

**ACADEMIC SENATE MINUTES
AUGUST 24, 2021**

Neil Watkins	President	2021-2023	P
Sarah Cotton	Vice President	2021-2022	P
Elizabeth “Liz” Encarnacion	Secretary/Treasurer	2021-2022	P
Angela Burk – Herrick	Curriculum Chair	2021-2023	P
Tracy Kocher	Business & Applied Technology	2020-2022	A
Bruce Osburn	Business & Applied Technology	2021-2023	P
Daniel Bentum	Chino/Fontana	2020-2022	P
Tara Johnson	Chino/Fontana	2021-2023	A
Lisa Doget	Health Sciences	2020-2022	A
Jayne Clark-Frize	Health Sciences	2021-2023	P
Christina Holdiness	Instructional Support	2020-2022	P
Mary Jane Ross	Instructional Support	2021-2023	A
Jeff Harlow	Kinesiology, Nutrition & Athletics	2020-2022	P
Elaine Martinez	Kinesiology, Nutrition & Athletics	2021-2023	P
Elizabeth “Liz” Encarnacion	Language Arts	2020-2022	P
Steve Shelton	Language Arts	2021-2023	P
Mark Gutierrez	Mathematics & Science	2020-2022	P
Elizabeth Cannis	Mathematics & Science	2021-2023	P
Dan Kern	Social & Behavioral Sciences	2020-2022	P
Pak Tang	Social & Behavioral Sciences	2021-2023	P
Jackie Boboye	Student Services	2020-2022	P
Michelle Martinez	Student Services	2021-2023	P
Vacant	Visual & Performing Arts	2021-2022	
Patrick Aranda	Visual & Performing Arts	2021-2023	A
Robin Witt	Senator-At-Large	2019-2022	P
Tamari Jenkins	Senator-At-Large	2020-2023	P
Sarah Cotton	Senator-At-Large	2021-2024	P
Vacant	Adjunct Senator-At-Large	2020-2022	
John Glass	Adjunct Senator-At-Large	2021-2023	P
Alternates			
William O’Neil	Business & Applied Technology	2021-2023	P
Manar Hijaz	Chino/Fontana	2021-2023	P
Jordan Hung	Health Sciences	2021-2023	A
Shelley Marcus	Instructional Support	2021-2023	P
Vacant	Kinesiology, Nutrition, & Athletics	2021-2023	
Leona Fisher	Language Arts	2020-2022	P
Diana Cosand	Mathematics & Science	2021-2023	P
Sergio Gomez	Social & Behavioral Sciences	2020-2022	P
Myra Andrade	Student Services	2021-2023	P
Vacant	Visual & Performing Arts	2021-2023	
Patty Peoples	Adjunct Alternate Senator	2021-2023	P
Hope Ell	Classified Senate Liaison	2021-2023	P

Guests:

Tomeika Carter, Interim Director, Diversity Equity and Inclusion
Nicole DeRose, (IPP) Faculty Senate, Accreditation Faculty Tri-Chair, Biology, M&S
Dionne Henderson, Faculty, CIS
Laura Hope, Associate Superintendent, Instruction and Institutional Effectiveness
Erick Houck, Executive Director, Information Technology
Lissa Napoli, Administrative Assistant, Academic Senate
Dr. Leticia Romo, Director, Student Equity and Engagement
Lauren Sanders, (IPP) Student Government/Trustee
Sarah Schmidt, President, Classified Senate
Rebecca Trawick, Director/Curator, Wignall Museum of Contemporary Art
Jackson Tropp, Communication Studies, LA
Cindy Walker, Facilitator, Faculty Success Center
Angela Ybarra, President, Multicultural Club

1. P.E. (12:30 P.M.)**2. CALL TO ORDER (12:35 P.M.)****2.1 Remote Attendee Identification****3. PUBLIC COMMENT (Reserved for Guests only and limited to two minutes.)**

- Tomeika Carter introduced themselves as the new Interim Director of Diversity, Equity and Inclusion. They will be working with the employee “side of things.” Please look for email correspondence from them in the future for college initiatives re: President’s 10-point plan & diversified recruitment.
- Angela Ybarra introduced themselves as the President of the Multicultural Club. Guest Ybarra encouraged the faculty to share the club with students.

4. APPROVAL OF AGENDA

- August 24, 2021
- **Motion for Approval** - Senator Boboye moved to approve the 8.24.21 agenda as amended. Senator Jenkins seconded the motion. The motion was approved. 8.24.21, 23/0.

