

FACULTY SENATE MINUTES FEBRUARY 23, 2021

Nicole DeRose	President	2020-2021	P
Neil Watkins	Vice President/President Elect	2020-2021	P
Mark Gutierrez	Secretary/Treasurer	2020-2021	P
Angela Burk – Herrick	Curriculum Chair	2019-2021	P
Tracy Kocher	Business & Applied Technology	2020-2022	A
Karin Nelson	Business & Applied Technology	2020-2021	P
Daniel Bentum	Chino/Fontana	2020-2022	P
Manar Hijaz	Chino/Fontana	2019-2021	P
Lisa Doget	Health Sciences	2020-2022	P
Jayne Clark	Health Sciences	2019-2021	A
Christina Holdiness	Instructional Support	2020-2022	P
Mary Jane Ross	Instructional Support	2019-2021	P
Jeff Harlow	Kinesiology, Nutrition & Athletics	2020-2022	P
Vacant	Kinesiology, Nutrition & Athletics	2019-2021	
Elizabeth Encarnacion	Language Arts	2020-2022	P
Steve Shelton	Language Arts	2019-2021	P
Mark Gutierrez	Mathematics & Science	2020-2022	P
Nicole DeRose	Mathematics & Science	2019-2021	P
Dan Kern	Social & Behavioral Sciences	2020-2022	P
Angela Sadowski	Social & Behavioral Sciences	2019-2021	P
Jackie Boboye	Student Services	2020-2022	P
Jean Oh	Student Services	2019-2021	P
Vacant	Visual & Performing Arts	2020-2022	
Patrick Aranda	Visual & Performing Arts	2019-2021	A
Tamari Jenkins	Senator-At-Large	2020-2023	P
Robin Witt	Senator-At-Large	2019-2022	P
Sarah Cotton	Senator-At-Large	2020-2021	P
Luke Gunderson	Adjunct Senator-At-Large	2020-2022	P
Gail Keith-Gibson	Adjunct Senator-At-Large	2019-2021	P
Alternates			
David Karp	Business & Applied Technology	2020-2021	A
Robert “Ian“ Jones	Chino/Fontana	2019-2021	P
Shelley Eckvahl	Health Sciences	2019-2021	A
Shelley Marcus	Instructional Support	2019-2021	A
Vacant	Kinesiology, Nutrition, & Athletics	2019-2021	
Leona Fisher	Language Arts	2020-2022	P
Diana Cosand	Mathematics & Science	2019-2021	A
Sergio Gomez	Social & Behavioral Sciences	2020-2022	P
Donna Colondres	Student Services	2019-2021	P
Stan Hunter	Visual & Performing Arts	2019-2021	A
Stephen Villasenor	Adjunct Alternate Senator	2020-2021	A
Hope Ell	Classified Senate Liaison	2021	A

Guests:

Sharon Alton, Language Arts, English
Jonathan Ausubel, President, CCFA
Angela Cardinale, Coordinator, Distance Education
Monica Carter, Social and Behavioral Sciences, Political Science
Hector Solorzano, Language Arts, Journalism
Donald Essex, Disability Programs and Services
Michael Fong, Social and Behavioral Sciences
Yancey Gastelum, Language Arts
Kim George, Language Arts
Annette Henry, Kinesiology, Nutrition, and Athletics
Deanna Hernandez, Language Arts
Deckard Hodge, Language Arts
Tara Johnson, Fashion Merchandising
Daniel Keener, Language Arts, English
Emilie Koenig, Language Arts
Henry Leonor, Language Arts
Mikayla Lewis, Student
Adam Martinez, Language Arts, English
Elaine Martinez, Kinesiology, Nutrition, and Athletics
Lissa Napoli, Administrative Assistant, Faculty Senate
Robert Nazar, Language Arts, English
Ava Nguyen, Language Arts
Laura Picklesimer, Language Arts
David Rentz, Visual Performing Arts
Alisha Rosas, Acting Vice President of Student Services/Executive Director of Equity, Outreach and Communications
Henry Shannon, President
Sandra Slattery, Student
Leticia Romo, Director of Student Equity and Engagement
Samantha (Last name?), Interpreter, ASL

1. P.E. (12:30 P.M.)**2. CALL TO ORDER (12:38 P.M.)****2.1 Remote Attendee Identification****3. PUBLIC COMMENT (Reserved for Guests only and limited to two minutes.)**

- Dr. Shannon acknowledged the unfortunate incident that occurred at the virtual Hip Hop Summit. An email was sent to the college community acknowledging the incident and the college is looking for additional ways to best respond. In spite of this horrible incident, the Hip Hop Summit was an incredible success. As an institution, we need to look at ways we can use this moment for the betterment of Chaffey and its faculty, staff, and students. Dr. Shannon encouraged faculty to not be distracted from the work that we need to do.

