

## FACULTY SENATE MINUTES

February 5, 2019

### Members Present:

President.....	Misty Burruel
Vice President/ Senator-at-Large/Mathematics & Science....	Robin Witt
Secretary/Treasurer/ Mathematics & Science.....	Nicole DeRose
Curriculum Chair.....	Marie Boyd
Business & Applied Technology.....	Dionne Henderson
Business & Applied Technology.....	David Karp
Chino/Fontana.....	Daniel Bentum
Chino/Fontana.....	William Araiza
Health Sciences.....	Rachel Arciniega
Health Sciences.....	
Instructional Support.....	Mary Jane Ross
Language Arts.....	Kimberly George
Language Arts.....	Charmaine Phipps
Social & Behavioral Sciences.....	Dan Kern
Social & Behavioral Sciences.....	Angela Sadowski
Student Services.....	Fabiola Espitia
Student Services.....	Jackie Boboye
Visual & Performing Arts.....	Pat Aranda
Visual & Performing Arts.....	Kelly Ford Kaminsky
Senator-at-Large.....	Garrett Kenehan
Adjunct Senator-at-Large.....	Gail Keith-Gibson
Adjunct Senator-at-Large.....	Luke Gunderson

### Members Absent:

Instructional Support.....	Rose Ann Osmanian
Mathematics & Sciences.....	Mark Gutierrez
Mathematics & Science.....	Diana Cosand
Social & Behavioral Sciences.....	Pak Tang
Student Services.....	Donna Colondres
Visual & Performing Arts.....	Stan Hunter
Senator-at-Large.....	Doug Duno

### Alternates Present:

Business & Applied Technology.....	Baron Brown
Chino/Fontana.....	William O'Neil
Health Sciences.....	Shelley Eckvahl
Instructional Support.....	Shelley Marcus
Language Arts.....	Jon Ausubel

Adjunct Alternate Senator..... Kenyon Callahan

**Guests:**

Angela Burk-Herrick, Biology, Math & Science  
Lissa Napoli, Administrative Assistant, Faculty Senate  
Carol Dickerson, Accounting, BAT

**I. P.E (12:30 P.M.)**

**II. CALL TO ORDER (12:38 P.M.)**

- a. Roll call

**III. PUBLIC COMMENTS**

- Senator Ford raised concerns about the naming of buildings and suggested retitling the theater building from Theater Arts (TA) to CAD to reflect changes in the size and number of theater spaces. It was recommended to present this to CPC.
- Senator O’Neil shared that the IET and InTECH center are offering non-credit and credit classes at the same time to springboard registration and to improve the timeline and transition to credit classes. Senator Boyd and Laura Hope, Acting CIO, are scheduled to meet on February 11 to discuss credit and non-credit courses.

**IV. APPROVAL OF AGENDA**

- a. February 5, 2019
  - **Motion for Approval** - President Burruel moved to approve that the Position/Task Checklist discussion be moved to Old Business before Faculty Senate hiring committee approval. Senator Boyd moved to approve the amended agenda. Senator Boboye seconded the motion. The motion was approved. 2.5.19, 22/0.

**V. APPROVAL OF MINUTES**

- a. January 29, 2019
  - **Motion for Approval** - Senator Boyd moved to approve the minutes. Senator Kenehan seconded the motion. The motion was approved. 2.5.19, 22/0/1.

**VI. CONSENT AGENDA**

- a. Foundation Account: Approval to increase funds for cards and faculty incentives.
  - President Burruel moved to table the issue until the next meeting. Senator Kenehan

seconded the motion. Senator Boyd proposed a substitute motion to increase the amount by \$500. Senator Sadowski seconded the substitute motion. Senator Karp called the motion of the substitute motion. The motion was approved. 2.5.19, 23/0.

**VII. GUEST(S)/PRESENTATION(S) - None.**

**VIII. REPORTS**

**a. President**

**Academic Highlights, Creative Works, and Professional Accomplishments -**

Lissa Napoli completed Google Docs and Google Drive training last week and created a Google Form that will allow Faculty Senate to retrieve faculty submissions for Academic Highlights, which is typically shared with the Governing Board each month. A draft of the form's link will be shared with Senators next week for additional feedback.

