endorse the course modifications that Curriculum presented below:**

### 1.1. PACKAGES

#### **RADIOLOGIC TECHNOLOGY PACKAGE**

Course Deactivations: Final Reading

RADTEC-600	Radiologic Technology Skills Development I
RADTEC-610	Radiologic Technology Skills Development II

Program Deactivations:

Radiologic Technology Skills Preparation    Certificate of Completion

### 1.2. NONPACKAGES

Course Modifications w/ DE:

ACCTGFS-453	U.S. and California Income Tax Preparation
BUSL-28A	Business Law I
BUSL-403	Evidence
BUSL-410	International Business Law
BUSMGT-430	Warehouse Management and Material Handling
BUSTEC-400	Job Search and Interviewing Techniques
BUSTEC-40A	Beginning Computer Keyboarding
BUSTEC-40B	Computer Keyboarding: Speed and Accuracy Development
BUSTEC-471	Administrative Office Management
BUSTEC-50	Filing and Records Management
BUSTEC-61	Microsoft Office PowerPoint
BUSTEC-63	Microsoft Office Excel - Comprehensive
BUSTEC-64	Microsoft Office Access-Comprehensive
CHEM-76A	Organic Chemistry I
CHEM-76B	Organic Chemistry II
CISNTWK-20	Introduction to Cybersecurity: Ethical Hacking
CJ-52	Control and Supervision of Inmates
CJ-53	Correctional Law
COMPSCI-4	Discrete Structures
DRAFT-43	Advanced CAD Modeling and Applications

DRAFT-53	Architectural Applications of CAD
FASHD-20	History of Fashion
FASHD-42	Advanced Clothing Construction
FASHD-445	Fitting and Alterations of Patterns and Apparel
FASHD-472	Computer-Aided Patternmaking
FASHD-480	Design Collection
FASHD-482	Industry Internship: Fashion Design
FASHD-61	Pattern Drafting I
FASHD-72	Fashion Draping
FASHM-12	Visual Merchandising
FASHM-15	Image and Fashion Selection
FIRETEC-420	Fire Inspector 1A - Duties and Administration
FIRETEC-421	Fire Inspector 1B, Fire and Life Safety
FIRETEC-422	Fire Inspector 1C - Field Inspection
FIRETEC-423	Fire Inspector 1D: Field Inspection-California Specific
HNS-10	Introduction to Homeland Security
HNS-11	Intelligence Analysis and Security Management
HNS-12	Transportation and Border Security
HUMAN-6	Arts and Ideas: Renaissance to Modern
IETMECH-400	Introduction to Mechatronics
IETMECH-401	Robotics and Sequencing
IETMECH-402	Mechatronics Troubleshooting
MATH-31	Plane Trigonometry
MATH-60	Calculus for Business
RADTEC-10	Anatomy and Radiographic Positioning I
RADTEC-10L	Laboratory for Anatomy and Radiographic Positioning I
RADTEC-16	Patient Care for Radiologic Technologists
RADTEC-20	Radiologic Science and Protection
RADTEC-20L	Laboratory for Radiologic Science and Protection
RADTEC-25	Anatomy and Radiographic Positioning II
RADTEC-25L	Laboratory for Anatomy and Radiographic Positioning II
RADTEC-34	Radiographic Imaging
RADTEC-34L	Laboratory for Radiographic Imaging
RADTEC-472	Pharmacology and Venipuncture for Imaging Professionals
RADTEC-55	Fluoroscopy and Clinical Application
RADTEC-67	Anatomy and Radiographic Positioning III
RADTEC-77	Radiographic Pathology
RADTEC-85	Radiographic Review and ARRT Preparation
Course Modifications:	
ACCTG-70	Cost Accounting
AMT-36	Airframe Primary Systems
AMT-37	Airframe Secondary Systems
AMT-38A	Airframe Structure: Structure Fabrication
AMT-38B	Airframe Structure: Hydraulic Systems
AMT-38C	Airframe Structure: Aircraft Secondary Systems and Components
AUTOTEC-430	Engine Rebuilding - Upper Engine
AUTOTEC-431	Engine Rebuilding - Lower Engine
AUTOTEC-435	High Performance Engine Rebuilding and Blueprinting

