

**FACULTY SENATE MINUTES**  
**SEPTEMBER 22, 2020**

Nicole DeRose	President	2020-2021	P
Robin Witt	Vice President	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	A
Karin Nelson	Business & Applied Technology	2020-2021	P
Daniel Bentum	Chino/Fontana	2020-2022	P
Manar Hijaz	Chino/Fontana	2019-2021	A
Lisa Doget	Health Sciences	2020-2022	P
Jayne Clark	Health Sciences	2019-2021	A
Christina Holdiness	Instructional Support	2020-2022	P
Mary Jane Ross	Instructional Support	2019-2021	A
Jeff Harlow	Kinesiology, Nutrition & Athletics	2020-2022	A
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	A
Angela Sadowski	Social & Behavioral Sciences	2019-2021	P
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
Garrett Kenehan	Senator-At-Large	2018-2021	P
Luke Gunderson	Adjunct Senator-At-Large	2020-2022	P
Gail Keith-Gibson	Adjunct Senator-At-Large	2019-2021	A

**Alternates**

David Karp	Business & Applied Technology	2020-2021	A
Robert “Ian“ Jones	Chino/Fontana	2019-2021	A
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	P

**Guests:**

Trisha Albertsen, President, Classified Senate  
Jamie Buchanan, Psychology  
Hope Ell, Recording Officer, Classified Senate  
Lissa Napoli, Administrative Assistant, Faculty Senate  
Neil Watkins, English

**1. P.E. (12:30 P.M.)****2. CALL TO ORDER (12:49 P.M.)****2.1 Remote Attendee Identification****3. PUBLIC COMMENT (Reserved for Guests only and limited to two minutes.)**

- Neil Watkins acknowledged National Voter Registration Day and the October 19 deadline to register to vote. Neil encouraged faculty to share this information with students and motivate them to register to vote, Remember not to advocate for any candidate or proposition. A person may vote as long as they are a citizen and age 18 or over by November 18. The link was provided below for more information.

[registertovote.ca.gov/](https://registertovote.ca.gov/)

**4. APPROVAL OF AGENDA****4.1 September 22, 2020**

- Motion for Approval - Senator Boboye moved to approve the Agenda. Senator Jenkins seconded the motion. The motion was approved. 9.22.20, 17/0.

**5. APPROVAL OF MINUTES****5.1 September 15, 2020**

- **Motion for Approval** - Senator Sadowski moved to approve the 9.15.20 Minutes. Senator Witt seconded the motion. The motion was approved. 9.22.20, 18/0.

**6. CONSENT AGENDA****6.1 Faculty representatives that have been requested to serve:**

1. Interim Dean, Math & Science Hiring Committee  
Jeff Brouwer, Math, M&S  
Sandra Collins, Biology, M&S  
Nicole DeRose, Biology, M&S/Acting Faculty Senate President  
Brad Hughes, Astronomy, M&S  
Mark Padilla, Physics, M&S

2. Outcomes and Assessment Committee  
Jeff Laguna, Health Sciences, HS  
Matt Vincent, Psychology/SS, SBS  
Jane Warger, Earth Science/Geology, M&S
3. Tree Committee, Jane Warger, Earth Science/Geology, M&S
4. Evaluation Forms Committee  
Jackie Boboye, Counselor, C&M  
Christina Holdiness, Math Success Center
5. ASCCC Fall Plenary Attendees - Confirm Participants interested in attending (In order of expressed interest)  
Robin Witt, Vice President, Faculty Senate  
Nicole DeRose, Acting President, Faculty Senate (attendance required)  
Angela Burk-Herrick, Curriculum Chair  
Christina Holdiness, Senator, Faculty Senate  
Tamari Jenkins, Senator, Faculty Senate

## 6.2 Committee Name Change Acknowledgement

- Enrollment and Success Management to Guided Pathways Steering Committee
- **Motion for Approval** - Senator Burk-Herrick moved to approve the amended Consent Agenda. Senator Boboye seconded the motion. The motion was approved. 9.22.20, 18/0.