**Parking Lot Update -** President Burruel met with Troy Ament, Director of Facilities, and Melanie Siddiqi, Vice President Administrative Affairs, to discuss next steps related to the parking lots. The college has exceeded the number of available staff parking spaces with the overall growth that has occurred in the last couple of years. Maintenance and Operations is continuing its assessment of the college's parking lots. Lot 2 (Library Parking) is being reevaluated, and spaces will more than likely be moved back to Lot 4. Lot 4 (above SBS, LA, and VPA) is being considered in regard to adding additional staff parking spaces overall. Swing Space Village is also an area that may present additional parking. Melanie Siddiqi will discuss this with the Leadership Team at its next meeting.

**b. Vice President**

1. Health Science Senator--no report

**c. Secretary-Treasurer**

No report.

**d. Curriculum**

The Acting CIO has asked, effective immediately, that the Curriculum Committee not submit curriculum to Faculty Senate prior to her review. This will result in a delay in reporting to Faculty Senate. Faculty Senate will refer to the AP to verify the process.

**e. Coordinators**

Senator Sadowski asked for the date of the next Student Issues Committee meeting. Information on CIW and CIM would be helpful for coordinators to use as they prepare the next schedule. Senator Brown shared that he is working with the Acting CIO, and that communication and information flow issues are in the process of being resolved and will be communicated soon. Senator Brown suggested that coordinators move forward with scheduling for other non-CIW and CIM courses in the meantime. The next coordinator meeting is scheduled for February 22, 2019.

f. **Committees** - no reports

**IX. OLD BUSINESS**

**Position/Task Checklist & AP 7120 Recruitment and Selection**

President Burruel spoke with Susan Hardie, Director of Human Resources, to discuss the Position/Task Checklist. President Burruel learned that a dean created the document and Faculty Senate's prior President hoped to include it in the Human Resource (HR) process when developing faculty hiring committees. However, HR does not use the Position/Task Checklist as a part of their process, and deans are not using the checklist as a part of the process when developing the faculty hiring committees. Susan Hardie confirmed that as a part of the Human Resources processes, they look at the diversity of the entire committee composition.

If Faculty Senate chooses to use the checklist as part of their ratification process, it may cause concern if someone wanted to complain or raise concerns about discrimination as outlined in the District's "Unlawful Discrimination Complaint Form." Categories protected under Title 5 include: age, ancestry, color, association with a protected group, ethnic group, mental disability, national origin, physical disability, race, religion, and sexual orientation.

When identifying faculty for service on faculty hiring committees, AP 7120 should be followed:

- 4-6 faculty (determined by recommendations submitted by the FLM in consultation with the coordinator and/or program faculty)
- Faculty members from the same or a related discipline,
- At least one individual from the faculty-at-large is approved by Faculty Senate and confirmed by the Superintendent/President.
- "Whenever possible, screening committees shall include a diverse membership which will bring a variety of perspectives to the assessment of applicant qualifications."

Discussion revolved around ways to improve the diversity component of the selection process. A summary of the suggestions is to include an evaluation of the diversity composition of the committee by HR prior to review by Faculty Senate. Additional suggestions include the evaluation of the processes used by similar sized Community Colleges regarding the hiring process.

- **Motion** - Senator Karp moved to request that the College assist Faculty Senate with the development of a plan to foster diversity in faculty and staff hiring, including diverse hiring committees. Senator Boyd seconded the motion. The motion was approved. 2.5.19, 23/0.

- a. Faculty Hiring Committees (Faculty representatives have been requested to serve as follows)

**Instructional Specialist, Math Success Center Selection Committee**

Rose Ann Osmanian, Instructional Specialist, Rancho LSC

Manar Hijaz, Instructional Specialist, Chino

Mary Jane Ross, Instructional Specialist, Fontana

Doug Yegge, Math, M&S

Cindy Walker, Instructional Specialist, Rancho

- The dean will replace Manar Hijaz with Athalie Sapp, IS, and add Elizabeth Cannis, Math. Since the dean notified Senate after the agenda had been posted, Senate will need to vote on February 12 to ratify this hiring committee.