- Alisha Rosas echoed Dr. Shannon’s statement that the Hip Hop Summit was very successful. The incident that transpired was a terrible and traumatizing experience for all those that had to see, hear and feel what happened. The executive team is currently working on a series of actions, including an email from Dr. Shannon acknowledging the incident, an email from Melanie Sidiqi with Zoom best practices, contacting our FBI liaison, and working with the Hip Hop Summit committee.
- Monica Carter shared a video excerpt of the Hip Hop Summit with the intent to show faculty exactly what transpired at the event. The video showed offensive racist slurs that were both spoken over the speakers and also written in the chat. Offensive images and drawings were also displayed as the host computer was hacked by intruders.
- Emilie Koenig shared more details about the Zoom cyber attack at the Hip Hop Summit and asked Senate to put forth a resolution.
- Daniel Keener classified the incident at the Hip Hop Summit as much more than a Zoom bombing. Professor Keener called the incident a hate crime. If Chaffey IT doesn’t have the power to prevent this from happening again, then we need to talk to the Chancellor’s Office. Our students, staff, and faculty deserve better.
- Angela Cardinale expressed her agreement with Emilie Koenig. Cardinale encouraged Senate to endorse a resolution and discouraged the college from victim blaming.
- Tara Johnson informed Senate that over 70 participants were present at the Hip Hop Summit when this incident occurred, including children and people from the community. Johnson clarified that although they were victimized, they were not victims.

4. APPROVAL OF AGENDA

4.1 February 23, 2021

- **Motion for Approval** - Senator Boboye moved to approve the Agenda with the addition of an urgent item to discuss a Resolution pertaining to the incident at the Hip Hop Summit. Senator Sadowski seconded the motion. The motion was approved. 2.16.21, 21/0.
- **Motion for Approval** - Senator Cotton moved to place the urgent item to immediately before the approval of minutes in the agenda. Senator Shelton seconded the motion. The motion was approved.
- Senate worked together to edit and endorse a resolution provided by Emilie Koenig.

The following statement was read into public comment during the February 23, 2021 meeting of

Whereas FS supports the above statement:

Resolved...

1. A follow-up statement shall be distributed to the Chaffey community (including the public) acknowledging these events as an organized hate crime, describing how the attack meet the criteria of a hate crime, and taking a stand that Chaffey will have zero tolerance for racist attacks of this nature within the week of February 22 - 26, 2021.

2. The district shall demand further investigation of this matter, beyond Campus Police, to include local police precincts and FBI involvement by Friday, February 26, 2021.
 3. IT shall investigate and address the security issues on faculty devices and support the financial costs of repairs and/or replacement equipment by March 1, 2021.
 4. A campus wide task force, including those faculty directly involved in this incident, shall be immediately instituted to establish firm protocols on how to both report and respond to hate crimes on our campus moving forward by March 12, 2021. (Including but not limited to providing trauma counseling)
 5. Follow-up training shall be provided for all faculty, staff and administrators on how to navigate Zoom-bombings and/or coordinated cyberattacks, in order to safeguard future Chaffey events by the end of the spring semester, 2021.
- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to endorse the resolution. Senator Kern seconded the motion. The motion was approved. 2.23.21, 21/0.
 - Following a discussion, the endorsed resolution was amended to include recommendations from Senate, including timelines.

Due to time constraints, the meeting ended and all other business items will be moved to the next meeting scheduled for Tuesday, March 2.

5. APPROVAL OF MINUTES

- February 16, 2021

6. CONSENT AGENDA

6.1 Faculty representatives that can no longer serve as follows:

6.1.1 Faculty Tri-Chair, Accreditation Oversight Committee, Nicole DeRose, Biology, M&S

6.1.2 New Portal Work Group

Nicole DeRose, President, Faculty Senate

Angela Burk-Herrick, Curriculum Chair

Melissa Sakoonphong, Guided Pathways/Counselor

Steve Shelton, Communication Studies, LA

Tracy Kocher, Computer Science, CIS

Rose Ann Osmanian, Instructional Specialist, LSC

7. GUEST(S)/PRESENTATION(S) - None.

8. REPORTS

8.1 President

8.2 Vice President/President Elect - Establishing Guidelines for Meeting Decorum

8.3 Secretary/Treasurer

8.3.1 [Scholarship Opportunity](#)

Share with your students: [Scholarship Application](#)

8.3.2 [2021 Spring Plenary Session - Virtual Event](#), Thursday, April 15 through Saturday, April 17. Early Registration Deadline: Monday, March 15 by 5:00 PM. \$275.00. If you register after 5:00 PM on March 15 the cost is \$350.00. *Click on the link for more information.*

8.3.3 [2021 Faculty Leadership Institute - Virtual Event](#), Thursday, June 17 through Saturday, June 19. Early Registration Deadline: Monday, May 17 before 5pm is \$200.00. If you register after 5:00 PM on May 17 the cost is \$250.00.

