

## ACADEMIC SENATE MINUTES

### AUGUST 26, 2025

Elizabeth “Liz” Encarnacion	President	2025-2027	Y
Terezita Reyes Overduin	Vice-President	2025-2026	Y
Laura Santamaria Brady	Secretary/Treasurer	2025-2026	Y
Angela Burk – Herrick	Curriculum Chair	2025-2027	Y
Laura Santamaria Brady	Arts, Communication & Design A	2024-2026	Y
Henry Leonor	Arts, Communication & Design A	2025-2027	Y
Vacant	Arts, Communication & Design B	2025-2026	
Nicole Farrand	Arts, Communication & Design B	2025-2027	Y
Myra Andrade	Academic & Career Counseling	2024-2026	Y
Wendy Whitney	Academic & Career Counseling	2025-2027	N
Joseph Lee	Business, Technology & Hospitality/Manufacturing, Industrial Design & Technology	2024-2026	N
Jonathan Polidano	Business, Technology & Hospitality/Manufacturing, Industrial Design & Technology	2025-2027	Y
Hannah Carter	Chino Campus	2024-2026	Y
Manar Hijaz	Chino Campus	2025-2027	Y
Sean Connelly	Fontana Campus	2024-2026	Y
Anthony Guaracha	Fontana Campus	2025-2027	Y
Vacant	Hospitality, Fashion, Interior Design, and Culinary	2025-2027	
Vacant	Hospitality, Fashion, Interior Design, and Culinary	2025-2026	
Jayne Clark Frize	Health & Wellness - Health Sciences	2024-2026	N
Vacant	Health & Wellness - Health Sciences	2025-2027	
Rob Hadaway	Health & Wellness - Kinesiology, Nutrition & Athletics	2024-2026	Y
Candice Hines-Tinsley	Health & Wellness - Kinesiology, Nutrition & Athletics	2025-2027	N
Terezita Reyes Overduin	Instructional Support	2024-2026	Y
Christina Holdiness	Instructional Support	2025-2027	Y
Melanie Bratcher	Public Service, Culture, & Society	2025-2026	Y
Patricia Gomez	Public Service, Culture, & Society	2025-2027	Y
Justin Keller	Science, Technology, Engineering & Mathematics	2025-2026	Y
Louisa Villeneuve	Science, Technology, Engineering & Mathematics	2025-2027	Y
Tamari Jenkins	Senator-At-Large	2023-2026	Y
Sarah Chamberlain	Senator-At-Large	2024-2027	Y
Jin Liu	Senator-At-Large	2025-2028	Y
Carolyn Ward	Adjunct Senator-At-Large	2025-2026	N
Etka Kandhway	Adjunct Senator-At-Large	2025-2027	Y
<b>Alternates</b>			
Stephen Shelton	Arts, Communication & Design A	2024-2026	Y
Vacant	Arts, Communication & Design B	2025-2027	
Melissa Johannsen	Academic & Career Counseling	2024-2026	Y
Fabiola Espitia	Academic & Career Counseling	2025-2027	Y
Jay Scott	Business, Technology & Hospitality/Manufacturing, Industrial Design & Technology	2025-2027	N
Vacant	Chino Campus	2025-2027	
Vacant	Fontana Campus	2025-2027	
Vacant	Hospitality, Fashion, Interior Design, and Culinary	2025-2026	
Lisa Doget	Health & Wellness - Health Sciences	2025-2027	N
Annette Henry	Kinesiology, Nutrition, & Athletics	2025-2027	Y
Rose Ann Osmanian	Instructional Support	2025-2027	Y
Vacant	Public Service, Culture, & Society	2025-2026	
Shannon Jessen	Science, Technology, Engineering & Mathematics	2025-2027	Y
Vacant	Adjunct Alternate Senator	2025-2027	
Sarah Schmidt	Classified Senate Liaison	2025-2027	N
Alilah Mora De Jesus	Chaffey College Student Government	2025-2027	Y
Nolan Krueger	Chaffey College Student Government	2025-2027	Y

**Guests:**

Jackie Boboye, Counselor, ACC

Stephen Calebotta, English, ACD

Jason Chevalier, Dean, ACD

Bryant Dineros, Dental, HS

Michael McClellan, Associate Superintendent, Instruction and Institutional Effectiveness

Lissa Napoli, Administrative Assistant, Academic Senate

Alisha Rosas, Associate Superintendent, Student Services

**1. P.E. (12:30 P.M.)****2. CALL TO ORDER (12:35 P.M.)****2.1 Land Acknowledgement**

*With respect and honor for the lands where Chaffey College resides and the leaders who came before us, we would like to take a moment to acknowledge the Gabrieleño-Tongva (GABRIEL-EN-YO TONG-VAH) Peoples, the original stewards of these sacred and unceded homelands. The Tongva people's history, language(s), cultural traditions, and legacy continue to shape this region and we recognize their continuing presence in their homelands.*

**2.2 Attendee Identification** (Chino and Fontana Senators, cameras must be on and turn off all virtual backgrounds.)**3. PUBLIC COMMENT** (Reserved for Guests only and limited to two minutes.)