5. APPROVAL OF MINUTES

- August 17, 2021
- **Motion for Approval** - Senator Shelton moved to approve the 8.17.21 minutes as amended. Curriculum Rep Burk-Herrick seconded the motion. The motion was approved. 8.24.21, 22/0/1.

6. CONSENT AGENDA**6.1 Foundation Account: *Approval of fees pending tentative events.*****6.1.1 Approval of funds not to exceed \$500 for faculty incentives for the 2021-2022 academic year.**

- 6.1.2 Approval of funds not to exceed \$200.00 to open a purchase order with Sparkletts water for the 2021-2022 academic year
- 6.1.3 Approval of funds not to exceed \$150.00 to open a purchase order with the San Bernardino County Superintendent of Schools for the 2021-2022 academic year
- 6.1.4 Approval of funds not to exceed \$400.00 to open a purchase order with Picazo's Flower Designs for the 2021-2022 academic year
- 6.1.5 Approval of funds not to exceed \$200.00 to open a purchase order with Fast Signs for the 2021-2022 academic year
- 6.1.6 Approval of funds not to exceed \$200.00 to open a purchase order with Champion Awards & Specialties for the 2021-2022 academic year
- 6.1.7 Approval of funds for miscellaneous food and supplies for the new hire Welcome Reception
- 6.1.8 Approval of funds for miscellaneous food and supplies for the Faculty Senate Retreat
- 6.1.9 Approval of funds for miscellaneous food and supplies for the Faculty Senate/Curriculum/CCFA Holiday Celebration

6.2 Faculty representatives that have been requested to serve:

1. College Planning Council (CPC), Nicole DeRose, Accreditation Faculty Tri-Chair, Biology, M&S

6.3 Faculty representatives who can no longer serve as follows:

1. Outcomes & Assessment Committee, Ricardo Diaz, Counseling
- **Motion for Approval** - Senator Gutierrez moved to approve the 8.24.21 Consent Agenda. The consent agenda was seconded by Curriculum Chair Burk-Herrick. The motion was approved. 8.24.21. 23/0.
 - (12:50 pm) - Senator Peoples asked a question regarding incentives listed on the Consent Agenda as food and supplies. CPC DeRose and Administrative Assistant Napoli explained the use of these as for meeting attendees to use during "in-person" meetings that may occur.

7. REPORTS

7.1 President

7.1.1 New Faculty Orientation (NFO)

7.1.2 Honorary Titles: Faculty promotions to full professor, associate professor:

Following past practices, "Honorary titles of Associate Professor and Professor are conferred by action of the Faculty Senate. Advancement from Assistant to Associate and Associate to full Professor may be recommended after eight (8) and fourteen (14) years, respectively." This means that people who have completed eight (8) years will be promoted to associate professor, and those who have completed fourteen (14) years will be promoted to full professor. Certificates will be sent via USPS to all honorees. Keep in mind that honorary titles are based not on the number of years at Chaffey but on the number of years at Chaffey plus those that have been credited.

Associate to Professor

Nicole Barbari, Psychology, SBS
Elizabeth Cannis, Mathematics, M&S
Mark Forde, Hospitality Management, HFIC
Anna Foutz, Geology/Earth Science,
Dionne Henderson, CIS, BATShannon Jessen, Biology, M&S
Melissa Johannsen, Counselor/DPS, C&M
Hei-Yi Leung, Counseling, C&M
Sheila Malone, Theatre, VPA
Elaine Martinez, PE, KNA
Naomi McCool, Sociology, SBS
Brandelyn Neal, Mathematics, M&S
Shannon Jessen, Biology, M&S
Steve Shelton, Communication Studies, LA
James Sloan, Fire Technology, BAT

Assistant to Associate Professor

Rocio Garcia, Counselor, SSSP, CM
Rose Ann Osmanian, IS, IPS
Terezita Overduin, Library, IPS
Marlene Ramirez-Mooney, EOPS, CM
Morgan Rea, Mathematics, M&S

7.1.3 Sabbatical Orientation / Q & A

Friday, August 27, 10:00 - 11:30 a.m., Zoom Meeting ID: 953 9004 0062

- (12:55 pm) Senator Osburn stated Naomi McCool was coming to discuss aspects of the contract regarding sabbatical.
- Senator Jenkins stated they were willing to attend to share their experience with the sabbatical process.
- Pres. Watkins stated that information presented at orientation and a recording of the orientation would be available on the Senate Canvas shell.

7.1.4 ASCCC - Fall 2021 Plenary - Hybrid Event

- Location to be Long Beach, CA. The Planning Committee has stated they will be allowing one person in person and the remaining attendees will be online. The Senate can make a decision on who that is in a future meeting.