**7. GUEST(S)/PRESENTATION(S) -Caring Campus**, Classified Senate President, Trisha Albertsen and Classified Senate Recorder, Hope Ell, would like you to view the prepared Caring Campus [video](#). They want to support faculty in being a part of the process by collecting ideas on what faculty can do to help exemplify the behaviors Caring Campus is promoting. Please view the [video](#) and have your questions prepared for Trisha and Hope.

Caring Campus is a partnership with Evidence Based Change and endeavors to create a pathway for students to make better connections with classified staff. Caring Campus works with 39 classified staff and highlighted 3 behaviors listed below that they wish to implement on campus and institutionalize for every employee to employ.

1. **Name Tags** - would help students identify staff, faculty and administrators on campus if they should need help.
2. **10 Foot Rule** - if you are within a 10 foot range of a student, say hello, and make them feel comfortable enough to ask questions if they have any.
3. **Warm Handoff for Students** - if helping a student while on the phone, make a phone call to whoever you plan to hand the student off to confirm that they are there to answer the phone. If you are face to face with the student, if you can, walk the student over or try to help them as close to the next step as possible. Make sure they have all the information they need before leaving you and getting to the next support person.

It's important to remember that all of these ideas were chosen to connect with students prior to COVID 19 and so this plan remains in effect at the return to the campus.

Ideas given to Caring Campus Coordinators for how faculty can help:

- Encourage faculty and administrators to join the Caring Campus Committee
- Create “How To” videos for students
- Create a “Cheat Sheet” of contact information for student services and hours of operation
- Faculty can take advantage of the Success Coaches that are available in the Student Tool Kit
- Create a “Tips Sheet” for how to do a warm handoff
- Simplify navigation on the college website
- Faculty can add the Student Tool Kit link to our signature line

## 8. REPORTS

### 8.1 President

### 8.2 Vice President

- On Monday, September 28, Vice President Witt will send an official announcement that nominations are open for President Elect.
- The voting deadline will also be extended from November 13 to November 20 due to the Veterans holiday occurring during the voting period and the likelihood of adding a vote for the constitution.

**8.3 Secretary/Treasurer** - No report.

**8.4 Curriculum** - No report.

### 8.5 Other

**8.5.1 Academic Issues Group Report** - The attached document is a summary of the discussions, and these notes have not been approved by the AIG.

Discussion topics included:

- We should consider using different language when listing asynchronous and synchronous classes in the schedule to help bring clarification for students
- Due to the large population of our students needing internet access, the college is able to deliver 1,000 hot spots to students.

## 9. UNFINISHED BUSINESS

### 9.1 Sabbatical Leave Subcommittee Reports Update:

- **Kevin Cameron:** Senators Gomez, Jenkins, and Sadowski- None.
- **Carol Dickerson:** Senators Holdiness, Kocher, and Nelson- None.
- **Mary Jane Ross:** Senators Boboye, Gunderson, Sadowski- None.
- **Cindy Walker:** Senators Doget, Kenehan, and Witt- None.

## 10. NEW BUSINESS

**10.1 Action Item:** Career Education Advisory Committee, Tri-chair Selection (In order of expressed interest)

Sheila Malone, Theatre, VPA  
Shelley Eckvahl, Vocational Nursing, HS  
Tracy Kocher, Computer Science, CIS  
Sheela Stark, Pre Law, Adjunct Professor

- **Motion for Approval** - Senator Shelton moved to approve Sheila Malone for the CEAC Tri-Chair. Senator Witt seconded the motion.

After discussion on how Senate should confirm a volunteer,

- **Motion for Approval** - Senator Shelton withdrew his motion and provided evidence to his nomination citing that Sheila Malone is a phenomenal colleague, having shared other committees together and has the knowledge to benefit this committee.
- **Motion for Approval** - Senator Burk-Herrick moved to ask the candidates to provide Faculty Senate with statements summarizing their interest and background as it pertains to CEAC. Senator Encarnacion seconded the motion. The motion was approved. 9.22.20,18 /0.
- *Senate will discuss items 10.2 through 10.7 during our next scheduled meeting on Tuesday, September 29.*