- Senator Kandhway read a comment on behalf of Susan Kenehan, part-time instructor in Mathematics expressing concern about inconsistent and confusing FLEX requirements for part time faculty. Kenehan asks that part-time instructor FLEX requirements be consistent and not be determined by individual teaching schedules to ensure that all faculty members have access to professional development.
- Stephen Calebotta emphasized the importance of formally codifying New Faculty Orientation in the contract and advocated for providing release time for new faculty members to complete NFO.

**4. ADOPTION OF AGENDA**

- August 26, 2025
- **Motion for Approval** - Senator Chamberlain moved to adopt the agenda for 8.26.25. Senator Polidano seconded the motion. The motion was approved. 8.26.25, 23Y/0N/0A.

**5. CONSENT AGENDA****5.1 August 19, 2025 Meeting Minutes.** See attachment titled, "ACADEMIC SENATE MINUTES August 19, 2025 DRAFT"**5.2 Faculty representatives that have been requested to serve on these selection/hiring committees:**  
see ["AP 7120 Committee Compositions"](#)

### **5.2.1 AAII, Chino Campus (Classified)**

Mark Forde, HOTFS

### **5.2.2 Marketing Support Specialist (Classified)**

Kirk Collins, Counseling, ACC

- **Motion for Approval** - Senator Polidano moved to approve the Consent Agenda 8.26.25. Senator Jenkins seconded the motion. The motion was approved. 8.26.25, 23Y/0N/0A.

## **6. GUEST(S)/PRESENTATION(S) *\*15 minute presentation and up to 10 minute discussion* - None**

## **7. REPORT(S)**

### **7.1 President**

- August 19, See attached Report
- August 26, See attached Report

### **7.2 Vice President**

### **7.3 Secretary/Treasurer**

- The UndocuSuccess Fellowship is seeking faculty, classified professionals, and managers to serve as mentors and provide a working space for undocumented student fellows. More information on mentor responsibilities and the application can be accessed at [Volunteer as Mentor](#)

### **7.4 Curriculum Chair**

### **7.5 Classified Senate Liaison**

### **7.6 Chaffey College Student Government Liaison**

## **8. UNFINISHED BUSINESS**

## **9. NEW BUSINESS**

**9.1 Action Item:** Request for one Academic Senate representative to serve as CCFA Liaison. Meetings are held on Zoom every other Monday from 12:30-2:00 PM.

- **Motion for Approval** - Senator Shelton moved to approve, Melanie Bratcher, to represent the Academic Senate as a Chaffey College Faculty Association liaison. Senator Polidano seconded the motion. The motion was approved. 8.26.25, 23Y/0N/0A.

**9.2 Action Item:** Request for one Academic Senate representative to serve on the Calendar Committee. Meeting days and times have not been established yet, but there are typically only three meetings per semester and the first meeting will be scheduled for September.

- **Motion for Approval** - Senator Chamberlain moved to approve, Fabiola Espitia, to represent the Academic Senate as a Calendar Committee. Senator Polidano seconded the motion. The motion was approved. 8.26.25, 23Y/0N/0A.

### 9.3 Discussion Item: [Academic Senate Bylaws](#) and [Academic Senate Constitution FAQ](#)

- President Encarnacion shared some information on how changes to the Senate's Bylaws and Constitution can be made.
- The Senate Constitution states that "If a vacancy or resignation occurs during a Senate member's term, an election may be held to fill the remainder of the term." Currently, the Senate has ten vacancies.
- Senator Holdiness asked whether the senate discussed potential changes to bylaws determining how we represent different constituencies, specifically regarding ACC organization. President Encarnacion explained that bylaws were changed to remove "schools" and use "units" instead to accommodate the new organization.

**10. FLOOR ITEMS** *\*10 minutes each* (Reserved to raise concerns within the Academic Senate scope. The Senate will hear your concerns/questions, but may not respond. If requested, the concern can be included on a future agenda.)

- Senator Jenkins highlighted the following topics and encouraged faculty to include these in their responses to David Rentz's survey regarding CCFA negotiation discussion points:
  - Discrepancies in FLEX requirements for part-time faculty
  - The need to legitimize NFO in the contract to ensure future new faculty participation and continuous support from leadership.
- Senator Osmanian asked for clarification on the President's report about how topics are brought up to AIG. President Encarnacion shared that the guidance is to bring issues to the Senate before AIG for transparency, accountability, and to better represent the faculty. Topics that faculty want discussed in AIG should be brought into the senate floor. President Encarnacion will also ask for topics from the larger body.
- Vice President Overduin asked whether AIG discussions will be reported back to the Senate. President Encarnacion will explicitly report on AIG.
- Senator Johannsen asked about a list of AIG issues that was worked on in the past. President Encarnacion explained that the list has been reorganized and categorized for clarity. This summary is provided in the "Academic Issues Group Summary Notes" attached to the 8/19 agenda.