BUSL-409	Family Law
BUSL-411	Estate Planning and Probate Law
BUSL-412	Immigration Law
BUSL-413	Workers' Compensation Law
CUL-22	Restaurant and Catering Operations

Program Modifications:

Associate in Arts in Elementary Teacher Education for Transfer	AA-T
Associate in Science in Early Childhood Education for Transfer	AS-T
Business Information Worker (BIW) Stage One Certificate of Achievement	Certificate of Achievement
Child Development	A.S. Degree
Correctional Science	A.S. Degree
Correctional Science	Certificate of Achievement
Criminal Justice	Certificate of Achievement
Culinary Arts	A.S. Degree
Custom Dressmaking	Certificate of Achievement
Engine Rebuilding	Certificate of Career Preparation
Engineering	A.S. Degree
Event Planning	Certificate of Achievement
Fashion Design	A.S. Degree
Fashion Design	Certificate of Achievement
Fire Prevention Inspector	Certificate of Achievement
Fire Technology: Professional Firefighter	Certificate of Achievement
Gerontology	A.S. Degree
Gerontology	Certificate of Achievement
History	AA-T
Homeland National Security	Certificate of Achievement
Hospitality Management: Food Service	Certificate of Achievement
Hospitality Management: Food Service	A.S. Degree
Industrial Sewing	Certificate of Career Preparation
Mathematics	AS-T
Patternmaking for Apparel	Certificate of Achievement
Physics	AS-T
Social Media Support Specialist	Certificate of Achievement

## 1. Curriculum Proposals:

### 1.1. PACKAGES:

#### ACCOUNTING PACKAGE

##### New Courses w/ DE:

ACCTG-485	Bookkeeping
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##### Course Deactivations:

ACCTG-480	Applied Accounting I
ACCTG-481	Applied Accounting II

##### Course Modifications w/ DE:

ACCTG-435	Payroll Accounting
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##### Program Modifications:

Bookkeeping	Certificate of Career Preparation
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#### CISCO PACKAGE

##### Course Deactivations:

CISCO-3	Cisco Internetworking III
CISCO-4	Cisco Internetworking IV
CISCO-415	Cisco Internetworking V
CISCO-416	Cisco Internetworking VI
CISCO-417	Cisco Internetworking VII
CISCO-418	Cisco Internetworking VIII
CISCO-419	Cisco Internetworking IX
CISCO-420	Cisco Internetworking X

##### Program Deactivations:

Cisco CCNA Examination Preparation Level I	Certificate of Career Preparation
Cisco CCNA Examination Preparation Level II	Certificate of Career Preparation
Cisco CCNA Examination Preparation Level III	Certificate of Career Preparation
Cisco CCNA Examination Preparation Level IV	Certificate of Achievement
Cisco CCNA Security Examination Preparation	Certificate of Achievement
Cisco CCNP Examination Preparation Level V	Certificate of Achievement
Cisco CCNP Examination Preparation Level VII	Certificate of Achievement

<b>Cisco CCNP Examination Preparation Level VIII</b>	Certificate of Achievement
<b>Cisco CCNP Examination Preparation Level IX</b>	Certificate of Achievement

**Program Modifications:**

<b>Computer Information Systems</b>	A.S.
<b>Computer Information Systems</b>	Certificate of Achievement

**COMPUTED TOMOGRAPHY PACKAGE**

**New Courses w/ DE:**

<b>CT-410</b>	Patient Care and Procedures in Computed Tomography
<b>CT-420</b>	Physics Instrumentation in Computed Tomography
<b>CT-430</b>	Cross-Sectional Anatomy and Pathology in Radiology
<b>CT-497</b>	Computed Tomography Work Experience

**New Programs:**

<b>Computed Tomography</b>	Certificate of Achievement
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**HEALTH SCIENCE PACKAGE**

**New Courses w/ DE:**

<b>DENTAL-601</b>	Dental Skills
<b>HS-601</b>	Nursing Skills Directed Study

**MATH PACKAGE**

**Course Deactivations:**

<b>MATH-420B</b>	Bridge to STEM+ from Intermediate Algebra
<b>MATH-450</b>	Intermediate Algebra: A Critical Thinking Approach