8.4 Curriculum

8.5 Faculty Hiring Practices Work Group - Up to 5 faculty will be selected

9. UNFINISHED BUSINESS - None.

10. NEW BUSINESS

10.1 Action Item: BP/AP Faculty Senate Review and Reporting Timeline.

BP & AP Faculty Senate First Reading and Sunshining of Board Policies (BP) and Administrative Procedures (AP) Under Consideration. Faculty Senate to complete review and provide feedback. The Board Policies and Administrative Procedures under consideration can be found here:

[Items Under Consideration | Policies and Procedures | Chaffey College](#)

10.1.1 Action Item: BP/AP Review Reporting for February 23, 2021

- BP & AP 4231 Grade Changes, Tamari Jenkins
- BP & AP 4240 Academic Renewal, Liz Encarnacion

10.2 Action Item: LGBTQIA+ Inclusivity Statement workgroup: Resolution and Update - Robin Witt

10.3 Discussion Item: Message of support for students - Plan to bring ideas about ways faculty and Faculty Senate can communicate support for students.

11. ANNOUNCEMENTS

11.1 Academic Senate for California Community Colleges (ASCCC) Information

11.1.1 [Area D Meeting](#) - Virtual Event, Saturday, March 27, 2021, 10:00am - 3:30pm. Zoom Meeting for more information click on link. Spring 2021 Meeting Documents Coming Soon! The site currently has the fall 2020 meeting documents attached. If you have any questions, please email LaTonya Parker- latonya.parker@mvc.edu

12. FLOOR ITEMS

13. ADJOURNMENT (1:52 P.M.)

The next Faculty Senate meeting is scheduled for Tuesday, March 2, 2021.

Lissa A. Napoli, Recording Secretary

Mark Gutierrez, Secretary - Treasurer

Hip Hop Summit Hate Crime Resolution, Spring 2021

Whereas FS supports the statement below read into public comments during the February 23, 2021 Faculty Senate meeting;

Be it resolved that . . .

1. A follow-up statement shall be distributed to the Chaffey community (including the public) acknowledging these events as an organized hate crime, describing how the attack meet the criteria of a hate crime, and taking a stand that Chaffey will have zero tolerance for racist attacks of this nature within the week of Feb. 22-26, 2021.
2. The district shall demand further investigation of this matter, beyond Campus Police, to include local police precincts and FBI involvement by Friday, Feb. 26, 2021.
3. ITS shall investigate and address the security issues on faculty devices and support the financial costs of repairs and/or replacement equipment by Monday, March 1, 2021.
4. A campus wide task force, including those faculty directly involved in this incident, shall be instituted by March 12, 2021 to establish firm protocols on how to both report and respond to hate crimes on our campus moving forward. These protocols should include a plan for providing trauma counseling to students, faculty, and staff affected by the attack.
5. Follow-up training shall be provided for all faculty, staff, and administrators on how to navigate Zoom-bombings and/or coordinated cyberattacks, in order to safeguard future Chaffey events before the end of the Spring 2021 semester.

As you are all aware, we experienced a Zoom cyberattack at our HHSS showcase. Not only were there obscene images used to desecrate the face of one of our Black faculty members--but for the next 3 and a half minutes, multiple voices screamed racial epithets over the Zoom air waves, some launched directly at the Black male host of the event by name. Racial slurs flooded the chat. Images of nooses, bombs, and of a hip-hop appropriating Osama Bin Laden doing the running man bombarded the screen. The attack was so swift, so organized, so calculated that we had no hope of silencing it fast enough. My computer was hacked to the point that I could not move my mouse for over 60 seconds, while I watched the image of a noose and a huge banner of "YOU'VE BEEN HACKED" across the top of my screen. This was more than a hateful "Zoom bombing." This was a coordinated, calculated hate crime that directly traumatized faculty, staff, students, and even young people who were in the audience.

All weekend our team stayed up through sleepless nights to do our own investigation and find out what we could on the perpetrators--3 of which we were able to identify. We supported each other. We virtually held each other's hands as we all cried. No one is okay. The people who did this were not "cowards." These were technically adept criminals who launched a coordinated attack on one of our campus events that was fueled by racism and white supremacy.