## 11. ANNOUNCEMENTS

### 11.1 Chaffey College Academic Senate

#### 11.1.1 Sabbatical Orientation: Q & A Session - Friday, August 29, BEB-204, 10:00 - 11:30 AM.

Join the Academic Senate, CCFA and faculty who have recently returned from sabbatical for this informative session. Learn about developing your sabbatical objective, activities, and submitting your sabbatical application.

#### 11.1.2 Faculty Required Title IX Training: September 1 - September 30, My Learning Hub. More information to come when available.

### 11.2 Academic Senate for California Community Colleges (ASCCC) Information

#### 11.2.1 Check out Academic Senate for California Community Colleges webpage for other great webinars/events at [asccc.org](https://asccc.org)

### 11.3 Chaffey College

#### 11.3.1 Artist Talk with Samuel Dunson (Juneteenth Art Commission Update) - Thursday, August 28

**11.3.2** Radical Geographies: possibilities of the imaged landscape (Wignall Museum) Tuesday, September 2 – Saturday, November 8.

**11.3.3** Chino Instructional Building Grand Opening – Tuesday, September 23, Looking ahead in the coming winter and spring seasons we are anticipating the opening of the new Library Learning Commons and the new MACC Center.

**11.3.4** 4th annual Black and Brown Minds & Mattering Conference – Friday, October 24

**11.3.5** Report to the Community – Wednesday, November 5

## **12. ADJOURNMENT (1:50 P.M.)**

*The next Academic Senate meeting is scheduled for Tuesday, September 2, 2025.*

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**Lissa A. Napoli, Recording Secretary**

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**Laura Santamaria Brady, Treasurer / Secretary**

Public Comment  
Academic Senate Meeting  
Tuesday, August 26, 2025

Commentor:  
Susan Kenehan  
Part-time Instructor  
Mathematics  
Chaffey College

Read by Ekta Kandhway (Adjunct Senator-At- Large)

"Thank you for the opportunity to comment today on the FLEX requirement discrepancy for part-time Faculty. I have been teaching as an adjunct at Chaffey since the Spring of 2014 and I **still** need to carefully read the FLEX rules **every** semester to make sure that I understand my obligation based on my current teaching assignment. And there is always the lingering anxiety that I missed a detail and didn't get it right. The rules are unnecessarily convoluted. They also don't make any sense.

I support a structure that not only alleviates confusion in these rules but also makes sense for educators. Interview questions for instructors often include questions about lifelong learning. This is because we value our own education in order to be more effective in helping the students we serve. Professional development is an essential part of our lifelong learning and needs to be understood as essential to our work.

Imagine a fire department with a policy where only those employees who fight fires on THURSDAYS need to participate in best-practices training. Firefighters who work other days of the week can keep fighting fires the same way they did several years ago, regardless of new information on environmental and safety hazards. The THURSDAY firefighters get the most modern protective equipment and knowledge, while the others are left to make do with outdated PPE and methods. Imagine the public outcry!

I believe teaching is just as critical to society as firefighting. Part-timers teach the same students as full-time faculty. Our students don't care how many classes their instructors are teaching at a time or on what days. They expect the same level of professionalism and efficacy from both, so why do we have differing expectations depending on day-of-the-week assignment? I don't think that logic applies to firefighters so why does it apply to us?"

## Bylaws and Constitution FAQ

### How are the Bylaws amended?

- Chaffey College's bylaws can be amended by the Academic Senate. The adoption of bylaws requires a simple majority vote of the total Academic Senate.

### How is the Constitution amended?

- The Chaffey College Constitution can be amended through a specific process involving proposals, presentation to the electorate, and a vote.
  - **Proposing Amendments:**
    - Amendments can be proposed in one of two ways:
      - By a simple majority of the Academic Senate.
      - By a written petition signed by one-tenth of the electorate.
  - **Presentation and Voting Process:**
    - All proposed amendments must be presented in writing to the electorate at least ten school days prior to voting.
    - The Academic Senate is responsible for conducting the election for the amendment.
    - The election must be held within twenty school days after the proposal has been presented to the electorate.
  - **Approval Requirement:**
    - A simple majority vote of the electorate is required to amend the constitution.
- Any changes or amendments to the constitution are presented to the Governing Board as an information item and do not require board action.

### What constitutes a quorum for Senate meetings?

- A quorum for Chaffey College Academic Senate meetings shall consist of two-thirds of the members of the Academic Senate.
- For the 2025-2026 Academic year, **our quorum is 18** as of August 14 2025.