**Course Modifications w/ DE:**

<b>EGTECH-12</b>	Principles of Engineering
<b>SCSCI-10</b>	Statistics for Social Science

**Course Modifications:**

<b>CHEM-24A</b>	General Chemistry I
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<b>EGTECH-14</b>	Electronics for Engineering Technologists I
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### **MUSIC PACKAGE**

#### **New Courses w/ DE:**

<b>MUSIC-19</b>	Introduction to Logic and Live
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#### **Program Modifications:**

<b>Commercial Music</b>	A.S.
<b>Recording Arts Technician</b>	Certificate of Achievement

### **NURSING TECHNOLOGY PACKAGE**

#### **Course Deactivations:**

<b>NURADN-14</b>	Nursing Process 1
<b>NURADN-14L</b>	Nursing Process 1 Laboratory
<b>NURADN-26</b>	Maternal-Newborn Nursing
<b>NURADN-26L</b>	Maternal-Newborn Nursing Laboratory
<b>NURADN-27</b>	Nursing Process 2
<b>NURADN-27L</b>	Nursing Process 2 Laboratory
<b>NURADN-34</b>	Nursing Process 3
<b>NURADN-34L</b>	Nursing Process 3 Laboratory
<b>NURADN-38</b>	Family-Child Nursing
<b>NURADN-38L</b>	Family-Child Nursing Laboratory
<b>NURADN-45</b>	Nursing Process 4
<b>NURADN-45L</b>	Nursing Process 4 Laboratory
<b>NURADN-48</b>	Mental Health and Psychiatric Nursing
<b>NURADN-48L</b>	Mental Health and Psychiatric Nursing Laboratory
<b>NURADN-482</b>	Cooperative Education: Nursing A.D.N.
<b>NURADN-551</b>	Health Science Skills Development II

#### **New Courses w/ DE:**

<b>NURADN-15</b>	Nursing Process 1
<b>NURADN-28</b>	Nursing Process 2
<b>NURADN-29</b>	Maternal-Newborn Nursing
<b>NURADN-35</b>	Nursing Process 3
<b>NURADN-39</b>	Family-Child Nursing
<b>NURADN-47</b>	Nursing Process 4
<b>NURADN-49</b>	Mental Health Nursing

#### **Program Modifications:**

<b>Nursing: ADN</b>	A.S.
<b>Nursing VN to RN</b>	A.S.
<b>Nursing VN to RN: Non-Degree Option</b>	Certificate of Career Preparation



## **PHOTOGRAPHY PACKAGE**

### **New Courses w/ DE:**

<b>PHOTO-450</b>	Color Photography Portfolio
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### **Course Deactivations:**

<b>PHOTO-475</b>	Laboratory Practice in Photography
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### **Program Modifications:**

<b>Commercial Photography</b>	Certificate of Achievement
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## **PUBLIC HEALTH PACKAGE**

### **New Courses w/ DE:**

<b>PH-401</b>	Community Health Worker Principles I
<b>PH-402</b>	Community Health Worker Principles II
<b>PH-497ABCD</b>	Public Health Career Experience Internship

### **Program Modifications:**

<b>Community Health Worker</b>	Certificate of Achievement
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## **1.2. NONPACKAGES:**

### **Course Modifications w/ DE:**

<b>AMT-15</b>	Introduction to Aviation Maintenance for Airframe and Powerplant
<b>AMT-27</b>	Reciprocating Engine Fuel & Auxiliary Systems
<b>CUL-441</b>	Advanced Professional Baking
<b>ENGIN-30</b>	Engineering Application of Digital Computation
<b>ENGIN-52</b>	Engineering Dynamics
<b>ENGIN-60</b>	Materials of Engineering
<b>ENGL-1A</b>	Composition
<b>HIST-25</b>	Women in United States History
<b>HUMAN-5</b>	Arts and Ideas: Antiquity to Renaissance
<b>KINACT-31</b>	Introduction to Self-Defense and Personal Safety
<b>KINLEC-19</b>	Practical Applications in Athletic Training I
<b>KINLEC-21</b>	Practical Applications in Athletic Training II

<b>KINLEC-22</b>	Practical Applications in Athletic Training III
<b>KINTM-64A</b>	Softball Strength and Conditioning for Athletes
<b>KINTM-69</b>	Cross Country Strength and Conditioning for Athletes
<b>MUSIC-18</b>	Introduction to Pro Tools
<b>NURADN-3L</b>	Transition in Nursing Laboratory
<b>PHIL-78</b>	History of Philosophy: Modern
<b>PHOTO-7</b>	Beginning Digital Photography
<b>PHOTO-9</b>	Beginning Photoshop and Digital Imaging

**Program Modifications:**

<b>Engineering</b>	A.S.
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- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to approve the 1.19.21 Consent Agenda and endorse the Curriculum. Senator Keith-Gibson seconded the motion. The motion was approved. 1.19.21, 24/0.

