FACULTY SENATE MINUTES
May 3, 2016

Members Present:
President ................................................................. Ardon Alger
Vice President—Language Arts ................................. Neil Watkins
Secretary/ Treasurer—Instructional Support ............. Cindy Walker
Curriculum Chair ...................................................... Marie Boyd
Business & Applied Technology .............................. David Karp
Chino/ Fontana ......................................................... Laurie Pratt
Health Sciences ....................................................... Renee Ketchum
Instructional Support .............................................. Mary Jane Ross
Language Arts .......................................................... Bonnie Spears
Mathematics & Sciences ......................................... Nicole DeRose
Mathematics & Sciences ......................................... Alif Wardak
Social & Behavioral Sciences ................................. Vera Dunwoody
Social & Behavioral Sciences ................................. Angela Sadowski
Student Services ...................................................... Susan Starr
Visual and Performing Arts ................................. Stan Hunter
Senator-at-Large .................................................... Doug Duno
Senator-at-Large .................................................... Garrett Keneman
Senator-at-Large .................................................... Robin Witt
Adjunct Senator-at-Large ...................................... Gail Keith-Gibson
Adjunct Senator-at-Large ...................................... Sheila Scott

Members Absent:
Business & Applied Technology .......................... Thierry Brusselle
Chino/ Fontana ........................................................ Tim Greene
Health Sciences ..................................................... Sue Paplanus
Student Services ..................................................... Maria Cuevas
Visual and Performing Arts ................................. John Machado

Alternates Present:
Chino/ Fontana ...................................................... Daniel Bentum
Instructional Support ............................................. Shelley Marcus
Visual & Performing Arts ....................................... Patrick Aranda

Guests:
Lisa Bailey
Angela Burk-Herrick
Susan Hardie
I. P.E.

II. CALL TO ORDER

III. PUBLIC COMMENT

IV. APPROVAL OF MINUTES AND CONSENT AGENDA
Minutes of April 26, 2016, were approved 16-0 with 2 abstentions as amended, and Consent Agenda was approved 18-0.

V. CONSENT AGENDA
- Faculty representatives have been requested to serve as follows:
  - Colleague Steering Committee
    - Marie Boyd, Curriculum/IS
- Faculty representatives who can no longer serve:
  - Resigned—Unable to Serve—Program and Services Review Committee
    - Sue Herman, HS

VI. REPORTS
- President
- Curriculum
  - Curriculum Committee Approvals
    - Course Modifications
      - ART 98ABC, Independent Study: Art
      - BUSL 403, Evidence
      - CIS 1, Introduction to Computer Information Systems
      - DANCE 420, Social Dance
      - FASHD 72, Fashion Draping
      - FASHD 442, Industrial sewing
      - FASHD 471, Advanced Patternmaking
      - FASHD 480, Design Collection
      - ID 427, CAD for Set & Interior Design
      - NURADN 34L, Nursing Process 3 Laboratory
      - NURVN 500, NCLEX Review for VN Licensure Examination
      - THEATRE 30, Stagecraft
      - THEATRE 32, Theatre Design-Lighting
    - New Courses
      - SOC 32, Introduction to Women’s Studies
    - Course Deactivations
      - BUSOT 496ABCD, Internships in Business and Office Technologies
    - Distance Education Modifications
      - PHYS 5, The Ideas of Physics
      - SPAN 1, Elementary Spanish 1
Program Modifications
- Fashion Merchandising, A.S. Degree
- International Business, Certificate of Achievement

Coordinators
- Vice President Watkins reported that if each faculty could keep an additional two students through success and retention efforts in the summer, we could meet our FTES goals for the summer. He also recommended allowing students a few minutes of class time to register for the next semester if their registration time is during class.

VII. OLD BUSINESS
- Academic Senate Final Resolutions—The Academic Senate Final Resolutions from the Spring Plenary Session are now available online and can be accessed at the following link:
- Resolution 19.02: Career Technical Education and Laboratory/Activity Faculty and College Governance—Senate approved this resolution, 20-0:
  Whereas, The recommendations of Board of Governors Task Force on Work Force, Job Creation, and a Strong Economy not only recognized the necessity of colleges' career technical education (CTE) programs but also the increased the necessity of CTE faculty participation in governance locally and statewide;
  Whereas, The Academic Senate for California Community Colleges recognizes the need for CTE faculty participation through resolutions and positions;
  Whereas, CTE faculty typically have more contact hours with students as a result of local bargaining agreements that count laboratory hours differently than lecture hours, which decreases the number of hours that CTE faculty have to fully participate in the governance matters of local senates and the ASCCC; and
  Whereas, The differential between a lecture and a laboratory or activity course full-time load hours is a governance concern that affects all programs containing laboratory or activity courses;
  Resolved, That the Academic Senate for California Community Colleges work with the Chief Executive Officers and Chief Instructional Officers to foster local support, such as substitutes and compensation, for CTE faculty to participate in local governance and statewide work associated with the task force recommendations; and
  Resolved, That the Academic Senate for California Community Colleges work with the state-level leadership of faculty unions toward a joint effort to eliminate the differential between lecture and laboratory hours in order to allow more time for laboratory faculty in any credit and Career Development College Preparation noncredit programs to participate in governance matters at local colleges and statewide.
VIII. NEW BUSINESS