### How are Academic Senate meetings run?

- Academic Senate meetings are held once a week during the academic year from 12:30 PM to 1:50 PM on Tuesdays.

#### The agenda follows a standard format, generally including:

- I. Call to order
- II. Public Comment
- III. Approval of Agenda
- IV. Approval of the Minutes
- V. Consent Agenda
- VI. Guest Presentations
- VII. Unfinished Business
- VIII. New Business
- IX. Reports (President, Vice President, Secretary/Treasurer, Curriculum, etc.)
- X. Announcements
- XI. Floor items

### What happens if there are vacant seats or a resignation on senate?

- If a vacancy or resignation occurs during a Senate member's term, an election may be held to fill the remainder of the term. (Following the appropriate procedure).

## General Election Processes

- **Vice President as Chief Election Officer:**
  - The Vice President is the chief election officer for all elections conducted by the Academic Senate, with the exception of the election of Senate officers.
  - The Vice President and/or President-Elect of the Senate conducts elections for President-Elect, Senators-at-Large, Adjunct Senator, Faculty Lecturer of the Year, and other necessary ballots, polling and/or elections, following the procedures described in the Academic Senate constitution.
- **Balloting:**
  - All balloting must be submitted in writing, whether by email, form, software, etc..
  - Balloting remains open for a specified amount of time, not less than seven days, to allow voters to cast a ballot.
  - Once polling has begun, no election procedure can be altered without approval of the Vice President/President-Elect.
  - The senator/officer running the election must ensure that all eligible voters can cast an anonymous ballot.
- **Nomination Process**
  - **Notification:** All eligible faculty are notified of the opening of nominations by email.
  - **Who can Nominate:** Faculty members may nominate other eligible faculty or themselves.
  - **Nomination Period:** Nominations remain open for seven days.
  - **Confirmation:** The senator/officer running the election must confirm all nominees' willingness to serve.
  - Candidate Statements
    - **Option to Submit:** All nominees have the option of submitting a candidate statement after the close of nominations but prior to the day of election.
    - **Length Limits:**
      - President-Elect nominee statements: shall not exceed 500 words and may include a candidate flyer.
      - Senator and Faculty Lecturer of the Year nominee statements: shall not exceed 200 words
    - **Other Campaign Materials:** Other campaign materials are discouraged or not allowed without approval of the Vice President/President-Elect.
- Election Notice
  - **Announcement:** Notice of the election is announced to voting members by email.
  - **Required Information:**
    - The position being elected.
    - The names of candidates.
    - Where and when elections will take place.
- Counting and Ratification
  - **Submitting Results:** The senator/officer running the election submits the results to the Vice President/President-Elect for recording.
  - **Validation:** Another faculty member may validate the count if a request is made to the Vice President/President-Elect.
  - **Candidate Information:** Candidates should not be advised of the count.
  - **Ratification:** All election results shall be ratified by the Academic Senate. Candidates are informed of the results by the Vice President/President-Elect.
- Specific Officer and Senator Election Processes



- **President:**
  - **Selection:** Elected from full-time tenured faculty by the entire Electorate for a three-year term. This term includes a first year as President-Elect/Vice President, followed by a two-year term as President starting July 1. The selection follows guidelines in Article V, Section 8 of the Senate Constitution.
  - **Nominations:** Nominees for President-Elect must be full-time tenured faculty.
- **Vice President / President-Elect:**
  - **Vice President:** Nominated during the President's first year and elected for a one-year term from and by the new Senate membership at the organizational meeting. In alternating years when there is no President-Elect, a Vice President is elected from within and by the Senate membership for a one-year term beginning July 1.
  - **President-Elect:** Nominated and elected to serve at the end of the President's first year, as provided in Article V, Section 8 of the Senate Constitution. This individual then serves as Vice President during the President's second year.
    - The Vice President is the chief election officer for most Senate elections, except for Senate officers.
- **Secretary-Treasurer:**
  - **Selection:** Nominated and elected for a one-year term from and by the new Senate membership at the organizational meeting. They are also elected from within and by the membership of the Senate for a one-year term beginning July 1.
- **Curriculum Committee Chairperson:**
  - **Selection:** The Academic Senate and college administration mutually agree on the selection. The appointed Chair may be nominated from the faculty at large.
  - **Term:** The term of office is two years.
- **Unit Senators:**
  - **Selection:** Each unit elects two faculty senators on staggered two-year terms, as well as alternates for a two-year term, using its own election procedures. The terms are staggered for continuity.
  - **Election Administration:** The senator whose term is not expiring administers the unit's election.
  - **Notification:** The Vice President or President-Elect of the Senate notifies each unit of an election not later than 60 days before the end of the Spring semester.
  - **Completion:** The election must be completed no later than 30 days before the end of the Spring semester.
  - **Absentee Ballots:** Absentee ballots are provided to unit members unable to vote in person.
- **Senators-at-Large:**
  - **Selection:** Three senators-at-large are elected for staggered three-year terms by the entire faculty. Each year, the Vice President and/or President-Elect of the Senate conducts an election for one of these positions.
  - **Notification and Nominations:** The Vice President or President-Elect notifies the Electorate of an election and requests nominations not later than 60 days before the end of the Spring semester. Nominations are submitted to the Vice President or President-Elect, who then develops a nomination list and confirms eligibility and willingness to serve.
  - **Ballot Submission:** A final ballot is submitted to the entire Electorate no later than 30 days before the end of the Spring semester.