## 7. GUEST(S)/PRESENTATION(S) - None.

## 8. REPORTS

### 8.1 President

- President DeRose applauded Emili Koenig and all those that worked on the “We Have A Dream” video that Dr. Shannon sent out via email.
- Due to COVID-19 exposure, the Campus Store will have reduced business services.
- Thanks to Associate Superintendent Melanie Siddiqi (Administrative Services) and IT for the smooth start of the spring semester.
- On January 23, 2021, Canvas will move back to the portal.

### 8.2 Vice President/President Elect

- President Elect Watkins shared that there is disagreement whether the WiFi is adequate on campus. Once we return to campus, you are encouraged to fill out a form with IT if you experience WiFi issues.
- President Elect Watkins expressed excitement for President-Elect Biden’s inaugural address on Wednesday, January 20, 2021.

### 8.3 Secretary/Treasurer - Budget Report

### 8.4 Curriculum - No report.

### 8.5 Committees - No report.

### 8.6 Other - No report.

## 9. UNFINISHED BUSINESS

## 10. NEW BUSINESS

### 10.1 Discussion Item: Brown Act Training

- President DeRose provided Brown Act Training. It was informative, especially for new senators and those that have not received this training.

### 10.2 Action Item: Constitution, Article I, II, and III

- The workgroup is asking Senate to endorse the changes and place them on a ballot for the electorate.
- **Motion for Approval** - Senator Kern moved to approve the changes to Articles I, II, and III of the Constitution. Senator Boboye seconded the motion. 1.19.21, 0/0. Senators Kern and Boboye withdrew their motion to approve the changes to the constitution.
- **Motion for Approval** - President-Elect Watkins moved to separate the articles and vote on each one individually. The motion was not seconded. 1.19.21, 0/0.

- **Motion for Approval** - Senator Boboye moved to table this action item until our next scheduled meeting on Tuesday, January 26, 2021. Senator Keith-Gibson seconded the motion. The motion was approved. 1.19.21, 00/0.

### **10.3 Discussion Item: Enrollment Challenges and Solutions**

**10.3.1** Faculty Senate facilitation of school meetings

**10.3.2** Identification of Senators charged with identifying confusing language in the class schedule

**10.3.3** Identification of Senators charged with developing social media communications

**10.3.4** Portal performance: How should we move forward?

- Senate will discuss Enrollment Challenges and Solutions during our next scheduled meeting on Tuesday, January 26, 2021.