The utter silence for days after the event was almost as jarring as the event itself. There has been no check-in from IT to verify if our devices have been compromised. No healing event has been organized, nor has healing taken place--and please know that I'm not talking about some performative healing circle. Students and community members have not been checked in with to make sure that they are okay. And although a letter from Dr. Shannon was sent yesterday, it did not begin to fully convey the extent of what happened. Our Black faculty members--although I am not attempting to speak on their behalf--do not feel safe or supported in this moment, because they aren't being supported in this moment. Only the police have asked us questions as to what extent we feel in "imminent harm" given the types of images that were circulated, which were blatantly life-threatening symbols.

Additionally, although the campus should be informed of Zoom best practices, since there has still not been a formal follow-up with us to find out what actually happened, Melanie Sidiqqi's email (and the timing of it) implies that our settings were not appropriate or that we did not abide by Zoom "best practices." Much to the contrary, our system was overridden by folks who knew exactly what they were doing--and the campus needs to be aware of that to prevent further issues.

Although individual sentiments and check-ins were sent to some of us, we were not directly asked about this or followed up with collectively until last night, when two administrators said we were acting "traumatized," being "hysterical," that we "shouldn't let these people steal our joy," to let it go, and they then had the nerve to look at a group of Black faculty and to tell them that it could have been worse, that they should be happy that they weren't physically harmed when Black folks are being killed and physically injured all the time and all over the world. It was a message that implied that they needed to suck this up and understand this as a natural part of being Black in America. These messages are normalizing violence on Black bodies to the point that when assaults happen to Black folks there is nothing more than a "great job at handling that," some packaged euphemism, and everyone is expected to just keep it moving. And this is not the first time. Black educators have been targeted on this campus many more times before this, and most faculty are not even aware of what has happened because it is always swept under the rug, it has always become a PR statement and a band aid instead of a complete overhaul of the culture on our campus.

How is it that in 2021, after all of the claimed allyship and solidarity statements, can Black folks be publicly subjected to hate crimes here and it just be shrugged off? How is it that administration can stay effectively silent when Black faculty members, students, and community members have experienced such public violence on their platform? Why in the name of respectability politics and workplace propriety do Black men have to keep hosting Black History Month events with a smile immediately after repeatedly being verbally assaulted, and Black women have to continue to share encouraging words to audience members after their faces have been desecrated by obscenities?

In her book, Bettina Love (our keynote for the Summit) defines the "educational survival complex" that is learned by Black and dark students as a response to years of racism and trauma within the American educational system. What is becoming clearer to me now is that it is not just students who have learned how to survive despite and in spite of the trauma and violence in academic institutions. Black educators have endured this trauma not only as students, but also as employees of academic institutions that continue to overlook, minimize, and silence them—all while expecting them to take on the free emotional labor of spearheading equity-based professional development trainings and organizing Black History Month celebrations on behalf of the very institutions that the other 11 months try to un-see them. It is the educational survival complex that has trained my colleagues not to flinch when faced with the kind of public violence that occurred at our Hip Hop Studies Summit. It is the ingrained courage and spirit of makin-a-way-outta-no-way that led them to selflessly protect their Black students at that moment instead of having a second thought to their own self-preservation or feelings. Black educators know that in the eyes of the institution Black students don't matter because they know that they don't matter to the institution—so much so, that in a moment of the public spirit murdering of both student and educator, the show just goes on...in this case both literally and figuratively. To this I ask: Are we this desensitized to racism against Black bodies that "put it into context" is our response? What is the extent of violence that has to happen to our colleagues and students on our watch before we wake up as an institution and take a firm stand that we will no longer allow this sort of hatred and anti-Blackness on our campus? Really--what is it going to take?

Passed unanimously by Faculty Senate at the February 23, 2021 regular meeting.

President's Report for February 23, 2021

Commencement

The 2021 Commencement will be held virtually on May 20, 2021 at 4 pm (via YouTube). Graduate photos will be taken for inclusion in the virtual ceremony. All speakers will be pre-recorded. Graduate names will be read by name readers and recorded. The virtual commencement will be assembled by a professional company called Full Measure. Grad Fest will be held on Wednesday April 14, 2021 at the Rancho Campus (only). Information about deadlines can be found here:

<https://www.chaffey.edu/admissions/grad-info.php>

President's Cabinet Items

- Tenure Recommendations
 - Twelve faculty names will be forwarded to the Governing Board for tenure at the February board meeting.
- Plan for CARES Act Funds
 - The college is preparing to receive a fifth round of CARES Act funds and must spend all funds provided from the previous distribution by April 1.
 - Funds are being spent on student support items such as, but not limited to, Chromebooks, cameras, professional workshops, and PPE.
 - Additionally, the college has opted to use CARES Act funds to support students that have dependent children.
 - This support is being offered retroactively to Spring 2020 when COVID-19 impacted instruction.
 - If there is something that the community needs during this time that is COVID related, let a dean or VP know.
- Switchboard/Ocelot/Manager on Duty
 - Efforts have been made in three areas to provide more timely access to students.
 - The switchboard became operational before classes started, and incoming calls are being routed to known staffed lines.
 - The automated assistant Ocelot has two components – one that attempts to answer questions via a database (bot) and if those questions cannot be answered, the questions are being directed to a live person, a staff member, to answer those questions.
 - A manager on duty option is being implemented and signage will be implemented to direct students to physical locations on campus where people are there and available to help.
- BP & AP update
 - The following BPs &/or Aps were approved: BP/AP 4010, BP/AP 4110 & AP 4235.
 - The APs will be updated on the webpage, and the BPs for 4010 and 4110 will go to the Governing Board for review and approval.
 - Once approved, the webpage will be updated with the current BPs for 4010 and 4110.
- RAC Approvals
 - President's Cabinet approved the purchase of a new software system to improve grant tracking, grant alignment, funding sources, tracking of post award management, and reporting.
- Classified Appreciation Week is during March 15-19 (Spring Break).
- Accreditation News
 - ACCJC accepted our mid-term report. The next accreditation visit will be in 2023. Over the next couple of years the college will examine the self-evaluation, prepare for the visit, and address any standards that need to be addressed in preparation for the visit.

Faculty Senate – Best Practices for Meeting Decorum - DRAFT

(1) Tone & Language for All Attendees

- Mute your microphone.
- Be professional and courteous.
- Don't be inflammatory or inconsiderate.
- Consider how your comments will be received.
- Focus on issues and facts, not personalities, not the person (in or out of the room).

(2) ASCCC Guidelines

- basic motions:

https://www.asccc.org/sites/default/files/basicmotions%20fifth_0.pdf

- general tips for meeting process:

<https://www.asccc.org/sites/default/files/meeting%20process%20second.pdf>

(3) Specific Guidelines for Guests

- Decorum should be observed regardless of position or status of visiting guests.
- Guidelines shall be applied consistently to all guests.

- public comments time vs. rest of meeting ????

- possibly add public comments / discussion time at end of meeting ????

(4) Reminders for Senators

- Senators are representatives and should solicit input from constituents.
- Read agenda and packet before the meeting.
- Be on time; we will start on time.
- Request to be acknowledged; raise hand.
- Be mindful when speaking:
 - Prep your comments.
 - Be concise.
 - Consider time.
 - Think about how people will receive your comment.
- Meeting ends at 1:50 p.m.

(5) Chat Protocol

- reserve for *extraneous* items (arriving late, leaving early, clarifications)
- disclaimer needed

- reserved for Senators only ????
- public record ????
 - (even if never shared with campus)
 - One of many sources of info
 - Enters public record only if item becomes discussed orally?
- who monitors ????
- renaming as “questions” ????
- private chats for individual messages ????
- ~~- block private chats??~~
- ~~- private chat w/ Lissa to announce late arrival / early departure~~

(6) Other Longer Term Considerations

- need to update bylaws ????
- possibly need parliamentarian ????
- need to do a training meeting ????

(7) Alternatives to *Robert's Rules of Order*:

<https://socialistcall.com/2019/11/05/roberts-rules-dsa-meetings-democracy/>

<http://libcom.org/library/how-hold-good-meeting-rustys-rules-order>

<http://www.legalcenterfornonprofits.org/2014/05/13/roberts-rules-not-needed/>

**Academic Senate For California Community Colleges
Basic Motions Summary**

- All motions are to be submitted in the form of written resolutions submitted by a maker and four seconders.
- Amendments and substitute motions are to be submitted in writing by a maker and four seconders.
- Motions cannot be amended on the floor. Corrections of errors in fact or typographical are permitted.

