FACULTY SENATE MINUTES
September 14, 2010

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
Student Services..................................................Susan Starr
Visual, Performing, & Communication Arts.........Orville Clarke
Visual, Performing, & Communication Arts............Tom deDobay
Senator-at-Large..................................................Jeff Brouwer
Senator-at-Large..................................................Robin Ikeda
Adjunct Senator-at-Large.................................Gail Keith-Gibson

Members Absent:
Social & Behavioral Sciences............................Angela Sadowski
Student Services................................................Bob Baiz

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

Guests:
Sherrie Guerrero
Julie Sanchez
Michael Shea

I. P.E.

II. CALL TO ORDER

III. APPROVAL OF MINUTES AND CONSENT AGENDA
Minutes of September 7, 2010, and consent agenda were approved 22-0 as amended.

IV. CONSENT AGENDA

V. REPORTS

• President
  ▪ President Alger stated that Sherrie Guerrero is interested in a one-year schedule.
  ▪ Academic Senate Area D Meeting—President Alger announced that the State Academic Senate’s Area D Meeting will be held on Saturday, October 30 at Long Beach City College. This meeting also addresses statewide issues but the participants are from colleges near Chaffey. Faculty are encouraged to attend. For additional information, agenda, and directions, please contact the Faculty Senate Office at Extension 6965.
  ▪ State Academic Senate—President Alger announced that the Academic Senate for California Community Colleges has put out a call for nominations for the Jonnah Laroche Memorial Scholarship. This scholarship is awarded each year to students who have made exceptional academic accomplishments. Two continuing community college students will each receive a $500 award, and one student transferring to a four-year institution will be awarded $1,000. This year the awards will go to students from Senate Areas C and D. Each college may nominate one transferring student and one continuing student. The nominating criteria emphasize the wishes of the founder of this scholarship to select students from groups that have been historically under-represented in higher education: ethnic minorities and persons with disabilities. Winners will be honored at the Fall Plenary Session on Saturday, November 13, 2010 at the Anaheim Sheraton Park Hotel. Completed applications must be received in the Academic Senate Office by 5:00 pm on October 5, 2010. For award criteria, application, or additional information, please contact the Faculty Senate Office at Extension 6965 or visit the Academic Senate website at http://www.asccc.org/awards/laroche.
  ▪ Faculty Get-Together—Dine to Donate—President Alger reminded Senate that the first Faculty Get-Together will be held next Tuesday, September 21, from 4:00 pm – 8:00 pm at Applebee’s in Rancho Cucamonga. This event is a Dine-to-Donate fundraiser co-hosted by the Faculty Success Center and Faculty Senate. A percentage of all sales that night will go to help support the Faculty Success Center. This will be a great way to start the school year. Please join us for some food and fun
interaction with your colleagues. Faculty Senate will provide appetizers.

- **Vice President**
  - Instructor notifications begin once we are in the ‘W’ grading cycle. For fall 2010 full-term classes, the notices will be generated for drops that occur on or after September 11, 2010.
  - Neil Watkins and Thierry Brusselle are doing a presentation on “How to Tame the Email Monster” tomorrow at 12:30 pm in the Faculty Success Center.

- **Committees**
  - **Technology**—Nicole DeRose reported that the Rancho Campus is 100% wireless. The following buildings are in the completion process for wireless access: Fontana site, the Michael Alexander building, and the Gym remodel. If you find there is no wireless access, notify ITS so they can troubleshoot the problem. There will be a pilot group to coincide with WebPortal beginning in September so that it may be implemented successfully in the spring. If you want Windows 7, you need to request it through ITS. The technology replacement budget is $0. Replacement for computers is transitioning to every 5 years. Pending budget approval, Call Manager updates will be implemented over the winter break. Repair, warranty, and replacement concerns will be placed on the agenda. Senators should email specific concerns to Ardon Alger and Nicole DeRose. Neil Watkins suggested ITS develop a basic help webpage.

**VI. OLD BUSINESS**

- **Expired Committee Terms**—Senate continued its review of the list of expired committee terms and decided to announce open calls for the following campus committees: Enrollment & Success Management; Marketing; Professional Development; and Trees, Plants, & Grounds.

- **Student Grievance Committee**—Senate put out a renewed call for faculty representatives to serve on the **Student Grievance Committee**. This committee will be comprised of a pool of faculty and administrators. The faculty pool will consist of 20 faculty representatives from each school and the Fontana and Chino campuses. When a grievance goes to Level II-formal action, **which does not occur very often**, the Dean of Student Discipline/Grievance will select 2 faculty representatives from the pool of 20 to serve on an independent 5-member panel (Student Grievance Hearing Committee). Your time commitment would be minimal; you may not be selected even if the grievance gets to Level II. The terms are for two years and training will be provided for representatives. If you are interested in serving on this committee, please email Donna Walker at d.walker@chaffey.edu or your Senator by noon on **Tuesday, September 21, 2010**.