7.1.5 Faculty Office Use

- Pres. Watkins explained the two-log process (see attachment) and invited Laura Hope to speak on the issue.
- Do not want to inhibit people from using their office space. OSHA requires verification of not being sick or exposed. In addition, Facilities need to know who was in what buildings and at what times. The district is legally compelled to complete these documents and individuals are required to wear a mask on campus.

- If individuals want to rearrange their furniture they should reach out to M&O for a work order and speak to their deans.

7.2 Vice President - Election vacancies update

- Senators Aranda, Martinez, and Harlow were reached out to discuss the vacancies in their areas. Will reach out to President Watkins and Administrative Assistant Napoli regarding Simply Voting to elect new Senator-At-Large.

7.3 Secretary/Treasurer

- No report.

7.4 Curriculum

- No report.

7.5 Classified Senate Liaison, Hope Ell

- Introduced Sarah Schmidt as President of the Classified Senate.

7.6 Other

8. GUEST(S)/PRESENTATION(S) - Faculty Success Center Facilitator, Cindy Walker, has been working with a campus group on drafting a land acknowledgment. They would like Senate's feedback on the Tongva land acknowledgment resolution.

- **Motion for Approval** - Senator Bentum moved to endorse the Tongva Land Acknowledgment. Senator Peoples seconded the motion. The motion was approved. 8.24.21, 23/0.
- Call to action to continue our knowledge and relationship with the Tongva and Gabrieleño people. Dr. Leticia Romo (she/her/hers) spoke to an elder within the community and received approval of the Land Acknowledgement and the group is seeking edits or suggestions from Faculty Senate.
- Statement read (1:09 pm)
- Senator Encarnacion gave the edit of capitalizing the word "Indigenous"
- Senator Osburn asked when the Land Acknowledgement would be used. FCS Facilitator Walker described that the Land Acknowledgement would also have a "best practices" document to help describe when and where it is best used. They also stated that this current version is an online version, and an in-person Land Acknowledgement would differ slightly.
- Senator Jenkins stated their relief in speaking with the Tongva people and asked to expand on the conversations with the Indigenous people in the acknowledgment.

- Dr. Romo explained the conversations are a beginning and an opportunity to build a relationship to support students at various levels of education and create intentional outreach with the communities of the Tongva and Gabrieleño people.
- FCS Facilitator Walker described the possibility of creating a scholarship for Indigenous students and hoping for more to come in the future to build these relationships.
- Senator Cotton (she/her/hers) suggested putting this language on the website. In addition, she suggested including a brief history of the Indigenous land.
- Senator Boboye suggested presenting the Land Acknowledgement to the students and receiving their feedback. Guest Ybarra spoke on their excitement for the beginnings of these educational and supportive aspects for Indigenous students, including history and education.

9. UNFINISHED BUSINESS

9.1 Discussion Item: Covid-19 vaccinations

- The Academic Senate endorses the Governing Boards COVID-19 Vaccination mandate.
- **Motion for Approval** - Senator Cotton moved to endorse the Covid-19 vaccine requirement with a statement of endorsement. Senator Tang seconded the motion. The motion was approved. 8.24.21, 14/0/9.
- Senator Peoples mentioned no communication had been sent out and asked for clarification on when communication would be sent.
 - Laura Hope mentioned sending the vaccination cards to HRdocs@chaffey.edu as the current process. Further information is provided from Human Resources regarding what documentation will be considered as “valid.”
 - Once submitted to HRdocs there will be no additional requests for verifications.
- Senator Marcus requested clarification on what will be required for students enrolled in FTF classes. The motion presented was in regards to all individuals on campus with a phased-in approach to student vaccinations. Laura Hope stated it will align heavily with the approach to faculty and staff and provide incentives to students.
- Senator Peoples asked for clarification on long-term goals and the time period for the mandate. President Watkins stated that this would be revisited as with many things related to the COVID-19 protocols and safety.

10. NEW BUSINESS

10.1 Discussion Item: Compassion for students

- Senator Encarnacion spoke on research regarding equity in terms of late policies and procedures in the classroom directly impacting students of color, neurodivergent, houseless and working students at disproportionately higher rates and impacts graduation and success rates for those groups.

10.2 Discussion Item: Self-care (assessment) for faculty - Please complete the self-care assessment before the meeting.

- (1:40 pm) Senator Boboye led the senators in a self-care reflection assessment and discussed strategies for improvement on self-care habits.

10.3 Discussion Item: Senator representation strategies

11. ANNOUNCEMENTS

11.1 Chaffey College Academic Senate

11.1.1 2021-2022 Sabbatical Orientation / Q & A, Friday, August 27, 10:00-11:30 a.m. Please RSVP to lissa.napoli@chaffey.edu to receive your sabbatical information material.