- **Adjunct Senators-at-Large:**
  - **Selection:** The adjunct senator-at-large is elected for a two-year term by the entire adjunct faculty as provided in Article V, Section 10 of the constitution. There are two elected representatives with staggered two-year terms, and an alternate member serving a two-year term.
  - **Notification and Nominations:** The Vice President or President-Elect of the Senate notifies adjunct faculty of the call for nominations no later than 60 school days before the end of the Spring semester. Nominations are submitted to the Vice President or President-Elect, who develops a list and confirms eligibility and willingness to serve.
  - **Ballot Submission and Counting:** A final ballot is submitted to the Adjunct Electorate no later than 30 school days before the end of the Spring semester. Final ballots are returned to the Vice President and/or President-Elect at the Senate office, and a committee designated by the Senate counts the ballots.
- **Recall Elections**
  - **Officer Recall (General):** A simple majority of the total Senate membership is needed to recall a Senate officer. An election to replace the removed officer(s) is held at the same meeting.
  - **President/President-Elect Recall:** A petition signed by 10% of the total Electorate is necessary to initiate recall proceedings for the President or President-Elect. The Academic Senate President-Elect, Vice President, or designated officer conducts a recall election not more than ten school days after receipt of the petition. The President or President-Elect is recalled by a majority of the votes cast.
  - **Presidential Vacancy after Recall:** If a President is recalled and there is no President-Elect designated, the President-Elect assumes the office. In alternating years, nominations for president are solicited and submitted within five school days of notification. A sample ballot is sent to the electorate within five school days, and a final ballot is submitted to the entire electorate no later than ten school days after sample ballots are distributed. A committee designated by the Senate counts the ballots, and a candidate receiving a majority of votes cast is elected. If no candidate receives a majority, a run-off election is held, with a tie-vote determined by lot.

What are the procedures for voting during Senate meetings?

- **General Rules:**
  - All matters not specifically provided for in the constitution or bylaws are resolved according to Robert's Rules of Order (latest edition)
- **Quorum Requirement:**
  - A quorum consists of two-thirds of the members of the Academic Senate. For a meeting to proceed and for votes to be valid, this two-thirds presence is necessary.
- **Meeting Agenda and Approvals:**
  - Senate meetings typically include items that require approval through a vote. These routinely include the approval of the agenda and the approval of the minutes from previous meetings.
- **Consent Agenda:**
  - A "Consent Agenda" is often part of the meeting, which can include items such as the verification of elections, approval of funding for events/occasions, and approval of Faculty representatives for committee service.

- These items are typically approved collectively unless a senator requests individual consideration.
- **Motions and Resolutions:**
  - For general decisions and actions within the meeting, such as changing the membership on any Academic Senate Committee, adding items to the agenda or moving items within the agenda, a simple majority of the Academic Senate is required.
  - **Faculty representation on college committees** (excluding CCFA and its working committees) must be confirmed and/or approved by a simple majority of the Senate. Faculty must be informed and agree to their nomination before Senate approval.
  - When the electorate (all tenure-track and tenured contract faculty) **requests a meeting** (which can be initiated by a majority of the Academic Senate or 10% of the electorate), any resolution passed at such a meeting is binding on the Academic Senate if it receives a majority vote of those present, but not less than one-third of the total electorate. In these meetings, a member of the electorate must be physically present in order to vote.
- **Recall of Officers:**
  - A “**privileged motion**” to recall an officer of the Senate requires a vote at the next scheduled meeting, and a simple majority of the total Senate membership is needed for the recall to pass.
  - If recalled, an election is held at the same meeting to replace the officer.
  - For the President or President-Elect, a recall process initiated by a petition from 10% of the electorate leads to a recall election where the officer is recalled by a majority of the votes cast. If no candidate receives a majority, a run-off election occurs, and a tie vote is determined by lot.
- **Amending Bylaws:**
  - The adoption of bylaws requires a simple majority vote of the total Academic Senate.

