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 ................................................................. Sue Paplanus
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
Student Services .............................................................. Susan Starr
Visual and Performing Arts ............................................... John Machado
Senator-at-Large ............................................................... Tim Arner
Senator-at-Large ............................................................... Robin Ikeda
Senator-at-Large ............................................................... Vacant
Adjunct Senator-at-Large ................................................... Gail Keith-Gibson

MEMBERS ABSENT:

Business & Applied Technology ........................................ Thierry Brusselle
Chino/ Fontana ................................................................. Tim Greene
Social & Behavioral Sciences ............................................ Angela Sadowski
Student Services .............................................................. Maria Cuevas
Visual and Performing Arts ............................................... Stan Hunter/ Sabbatical

ALTERNATES PRESENT:

Instructional Support .......................................................... Shelley Marcus
Chino/ Fontana ................................................................. Daniel Bentum
Language Arts ................................................................. Cathy Decker
Mathematics & Sciences ..................................................... Diana Cosand
Social & Behavioral Sciences ............................................ Pak Tang
Student Services .............................................................. Lucy Serrano
Visual & Performing Arts ................................................... Patrick Aranda
Adjunct ............................................................................... Laura Mayuga

GUESTS:

Daniel Keener
Henry Shannon
I. P.E.

II. CALL TO ORDER

III. PUBLIC COMMENT

IV. APPROVAL OF MINUTES AND CONSENT AGENDA
Minutes of September 9, 2014, were approved 16-0 as amended.

V. CONSENT AGENDA

VI. REPORTS

• President
  ▪ Report to the Community—The 2014 Report to the Community Luncheon will be held on Tuesday, October 14, from 11:30 am – 1:30 pm at the Jesse Turner Community Center, located at 15556 Summit Avenue, Fontana. The cost is $40 per person, $320 per table of eight. The following Senators will represent the Faculty Senate at this year’s luncheon with President Alger: Gail Keith-Gibson, Renee Ketchum, John Machado, Shelley Marcus, and Mary Jane Ross.
  ▪ Technology Survey—President Alger announced that the Technology Committee has put together a survey in an effort to improve Chaffey College technology services and encouraged faculty to complete the survey by the October 1 deadline.
  ▪ Welcome Reception—Due to construction delays with the renovations of the new multi-purpose room, the Welcome Reception has been rescheduled to Wednesday, October 15, 12:30 – 1:30pm, in AD-151.
  ▪ Academic Senate—Call for Nominations—The Academic Senate is pleased to announce the call for nominations for the Exemplary Program Award. Sponsored annually by the Foundation for California Community Colleges, the Exemplary Program Award recognizes outstanding community college programs. As many as two California Community College programs will receive cash awards of $4,000, and up to four programs will receive honorable mention plaques.

The Academic Senate selects annual themes related to the award’s traditions and statewide trends. Recognizing the importance of assessment in placement, the theme for 2014-15 is “Transitions from High School to College: Assisting Students in Meeting Their Educational Goals.” Programs designed to improve student success and retention by assisting students with their transition to college will be considered. Possible emphases of eligible programs include enhanced counseling and mentorship programs, early college and bridge programs, and curriculum alignment programs.

This award offers an excellent opportunity for California Community
Colleges to showcase exceptional programs. The Senate selected this theme to highlight the innovative ways that colleges are supporting students in the beginning of their college coursework to increase achievement of educational goals like transfer and certificate/ degree completion.

The Board of Governors will present the 2014-2015 Exemplary Program Award to as many as six programs from across the state at its January 2015 meeting. Each college may nominate one program to receive this prestigious honor. Completed applications must be received in the Academic Senate Office by 5:00 p.m. on November 11, 2014. A minimum of three nominations statewide must be received for the selection process to proceed.

- **Vice President**
  - Retired faculty have reported problems with email and have not been receiving important notices about faculty and staff who have passed away, notifications about events, etc.
  - Rebecca Trawick has offered the use of the Wignall patio for a Faculty Senate get-together in the future.