Zoom Meeting ID: 953 9004 0062

11.2 Academic Senate for California Community Colleges (ASCCC) Information

11.2.1 [2021 Hybrid Fall Plenary Session](#), Thursday, November 4 through Saturday, November 6. The 2021 Fall Plenary will be a hybrid event with an in-person option and a virtual-only option. Registration In-Person, \$580. Deadline: Tuesday, October 12 by 5:00 PM. Registration Virtual-Only, \$325.00. Deadline: Thursday, October 28 by 5:00 PM. *Click on the link for more information.*

12. FLOOR ITEMS

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

The next Academic Senate meeting is scheduled for Tuesday, August 31, 2021.

Lissa A. Napoli, Recording Secretary

Elizabeth “Liz” Encarnacion, Secretary-Treasurer

Academic Senate – President’s Report – August 24, 2021

- New Faculty Orientation (NFO)

- Sabbatical Orientation / Q & A

Friday, August 27

10:00 - 11:30 a.m.

Zoom meeting ID: [953 9004 0062](#)

presenters

- Neil Watkins
- Bruce Osburn
- Naomi McCool
- Tamari Jenkins
- Nikki DeRose

session will be recorded

- ASCCC - Fall 2021 Plenary - Hybrid Event
Nov. 4-6 in Long Beach & online
Oct. 28 is registration deadline
One in-person attendee per college

- Faculty office use this semester – email reply from Assoc. Superintendent Laura Hope:

The faculty do not need to get permission to come to campus. However, they will need to let their deans know that they were there, so that they can be included in the facilities log.

We have two logs: one is for employees to confirm that they have done the daily self-check, and their signatures confirm that they are not experiencing any symptoms of the virus nor have they been exposed. That log is being kept in the deans offices or at people’s individual work stations and will be submitted to the deans monthly. We have been told that we need “wet” signatures for those. The second log is for the manager to complete indicating who was in the facilities within their scope. Classroom instructors don’t need to be included in this because that’s already a given; however, all employees need to be tracked, which is why if people come to campus, they need to let the dean know so that they can log it. This log is required by OSHA for contact tracing purposes.

The proposed land acknowledgement:

With respect and honor for the lands that Chaffey College resides on and the leaders before us, we would like to take a moment to acknowledge the Gabrieleño-Tongva (GABRIEL-EN-YO/ TONG –VA) Peoples, the original stewards of these sacred and unceded homelands. The Tongva people's history, language, cultural traditions, and legacy continue to shape this region and we recognize their continuing presence in their homelands.

In the spirit of truth and equity, Chaffey College commits to uplifting the voices of indigenous peoples and transforming the institution to build an inclusive and equitable educational environment. We also encourage members of the Chaffey College community to learn about the original caretakers of the land they reside on and to advocate for culturally responsive action.

Self-Care Assessment

Self-care activities are the things you do to maintain good health and improve well-being. You'll find that many of these activities are things you already do as part of your normal routine.

In this assessment you will think about how frequently, or how well, you are performing different self-care activities. The goal of this assessment is to help you learn about your self-care needs by spotting patterns and recognizing areas of your life that need more attention.

There are no right or wrong answers on this assessment. There may be activities that you have no interest in, and other activities may not be included. This list is not comprehensive, but serves as a starting point for thinking about your self-care needs.

1	I do this poorly	I do this rarely or not at all
2	I do this OK	I do this sometimes
3	I do this well	I do this often
★	I would like to improve at this	I would like to do this more frequently

1 2 3 ★ Physical Self-Care

- Eat healthy foods
- Take care of personal hygiene
- Exercise
- Wear clothes that help me feel good about myself
- Eat regularly
- Participate in fun activities (e.g. walking, swimming, dancing, sports)
- Get enough sleep
- Go to preventative medical appointments (e.g. checkups, teeth cleanings)
- Rest when sick
- Overall physical self-care

Self-Care Assessment

1 2 3 ★ Psychological / Emotional Self-Care

- Take time off from work, school, and other obligations
- Participate in hobbies
- Get away from distractions (e.g. phone, email)
- Learn new things, unrelated to work or school
- Express my feelings in a healthy way (e.g. talking, creating art, journaling)
- Recognize my own strengths and achievements
- Go on vacations or day-trips
- Do something comforting (e.g. re-watch a favorite movie, take a long bath)
- Find reasons to laugh
- Talk about my problems
- Overall psychological and emotional self-care