## President's Report: August 19, 2025

### 1. **"Speak up about GAZA! Speak up about PALESTINE!" faculty/staff email on 8/4 and President's Office "Gaza: A time for reflection, dialogue, and care" email on 8/12**

The group that collaborated to author the email titled "Speak up about GAZA! Speak up about PALESTINE!" was contacted by CIO Michael McClellan to "collaborate on ways to work together on areas identified such as college dialogue, classroom interactions/curriculum development, and broader campus awareness." That zoom meeting occurred Friday Aug. 8 at 2 pm via zoom and was also attended by Associate Superintendent Alisha Rosas.

Faculty and Classified Professionals in attendance expressed concerns regarding the campuses lack of communication and resources about the genocide in Palestine directly. Attendees referenced events held by the Muslim Student Association (MSA) rarely included attendance by administrative professionals and expressed the students' recognition of this disparity. Attendees referenced feelings of loneliness and isolation, discussing the broad campus communication regarding other issues concurrently impacting students, faculty, and staff while remaining silent regarding Palestine.

All attendees made a concerted effort to express that the condemnation of genocide and ethnic cleansing of Palestinians, including mass starvation of children, is nonpartisan. All attendees resoundingly noted the duality in supporting the Jewish community at large, and specifically, Jewish faculty, staff, and students, remains a prominent aspect of their activism.

CIO McClellan and Associate Superintendent Rosas shared empathy with the group, asked questions, gave suggestions for collaborative strategies to work together, including the idea to create a Palestinian Advisory Group, and took notes on the programmatic and educational ideas shared by the attendees, many of which include bringing Palestinian authors, artists, and educators, as well as documentaries from Palestinian filmmakers to campus in order to create space for learning and dialogue that has not occurred on the campus previously.

I was called into a meeting with CIO McClellan Associate Superintendent Rosas and on Tuesday morning to discuss the focus group and facilitate which aspects discussed were more appropriate to remain at the faculty-level and which aspects the District would continue working towards. Associate Superintendent Rosas shared that a communication message was slated to go out to the campus at large, and I agreed that the email should contain the insights that I, as the Academic Senate President, had been met with in the manner described. I also emphasized that the original email did not direct the District to respond and merely called upon faculty and staff to create space for dialogue and education about the history and current events in Palestine, and to reach out to the authors if they, too, wanted to build connection and community on campus. CIO McClellan and Associate Superintendent Rosas agreed that while there was no direct call for the District to respond, they were still sending communication as a way to show they were listening.

I have reached out to the co-authors of the email to meet with them sans executive team/administrative oversight to discuss the Friday zoom meeting called by CIO McClellan in more depth and review ways to initiate some of the items discussed during the meeting that fall within faculty purview.

I want to make clear that I was not in the Friday zoom meeting called by CIO McClellan because of my role in Academic Senate, but because of my personal advocacy efforts and relationships. While I told CIO McClellan and Associate Rosas as such in our meeting on Tuesday, I also told them I was wearing "dual hats" while in the focus group session as a way to see where my abilities as Academic Senate President could come in to support the faculty, students, and staff in the space. Therefore, I do not feel it's appropriate to convey the intricacies and details of the Friday zoom meeting called by CIO McClellan through my Academic Senate role. However, if members of that listening session do choose to share more details during guest comment or discussion, I am happy to add them to my report with their consent.

**2. Academic Issues Group (AIG) Report: March 7, 2025 - "Academic Senate Topics Follow-Up." See page 3 in attachment titled ["Academic Issues Group \(AIG\) Summary Notes"](#)**

**3. Corrections Corner**

- a. August 12, President's Report, section on "ASCCC Appointments: 1. Curriculum Chair - Angela Burk Herrick; 2. ASCCC Relations with Local Academic Senates Committee - Patricia Gomez, Ethnic Studies"

Correction: My reporting of ASCCC appointments was disjointed and therefore my message was inaccurately communicated regarding Patty's service to ASCCC. I want to clarify my sentiments to say that Patty is serving us as a local chapter of Academic Senate, Chaffey Community College District, *and* I personally think it's awesome that she is continuing her longstanding ASCCC committee work, which I believe should be congratulated. Because my phrasing was incorrect last week, that sentiment was not clearly expressed so I wanted to take explicit time this week to thank Patty for her service to the college on this and other statewide committees.

Correction: Angela Burk Herrick is not currently serving on any ASCCC appointed committees, I copied the wrong information over and also did not save the most recent communication in an email chain that clarified other aspects of her service to statewide Academic Senate. Angela's service on an ASCCC committee this year has not yet been confirmed.

- b. Senator Villeneuve, Senator Jessen, et. al

I have learned that after years of mispronunciation of last names I usually only typically see in writing and rarely say aloud that I have been mispronouncing them incorrectly not only in my head, but also out loud. I apologize to Senator Villeneuve and Senator Jessen - thank you for pointing out these mistakes to me, and please do not hesitate to correct me.