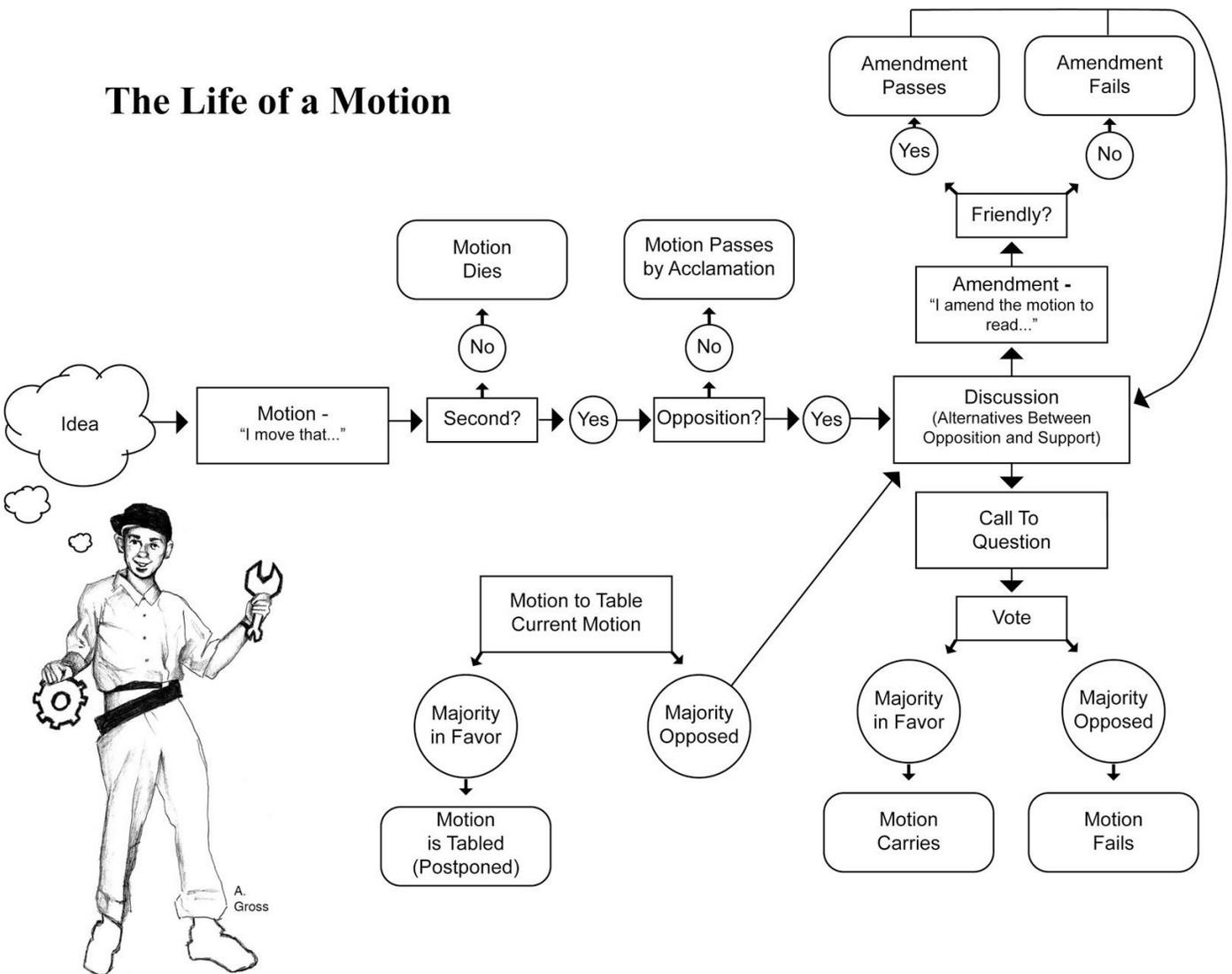
Basic Motion	Debatable	Vote Required	Amendable	Variation	Comment
Main Motion	Yes	Majority	Yes	Adopt/ Approve/ Accept/ Agree to	<p>The four variations of wording for the main motion are interchangeable.</p> <p>Once stated by the chair, the motion becomes the property of the assembly and is pending.</p> <p>Pending motions may be perfected by amendments or a substitute motion.</p> <p>The motion as restated by the Chair prevails in the event that there is any difference between the wording of the maker and the wording of the Chair.</p>
Amend	Yes	Majority	Yes	Add, insert Delete, or strikeout	Any form that seeks to change the main motion is a motion to amend.
Substitute	Yes	Majority			The substituting of an entire motion on the same subject for the one pending.
Postpone (to a certain time)	Yes	Majority	Yes	Postpone indefinitely Table	The motions "postpone indefinitely" and "table" should not be used.
Refer	Yes	Majority	Yes	Commit Recommit	The motion "commit" is restricted to referring a matter to a committee.
Close Debate	No	2/3	No	Move the previous question Move the question Call the question	All three variations using the word "question" mean to close debate and should not be used since they can be confusing.
Divide the Question	No	Majority	Yes		Allowed only when the question contains two or more independent matters.

