

FACULTY SENATE MINUTES

March 5, 2013

Members Present:

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| 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..... | Sue Paplanus |
| Health Sciences..... | Renee Ketchum |
| Instructional Support..... | Mary Jane Ross |
| Language Arts | Leona Fisher |
| Mathematics & Sciences..... | Nicole DeRose |
| Social & Behavioral Sciences | Vera Dunwoody |
| Student Services | Maria Cuevas |
| Student Services | Susan Starr |
| Visual and Performing Arts | John Machado |
| Senator-at-Large..... | Jeff Brouwer |
| Senator-at-Large..... | Robin Ikeda |
| Adjunct Senator-at-Large..... | Gail Keith-Gibson |

Members Absent:

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|------------------------------------|-----------------|
| Instructional Support..... | Cindy Walker |
| Mathematics & Sciences..... | Alif Wardak |
| Social & Behavioral Sciences | Angela Sadowski |
| Visual and Performing Arts | Cynde Miller |

Alternates Present:

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|------------------------------------|----------------|
| Chino/Fontana..... | Laurie Pratt |
| Instructional Support..... | Shelley Marcus |
| Language Arts | Doug Duno |
| Social & Behavioral Sciences | Pak Tang |
| Visual and Performing Arts | Vacant |
| Adjunct Alternate Senator | Laura Luszc |

Guests:

Lisa Bailey
Stan Hunter
Steve Lux

Karen Pender

I. P.E.

II. CALL TO ORDER

III. APPROVAL OF MINUTES AND CONSENT AGENDA

Minutes of February 26, 2013, and consent agenda were approved 22-0 as amended.

IV. CONSENT AGENDA

V. REPORTS

- President
 - **CCFA & Senate Facilitators** – President Alger polled Senators on the idea of having facilitators between CCFA and the Senate whereby the Senate has a non-voting member come to Rep Council meetings and Rep Council has a non-voting member attend Senate meetings. Senate thinks it is a good idea. Robin Ikeda offered to represent Senate.
 - **Summer School** – President Alger reported that last year we offered 172 sections and this summer Chaffey will offer 550 sections. There will be full schedules at both Chino and Fontana campuses.
- Vice President
 - Next week, the elections plan will be announced.
 - Neil asked for volunteers to work with Laura Hope and him to advertise/promote the PRIDE statement.
 - Neil provided information about the Aspen Prize and encourages faculty to strive to achieve this goal. Laura Hope and Sherrie Guerrero were recently at the winning college, Valencia Community College in Florida, and brought back some information about student completion and the evaluation process that Chaffey might learn from. Shane Lopez, former convocation speaker, recently commended Chaffey for our focus on how various issues impact students.
- Coordinators
 - **Educational Service Coordinators Council** – Joy Haerens and John Machado reported that the group discussed scheduling.
- Committee
 - **Academic Issues Group** – Ardon Alger, Angela Bartlett, and Neil Watkins reported that the team discussed the Aspen Prize. Sherrie did accreditation training, including some new issues connected to federal changes. One of them was “cracking down” on correspondence courses, so all of our DE courses, like all courses, need to have regular and effective contact. Another issue is that the student complaint documentation process will be changing. The college also needs to start looking at achievement data in terms of what constitutes “acceptable” or “not acceptable” success rates.

The Real Estate Program Discontinuance process was also discussed. There

was some question about the process, so a new group will be formed and the process will be re-examined in the fall. We also talked about faculty prioritization. The process will be more closely linked to PSR, and the faculty hiring criteria will be streamlined. Sherrie will discuss the process with deans and Senate before making any changes. The AAI for curriculum is also being advertised.

VI. OLD BUSINESS

- **Campus Safety** – Lisa Bailey, Vice President of Administrative Services, and Steve Lux, Administrator, Campus Police, provided an update to Senate on the status of the plans identified in the draft policies and procedures. There are two major plans – the Campus Safety Plan and the Injury and Illness Prevention Plan (IIPP)-- that will be developed and subsumed under the following procedures: Campus Safety, Emergency Operations, and Sexual Assault. The IIPP was established several years ago, and Susan Hardie administers the program as the Risk Manager. She has been working with various workgroups, as applicable, in updating, reviewing and training in the following areas: the Blood Borne Pathogen Plan, the Chemical Hygiene Plan, and the Hazardous Materials Plan. The Campus Safety Plan will address campus safety, emergency operations procedures, the Clery Act reporting requirements, weapons on campus, and victims' assistance and sexual assault procedures. It has not yet been decided under which of the two major plans the workforce violence prevention plan will be included; this will be reviewed with Jim Fillpot. Lisa mentioned that much of the infrastructure to support these areas has already been established but additional work is currently being performed with the assistance of professional expert, Steve Lux. Mr. Lux, a retired deputy police chief, joined Chaffey approximately six months ago to assist with review of law enforcement and campus safety areas. He has not only been helping to review policies, procedures, plans and practices, he has been providing direction, training, and oversight.