**10.2 Action Item:** Select Finals Week Best Practices Workgroup - see the recommendations from the DE Committee.

**10.3 Action Item:** Calendar Committee, Faculty Senate Representative to replace former Senator Doug Duno.

**10.3 Discussion Item:** Meritorious Service Award Nominations - nomination and award reception timeline

**10.4 Discussion Item:** Faculty Senate Future with a Student Focus

**10.5 Discussion Item:** Faculty Senate recommended name change to Academic Senate

**10.6 Discussion Item:** Proposition 15:

<https://drive.google.com/file/d/1rhUSH6xxvm3y1gF4OKkbDpkwf9TTNGP1/view>

**10.7 Discussion Item:** Math and Science Senator Vacancy

## 11. ANNOUNCEMENTS

**11.1 Other**

**11.1.1 Faculty Senate Needs Your Help!** - Please consider making a monthly contribution to our accounts by clicking on this link: <https://chaffey.kindful.com/>

\*Faculty Senate Membership Dues which supports activities such as Faculty Lecturer of the Year, New Hire & Tenure Receptions, Service Recognition Awards, Congratulatory and Sympathy cards, and the Meritorious Service Awards.

\*Faculty Senate Scholarship Account which provides funds for the Faculty Senate Student Scholarships

**Contributions are tax deductible!!**

#### 11.1.2 Senate Election Announcement

**11.1.3** Call for Representation: Are you interested in committee work? Faculty Senate is seeking representatives to serve on campus committees. We are calling upon you to volunteer or identify a faculty member who would be willing to participate on committees. Most committees meet monthly, however, others may meet weekly, or bi-weekly for an hour to an hour and a half. Please be on the lookout for emails from the Faculty Senate regarding participation in committees,

## 12. FLOOR ITEMS

## 13. ADJOURNMENT (1:54 P.M.)

**The next Faculty Senate meeting is scheduled for Tuesday, September 29, 2020.**

---

**Lissa A. Napoli, Recording Secretary**

---

**Mark Gutierrez, Secretary - Treasurer**

From President's Cabinet September 15, 2020

### **Coronavirus COVID-19 Response & Safe Campus Reopening Taskforce**

The workgroup and survey suggestions/recommendations were used to develop the current plan and processes. The document will be reviewed, published and placed on the web for public viewing. Signage was created and placed on campus, partitions have been placed in the classroom, spacing is in place, disinfecting protocols are in place now, required PPE has been made available. Realignment of physical spaces, disinfectant protocols and schedules..

### **Fall, Spring, and Enrollment**

The only face-face instruction, if any, is if it fits within one of 13 categories or sectors. This will be replicated for spring. Approximately 5% of the courses are face to face, the remaining 95% of instruction is online to maintain safety.

Enrollment – experiencing a shift in some enrollment trends. We are down in overall enrollment about 13%. A large number of courses in fast track 2, which may offset the enrollment drop later. The college has reported an institutional high as there are about 23% of students are taking a full time load. We have lost a considerable number of African American & Hispanic male students, which may be due to employment volatility. The college is considering ways to those student populations back to the educational sector. One solution may be to increase attractability and to offer more flexible options to try to bring back students.

### **Measure P**

Chino Instructional Building – the architects that have completed the design development phase. The documents are being reviewed, corrections have been noted, and a meeting was scheduled for September 15 to go over the changes. The next step is to segway into the construction drawing phase, completed and submitted to DSA by the end of the calendar year.

Learning Commons/Library project – building and criteria documents is the college's first design build project. This type of project requires stakeholders do the heavy lifting to work with architects to develop the documents. The formulation of the workgroup has been completed, and the anticipated kickoff with the workgroup is either by the first of or mid-October. The faculty members of the workgroup include Angela Cardinale, Carol Hutte, Megan Keebler, RoseAnn Osmanian, Mellanie Reeve, and Cindy Walker.

Fontana master plan project – architects have been hired, and work to finalize a task order for their work. The workgroup has been identified. The kickoff meeting for this project sometime in October. The faculty members of the workgroup include evin Baccari, Sean Connelly, Sonia Diaz, Annette Henry, David Nimri.

District wide ADA assessment for all of the campuses as well as the InTech and Robert Pile Centers, Chino Center, etc. Work has been completed, finalizing a comprehensive assessment plan. A workgroup is being formed, and will be charged with reviewing and making recommendations to prioritize the work to get done to bring items into compliance that are not currently in compliance. First meeting with this workgroup will also take place in October.