- **Hiring Process and Anthem Blue Cross Increase**—Lisa Bailey, Associate Superintendent, Business Services & Economic Development; and Susan Hardie, Director, Human Resources, visited the Senate to address concerns identified. Lisa began by noting that a primary function of Human Resources is to ensure that equal employment opportunity practices are employed at each phase of the selection process. To that end, many of the requests/ suggestions that were identified by Senators are reasonable and possible, but the logistics must be ironed out first to ensure that they do not have the effect of discriminating in practice. So, for example, one question asked about the possibility of videoconferencing for first-level interviews. Lisa agreed that while in person is preferred, remote interviewing may very well be a necessary alternative when a candidate is unable to attend an in-person interview. One of the senators noted that videoconferencing may allow for a more diverse candidate pool. Lisa agreed and added that Human Resources would need help designing a process that provides for equivalent access to and treatment of interview questions, teaching demonstrations, etc. Lisa suggested that a short-term work group that includes representatives from faculty, first-level managers, and HR would be helpful to review the type of equipment needed and whether any changes in policies/ procedures would be necessary (interview questions, teaching demonstration, writing sample, etc.).

Susan and Lisa then proceeded to answer the questions below:

- **Can we stretch out our hiring cycle so that we are not trying to do so many at once?**
  - Because of the timing of the current faculty prioritization process, all positions start the hiring process around the same time. However, since the PSR cycle will change beginning next fall, there should be more time to spread out faculty recruitments. One Senator noted that most departments want to start the hiring process as soon as the position is approved. However, another Senator commented that certain areas may benefit from hiring in the fall (Accounting, for example).

- **Can we do interviews so that the candidate really teaches a class?**
  - Lisa Bailey stated that she knows of one department that routinely arranges for candidates to teach a class. She asked Vera Dunwoody to speak to the arrangements made to have a live classroom as part of the teaching demonstration. Senator Dunwoody reported that the last four hiring cycles of Psychology faculty have successfully included teaching a class as part of the interview process. Not only are the teaching demos extremely helpful in showcasing the teaching skills of candidates, but they also allow students to feel like a part of the process. Lisa remarked that the process of having candidates teach an actual class is very labor intensive and can lead to an inconsistent interview experience for candidates if the process is not carefully planned. Lisa said that it may not work for all committees, but for
those who can and are willing to invest the additional time and effort into setting up the teaching process, Human Resources will work with the committee to make it a success.

- **Can we have mini-forums for faculty finalists?**
  - Lisa Bailey noted that another aspect of equal employment opportunity is to ensure that the District does not establish artificial barriers that appear neutral on their face but may have the effect of disproportionate impact. If a public forum is a bonafide occupational qualification, then it should be included. It was clarified that the forums were not for the general public but might be used for large departments to meet candidates prior to the final recommendation. Lisa suggested that the workgroup/AIG may also want to address this as a possible consideration and, if so, identify the logistics and best practices for these types of hiring processes.

- **How much money do we have for recruiting?**
  - Faculty and staff diversity funds can be used to help fund recruitment efforts. Susan will research why a faculty member was told that there was not sufficient money to recruit with some suggested organizations. President Alger suggested having packets that HR could provide to faculty attending conferences for recruitment purposes. Senator Dunwoody suggested having a video that highlights Chaffey (Success Centers, programs, etc.). The video could be used for recruitment purposes. Senator Karp suggested adding recruitment suggestions and job announcement descriptions to the PSR faculty request section.

- **Do we always encourage faculty to send HR names and places to advertise positions?**
  - Faculty are encouraged to send HR information about organizations or places to send the job announcement/recruitment information for specific positions.

- **Do we have packets of materials that anyone could take to a conference or any place where we might find diverse faculty, like we did for the Black Colleges conference in LA this spring?**
  - HR can put together a packet upon request. Lisa suggested that the workgroup could also help to determine what should be included in packets.

- **Do we reach out to leadership and organizations from underrepresented groups to help find faculty?**
  - Yes, but HR is working with President’s Equity Council to expand recruitment efforts to more organizations.

- **Why was Sherrie’s replacement advertised so late in the school year?**
  - HR’s priority is to address faculty and staff positions first. Immediately following that, the Associate Superintendent position was advertised, beginning in early March. Additionally, the Associate Superintendent candidates aren’t impacted as much by the timing of a recruitment as by the location, compensation, and culture of a college. With that said, the recruitment period was completed in April, and interviews will be completed by May.
- Why would HR shut down for several hours during a busy hiring period when faculty and staff need to review applications but can’t because HR is closed?
  - On one occasion, HR closed for an extended lunch meeting, but this has not occurred again. HR will make every effort to stay open at all times during their work hours of 7:30 am to 4:30 pm.