## **11. ANNOUNCEMENTS**

### **11.1 Academic Senate for California Community Colleges (ASCCC) Information**

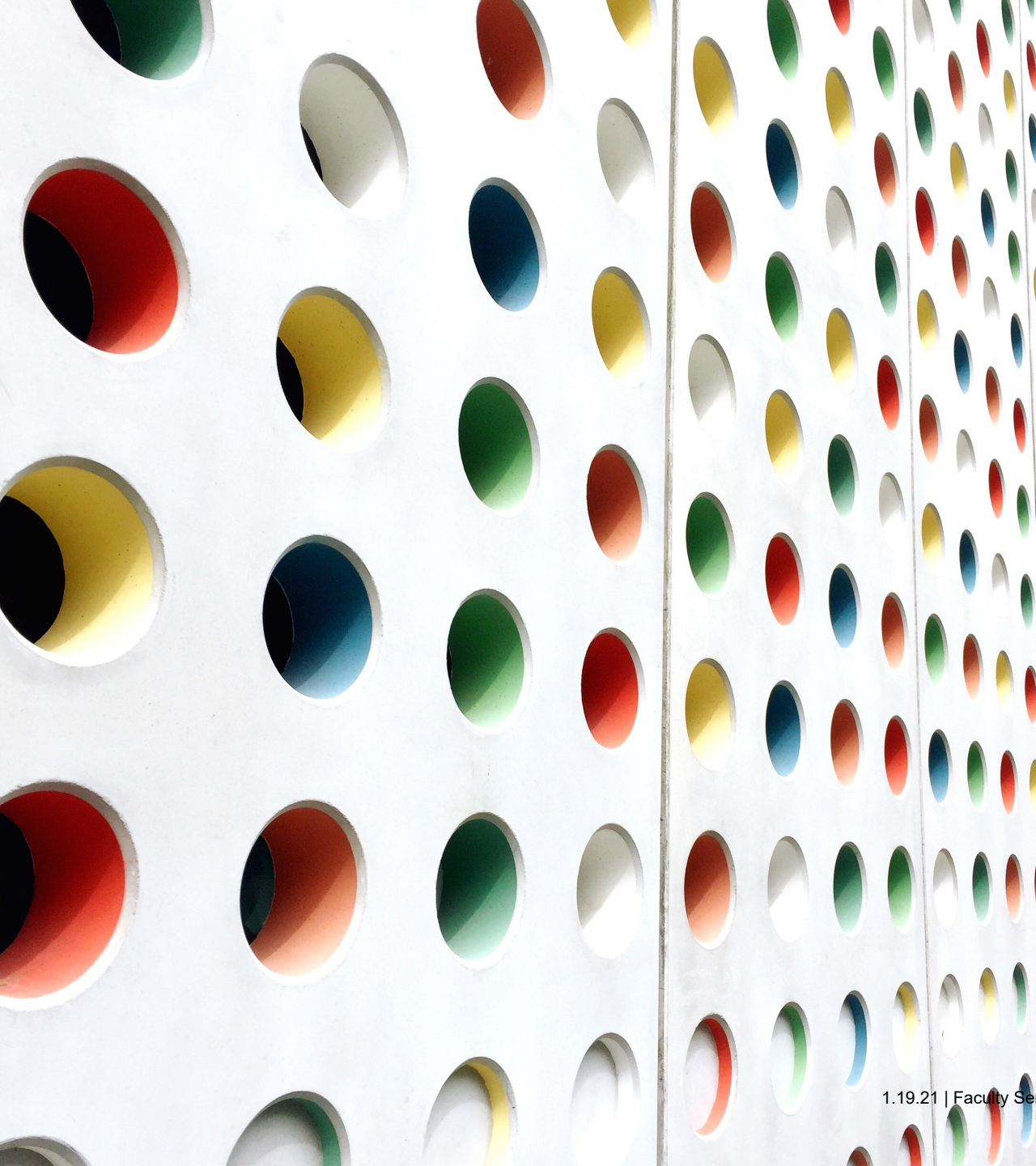
**11.1.1 2021 Spring Plenary Session - Virtual Event**, Thursday, April 15 through Saturday, April 17. EARLY REGISTRATION DEADLINE: Monday, March 15 by 5:00 PM. \$275.00. If you register after 5:00 PM on March 15 the cost is \$350.00.

**11.1.2 2021 Faculty Leadership Institute - Virtual Event**, Thursday, June 17 through Saturday, June 19. EARLY REGISTRATION DEADLINE: Monday, May 17 before 5pm is \$200.00. If you register after 5:00 PM on May 17 the cost is \$250.00.

## **12. FLOOR ITEMS**

## **13. ADJOURNMENT (1:55 P.M.)**

**The next Faculty Senate meeting is scheduled for Tuesday, January 26, 2021.**



# The Brown Act

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FACULTY SENATE

JANUARY 19, 2021

# Getting Started with the Brown Act

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**What is the Brown Act/The Open Meeting Act?**

**Which bodies must comply with the Brown Act?**

**The Governing Board & Faculty Senate**

**Open Meetings**

**Prohibited Meetings**

**Exempt Meetings**

**Types of Meetings**

**COVID-19 Allowances**

**Agendas**

**Closed Session**

# What is the Brown Act/The Open Meeting Act?

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## Legislative Bodies

- “All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.”
  - GC Section 54953(a)
- Legislative bodies must discuss, debate and take actions openly. GC 54950, 54953 (a).