Several of the plans already exist but require significant revisions. Once the plans have been updated, they will be reviewed by the Health and Safety Committee, BIT, and TAG, and then forwarded to the Senates for review and input. Lisa said that the College should have a Campus Safety Plan drafted by the end of the calendar year. It was noted by Lisa and Steve that workplace violence, particularly in schools and colleges, has continued to evolve throughout the country. As the circumstances change during each of these events, so too do the methods of response and the College needs the ability to respond quickly and effectively to dynamic situations.

It was noted by a faculty representative that communication is an essential piece and is an area that continues to require strengthening. Also, faculty voiced concerns that the procedures we are supposed to follow are not clear and our specific concerns have not been addressed. Lisa mentioned that the

participation of the review groups identified above might help address these concerns. There were questions by faculty about whether or not policies and procedures needed to be in place before the Campus Safety Plan is created. Faculty representatives stated that we have been waiting for these changes for several years, which accounts for the desire for more details and effective planning.

A representative from this committee provided some insight on whether or not doors can be locked. Lisa clarified that doors can be locked from the inside, but students cannot be locked in. Steve Lux explained that the Incident Command System (ICS) training will need to be implemented soon. Additionally, the College would receive FEMA funds based, in part, on this training, and all employees will have responsibility for roles related to this training. When asked about a specific protocol for an emergency situation, Steve explained that general guidelines can be developed, but when an emergency situation occurs, there will be no set way to respond as each situation is unique. However, when the situation becomes static, there are standard protocols that should be in place. Steve stated that he feels the College needs to make safety the priority. There has been discussion about how to notify the campus.

One senator stated that there are several health and safety issues where faculty don't have access to a plan and haven't received training. She believes that this may put us out of compliance with several laws. For example, Citrus College has this information and training schedules available on their websites. We need a better sense of the connection between the BPs and APs and action. When issues like plans or the chain of command are vague, there is a negative perception about accountability and responsibility. Another concern identified was that we have had five Deans of Disciplines in the past five years. Another senator voiced concern that the procedures seemed to be more focused on liability than on safety.

There will be an Active Shooter Drill on April 3. Steve provided an overview of this and additional information will be forthcoming. He encouraged faculty to discuss this issue with students on the day of the event.

There has been some discussion about having an open line of communication between faculty and Campus Safety. The Health and Safety Committee may be where these various plans are identified and reviewed. Lisa was asked to provide information to the Senate about strategies that are being employed and the names and responsibilities of those involved. That information is summarized briefly below:

Based on a recommendation from Dr. Shannon in fall 2012, the Governing Board approved the augmentation of emergency operations resources,

including the development of an Emergency Operations Center, the engagement of professional consulting expertise, and the purchase of needed emergency vehicle, equipment and supplies. Additionally, in the last few years, the College has implemented the following practices:

Improve Communication: Internal classroom phones for 6911 or 911, Informacast emergency broadcasting system, AlertU text messaging, external emergency blue phones, website information and training for chemical and biological safety, emergency preparedness, and emergency contacts in the event of an emergency.

Improve Preparation: Semi-annual drills and system testing, establishment of the Behavioral Intervention Team (BIT) and the Threat Assessment Group (TAG), CCERT training of 150 employees, Target Safety training of 300 employees.

Improve Response: 24-hour emergency dispatch, addition of police officer, enhanced officer training, mutual aid law enforcement agreements.

Lisa noted that the College is committed to providing a high level of health and safety practices as evidenced in the resources allocated and the expertise employed. During this time, the College is pleased to have the added assistance of Steve Lux, retired Deputy Police Chief. Mr. Lux earned his Bachelor's degree from CSULB, and has participated in a number of advanced training courses including the Tactical Commander Training, Emergency Management Incident Command, Sherman Block Supervisory Leadership Institute, and the law enforcement supervisor training course. Mr. Lux has been the acting administrator over the Chaffey College Campus Police. Chief Ramirez, though currently on medical leave, will continue to receive guidance from Mr. Lux to review and advance the department. Lieutenant Foster provides the operational oversight for the officers and logistical support for the police department.

Additionally, the College has also retained the services of Troy Ament as the Facilities Manager. Mr. Ament brings his background in operations and a penchant for aesthetics to his position. He earned his BFA from Brooks Institute, and is a recently retired fire chief for the City of Montclair. Mr. Ament was also the Assistant Director of the Emergency Operation Center, has extensive "all hazard" emergency scene Incident Command System (ICS) experience, was the designated State of California/Office of Emergency Services, Region VI - Zone 1 Coordinator, and was the State of California designated Fire Marshal for the City of Montclair. Mr. Ament also provided real-time Mass Casualty Incident (MCI) Drills/Training to all fire personnel

and was an evaluator/observer for annual Ontario Airport disaster drills. He is still a certified paramedic. Along with advancing the maintenance department, Mr. Ament will be assisting the College in the development and implementation of the Emergency Operation Center and with a number of safety-related projects.

Contacts: For emergencies, please call Campus Police at 6911 or call 911. For operational questions/support, please call Lieutenant Frank Foster (909) 652-7125. For administrative questions, please call Steve Lux at (909) 652-6631. Calls or emails that have been sent to David Ramirez while he is on medical leave, are being forwarded to Lieutenant Foster, and may also be reviewed and responded to by Administrator Steve Lux.

VII. NEW BUSINESS

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