**Instructor, Biology-Anatomy Selection Committee**

Nicole DeRose, Biology, M&S

Erik Kolb, Biology, M&S

Sarah Cotton, Biology, M&S

Robin Ikeda, Biology, M&S

Shannon Jessen, Biology, M&S

Michael Fong, Anthropology, SBS

- **Motion:** President Burruel moved to approve. Senator DeRose seconded the motion. The motion was approved. 2.5.19, 23/0.0

**Librarian, Rancho Selection Committee**

Shelley Marcus, Reference Librarian, Fontana

Selene Pineda, Librarian

Mellanie Reeve, Reference Librarian

Garrett Kenehan, Music, VPA

Dan Kern, Philosophy, SBS

- **Motion:** Senator Kaminsky moved to approve. Senator Sadowski seconded the motion. The motion was approved. 2.5.19, 23/0.

**Instructor, Criminal Justice Selection Committee**

Monica Carter, Political Science, SBS

Baron Brown, Administration of Justice, BAT

James Sloan, Fire Technology, BAT

Marie Boyd, Librarian/Curriculum

- **Motion:** Senator Karp moved to approve. Senator Kenehan seconded the motion. The motion was approved. 2.5.19, 23/0.

**Certified Nursing Assistant, Rancho/Chino Selection Committee**

Cathy Zmudka, CNA, HS  
 Jayne Clark-Frize, Vocational Nursing, HS  
 Jordan Hung, Vocational Nursing, HS  
 Michelle Martinez, Counselor, Chino

- Daniel Bentum could no longer serve on this committee.
- **Motion:** President Burruel moved to approve. Senator Boboye seconded the motion. The motion was approved. 2.5.19, 23/0

**Counselor, Fontana/Rancho Selection Committee**

Fabiola Espitia, Counselor, Counseling  
 Cherlou Opulencia, Counselor, Counseling  
 Ricardo Diaz, Counselor, Counseling  
 Charles Pratella, Counselor, Counseling  
 Michelle Newsome, Counselor  
 Sonia Diaz, Biology, M&S

- **Motion:** President Burruel moved to approve. Senator Karp seconded the motion. The motion was approved. 2.5.19, 23/0.

**Instructor, Fashion Merchandising, Chino Selection Committee**

Stacy Scibelli, Fashion Design, HFIC  
 Kathleen Galipeau, Interior Design, HFIC  
 Tara Johnson, Business Administration, BAT  
 William Araiza, Librarian  
 Daniel Bentum, Hospitality Management, HOTFS

- Daniel Bentum replaced Brian Khairullah, who was requested to serve on two other faculty hiring committees.
- **Motion:** Senator Boyd moved to approve. Senator Kenehan seconded the motion. The motion was approved. 2.5.19, 23/0.

**Instructor, Child Development, Fontana/Rancho Selection Committee**

Maryline Chemama, Chemistry, Child Development and Education, SBS  
 Linda Marcotte, Child Development and Education, SBS  
 Christina McPeck, Child Development and Education, SBS  
 Monica Alexander, Child Development and Education, SBS

- The dean was contacted to see if she would consider adding an additional faculty

member, a Counselor. However, the dean will proceed with the current list of faculty as presented.

- Faculty Senate requests the addition of a faculty member outside of SBS.

**Instructor, Economic Development, Industrial Maintenance, Industrial Electrical (Fontana) Selection Committee**

Sherm Taylor, Automotive Technology, BAT  
Brian Khairullah, Industrial Electrical Technology, BAT  
William O'Neil, Industrial Electrical Technology, BAT  
Stu Egli, Drafting & Engineering Technology, BAT  
Kelly Ford, Theatre Arts, VPA

- **Motion:** Senator Kenehan moved to approve. Senator Sadowski seconded the motion. The motion was approved. 2.5.19, 23/0.