Basic Motion	Debatable	Vote Required	Amendable	Variation	Comments
Motions Relating to Voting	No	Majority (except for divisions and roll call votes)	No	Division (a standing vote or show of hands) Counted vote Secret ballot, or written ballot Close nominations Close or reopen polls	A single member may demand a division. A counted vote is used when the Chair is unsure. All other motions should require a simple majority vote.
Request (to allow the assembly to allow something)	No	Majority	No	Withdraw a motion Dispense with the reading of the minutes (and approve them) Any request that does not require a suspension of the rules	The maker of a motion may withdraw the motion without <i>a</i> request if it is withdrawn prior to the Chair's stating of the motion.
Suspend the Rules	No	2/3	No	Limit or extend debate Take a matter out of its order Objection to consideration	Any motion that alters the usual right of members to speak requires a suspension of the rules. The motion can also include another motion, such as to suspend the rules and reconsider the adoption of the budget, in which case the motion to reconsider becomes undebatable.
Point of Order	No	No vote, Requires a decision of the Chair	No		An assertion that a rule is being violated and a request that the rule be enforced by the Chair. Person states his/her point briefly. Chair then rules. Maker can appeal but must be seconded.
Appeal	Yes	Majority	No		A tie vote or less than a majority causes the appeal to fall.

Call the question

When it seems the question is clarified, adequately discussed, the chair or any member can call the question, call for a vote. Call the Question is a Procedural Motion (see page 14). The vote is taken, counted, and recorded in the minutes.

The Life of a Motion



THE MEETING PROCESS

Setting Up

The preplanning and thought that precedes the meeting. Determine the who, what, when, where, why, how many. It is extremely important to determine the desired outcomes you, as a leader, need from the meeting. If you are unclear of the “why” for the meeting, how can the participants understand the purpose for the meeting.

Checklist for Setting Up: *(Adapted from Mastering Meetings for Results, Interaction Associates, Inc.)*

- Determine the purpose and the type of meeting
- Assess the context of the meeting and who the key stakeholders are
- Decide who will attend and the roles needed for the meeting
- Determine how decisions will be made
- Reserve appropriate room and equipment
- Decide on seating arrangements
- Identify potential problems that could arise and strategies to handle them
- Design an agenda
- Send out memo announcing the meeting and an agenda to attendees
- Make charts\PowerPoint hand-outs
- Visualize a successful meeting
- Arrive at the meeting room early to double check the room arrangements and lay out prepared materials as necessary

Conducting the Meeting

During the meeting, the leader, the facilitator, and the group acts as a team with a focus on the desired outcomes. Continue to educate the group throughout the meeting. Use facilitative techniques to keep the meeting moving.

Checklist for conducting meetings:

- Start on time
- Get agreement on desired outcomes, agenda, roles, and ground rules
- Match participant expectations with agenda
- Clarify decision-making method
- Clarify/explain any constraints that may limit solutions
- Keep the meeting on track by getting process agreements
- Summarize what has happened periodically during the meeting
- Avoid process battle
- Listen as an ally
- Ask open-ended questions
- Encourage participation
- Suggest a process or tool when needed
- Protect others from personal attack
- Use the group memory
- Conduct a meeting review to assess what worked and what needs improvement

Following through

At the end of the meeting, the actions are reviewed and a plan is developed to implement the decisions made during the meeting. There should be an evaluation of the meeting. What worked; what needs improvement. Based on this information, future meetings can be improved.

Checklist for following through:

- Ensure that recorder prepares group memory for typing
- Prepare and distribute minutes, including agreements made and actions to be taken
- Use meeting review to make improvements for subsequent meetings
- Make sure unresolved issues get addressed. Distribute to other groups as appropriate
- Collect and offer additional feedback to meeting leader, members, recorder and facilitator to enhance effectiveness
- Follow through on action items
- Acknowledge accomplishments

Chaffey College Faculty Senate Support for Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersexual, Asexual or Allied+ Students and Staff

Whereas, The Academic Senate for California Community Colleges is consistent in its unflagging efforts for student success for all students and has a long-standing tradition of support for underrepresented minority students in the State of California;

Whereas, Chaffey College also supports efforts in student success for all gender identities and sexual orientations;

Whereas, Each community college's support of the psychological health of every student in the California community colleges is important;

Whereas, Research demonstrates that prejudice against and the invisibility of lesbian, gay, bisexual, transgender, queer or questioning, intersexual, asexual or allied+ (LGBTQIA+) people has adverse effects on both LGBTQIA+ students and the campus community as a whole; and

Whereas, The invisibility, both by omission and by design, of the LGBTQIA+ community and issues involving curricula, co-curricular activities, and campus practices perpetuates prejudice against and negatively impact LGBTQIA+ individuals and promotes heterosexism;

Resolved, That Chaffey College Faculty Senate reviews their curricula, co-curricular activities, and campus practices for inclusion of LGBTQIA+ community;

Resolved, That Chaffey College Faculty Senate employs appropriate venues to increase awareness of the issues affecting LGBTQIA+ community;

Resolved, That Chaffey College Faculty Senate amend its diversity policy to include gender identity and expression in the policy's description of diversity;

Resolved, That Chaffey College Faculty Senate urges the institution to review their curricula, co-curricular activities, campus practices, employ appropriate venues to increase awareness of the issues affecting LGBTQIA+ community, and

Resolved, That Chaffey College Faculty Senate urges the institution to amend its diversity policy to include gender identity and expression in the policy's description of diversity.

