Members Present:
President.................................................................Ardon Alger
Vice President—Language Arts...............................Neil Watkins
Secretary/Treasurer—Senator-at-Large....................Angela Bartlett
Curriculum Chair.....................................................Marie Boyd
Business & Applied Technology............................Joy Haerens
Business & Applied Technology............................David Karp
Chino/Fontana..........................................................Karen Encinas
Chino/Fontana..........................................................Tim Greene
Health Sciences.....................................................Beverly Cox
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...............................Vera Dunwoody
Social & Behavioral Sciences...............................Angela Sadowski
Student Services...................................................Bob Baiz
Student Services...................................................Susan Starr
Visual, Performing, & Communication Arts..........Tom deDobay
Senator-at-Large....................................................Robin Ikeda
Adjunct Senator-at-Large.......................................Gail Keith-Gibson

Members Absent:
Visual, Performing, & Communication Arts............Orville Clarke/Medical Leave
Senator-at-Large.....................................................Jeff Brouwer

Alternates Present:
Business & Applied Technology..........................Thierry Brusselle
Chino/Fontana........................................................Laurie Pratt
Instructional Support.............................................Rob Rundquist
Language Arts......................................................Cathy Decker
Visual, Performing, & Communication Arts.........John Machado

Guests:
Lisa Bailey
Teresa Hull
David Ramirez
I. P.E.

II. CALL TO ORDER

III. APPROVAL OF MINUTES AND CONSENT AGENDA
Minutes of February 8, 2011, and consent agenda were approved 22-0 as amended.

IV. CONSENT AGENDA

V. REPORTS
  • President
    ▪ Orville Clarke Update — Orville came home from the hospital on Wednesday, February 9, thanks to his determination and hard work. His family thanks everyone for all their support and prayers.
    ▪ Executive Director of Facilities, Maintenance, & Operations Screening Committee — Senate approved Ardon Alger and Vera Dunwoody as faculty representatives to serve on the Executive Director of Facilities, Maintenance & Operations Screening Committee. The remainder of the committee is still tentative; however, it includes staff inside and outside of Cid Pinedo’s area as well as managers from all three campuses. Lisa Bailey will facilitate the meetings for this position.
    ▪ President’s Cabinet — Administrative Procedure 3.3.5 Records Retention and Destruction — Ardon Alger reported that cabinet approved the procedure with minor changes.
    ▪ President Alger announced that Mike Fink, Director, Information Technology Services, will visit Senate on Tuesday, March 1 at 1PM to discuss technology issues/concerns.
  • Curriculum
    ▪ Senator Boyd reported that they are working on the first template for transfer-model curriculum.

VI. OLD BUSINESS
  • Meritorious Service Award — Senators reviewed and discussed the nominations. President Alger to contact the recipients.
  • Budget — What Do We Do Now? — There is a new report out of the Legislative Analysis Office that calls for an additional cut of $585 million from the community college budget as well as raising unit costs to $66 a unit and eliminating state subsidies for intercollegiate athletics.

Coordinators have been given direction regarding budget cuts from their Deans and Dr. Guerrero. Senate would like additional information on the criteria used by the Deans and Dr. Guerrero. In addition, Senate is requesting, in the name of transparency, information on how the cuts were addressed
across all areas of the campus and all budget categories. President Alger will meet with Dr. Guerrero and make this request. Senate also thinks there should be an opportunity to have a dialogue about this process. Senate is concerned about drastic cuts to some individual programs and what these cuts could mean for the long-term survival of those programs.

Within the context of the transfer-model curriculum changes, our college is being driven by SB 1440; there is some concern that administrators may not be taking this into consideration. There are also many concerns within non-instructional areas; more planning in this area is required due to the drastic cuts that may be made. One senator stated that she was told what would be taught for summer school as well as who should teach those courses.

• **Program and Services Review Committee (PSRC)**—Senate reviewed the list of interested faculty and approved Bob Carlton, with Robin Ikeda as an alternate, to complete Vera Dunwoody’s term (June 2011) on the Program and Services Review Committee.