**Instructor, Culinary Arts/Baking, Chino, Selection Committee**

Daniel Bentum, Hospitality Management, HOTFS  
Mark Forde, Culinary Arts, HOTFS  
Jasmeet Singh, Chemistry, M&S  
Elizabeth Cannis, Math, M&S  
Eric Jacobson, Cinema, VPA

- **Motion:** Senator Boyd moved to approve. Senator Sadowski seconded the motion. The motion was approved. 2.5.19, 23/0.

**Instructor, Associate Degree Nursing, Selection Committee**

Rachel Arciniega, ADN, HS  
Lisa Doget, ADN, HS  
Jeffrey Laguna, Gerontology, HS  
Emily Avila-Teegarden, Biology, M&S

- **Motion:** Senator Kaminsky moved to approve. Senator Kenehan seconded the motion. The motion was approved. 2.5.19, 23/0.

**Counselor, DPS Selection Committee**

Julie Law, Counselor, Counseling  
Gregory Creel, Instructional Specialist, LSC  
Brent McLaren, Counseling & Matriculation  
Celeste Mor, Counselor, Counseling  
Jacob Peck, Counseling  
Alexandra Ortega, DPS, Counseling

- The dean has added Alexandra Ortega, DPS Counselor, and removed Brent McLaren and Jacob Peck. Since the dean notified Senate after the agenda had

been posted, Senate will need to vote on February 12 to ratify this hiring committee.

**Instructor, English, Chino Selection Committee**

Melissa Utsler, English, LA  
Robert Nazar, English, LA  
Kimberly George, English, LA  
Deckard Hodge, English, LA  
Vicki Tulacro, English, LA  
Manar Hijaz, Instructional Specialist, Chino

- **Motion:** Senator Gunderson moved to approve, Senator Kenehan seconded the motion. The motion was approved. 2.5.19, 23/0.
- **Motion:** Vice President Witt moved to table Instructional Specialist, Math Success Center, and Counselor, DPS, hiring committees. Senator Kenehan seconded the motion. The motion was approved. 2.5.19, 23/0.

c. Open Educational Resource Liaison - ASCCC

1. Carol Hutte, Librarian has volunteered to serve.

Senator Gunderson asked how adjunct faculty were informed of the position. President Burruel stated that the OER position was announced in previous Faculty Senate meetings and that Senators should also be messaging their constituents. In last week's meeting, Faculty Senate discussed whether or not two faculty could serve in this capacity and if part-time faculty are eligible. ASCCC supports our local decision. However, if a part-time faculty member and full-time faculty member are selected to serve as liaisons, they would need to somehow coordinate to determine who is doing outreach to faculty - and they would both need to attend the required meetings - yet they would share the \$1000 stipend.

Senator Gunderson volunteered to communicate this opportunity to adjunct faculty.

- Senator Gunderson motioned to table until the next meeting. Senator Boboye seconded the motion. The motion was approved. 2.5.19, 23/0.

d. Brown Act Training - February 20, 2019 (12:30-1:50pm), WH-112

President Burruel reminded Senators that the Brown Act Training is scheduled for February 20, 2019 (12:30-1:50) in Wargin Hall 112. Senators asked if this is a mandatory training and if Curriculum Committee members are required to attend. Both Faculty Senate and Curriculum representatives are highly encouraged to attend since both Faculty



Senate and Curriculum are legislative bodies and operate under the Brown Act.

- c. Student Resources for Syllabi
- d. *The Chronicle of Higher Education: It Matters a Lot Who Teaches Introductory Courses. Here's Why.*

**X. NEW BUSINESS**

**XI. ANNOUNCEMENTS**

- ASCCC Upcoming Events/Meetings:
  - ASCCC: 2019 Part-Time Faculty Institute, February 21-23, 2019
  - ASCCC: Faculty Diversification Meeting - Norco College, February 28, 2019

**XII. FLOOR ITEMS**

**XIII. ADJOURNMENT (1:50 P.M.)**

**The next Faculty Senate meeting is scheduled for Tuesday, February 12, 2019**

**BEB-204**

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**Lissa A. Napoli, Recording Secretary**

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**Nicole DeRose, Secretary - Treasurer**