- **Committee**
  - **Technology**—Senator DeRose reported the following:
    - **Student Wireless**—Student Technology Fee money is currently in effect, and the first project covered by these funds will be used to upgrade current wireless from 10M to 100M. Estimated time of completion is within six (6) weeks, with no downtime to users.
    - **Student Technology Fee**—Collection began in fall 2014. First priority (as requested by students) is to update student wireless. To develop a plan for future use of funds, a student survey will be developed to address the needs and wants of the students.
    - **Web Portal**—IT plans to use a consulting group, along with a few faculty members, to develop a web portal faculty page. The timeline isn’t clear because faculty haven’t been selected yet.
    - **Chaffey Mobile Application**—Chaffey has a mobile app that is now available for both android and iPhone. Features include general content, maps, events, etc. The application does have authenticated content – students can register and access schedules and grades, among other features.
    - **iPads Instead of Computers**—Faculty can have an iPad in place of a district laptop or desktop. Transition to the iPad would probably take place during the normal replacement cycle upon request by the faculty member.
    - **Student Email Accounts**—Student email addresses will be provided through Google. Example: name@panther.chaffey.edu. Implementation should be completed this term, and students will receive their Chaffey email when registering for the spring term. Students will be notified of the transition, and a grace period will be in
effect until February 2015, at which point Chaffey will communicate only through Chaffey student email.

- **Faculty ITS Users Group**—We anticipate that a survey will be distributed soon to faculty and staff. The major topic will be administrative rights to update software and printers. The survey should help to identify additional problems faculty are experiencing. Currently, Mac users can download a patch to run software, and for PC users, research is still in progress.

- **Email Retention**—No formal plan has been developed at this time although a small group, including one staff member, one faculty, and one manager, has been identified to develop a plan regarding email retention. Adjunct faculty will participate first, with the understanding that everyone will be informed of a projected timeline for implementation for all email users. The committee discussed the need for communication of the changes to email and discussed several methods to communicate changes to the campus community (snail mail, email, etc.). Some senators expressed concern over any possibility of automatically deleting Sent or Inbox messages but are not concerned about automatic deleting of deleted messages. Another senator reported that there are effective strategies utilizing POP3 and IMAP protocols that adjunct instructors may find helpful for transferring email messages from the campus server to their personal computers. This would automatically reduce the email storage demands on the campus server.

**VII. OLD BUSINESS**

**VIII. NEW BUSINESS**

- **Dr. Henry Shannon, Superintendent/President**—Dr. Shannon took the time to work with staff and managers to address the questions that Faculty Senate presented to him last week via email. Dr. Shannon provided handouts that included the following: Chronology of Events related to the August 21, 2014, emergency event; Student Right to Know and Campus Security Report dated June 2014; Vision for 2014: Accreditation, Access, and Achievement; and Community College and the Four-Year Degree, Senate Bill 850. A copy of these handouts is available in the Faculty Senate Public Folder on the "Z" drive. Dr. Shannon also distributed the After-Action Report regarding the August 21, 2014, Emergency Incident (excerpted below/ full report attached) and discussed the following:

  **Lockdown:**
  - Dr. Shannon reported that he and staff members have put together an improved plan for emergency situations. They are creating a command center for emergency response (called the EOC) on our campus.
  - Senate recommended creating a task force to address safety issues/ emergency response on campus.
  - Dr. Shannon announced that there is a student forum to discuss the lockdown next Monday. Senate requested that the notification of this
event be emailed to all faculty and staff. Due to limited space, there may need to be another forum.

- Each building will have designated leaders who will be responsible during emergencies. They will all be trained, and alternate leaders will also be identified and trained for each area.
- Dr. Shannon reported that an evacuation plan for the parking lots is in the works.
- Senators suggested including various likely scenarios (i.e., all managers are at a management retreat during a threat or the phone system doesn’t work, etc.) during future drills. It was also suggested that our on-campus drills include local emergency response agencies.

The following is excerpted from the After-Action Report dated September 16, 2014:

LESSONS LEARNED

1. Timely and Effective Notification System

Despite the local functionality of the District-wide public address system, the VoIP classroom/desk phones, and text messaging, the systems could not be accessed by Dispatch. This was a failure in our system. Since August 21, 2014, the District has been working on two remedies to this failure: 1) Resolve the lack of network connection with Dispatch and 2) Train more employees on the use of the emergency blue phone system so that the notification can be pushed out manually in the event that Dispatch or an administrator is unavailable.

Both initiatives have been addressed. Dispatch has remedied its network connection with the District. Testing has now commenced. Likewise, the District has begun Friday afternoon emergency notification sessions and will continue to practice making announcements throughout the semester.

