

MINUTES

Regular Meeting ♦ April 3, 2018

	LAST NME	FIRST NAME	DIVISION	TERM
	Beyene	Aemiro	SEM	2018
X	Cabuto	Froylan	Liberal Arts	2019
X	Casas	Ralph	Health Occupations	2018
X	Falcon	Dennis	Humanities/Social Science	2019
X	Garriott	Don	DSPS	2017
X	Greenberg	Bruce	Business Education	2019
X	Griffin	April	Liberal Arts (Secretary)	2018
	Hitch	Ryan	Part-Time Representative	2018
X	Hoppe-Nagao	Angela	Liberal Arts	2019
	Juntilla	Tim	Liberal Arts	2018
X	Krayer	Adelle	Health Occupations	2018
X	Lacy	Tor	SEM	2018
X	Lewellen	Michelle	Humanities/Social Science (President)	2018
X	Lovejoy-Robold	Niki	Liberal Arts	2019
	Lundeen	Brittany	Counseling	2019
X	May	Russ	HPE/A	2019
X	Maz	Andrew	Fine Arts	2018
X	Miller	Kirk	Fine Arts	2019
X	Moore	Deb	Library	2017
X	Moriarty	Cindy	Business Education	2018
X	Mulleary	Joe	Technology	2019
	Mullins	Terrance	Humanities/Social Science	2019
X	Negrete	Bernie	SEM	2019
X	O'Neil	Scott	SEM (Vice President)	2019
X	Obasohan	Victor	Humanities/Social Sciences	2018
	Richardson	Chris	HPE/Athletics	2018
	Salgado	Martin	Part-Time	2018
X	Soto	Armando	Counseling	2018
X	Stieber	Michelle	SEM	2019
X	Ukita	Traci	Counseling	2019
	Vega	Frank	Technology	2018
X	Voorhies	Ann	Health Occupations	2019
	Worrel	Dara	SEM	2019

X	Rosenblatt	Stephanie	CCFF Liaison <i>(Non-Voting)</i>	
X	Motesdeoca	Sarah	Student Liaison <i>(Non-Voting)</i>	

GUESTS:

1. CALL TO ORDER (11:05 A.M.)
 - Pledge of Allegiance
2. ANNOUNCEMENTS/INFORMATION ITEMS
 - A. Shelter in Place Drill – 4/19 @ 10:19am and 7:19pm
 - B. Part-time Faculty Hires for Fall 2018
 - B. May 4 part time faculty hires to replace the 34 faculty who are retiring
 - C. The hiring fair will be held in the student center probably
 - C. Part-time Senate Representation Process 4/2/18 – 4/30/18
 - B. Process started in March
 - D.
 - E. Email written feedback regarding the VP hiring procedures to Tim or Adriana by April 17
3. APPROVAL OF MINUTES
 - A. Minutes for 3/27/18
 - B. Move for approval by Senator O’Neil, second from Senator Hoppe Nagao
 - C. Minutes approved
4. APPOINTMENTS/ AND NOMINATIONS
5. STANDING COMMITTEE REPORTS
 - A. Enrollment Management – Michelle Lewellen
 - B. Coordinating – Michelle Lewellen
 - a. Student reporting procedures for Title IX
 - b. This is problematic in classes that invite disclosure
 - C. Student Equity – Michelle Lewellen
 - D. Planning & Budget – Michelle Lewellen
 - E. Board Meeting – Michelle Lewellen
6. SENATE DISCUSSION/ACTION ITEMS
 - A. Senate Leadership Nominations (Senators Moore and Hoppe-Nagao)
 - B.
 - EMP Goal C – Promoting Leadership and Staff Development*
 - C. FHP Update – Angela Hoppe-Nagao and Deb Moore
 - a. Proposed adoption of the ELAC model after examination of 60 models from other community colleges
 - b. New process will
 - i. New hires will be requested during program review
 - ii. Department chairs and Dean will fill out the FHP application
 - iii. Department chair will fill out the qualitative questions
 - iv. Requests are sent to the FHP in the spring semester for ranking in the fall
 - v. Early fall committee members score qualitative portion and rank positions

- vi. Ranked positions go to faculty senate, Planning and Budget, and Executive Committee (the executive committee can re rank if desired)
 - vii. Ranked list will be complete before the FON is announced and Executive committee reviews rankings
 - viii. EC shares the outcomes. If the ranked list is changed a written rationale shall be sent out
- D. Instructional Model
- a. How many additional full time faculty can this discipline support toward reaching a 75/25 full to part time ratio
 - b. How many approved hires in this discipline are currently unfilled
 - c. How many growth positions are being requested? Enter zero for replacements
 - d. How many faculty taught in the discipline during the most recent term?
- E. Non Instructional Model
- a. Number of students head count for the last year (students served)
 - b. Number of full time faculty in the most recent fall semester
 - c. How many growth faculty being requested (zero for replacement)
 - d. Provide state mandated or institutional student per faculty ration by program (counseling is tentatively 750 to 1)
- F. Non Instructional Library
- a. As provided by IERP, enter the number of FTES relevant to your program for the most recent semester
 - b. How many full time faculty are in your discipline as of the most recent fall semester
 - c. How many growth positions are being requested (enter zero for replacements)
 - d. Provide state mandated or institutional student per faculty ratio
- G. What about counseling programs that there is a low student population?
- a. There are some recommendations from programs for a student to faculty ratio
 - b. EOPS and DSPS have different minimum qualifications than general counseling. ELAC has different forms for those
- H. Where did the 750 number come from for counseling?
- a. Several documents: a 2001 white paper, State Faculty Senate, and others
 - b. We proposed the 750 because it is lower than the ELAC model and it seemed appropriate
 - c. The FHP does not set the target number, that is something that needs to be worked out with Academic Affairs and the constituent group concerned
- I. Still working to determine what happens with Adult Ed
- J. Qualitative questions
- a. Is this position required by accreditation? Provide evidence of mandated guidelines for the accreditation (200 points for a yes answer)
 - b. Impact of position on program quality and integrity, as well as on students' needs (5 points)
 - c. What are your most compelling reasons for this request (5 points)
- K. Relative need is scored
- a. If your need is over 1.0 you add 100
 - b. If your need is under 1.0 you multiply by 100
- L. The quantitative score is added to the qualitative score
- M. What is next?

