Members Present:
President...............................................................................Ardon Alger
Secretary/ Treasurer—Senator-at-Large..........................Angela Bartlett
Curriculum Chair..............................................................Marie Boyd
Chino/ Fontana....................................................................Tim Greene
Chino/ Fontana....................................................................Laurie Pratt
Health Sciences....................................................................Sue Paplanus
Health Sciences....................................................................Renee Ketchum
Instructional Support .........................................................Mary Jane Ross
Instructional Support .........................................................Cindy Walker
Language Arts.......................................................................Leona Fisher
Mathematics & Sciences....................................................Nicole DeRose
Mathematics & Sciences.....................................................Alif Wardak
Social & Behavioral Sciences..............................................Angela Sadowski
Student Services...............................................................Maria Cuevas
Student Services...............................................................Susan Starr
Visual and Performing Arts ................................................Stan Hunter
Visual and Performing Arts ................................................John Machado
Senator-at-Large..............................................................Tim Arner
Senator-at-Large...............................................................Robin Ikeda
Adjunct Senator-at-Large....................................................Gail Keith-Gibson

Members Absent:
Vice President—Language Arts........................................Neil Watkins
Business & Applied Technology.......................................Thierry Brusselle
Business & Applied Technology.......................................David Karp
Social & Behavioral Sciences...........................................Vera Dunwoody

Alternates Present:
Instructional Support .........................................................Shelley Marcus
Language Arts....................................................................Doug Duno
Mathematics & Science....................................................Diana Cosand
Student Services..............................................................Lucy Serrano
Adjunct.................................................................................Laura Mayuga

Guests:
Susan Hardie
I. P.E.

II. CALL TO ORDER

III. APPROVAL OF MINUTES AND CONSENT AGENDA
Minutes of November 5, 2013, and consent agenda were approved 21-0 as amended.

IV. CONSENT AGENDA

V. REPORTS

• President
  ▪ Best Practices for Office Hours—President Alger reported that this document has been forwarded to CCFA Rep Council for review.
  ▪ Senate sends its condolences to the family of retired Computer Information Systems (CIS) Professor Woody Martin, who passed away last week.

• Curriculum
  ▪ The Curriculum Committee is sending the following to the Governing Board for approval: Kinesiology AAT and a new Aviation Maintenance certificate that will combine the Powerplant and the Airframe programs (which traditionally have been separated). This certificate should be especially appealing to the vets.

• Committee
  ▪ Enrollment & Success Management—Senators Keith-Gibson, Ketchum, and Walker reported that the committee reviewed and discussed updates to the enrollment priorities. (New legislation moved EOPS and DPS students from Tier 2 to Tier 1 for priority, so there are now only two tiers.) There was also discussion of Fast Track students encountering problems in enrolling in the Session 2 linked Fast Track courses. Some students saw the notification option to register for the second course when they registered for the first course but chose not to register at that time, and later it was full; some students tried to register for the second session course, but it was already full (especially for high demand classes like math and English). There is a possible solution that needs to be discussed with IT to ensure its feasibility. The ESM committee also shared that a representative from ESM would facilitate a discussion of the implications of the Student Success Act at each of the school meetings during FLEX in January.