For additional information on the **Student Grievance Committee**, please refer to the Student Grievance Procedures in the Faculty Handbook at the following
VII. NEW BUSINESS

- **Dr. Sherrie Guerrero, Vice President, Instruction/Student Services** –
  - **PSR** – PSR had a retreat last spring and recommended changes. Rachel Hanna and Dr. Guerrero are currently working to build the infrastructure to implement those changes. We should hear something about that soon, and one of the issues that will be addressed will be the new policy on program discontinuance. Sid Burks is the new co-chair on PSR with Rachel. A draft will be made available in 2-3 weeks for input. The new PSR will interface with the Strategic Plan as well as the hiring prioritization process. It will be a 3-year staggered cycle with an annual update to address short-term concerns.
  - **Hiring** – Sherrie presented a chart showing the changes in hiring in both Instruction and Student Services. Student Services has experienced overwhelming demands in the past year. Due to need, Student Services staff positions have been made permanent. Financial Aid and Admissions and Records have been particularly hard-hit in the current climate. Changes have also been made in DPS to address needs and personnel changes. Ardon Alger requested a graph that also displays percentages of positions vacated and filled per area. Dr. Guerrero also promised a list of criteria for the position replacement process. Temporary reassignments, double-assignments, and short-term contracts are being used to get through this difficult time. With regard to the hiring that has occurred, the following criteria were used:
    1. Preserve the integrity of the student retention and success infrastructure
    2. Eliminate the use of budget relief staff
    3. Minimize the use of short-term workers
    4. Use temporary reassignments whenever possible
  - **Testing Center** – AD-189 will be used as a testing center. Hopefully, this will be up and running within a couple of months. Measure L money remains for instructional equipment use and may be used for this center. Senators expressed a desire for the centers to open up more quickly while we wait for computers to be purchased.
  - **General Concerns**
    - Leftover Measure L money will be used to meet needs campus-wide. All areas will be asked for requests and they will be met in terms of greatest importance/need.
    - Senators expressed several concerns about the Master Calendar.
    - Both terms this semester will be very close in enrollment size. Summer will be likely the same as last year.
    - Leona Fisher expressed concern about summer offering online courses – Dr. Guerrero said we can revisit it again at some point.
Vera Dunwoody expressed concern about the impact of the loss of student loans. Dr. Guerrero said student loan defaults are up to 11%. When it gets to 25%, the Department of Education starts imposing sanctions. Most community colleges, including ours, don’t have the capability of managing Direct Loans. (e.g., tracking the students after they leave the college to ensure they repay their loans).

- **Sabbatical Report — Lynn Navarette** — After review of the sabbatical readers tracking table, Senate appointed the following readers for Lynn’s sabbatical report: Senators Greene, Bartlett, and Dunwoody.

- **GEM Sustainability Master Plan — Dan Loomis, Julie Sanchez, and Terry Giugni Tri-Chairs; Michael Shea, Consultant; Ardon Alger, Committee Member — GEM Committee** — Ardon Alger presented an overview of the Sustainability Master Plan (SMP). He highlighted several areas of the Plan including the mission statement, guiding principles, sustainability targets, and the plan framework. The Plan’s Phase 1, Ongoing and Actions that need to be expanded, lists 40 items. For example, we have eliminated Styrofoam cups from the cafeteria, now we need to work on replacing other Styrofoam products. We now use 100% green cleaning supplies and our new low-flow urinals save 5.4 million gallons per year. In Phase 2, High Priority (some of which have been started) and Future Projects, 40 items are listed such as reduce electrical power consumption (our new and remodeled buildings all have high-efficiency lighting, additional insulation and more efficient air conditioning and heating), develop and implement vocational certificates with a focus on technology, and increase on-campus generation of electricity from alternative renewable sources such as wind and photovoltaic panels. A complete list of Phase 1 & 2 as well as the entire Plan can be found on the ‘Z’ drive under GEM, Public Folder, Sustainability Master Plan.

A concern was raised regarding water consumption and grass in the center of campus. The grass will stay at present, but the Tree Committee is working to finish a landscaping and irrigation plan for the future that comports with the SMP. Vera Dunwoody suggested that GEM meet with the construction and design teams in the planning phases. Senate approved the Sustainability Master Plan to go forward to the Board; discussion will continue next week.

**VIII. ANNOUNCEMENTS**

**IX. FLOOR ITEMS**

**X. SUMMARY**

**XI. ADJOURNMENT**

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

Respectfully submitted by,