#### **4. ADA Updated Review of Brown Act compliant meetings from Ryan Church, Chief Legal Officer and General Counsel - July, 2025**

After reaching out to Ryan Church and Michael McClellan for an updated review of the accessibility and ADA accommodations for Brown Act compliant meetings at Chaffey, particularly focusing on the zoom viewing for guests, following the same procedures the Governing Board follows, and allowing presenters to zoom in for presentations, this was the response:

“During COVID, members of a legislative body (e.g., Board members, Academic Senators, etc.) were able to attend meetings remotely. This was initially done through an emergency order by the Governor, then the legislature amended the Brown Act to reflect this temporary change. However, as we came out of COVID, those temporary allowances were sunset (again, by the Governor and through another Brown Act amendment).

Under the current law, members of the legislative body (e.g., Board members, Academic Senators, etc.) must participate in the respective meetings in person (not via zoom), but there are two exceptions:

(1) if someone from the legislative body wants to participate remotely, then the agenda would need to reflect that and it (the agenda) would have to expressly identify the address of where the person is participating remotely. Moreover, the person participating remotely would need to make their location open to and accessible to anyone from the public who wants to attend the meeting; or

(2) when the legislative body determines “just cause” or “emergency circumstances” exist and there is a quorum participating in person. “Just cause” and “emergency circumstances” are defined in the Brown Act, and the Brown Act sets clear limitations on how many times this can be done. The Brown Act also sets forth the process for the legislative body to make this determination.

*The above two rules only apply to the members of the legislative body. If the Academic Senate would like to have a guest, who is not an Academic Senator, present remotely at an Academic Senate meeting, that would be permissible under the Brown Act. For example, if you wanted me to present to the Senate at a meeting, I could do so remotely and the above rules do not apply because I am not a member of the legislative body.*

Other options that you may want to consider would be in addition to holding the meetings live in person, the Senate can also concurrently broadcast meetings live online, which is what Chaffey does for its Board meetings. It is up to the Senate whether they want to accept public comments from those viewing online. Many CCDs broadcast their meetings live, but they only accept public comments in person, which is consistent with the Brown Act.

With regard to the ADA, our facilities and their configurations are designed to be ADA compliant. In this regard, when our facilities were constructed, they were reviewed and approved by the Division of the State Architect. If you believe that the meeting room where the Senate holds its meetings has any

accessibility issues, please contact Troy Ament (I told him that you may contact him with questions).

Finally, I recommend that the Senate meeting agendas contain something like, "Persons with disabilities may make a written request for a disability-related modification or accommodation, including for auxiliary aids or services, in order to participate in the Academic Senate meeting." If the Senate receives a request, they (the Senate) can contact Human Resources (I would reach out to Susan Hardie) for assistance."

## President Report: August 26, 2025

- **AI and Academic Integrity Presentation at CCSG Student Senate, August 19**
  - I attended the Student Senate to give a presentation that called on Student Government leaders to partner with the Academic Senate to establish best practices in utilizing AI in the classroom to maintain Academic Integrity policies and standards.
  - My presentation reviewed the 7 categories of academic dishonesty within Chaffey's policies and procedures and that while AI isn't explicitly mentioned, it can be interpreted within various categories based on the open-ended definitions and language. I explained that through our open dialogue and collaboration on this workgroup, we would be more equipped to design a model that is ethical, socially responsible, and effective for both students and faculty.
  - Feedback from President Caddell has been positive and student leaders are eager to be involved in this work.
- **Governance Handbook Meeting, August 21**
  - Attendees: Executive Team, Classified Senate President Sarah Schmidt, CCSG President Matthew Caddell, Academic Senate President Liz Encarnacion
  - Purpose: Review 3rd/4th draft review of Governance Handbook.
    - First draft created by Academic Senate Workgroup in collaboration with Executive Team members (Alisha Rosas, Michael McClellan), CPC Tri Chairs, and Classified Senate Representation. First draft sent to the Executive team for review.
    - Second draft created based on Executive Team edits. Sent to the Academic Senate for review.
    - Third draft created based on feedback from CCFA, CSEA, Classified Senate, CCSG, and Academic Senate edits. Sent to the Executive Team for review. August 21 meeting called.
    - Fourth draft of Executive Team edits provided during the August 21 meeting. The next meeting is scheduled for September 11, 2025. The group has decided to use that meeting to collaborate during the meeting to discuss AP 2510 revisions and Governance Handbook revisions as one group to get one working draft that both agree on. This process will likely take more than one meeting to complete, but this is a positive process that will result in a final draft!
- **Governing Board Meeting, August 25**
  - Had to leave early at 4:20 pm due to a family concern. The report I had planned will more than likely be my September report plus or minus any new information.
- **Corrections Corner**
  - August 19 Consent Agenda conversation regarding "Coordinators" on Hiring Committees:
    - AP 7120 has different compositions of the committees depending on the position being filled. Generally, the committee chair is the hiring manager or designee. However, for faculty positions, since



the first level manager acts as an observer, the committee chair is typically the department coordinator. This is where confusion began during last week's discussion because three of the faculty on the hiring committee also held coordinator roles. However, that nuance was not necessarily needed in this particular hiring committee given the fact that the faculty were being called to serve on a hiring committee for a Dean position, where the committee chair is the hiring manager or designee, which in this case is the Associate Superintendent that oversees the area in which the Dean is responsible for.