VI. OLD BUSINESS

• PSR Criteria for Faculty Prioritization—There was a discussion of the type of data and criteria used to make decisions for prioritization. There was a suggestion that we select and test a process with different types of programs (CTE, transfer, etc.) before we forward it.
• Board Policies & Administrative Procedures
  ▪ BP/AP 3280 Grants—President Alger reported that we still need to see the manual that is mentioned in the AP. The Resource Development Committee hasn’t yet met. The other concern is that the processing time is only three weeks. There should be a commitment to speed when appropriate. Senate tentatively approved.
  ▪ BP/AP 3720 Computer and Network Use—Senator Brusselle reported through President Alger a concern about the “personal computer” language. There is also language prohibiting upgrades and modifications. There needs to be clarification on what “excessive messaging” means as well. There also needs to be clarification on the rules for “commercial activity.” President Alger added that we need to be reminded that there is no expectation of privacy on our computers. The process required to look at someone’s email should be included. Senate tentatively approved.
  ▪ BP/AP 4040 Library Services—Senator Marcus recommended approval. Senate approved.
  ▪ BP/AP 5030 Fees—Senator Fisher recommended approval. Senate approved. She also had a question about whether or not it is acceptable to provide documentation that a student audited a class.
  ▪ AP 5031 Instructional Materials Fees—President Alger reported on lingering concerns about this issue and the need to test implementation once we decide upon a process. He recommended approval. Senate approved.
  ▪ BP/AP 6450 Wireless or Cellular Telephone Use—Senator Sadowski recommended approval. Senate approved.
  ▪ AP 7211 Faculty Service Areas, Minimum Qualifications, Equivalencies—President Alger and Senator Ketchum recommended approval. Senator Walker stated that there is sometimes a difficulty determining equivalency when there is no full-time instructor in the department. An outside expert would be an option to address this concern. Senate tentatively approved.

VII. NEW BUSINESS
• Affordable Care Act—Susan Hardie, Interim Director, Human Resources and Risk Management, presented an overview of the Affordable Care Act. This was signed into law in March of 2010. The purpose is to provide coverage for the 50 million uninsured Americans. California set up its own exchange called Covered California, http://www.coveredca.com. Starting in January 2014, individuals will pay a tax penalty for not having coverage. Starting in January 2015, the employer tax penalty will go into effect. Full-time employment counts as 30 or more hours per week over 12 months. Every Chaffey employee should have already received a letter about the act. The college is still waiting for some final rulings/ regulations about requirements for certain categories of employees. Over the last 3 years, the college has worked to meet the requirements. For example, the college extended coverage for medical, dental, and vision to adult children under age 26. Chaffey has also been through extensive training to meet the requirements. The college is currently in its review period and waiting for final regulations and clarification. The cost of medical is approximately $15,000 per employee, and if employees meet the requirements for coverage under the Act, there could be a cost implication for
the District. There will be a variety of penalties to the district if it fails to meet the requirements. There was some discussion of whether or not insurance rates would increase. The Student Health Center and Kaiser have information if faculty want to share with students. President Alger thanked Susan for the information and for her recent help with an OSHA issue.

- **Academic Senate Fall Plenary**—President Alger and Curriculum Chair Boyd reported on their visit. There was a discussion of the definition of “egregious student cheating.” The goal is to go back to the Chancellor and the lawyers and ask for more latitude in dealing with cheaters. There was no outcome; it is still being worked on.

ACCJC is updating their standards for the first time in six (6) years. The group has encountered some animosity, which is not constructive. Two representatives from ACCJC spoke. Two resolutions to give San Francisco City College more time to reform passed. One resolution reaffirmed counselors as “discipline experts,” stating that their work can’t be replaced by paraprofessionals. This conversation needs to take place at the negotiation level as well. The median ratio of students to counselors is 811:1.

The CID/ TMC continues to be riddled with issues. The Chancellor’s Office group is still working towards forcing CSU compliance, and they are still working out the “kinks” with CID approvals. This is a dedicated group of community college faculty who also have teaching jobs and meet regularly with representatives from CSUs and some UCs to get this worked out. There was some discussion of SB 440 and its impact on Chaffey as well.

- **Board Policies and Administrative Procedures**
  - BP/AP 5800 Prevention of Identity Theft in Student Financial Transactions—Senator Mayuga volunteered to review this BP/ AP.
  - BP/AP 6550 Disposal of Property—Senator Sadowski volunteered to review BP/ AP 6550 Disposal of Property.

**VIII. ANNOUNCEMENTS**

**IX. FLOOR ITEMS**

**X. SUMMARY**

**XI. ADJOURNMENT**

The meeting was adjourned at 2:00 p.m.

Respectfully submitted by,

____________________________________
Donna Walker, Recording Secretary

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Angela Bartlett, Secretary/ Treasurer