- a. Taskforce forms the FHP committee
- b. Department chairs complete hiring request forms and deans sign
- c. Deans forward hiring requests to FHP
- d. FHP committee holds first meeting in May
- e. Tentative ranking in the fall
- f. What is the timeline for this?
 - i. This is a trial run initially
 - ii. This would be the process used for the next round of hiring
- N. What happens if we rank 20 faculty and there are only 10 available positions?
 - a. The 10 that were not chosen would have to go through the process again next year
- O. What about growth positions?
 - a. The committee is not here to kill or create programs. This committee is just to examine the data. If a program was created and it didn't have any faculty the equation would show a need for the full time position.

EMP Goal D – Improving Internal and External Communication

EMP Goal F – Enhancing Organizational Effectiveness

- P. SLO Coordinator Application Position – Michelle Lewellen
 - a. This position description was created based on the previous position description, what the committee needs, and feedback from the coordinator
 - b. Senator O'Neil moves for approval, second by Senator Soto
 - c. Two changes: reassigned time 40% (6 units)
 - d. Brittany Lundeen abstained

EMP Goal C – Promoting Leadership and Staff Development

EMP Goal D – Improving Internal and External Communication

- Q. Student Conduct Coordinator Application Position – April Griffin
 - a. Changes to be made:
 - i. Verb agreement throughout the document
 - ii. Add a diversity statement "Experience working with a diverse group of students in a disciplinary environment"
 - iii. Make sure the Dean position is the same throughout (student affairs v. student services)
 - iv. Is this a year-round position? 10 month contract
 - b. Motion for approval with the position having 1.0 or 100% reassigned time. If the executive committee does not approve the 100% reassigned time the document will come back with a revised position description.
 - c. Senator Hoppe Nagao motions for approval, Senator Moore seconds.
 - d. Approved
 - e. Abstentions Michelle Mahoney for Senator Lundeen

EMP Goal C – Promoting Leadership and Staff Development

EMP Goal D – Improving Internal and External Communication

- R. SLO Committee Shared Governance Document – Michelle Lewellen
 - a. Moved for approval by senator O'Neil, Seconded by Senator Ukita
 - b. Approved
 - c. Abstentions: Michelle Mahoney for Senator Lundeen

EMP Goal D – Improving Internal and External Communication

EMP Goal F – Enhancing Organizational Effectiveness

- S. Senator of the Year Nominations – Michelle Lewellen
 - EMP Goal C – Promoting Leadership and Staff Development*
- T. Accreditation Committee Shared Governance Document – Michelle Lewellen
 - a. Motion for approval Senator Hoppe Nagao, Seconded by Senator Griffin

b. Approved

c. Abstentions: Michelle Mahoney for Senator Lundeen

EMP Goal D – Improving Internal and External Communication

EMP Goal F – Enhancing Organizational Effectiveness

7. REPORTS

A. Student Senate Liaison (Sarah Montesdeoca)

B. Standing senate orientation board was not able to meet and if it changes into a committee they will be able to meet regularly.

B. CCFF Liaison (Stephanie Rosenblatt)

B. CFT convention had about 30 resolutions passed that will inform the CCFF process and direction

C. Another forum will be held this Thursday before the AEA

D. Need a treasurer, the long time treasurer is stepping down at the end of the fiscal year.

E. Encourage people to step up for Senate Leadership. We need strong leadership to work closely with the union to make sure that faculty voices are heard.

C. Secretary (April Griffin)

B. SanFACC closes April 6

1. Email April if you have any questions, need the links

D. Senate Vice President (Scott O'Neil)

B. La Mirada site has had it's share of issues, sometimes internet is out for the day. There will be discussion on making sure this is fixed and that we have all other little bugs worked out before we move to continue using the La Mirada site

E. Senate President (Michelle Lewellen)

B. The budget email Dr. Fierro sent out has a lot of faculty in fear that we will have to do more work in order to receive appropriate funding from the state

C. We gave out a record number of certificates and degrees last year and are on target to do the same and more this year.

D. Faculty are great at Cerritos College. We are doing our job. We will keep doing our job. We don't have to do more than our job.

E. Resolutions to take up to the state senate

F. Nominations for senate leadership and senator for the year next week

G. OEI will be funded this week, so we will have that to vote on

8. ADJOURNMENT (12:20 P.M.)