# Which bodies must comply with the Brown Act?

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**The Brown Act applies to all “Legislative Bodies”**

**“Legislative Bodies” include:**

- **“Governing Bodies”**
- **“Appointed Bodies”**
- **All Standing Committees of a legislative body**
  - **Curriculum Committee**
- **Certain private entities**



# The Governing Board & Faculty Senate

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## **Why are Academic Senates/Faculty Senates/Faculty Councils subject to the Brown Act?**

- **Local academic senates are subject to the Brown Act because they are an advisory body to the Governing Board, and the Governing Board was formed due to legislative action, which makes the Governing Board subject to the Brown Act.**

# Legislation

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## **1963 Assembly Resolution 48**

- Required the State Board of Education to establish academic senates “for the purposes of representing faculty in the formation of policy on academic and professional matters.”

## **1964 Title 5 Regulations relating to Senates, Section 53200**

- Defines faculty and academic senates
- Covers Senates formation, procedures, memberships, and powers
- Governing Boards were obliged to “entertain oral presentations from academic senates”
- **Section 53200(b)** defines academic senates as “an organization whose primary function is, as the representative of the faculty, to make recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters”. This definition means that academic senates are an advisory body to the board of trustees. This is why we must be Brown Act compliant.

## **1967 State Board of Education modifies Title 5, strengthening the role of academic senates**

- Included the “meet and confer” obligation of local boards with Academic Senates

# Open Meetings

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## When should Faculty Senate have open meetings?

- GC 54952.2 (a) “Any congregation of a majority of the members of a legislative body at the same time and location to hear, discuss, deliberate, or take action upon any item that is within the subject matter jurisdiction of the legislative body.”

The Brown Act is NOT limited to meetings where a final decision is made.

# Prohibited Meetings

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**“A majority of the members of a legislative body shall not....use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.” GC 54952.2(b)(1)**

## **Serial Meetings**

- **Daisy chain**
  - **Person A talks to person B, then person B talks to person C, and so on.**
  - **No more than two people are ever involved in a conversation.**
  - **Quorum is never reached.**

# Prohibited Meetings continued

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- **Hub and spoke**
  - Person A reaches out to person B, then person A reaches out to person C, and person A reaches out to person D.
  - Quorum is never reached
- **Email**
  - Quorum will be reached if the entire body is included in the email
  - The public does not have the opportunity to know of the topic or to make public comment
- These meetings/communications may influence members to take a particular position or to have knowledge that is not presented to the entire body or to the public.

# Exempt Meetings – Events outside Faculty Senate

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## Individual contacts

- Avoid discussing Faculty Senate business
- These could lead to unintentional serial meetings

## Social or Ceremonial occasions

- Avoid discussing Faculty Senate business

## Conferences

- Open to the public
- Involve subject matter of general interest to the public

## Meetings of another legislative body

- The meeting must be open to the public and properly noticed

# Exempt Meetings – Events within Faculty Senate

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## Appointed Bodies – Temporary Advisory Committee Exception

- **Ad Hoc**: made or happening only for a particular purpose or need
- **A temporary advisory committee**
  - composed solely of less than a quorum of the legislative body,
  - serves a limited or single purpose,
  - is not perpetual,
  - and that will be dissolved once its specific task is completed

## Examples:

- **Sabbatical proposal and report subcommittees**
- **Constitution workgroup**
- **Officers meetings to plan the meeting agenda**

# Meetings

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## Types of Meetings:

- **Regular**
  - Agenda released at least 72 hours in advance of the meeting
- **Special**
  - Presiding officer or a majority of the members may call for a special meeting
  - Agenda must be publicized at least 24 hours in advance
- **Emergency**
  - One hour advance notice
  - Emergencies are defined as a “work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both as determined by a majority of members of a legislative body.” –GC 54956.5



# COVID-19 Allowances

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## Executive Order N-35-20

Members may not take action on, or discuss amongst themselves, any item of business that is within the subject matter jurisdiction of the legislative body without complying with otherwise-applicable requirements of the Brown Act.

- Teleconference Meetings: all votes must be audible and taken by roll call

Physical presence of members of the legislative body or of the public are not required as a condition of participation in or quorum for a public meeting.