Senators		Present	Approval of Agenda 2.23.21 + new urgent item	Emergency resolution re hate crime @ HHSS	Approval of 2.16.21 Minutes	Approval of Consent Agenda 2.23.21	Approve BP/AP 4231 and 424	Approve BP/AP 4231 and 424
Representation	Name							
<i>Alternate Senators Italicized</i>								
President	Nicole DeRose	Y						
Vice President/President Elect	Neil Watkins	Y	Y	Y				
Secretary/Treasurer	Mark Gutierrez	Y	Y	Y				
Curriculum Chair	Angela Burk-Herrick	Y	Y	Y				
Business & Applied Technology	Tracy Kocher							
Business & Applied Technology	Karin Nelson	Y	Y	Y				
<i>*Business & Applied Technology Alternate</i>	<i>David Karp</i>							
Chino/Fontana	Daniel Bentum	Y	Y	Y				
Chino/Fontana	Manar Hijaz	Y	Y	Y				
<i>*Chino/Fontana Alternate</i>	<i>Robert "Ian" Jones</i>	Y						
Health Sciences	Jayne Clark							
Health Sciences	Lisa Doget	Y	Y	Y				
<i>*Health Sciences Alternate</i>	<i>Shelley Eckvahl</i>							
Instructional Support	Christina Holdiness	Y	Y	Y				
Instructional Support	Mary Jane Ross	Y	Y	Y				
<i>Instructional Support Alternate</i>	<i>Shelley Marcus</i>							
Kinesiology, Nutrition, & Athletics	Jeff Harlow	Y	Y	Y				
Kinesiology, Nutrition, & Athletics	Vacant							
<i>Kinesiology, Nutrition, & Athletics Alternate</i>	<i>Vacant</i>							
Language Arts	Elizabeth "Liz" Encarnacion	Y	Y	Y				
Language Arts	Steve Shelton	Y	Y	Y				
<i>*Language Arts Alternate</i>	<i>Leona Fisher</i>	Y						
Mathematics & Science	Mark Gutierrez							
Mathematics & Science	Nicole DeRose							
<i>Mathematics & Science Alternate</i>	<i>Diana Cosand</i>							
Social & Behavioral Sciences	Dan Kern	Y	Y	Y				
Social & Behavioral Sciences	Angela Sadowski	Y						
<i>*Social & Behavioral Sciences Alternate</i>	<i>Sergio Gomez</i>	Y	Y	Y				
Student Services	Jackie Boboye	Y	Y	Y				
Student Services	Jean Oh	Y	Y	Y				
<i>* Student Services Alternate</i>	<i>Donna Colondres</i>	Y						
Visual and Performing Arts	Vacant							
Visual and Performing Arts	Patrick Aranda							
<i>*Visual and Performing Arts Alternate</i>	<i>Stan Hunter</i>							
Senator-At-Large	Sarah Cotton	Y	Y	Y				
Senator-At-Large	Tamari Jenkins	Y	Y	Y				
Senator-At-Large	Robin Witt	Y	Y	Y				
Adjunct Senator-at-Large	Luke Gunderson	Y	Y	Y				
Adjunct Senator-at-Large	Gail Keith-Gibson	Y	Y	Y				
<i>*Adjunct Alternate Senator</i>	<i>Stephen Villasenor</i>							
Classified Senate Liaison	Hope Ell							
RED indicates reported absence	PURPLE indicates reported tardy							
Total Yes Votes		26	21	21	0	0	0	0
Total No Votes			0	0	0	0	0	0
Total Abstentions			0	0	0	0	0	0
- = Not available during meeting to vote								
35 members total - up to 26 voting at any given time. The President is a non-voting member. Curriculum Chair now votes per 8.25.20 meeting								
President ONLY votes to break a tie.								
A quorum shall consist of two-thirds of the voting members of the Faculty Senate								
18 members are needed for QUORUM								
55 Present at this meeting = 26 members, 29 visitors								
2.23.21 Faculty Senate Meeting								