### VII. NEW BUSINESS

• **Safety & Student Discipline**—Lisa Bailey, Executive Director, Human Resources; Teresa Hull, Dean, Health Sciences & Student Discipline; and David Ramirez, Director, Campus Police, reported that within the last year, they were charged with the responsibility of developing a task force, the Threat Assessment Group (TAG). In addition to these members, the group includes Susan Panattoni, Personnel Administrator and Risk Manager, and Kay Peek, Director of the Student Health Center. The purpose of the group is to work with faculty and staff to identify potential and actual threatening behavior on campus and to implement appropriate intervention techniques. In preparing for their role, the group has examined other colleges’ best practices and has participated in applicable training. In reviewing previous major incidents on other campuses, a primary lesson learned is that information about a threatening situation was available, but the information either was not reported in a timely manner or pooled so that a coordinated effort could be developed and implemented prior to the incident. The Threat Assessment Group (TAG) began rolling out information in Fall 2010 with a faculty FLEX activity. The group meets at least weekly and works on an ad hoc basis with faculty, managers, DPS, Admissions, and other relevant groups to better understand the behavior in question. In addition to using the resources available to them in their respective capacities, they also employ additional resources as necessary. For example, on a couple of occasions they have retained a forensic psychiatrist for expertise on reviewing and de-escalating threatening behavior. The group seeks input from the individuals who are involved in the threatening situation and their deans, and is aware that such communication must take into consideration FERPA, HIPPA, and the ability of law enforcement to conduct an impartial investigation. However, in emergencies, there are provisions in all of these instances that provide for
communication of vital information. There have been student interactions, ranging from minor to serious, and the group recognizes that because of economic conditions, some students have limited medical/psychiatric care, limited financial resources, and poor family support. Students’, their frustration may be compounded by limited resources at the College as well.

To identify, address, and provide early intervention for such frustration, the District is looking to develop a Behavioral Intervention Team (BIT) to deal preemptively with at-risk student cases (like well-student checks, etc.).

David Ramirez advised that on April 4, 2011, the District will be implementing another District-wide emergency drill to re-test our emergency notification system and safety measures and to train faculty and staff on recognizing and de-escalating potential threats. This activity is called Flash Point On-campus, and there is a training video dealing with hostile student behavior and how to react to it. This will be placed on the streaming video directory so all faculty and students can access it. One of the Senate members voiced concern that during a lock down drill, in some buildings students are being locked in rooms with windows instead of walls. David Ramirez also explained that they are working on an outside notification program that is effective for students who aren’t inside. David Ramirez reported that additional measures were taken regarding the hardware so there shouldn’t be any IT problems this year.

One senator reported that in Fontana, there’s no way to lock the doors unless you have a master key. There is only a half-time security officer as well. This was reported after the last activity, but still hasn’t been addressed. Dean Hull noted that there is also a lack of security officers at Chino. It was suggested that there should be a system for receiving feedback after training activities and following up on and addressing these concerns. They will develop a system for adapting to any given situation. Advice should be given for all campuses because it doesn’t always apply to the other sites.

Lisa Bailey explained that part of the training offered also includes a recommendation that faculty and staff have a plan and mentally rehearse that plan for dealing with an individual threat in any setting (office, classroom, etc.). For example, when an irate student is in the classroom, an instructor may want to offer the class a break and immediately and discreetly contact Chaffey Police. If the individual enters a faculty office, the faculty member should have a plan to take the phone off the hook or an exit plan. TAG will again offer this workshop at the fall flex but it may be helpful if TAG or the newly formed BIT can recommend such plans. Lisa Bailey also asked faculty to consider student frustrations and how we might better communicate policies so that individual faculty are not being blamed for a student being dropped from a class, for example. In addition, it is important for some students to have a clear professional boundary. She asked faculty to
reconsider giving students personal cell phone numbers and friending them on Facebook or other networking sites.

One senator asked whether TAG is meant to be reactive or if it is something we can use to create ideas and modify the system. David Ramirez advised that perceived threats (whether technically criminal or not) should be emailed or phoned in directly to Campus Police. It would be helpful to have an action plan communicated and readily available to all faculty and staff in the event of an incident. Specific instructions should be applicable to all campuses, departments, etc.

Another concern noted by a Senator was that according to the contract, the District shall notify relevant faculty and staff of verified serious threats. It was offered that addressing the problem is important, but so is communication, possibly to all of the faculty and staff who have offices near the involved faculty member.

One senator feels that there is some blame being put on faculty for these problems rather than on administrators. There are concerns about balancing rights to safety and rights to privacy. Lisa Bailey responded that her concern is not about blame; it is about sharing best practices and safe measures.

Another concern was that the Health Center uses counseling interns who may not report problems to the Health Center Director or to TAG. Lisa Bailey advised that even interns are duty bound to report threats, not just to their clinical supervisor but also to the individual threatened. However, she stated she would review this with Health Center Director, Kay Peek. Several Senators stated that there is a growing concern among faculty that we don’t have the information we need, which is a huge liability issue for the college should a major incident occur.

One senator reported a concern that she and another faculty member had about late-night dispatch communication with Chaffey Police as well as 24/7 presence of officers. The matter will be referred to Campus Police for review, and they will report back.

- **Sabbatical Report — Alan Roebuck** — After review of the sabbatical readers tracking table, Senate appointed the following readers for Alan’s sabbatical report: Senators Wardak, Brouwer, and Karp.

**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

____________________________________
Angela Bartlett, Secretary/Treasurer