		Present	Adoption of the 8.26.25 Agenda	Motion to approve the 8.26.25 Consent Agenda	moved to approve Senator ... to represent Academic Senate as a CCFA liaison.	moved to approve Senator to represent Academic Senate as a Calendar Committee representative	
<i>Alternate Senators Italicized</i>							
Representation	Name						
President	Elizabeth "Liz" Encarnacion	y					
Vice President	Terezita Reyes Overduin	y	y	y	y	y	
Secretary/Treasurer	Laura Santamaria Brady	y	y	y	y	y	
Curriculum Chair	Angela Burk-Herrick	y	y	y	y	y	
ACD-A	Laura Santamaria Brady						
ACD-A	Henry Leonor	y	y	y	y	y	
<i>ACD-A Alternate</i>	<i>Steve Shelton</i>	y					
ACD-B	Vacant						
ACD-B	Nicole Farrand	y	y	y	y	y	
<i>ACD-B Alternate</i>	<i>Vacant</i>						
ACC	Myra Andrade	y	y	y	y	y	
ACC	Wendy Whitney	-					
<i>ACC Alternate</i>	<i>Melissa Johannsen</i>	y	y	y	y	y	
<i>ACC Alternate</i>	<i>Fabiola Espitia</i>	y					
BTH/MIDT	Joseph Lee	-					
BTH/MIDT	Jonathan Polidano	y	y	y	y	y	
<i>BTH/MIDT Alternate</i>	<i>Jay Scott</i>	-					
Chino Campus	Hannah Carter	y	y	y	y	y	
Chino Campus	Manar Hijaz	y	y	y	y	y	
<i>Chino Campus Alternate</i>	<i>Vacant</i>						
Fontana Campus	Sean Connelly	y	y	y	y	y	
Fontana Campus	Anthony "Tony" Guaracha	y	y	y	y	y	
<i>Fontana Campus Alternate</i>	<i>Vacant</i>						
HFID&C	Vacant						
HFID&C	Vacant						
<i>HFID&amp;C Alternate</i>	<i>Vacant</i>						
HW - HS	Jayne Clark-Frize	-					
HW - HS	Vacant						
<i>HW - HS Alternate</i>	<i>Lisa Doget</i>	-					
HW - KNA	Rob Hadaway	y	y	y	y	y	
HW - KNA	Candice Hines-Tinsley	-					
<i>HW - KNA Alternate</i>	<i>Annette Henry</i>	y	y	y	y	y	
Instructional Support	Terezita Reyes Overduin						
Instructional Support	Christina Holdiness	y	y	y	y	y	
<i>Instructional Support Alternate</i>	<i>Rose Ann Osmanian</i>	y					
PCS	Melanie Bratcher	y	y	y	y	y	
PCS	Patricia Gomez	y	y	y	y	y	
<i>PCS Alternate</i>	<i>Vacant</i>						
STEM	Justin Keller	y	y	y	y	y	
STEM	Louisa Villeneuve	y	y	y	y	y	
<i>STEM Alternate</i>	<i>Shannon Jessen</i>	y					
Senator-At-Large	Tamari Jenkins	y	y	y	y	y	
Senator-At-Large	Sarah Chamberlain	y	y	y	y	y	
Senator-At-Large	Jin Liu	y	y	y	y	y	
Adjunct Senator-at-Large	Carolyn Ward	-					
Adjunct Senator-at-Large	Ekta Kandhway	y	y	y	y	y	
<i>*Adjunct Alternate Senator</i>	<i>Vacant</i>						
Classified Senate Liaison	Sarah Schmidt	-					
CC Student Government	Nolan Krueger	y					
CC Student Government	Alilah Mora De Jesus	y					
RED indicates reported absence	PURPLE indicates reported tardy/leave early	30	23	23	23	23	0
Total Yes Votes			0	0	0	0	0
Total No Votes			0	0	0	0	0
Total Abstentions							
- = Not available during meeting to vote							
President ONLY votes to break a tie.							
A quorum shall consist of two-thirds of the voting members of the Academic Senate							
18 members are needed for QUORUM							
37 Present at this meeting = 30 members, 7 visitors							
8.26.25 Academic Senate Meeting							