- Why doesn’t HR extend their hours, at least one day per week, during busy hiring periods, for faculty and staff to be able to review later in the day?
  - Susan Hardie and other Senators responded that HR is flexible and willing to work with faculty who need to screen at later times. Faculty just need to talk with HR to make arrangements in advance.

- What is the reasoning behind not allowing people on a hiring committee to share any information they may have about a candidate until after the person has moved on to a second level interview and is having references checked? Wouldn’t different decisions be made about who to send to second level if information was known before then?
  - The goal is always to create equal opportunity/equal access to each candidate. Allowing committee members to share inside information about one candidate creates unequal knowledge in comparison to the other candidates. It also places some committee members in a position of more influence than other members on the committee. Reference checking is important; however, we need to be deliberative about when to include that type of information. Currently, HR allows for this information during the reference checking phase of the hiring process.

- During peak hiring times for faculty, why is there only one person primarily handling interviews so that interviews won’t be until the very end of finals because they are so booked up?
  - There are currently 5 human resources generalists handling recruitment. While it is the primary function of one HR generalist, all HR generalists are cross-trained and provide additional recruitment assistance throughout the year.

- Per earlier Senate discussion, we wanted to suggest that open Chaffey positions be posted on the NAACP Los Angeles job site (on their website). They also hold job fairs. As you know, the NAACP supports the advancement of all people of color, including Hispanic and Asian.
  - As noted above, HR welcomes suggestions about where to recruit, and will review the possibility of posting positions on this website.

- Other Discussion Items—Senators were concerned that they were not allowed to discuss anything in between candidates or ask follow-up questions. Lisa clarified that committees can consult with the discipline experts regarding technical questions. Additionally, Lisa shared that committees may have discussion prior to voting, especially in regards to content expertise. This is something that should be addressed by the committee at the conclusion of the interviews. Also, the committee chair and EEO representative will try to guide the committee to a reasonable
time frame for discussion and discourage lengthy extended discussions when consensus already may be achieved.

- **Anthem Blue Cross Increase**—The fees for Chaffey College employees were increased due to a 40% increase from Blue Cross to their doctors (Blue Cross passed along their increased costs to their members). Chaffey is currently looking into other group health insurance options to see if there are better alternatives.

**IX. ANNOUNCEMENTS**

- **Legal Night** was held on April 27, 2016. Forty-two volunteer lawyers and two court-certified translators provided pro bono legal services for 218 clients in one evening. Clients included members of the community, Chaffey students, and other members of the Chaffey family. Our Paralegal and Pre Law students participated in the organization, promotion, and conducting of the event. During Legal Night, they greeted clients, worked the registration table, and interviewed clients. Following the interview, the students presented the matters to the lawyers, who decided who was best qualified to handle each matter. Students then returned to the lawyer to observe the counseling session. Professors Chen and Karp received many compliments regarding our students' professionalism.

**X. FLOOR ITEMS**

**XI. ADJOURNMENT**

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

Respectfully submitted by,

______________________________
Donna Walker, Recording Secretary

______________________________
Cindy Walker, Secretary/ Treasurer
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| Total Yes Votes          | 16                             | 18      | 20               | 20             | 20                                     |                               |                                  |
| Total No Votes           | 0                              | 0       | 0                | 0              | 0                                      |                               |                                  |
| Total Abstentions        | 2                              | 0       | 0                | 0              | 0                                      |                               |                                  |
| Motion Carries           | y                              | y       | Y                | Y              | Y                                      | Y                             | y                                |

2/3 needed for a quorum (16)
Resolution to Honor and Thank Donna Walker on the Occasion of her Retirement

Whereas, Donna Walker will begin a well-earned retirement from Chaffey College on July 1, 2016, after 17 years as Administrative Assistant to Faculty Senate;

Whereas, Her technical knowledge, fine organizational skills, unfailing courtesy, strong work ethic, quiet efficiency, and ability to work small miracles behind the scenes have enabled Senate to function smoothly and efficiently;

Whereas, Her sense of humor, her cheerful demeanor, her quickness to praise, her touches of whimsy, her unassuming manner, and her profound kindness have made the Senate Office a kinder, gentler place;

Resolved, That the Chaffey College Faculty Senate honor the service of Donna Walker and thank her for her multitude of services, large and small, to the College in general and to Faculty Senate in particular;

Resolved, That the Chaffey College Faculty Senate wish Donna Walker a bountiful retirement, filled to overflowing with renewed friendships, hours with her granddaughter, companionship with her husband, and the joys, great and small, she so richly deserves.

By Acclamation