Notice is not required at each teleconference location from which a member will be participating.

Teleconference location does not have to be accessible to the public.

The possibility of members of the public addressing the body at each teleconference location is not required.

Agendas do not have to be posted at all teleconference locations.

Agendas and meeting times must ALWAYS be made available to the public

# Agendas

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**Agenda item descriptions should provide sufficient information to allow members of the public to decide whether or not to attend the meeting or participate in the agenda item.**

**Examples:**

- **Item 1.3: Consideration of contract**
- **Item 1.3: Consideration of contract with JK Consulting**
- **Item 1.3: Consideration of contract with JK Consulting in the amount of \$50,000**
- **Item 1.3: Consideration of contract with JK Consulting in the amount of \$50,000 for design services related to the Faculty Senate meeting room renovation.**

# Agendas continued

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**A regular meeting agenda must be posted at least 72 hours in advance of the meeting in a location “freely accessible to members of the public.”**

- **Requests for mailed agendas must be accommodated.**
- **The notice, agenda, and supporting documents are public records and must be made available to the public.**
- **Writings, when distributed to a majority of the body by any person in connection with a matter subject to consideration at a public meeting, are public records that must be made available to the public “upon request without delay.”**

# Agendas continued

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The Brown Act generally prohibits any action or discussion of items not on the posted agenda.

**Urgency Items: When 2/3 of all members present (or all members if less than 2/3 are present) determine that there is a need for immediate action and the need to take action “came to the attention of the local agency subsequent to the agenda being posted.”**

# Closed Session

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**Without specific statutory authority for a closed session, a matter must be discussed in public.**

**Closed session topics include:**

**Existing or anticipated litigation**

**Real property negotiations**

**Public employee appointments, evaluation, and discipline**

**Labor negotiations**

**Threats to security**

# Resources

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[The Brown Act and Local Academic Senates | ASCCC Faculty Leadership Institute, June 18, 2020](#)

**60 Milestones In The History Of Senates And The Academic Senate For California Community College, ASCCC April 1986**

## **Faculty Senate review of Constitution Articles I, II, and III and proposed amendments. Prepared by the Constitution Workgroup.**

The following is the current amendment draft to be presented to Faculty Senate for the January 19, 2021 meeting for Articles I, II and III.

### **ARTICLE I: NAME OF ORGANIZATION**

The name of this organization shall be the Chaffey College Faculty Senate.

**No changes.**

### **ARTICLE II: REPRESENTATION AND PURPOSE**

The Faculty Senate shall represent the Faculty (See definition of Faculty in Article III) in all academic and professional matters as outlined in Title 5, Subchapter 2. Academic Senates, 53200\*, Subsection C., (1)-(11). Obligations and duties shall also be fulfilled in Subsection 53201-53204\*. In no way is this section meant to hinder the Faculty Senate from taking its rightful stand on an academic and professional matter. Definitions and responsibilities may include or go beyond the following:

- (1) Curriculum, including establishing prerequisites and placing courses within disciplines
- (2) Degree and certificate requirements
- (3) Grading policies
- (4) Educational program development
- (5) Standards or policies regarding student preparation and success
- (6) District and college governance structures, as related to faculty roles
- (7) Faculty roles and involvement in accreditation processes, including self-study and annual reports
- (8) Policies for faculty professional development activities
- (9) Processes for program review
- (10) Processes for institutional planning and budget development
- (11) Other academic and professional matters as mutually agreed upon between the Governing Board and the Faculty Senate
- (12) Hiring criteria, policies, procedures, and equivalencies for new faculty members shall be developed, updated, and agreed upon jointly by representatives of the Governing Board and Faculty Senate

**\*See Appendix:**

53200, Page 1

53201-53204, Pages 3-6

**Changes:**

- Deleted Representation and from the title.
- Added the hyphen to self-study
- Added 12 which is missing from the current Constitution.

### **ARTICLE III: DEFINITIONS**

For the purposes of this constitution:

The word "Faculty" shall mean all non-management, non-supervisory positions as outlined in Title 5, Section 53402\*.

The word "Electorate" shall mean all tenure-track and tenured contract faculty. The words "Adjunct Electorate" shall mean all adjunct faculty.