Ontario Location is still on and the search continues to search for a suitable location in Ontario.

### **Portal and Single Sign-on**

The college is moving forward with Portal Guard. Looking for a replacement for the Portal also. Ellucian has a product but is not yet ready, although the product is very appealing to the leadership team, and has been presented to the technology committee. ESM and other committees have been in conversation regarding Ellucian as a new portal provider.

### **CARES Non-Federal Stimulus Relief Fund**

The criteria that have been provided to the students for fall disbursements for funds. 6 units, cumulative GPA of 2.0, 2020 FAFSA on file and must be eligible for financial aid. Within the first week there were over 1600 applications. The criteria have been placed on the website under the Corona Virus page under Q&A. As of September 15, we have over 2100 eligible students that have applied for the CARES act funding. That is about 43% of the eligible students that have applied.

### **Policies/Procedures**

Cyclical review process is both chapters 4 & 5. Instruction and student services need to be updated. These will come to Faculty Senate for rev





# COMING SOON: FACULTY SENATE ELECTION FOR THE 2021-2023 PRESIDENT-ELECT

The Faculty Senate is a governance organization that represents Chaffey College Faculty in all academic and professional matters. President-Elect is a three-academic year commitment of which the latter two years includes 70% reassigned time. Any full-time member of the Faculty Electorate is eligible to be nominated. The President-Elect will serve as Faculty Senate Vice President until assuming the role of President as of July 1, 2021. For more information, see the [Faculty Senate Website](#).



## ELECTRONIC ELECTION TIMELINE

- **Nominations Sept 28 to Oct 12**
- **Candidate statements due Oct 26**
- **Electronic Election: Nov 9 - 13**

Senators		Present	Approval of Agenda 9.22.20	Approval of 9.15.20 Minutes	Approval of Consent Agenda 9.22.20	Statement for CEAC Chair					
	<i>Alternate Senators Italicized</i>										
Representation	Name										
President	Nicole DeRose	Y									
Vice President	Robin Witt	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										
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										
<i>*Chino/Fontana Alternate</i>	<i>Robert "Ian" Jones</i>										
Health Sciences	Lisa Doget	Y	Y	Y	Y	Y					
Health Sciences	Jayne Clark										
<i>*Health Sciences Alternate</i>	<i>Shelley Eckvahl</i>										
Instructional Support	Christina Holdiness	Y	Y	Y	Y	Y					
Instructional Support	Mary Jane Ross										
<i>Instructional Support Alternate</i>	<i>Shelley Marcus</i>	Y	-	-	-	Y					
Kinesiology, Nutrition, & Athletics	Jeff Harlow										
Kinesiology, Nutrition, & Athletics	Vacant										
<i>Kinesiology, Nutrition, &amp; Athletics Alternate</i>	<i>Vacant</i>										
Language Arts	Elizabeth Encarnacion	Y	Y	Y	Y	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										
Social & Behavioral Sciences	Angela Sadowski	Y	Y	Y	Y	Y					
<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>										
Senator-At-Large	Tamari Jenkins	Y	Y	Y	Y	Y					
Senator-At-Large	Robin Witt										
Senator-At-Large	Garrett Kenehan	Y	Y	Y	Y	Y					
Adjunct Senator-at-Large	Luke Gunderson	Y	Y	Y	Y	Y					
Adjunct Senator-at-Large	Gail Keith-Gibson										
<i>*Adjunct Alternate Senator</i>	<i>Stephen Villasenor</i>	Y	-	Y	Y	-					
<b>RED indicates reported absence</b>											
<b>Total Yes Votes</b>		<b>21</b>	<b>17</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total No Votes</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Abstentions</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
- = Not available during meeting to vote											
<b>34 members total - up to 25 voting at any given time. The President is a non-voting member. Curriculum Chair now votes per 8.25.20 meeting.</b>											
President ONLY votes to break a tie.											
A quorum shall consist of two-thirds of the voting members of the Faculty Senate											
17 members are needed for QUORUM											
26 Present at this meeting = 21 members, 5 visitors											
<b>9.22.20 Faculty Senate Meeting</b>											