2. Clearly Established Emergency Protocols

Despite previous drills and prior emergency events, the District was not able to follow its planned channels of communication. Unlike other incidents, this event required immediate response and by the time the administration had access to the scene, the lockdown had tactically been implemented. This was not a failure of law enforcement but it was a challenge for the administration to understand that additional communication was necessary and expected. To resolve this for future situations, the following emergency notification protocol has been established:

**Emergency Notification Protocol**

- Dispatch will send notification by blue phones, VoIP classroom/desk phones and text messages. If all three of these notification methods fail, then email will be sent.
- Administration will send email providing an updated status of the event (at least once each hour and more often if feasible). The email notification address is: emergencyops@chaffey.edu.
- Each building will have an appointed Building Liaison. That individual will receive and be trained to use a mobile radio system. If all communication fails, the radio system will be the final layer of communication during an emergency event.
Once the incident has been mitigated, Dispatch will send notification by blue phones, VoIP classroom/desk phones, and text messages. Administration will also send an email.

As soon as possible after the conclusion of the event, the Superintendent/President or designee will issue a brief summary of the event.

In most circumstances, debrief sessions will be scheduled within seven (7) days.

After the debriefing sessions have concluded, an After Action Report will be prepared and disseminated.

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Last semester, the District transitioned from the free AlertU system to the Informacast system (the system syncs with the blue phones and the VoIP phones). The Informacast system has greater capacity, faster response, and more versatility. All of the registered AlertU cell phones were imported into the Informacast system. To date, the total number of cell phones enrolled in Informacast emergency texting Districtwide is less than 2,500. To increase the level of involvement, the District will, within the next month, be sending a request for updated contact information. To expedite enrollment, staff and students will be signed in with the ability to opt out (required for students).

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Over the past year, the District has had several unified command events with local law enforcement agencies and has established a strong collaborative relationship with emergency responders. Local agencies run drills with the District on a large-scale basis and they have committed to participate in joint Emergency Operations training. The District has planned for emergencies but has performed limited emergency exercises in real time. Once the emergency notification protocols have been well established, the District will need to work with faculty and staff to identify methods to conduct unplanned drills.

5. Information Relayed Through Social Media

The District Public Information Office (PIO) is responsible for the distribution of messages to social media regarding college events. The District Public Information Office only released information with the approval of the Incident Command Post. As it turned out, the reporting party was interviewed by a reporter from the Channel 4 News. Additionally, the Sheriff’s Department PIO began releasing information prior to notifying the District’s PIO.

When the District PIO became aware that information was being released both on and off campus, she asked for permission to provide notifications. Once confirmed information became available to the District PIO, that communication was disseminated via social media. It was a new paradigm to have the SBSO taking the lead in media reports. To improve the accuracy and timeliness of District communication, a joint PIO model will be implemented. Protocols are being developed to ensure that the District’s PIO is being integrated into the Command Post’s structure.
6. **Traffic Flow Following an Incident**
As the event concluded, SBSO was checking each vehicle to ensure that the suspect was not exiting the campus through this means. Once they determined the risk no longer existed, they concluded their support of the event and left the District. In the future, the District will ask for the SBSO to continue to stay on to assist with traffic flow. Additionally, Campus Police has access to change the traffic signals to improve the flow. They will change their protocol so that they can quickly direct the traffic of such a large number of vehicles.

7. **Areas Outside of the Targeted Perimeter**
During an emergency of this magnitude, a perimeter is established and contained, and then a grid search is conducted. The perimeter was established based on the witness statement as to last known location and direction of travel of the suspect (as well as OmniTrans surveillance video which did not indicate that the suspect had left the campus). The campus was then monitored by helicopter surveillance and officers in the field.

   For more than an hour, faculty and staff in some areas did not see the presence of law enforcement, were not aware of their activities, and received no communication about the incident. They had no idea whether law enforcement even knew that they were in buildings that may or may not have been locked. Some were gathering other students and staff into their areas to keep them safe.

   While the faculty and staff recognize they were effective at implementing the training provided by Campus Police, they needed better notification and the ability to lock their buildings and/or doors. The notification improvements as addressed above will resolve the concerns raised. The concern regarding the securing of buildings and doors is addressed below.

8. **Building and Door Locking Mechanisms**
For the past three weeks, the District has been researching public access requirements and the ability of the District to employ alternate locking mechanisms. The District has communicated with the Rancho Cucamonga Fire Marshal who will be reviewing several proposals developed by the District. The Fire Marshal has already indicated that per the Fire Code he will not approve any mechanism that hinders, delays, or prevents individuals from exiting buildings. The District agrees that it will fully comply with these regulations. However, the District will pursue, for all three campuses, ways to secure the buildings manually and remotely. The District is committed to this effort and believes it has the resources to support whatever change is required.