**No changes.**



Senators		Present	Approval of Agenda 1.19.21	Approval of 12.8.20 Minutes	Approval of 12.15.20 Minutes	Approval of Consent Agenda 1.19.21
<i>Alternate Senators Italicized</i>						
Representation	Name					
President	Nicole DeRose	Y				
Vice President/President Elect	Neil Watkins	Y	Y	Y	Y	Y
Secretary/Treasurer	Mark Gutierrez	Y	Y	Y	Y	Y
Curriculum Chair	Angela Burk-Herrick	Y	Y	Y	Y	Y
Business & Applied Technology	Tracy Kocher	Y	Y	Y	Y	Y
Business & Applied Technology	Karin Nelson	Y	Y	Y	Y	Y
<i>*Business &amp; Applied Technology Alternate</i>	<i>David Karp</i>					
Chino/Fontana	Daniel Bentum	Y	Y	Y	Y	Y
Chino/Fontana	Manar Hijaz	Y	Y	Y	Y	Y
<i>*Chino/Fontana Alternate</i>	<i>Robert "Ian" Jones</i>	Y	-	-	-	-
Health Sciences	Lisa Doget					
Health Sciences	Jayne Clark	Y	Y	Y	Y	Y
<i>*Health Sciences Alternate</i>	<i>Shelley Eckvahl</i>					
Instructional Support	Christina Holdiness	Y	Y	Y	Y	Y
Instructional Support	Mary Jane Ross	Y	Y	Y	Y	Y
<i>Instructional Support Alternate</i>	<i>Shelley Marcus</i>	Y				
Kinesiology, Nutrition, & Athletics	Jeff Harlow	Y	Y	Y	Y	Y
Kinesiology, Nutrition, & Athletics	Vacant					
<i>Kinesiology, Nutrition, &amp; Athletics Alternate</i>	<i>Vacant</i>					
Language Arts	Elizabeth Encarnacion	Y	Y	A	A	Y
Language Arts	Steve Shelton	Y	Y	Y	Y	Y
<i>*Language Arts Alternate</i>	<i>Leona Fisher</i>	Y				
Mathematics & Science	Mark Gutierrez					
Mathematics & Science	Nicole DeRose					
<i>Mathematics &amp; Science Alternate</i>	<i>Diana Cosand</i>	Y	Y	Y	Y	Y
Social & Behavioral Sciences	Dan Kern	Y	Y	Y	Y	Y
Social & Behavioral Sciences	Angela Sadowski					
<i>*Social &amp; Behavioral Sciences Alternate</i>	<i>Sergio Gomez</i>					
Student Services	Jackie Boboye	Y	Y	Y	Y	Y
Student Services	Jean Oh	Y	Y	Y	Y	Y
<i>*Student Services Alternate</i>	<i>Donna Colondres</i>					
Visual and Performing Arts	Vacant					
Visual and Performing Arts	Patrick Aranda	Y	Y	Y	Y	Y
<i>*Visual and Performing Arts Alternate</i>	<i>Stan Hunter</i>	Y			A	Y
Senator-At-Large	Tamari Jenkins	Y	Y	Y	Y	Y
Senator-At-Large	Robin Witt	Y	Y	Y	Y	Y
Senator-At-Large	Sarah Cotton	Y	Y	Y	Y	Y
Adjunct Senator-at-Large	Luke Gunderson	Y	Y	Y	Y	Y
Adjunct Senator-at-Large	Gail Keith-Gibson	Y	Y	Y	Y	Y
<i>*Adjunct Alternate Senator</i>	<i>Stephen Villasenor</i>					
RED indicates reported absence						
<b>Total Yes Votes</b>		<b>28</b>	<b>23</b>	<b>22</b>	<b>22</b>	<b>24</b>
<b>Total No Votes</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Abstentions</b>			<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>

- = Not available during meeting to vote

**35 members total - up to 26 voting at any given time. The President is a non-voting member. Curriculum Chair now votes per 8.25.20 meeting**

President ONLY votes to break a tie.

A quorum shall consist of two-thirds of the voting members of the Faculty Senate

18 members are needed for QUORUM

31 Present at this meeting = 28 members, 3 visitors

**1.19.21 Faculty Senate Meeting**