1 2 3 ★ Social Self-Care

- Spend time with people who I like
- Call or write to friends and family who are far away
- Have stimulating conversations
- Meet new people
- Spend time alone with my romantic partner
- Ask others for help, when needed
- Do enjoyable activities with other people
- Have intimate time with my romantic partner
- Keep in touch with old friends
- Overall social self-care

Self-Care Assessment

1 2 3 ★ **Spiritual Self-Care**

- Spend time in nature
- Meditate
- Pray
- Recognize the things that give meaning to my life
- Act in accordance with my morals and values
- Set aside time for thought and reflection
- Participate in a cause that is important to me
- Appreciate art that is impactful to me (e.g. music, film, literature)
- Overall spiritual self-care

1 2 3 ★ **Professional Self-Care**

- Improve my professional skills
- Say “no” to excessive new responsibilities
- Take on projects that are interesting or rewarding
- Learn new things related to my profession
- Make time to talk and build relationships with colleagues
- Take breaks during work
- Maintain balance between my professional and personal life
- Keep a comfortable workspace that allows me to be successful
- Advocate for fair pay, benefits, and other needs
- Overall professional self-care

Senators		Present	Approval of Agenda 8.24.21	Approval of 8.17.21 Minutes	Approval of Consent Agenda 8.24.21
<i>Alternate Senators Italicized</i>					
Representation	Name				
President	Neil Watkins	y			
Vice President/President Elect	Sarah Cotton	y	y	y	y
Secretary/Treasurer	Elizabeth "Liz" Encarnacion	y	y	y	y
Curriculum Chair	Angela Burk-Herrick	y	y	y	y
Business & Applied Technology	Tracy Kocher				
Business & Applied Technology	Bruce Osburn	y	y	y	y
<i>*Business & Applied Technology Alternate</i>	<i>William "Bill" O'Neil</i>	y	y	y	y
Chino/Fontana	Daniel Bentum	y	y	y	y
Chino/Fontana	Tara Johnson				
<i>*Chino/Fontana Alternate</i>	<i>Manar Hijaz</i>	y	y	y	y
Health Sciences	Lisa Doget				
Health Sciences	Jayne Clark-Frize	y	y	y	y
<i>*Health Sciences Alternate</i>	<i>Jordan Hung</i>				
Instructional Support	Christina Holdiness	y	y	y	y
Instructional Support	Mary Jane Ross				
<i>Instructional Support Alternate</i>	<i>Shelley Marcus</i>	y	y	y	y
Kinesiology, Nutrition, & Athletics	Jeff Harlow	y	y	y	y
Kinesiology, Nutrition, & Athletics	Elaine Martinez	y	y	y	y
<i>Kinesiology, Nutrition, & Athletics Alternate</i>	<i>Vacant</i>				
Language Arts	Elizabeth "Liz" Encarnacion				
Language Arts	Steve Shelton	y	y	y	y
<i>*Language Arts Alternate</i>	<i>Leona Fisher</i>	y			
Mathematics & Science	Mark Gutierrez	y	y	y	y
Mathematics & Science	Elizabeth Cannis	y	y	y	y
<i>Mathematics & Science Alternate</i>	<i>Diana Cosand</i>	y			
Social & Behavioral Sciences	Dan Kern	y	y	y	y
Social & Behavioral Sciences	Pak Tang	y	y	y	y
<i>*Social & Behavioral Sciences Alternate</i>	<i>Sergio Gomez</i>	y			
Student Services	Jackie Boboye	y	y	y	y
Student Services	Michelle Martinez	y	y	y	y
<i>* Student Services Alternate</i>	<i>Myra Andrade</i>				
Visual and Performing Arts	<i>Vacant</i>				
Visual and Performing Arts	Patrick Aranda	y	y	a	y
<i>*Visual and Performing Arts Alternate</i>	<i>Vacant</i>				
Senator-At-Large	Robin Witt	y	y	y	y
Senator-At-Large	Tamari Jenkins	y	y	y	y
Senator-At-Large	Sarah Cotton				
Adjunct Senator-at-Large	<i>Vacant</i>				
Adjunct Senator-at-Large	John Glass	y	-	-	-
<i>*Adjunct Alternate Senator</i>	<i>Patty Peoples</i>	y	y	y	y
Classified Senate Liaison	Hope Ell	y			
RED indicates reported absence	PURPLE indicates reported tardy				
Total Yes Votes		28	23	22	23
Total No Votes			0	0	0
Total Abstentions			0	1	0

- = Not available during meeting to vote

35 members total - up to 25 voting at any given time. The President is a non-voting member. Curriculum Chair now votes per 8 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

Present at this meeting = members, visitors

8.24.21 Academic Senate Meeting