**Technology (continued discussion with Dr. Shannon):**
- Senators expressed a desire to see teaching and learning needs drive technology decisions rather than the current framework of technology determining what is or isn’t possible for teaching and learning. Currently, issues of security or cost tend to stop the conversation instead of trying to
find solutions. Many faculty and staff hesitate to report problems after having gotten a negative response in the past.

- Dr. Shannon plans to invite a representative from the outside group (CampusWorks) to come to Faculty Senate to get input for the Technology Plan.
- Senators described a variety of problems and concerns they have with technology, and Dr. Shannon assured Senate that he would work on finding solutions. Dr. Shannon encouraged senators to email him specific issues and suggestions.

- **Sabbatical Report Readers**—After review of the Sabbatical Report Readers Tracking Table, Senate appointed the following readers:
  - **Joann Eisberg**—Senators Arner, Cosand, and Decker volunteered to read Joann's sabbatical report.
  - **Dan Kern**—Senator DeRose, Secretary/Treasurer Walker, and Vice President Watkins volunteered to read Dan's sabbatical report.

- **Fast Track Pay for Adjunct Faculty**—Vice President Watkins reported that adjunct teaching two Fast-Track courses will receive their payments in different, smaller amounts than last year (with the same overall amount). The notification occurred after the start of the semester, so it caused some confusion and frustration among affected faculty.

IX. **ANNOUNCEMENTS**

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
### Faculty Senate Voting Tally Sheet – September 16, 2014

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<th>Senators</th>
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<td>Laura</td>
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**Total Yes Votes** 16  
**Total No Votes** 0  
**Total Abstentions** 0  
**Motion Carries** Y

2/3 vote needed for a motion to carry
SUMMARY OF EVENT

On Thursday, August 21, 2014, Campus Police received a report of a white male wearing anti-American slogans, military boots, and carrying a black backpack. Inside the backpack, the reporting party stated that he observed wires and lights, possibly items that looked like a bomb. At approximately 1:10 p.m., San Bernardino Sheriff’s Office (SBSO) arrived and established a perimeter based on last known location and direction of travel of the suspect. Several minutes later, it was decided by Campus Police Chief Seube/SBSO that the Rancho Campus would be locked down and they requested Dispatch make emergency blue phone notification and VoIP announcements to classroom and office phones. Dispatch responded that they were unable to make the announcement; therefore, an alternate arrangement was made to have helicopters deployed to provide the lock down notification. The helicopters served two purposes: it provided notification to anyone who was outside to go indoors, and it was able to communicate timely surveillance to the Incident Command Post.

At approximately 1:17 p.m., most of the administrative team, who had been off campus, were notified of the lock down in progress and they immediately returned to campus to address the event. When they arrived, at 1:44 p.m., (arrival was delayed due to the traffic and limited access points) they were informed that the Rancho campus was in lock down and that via helicopter surveillance, law enforcement reported that all areas were in full compliance. The executive administrative team was asked to hold off any action, but to stay in the field to address any SBSO questions and provide assistance, as needed.

With the permission of the SBSO and Campus Police, the District’s Public Information Office issued an email alert at 1:46 p.m. and made a blue phone emergency announcement at 1:50 p.m. Additional assistance was also provided by Ontario Police helicopter and OmniTrans. OmniTrans immediately reviewed bus surveillance videos to assist in the search of the suspect. While the search was being conducted, the Incident Command received reports of two additional threats. Teams were dispatched to review these issues as well. At approximately 2:23 p.m., SBSO requested that Dr. Guerrero’s office issue a description about the suspect they were attempting to
locate. During this period, the reporting party behaved in a manner that began to raise doubts about his veracity. The reporting party was taken to the SBSO for further questioning. At the request of EOC Incident Commander Alternate Ament, three OmniTrans buses were staged on Wilson awaiting to transport students as soon as the incident was resolved. The same request was made of Access for disabled students. At 2:58 p.m., the SBSO concluded their review, determined that no threat continued to exist, and authorized the release of faculty and staff.

Several hours later that evening, the SBSO arrested the reporting party for filing false police reports.

LESSONS LEARNED

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End of Report

Follow Up to After Action Report will be issued October 1, 2014