

4/2/2019

11:05 A.M.

Cheryl A. Epple Board Room

**MINUTES**

	LAST NAME	FIRST NAME	DIVISION	TERM
X	Beyene	Aemiro	SEM	2020
X	Boutin-Vitela	Lisa	Fine Arts ( <i>Secretary</i> )	2019
	Cabuto	Froylan	Liberal Arts	2019
X	Casas	Ralph	Health Occupations	2018
X	Falcon	Dennis	Humanities/Social Science	2019
X	Garriott	Don	DSPS	2019
X	Greenberg	Bruce	Business Education	2019
X	Griffin	April	Liberal Arts ( <i>President</i> )	2020
	Hammond	Robert	Part-Time Representative	2019
X	Hoppe-Nagao	Angela	Liberal Arts	2019
X	Hugen	Mark	SEM	2019
X	Jensen	Debbie	HPE/A	2019
X	Juntilla	Tim	Liberal Arts	2020
X	Krayer	Adelle	Health Occupations	2018
X	Loera	Diane	Health Occupations	2019
X	Lovejoy-Robold	Niki	Liberal Arts	2019
X	LoVetere	Crystal	SEM	2020
X	Lundeen	Brittany	Counseling	2019
X	Maz	Andrew	Fine Arts ( <i>Vice President; CTE Liaison</i> )	2020
	Moore	Deb	Library	2019
X	Moriarty	Cindy	Business Education	2020
X	Mulleary	Joe	Technology	2019
X	Mullins	Terrance	Humanities/Social Sciences	2019
X	Obasohan	Victor	Humanities/Social Sciences	2020
	Richardson	Chris	HPE/Athletics	2018
	Salgado	Martin	Part-Time	2019
X	Soto	Armando	Counseling	2018
X	Stieber	Michelle	SEM	2019
X	Ukita	Traci	Counseling	2019
X	Vega	Frank	Technology	2018
X	Worrel	Dara	SEM	2019
	Rosenblatt	Stephanie	CCFF Liaison ( <i>Non-Voting</i> )	
X	Robles	Martha	Non-Credit Liaison ( <i>Non-Voting</i> )	
	Gomez	Anthony	Student Liaison ( <i>Non-Voting</i> )	

# AGENDA

## 1. CALL TO ORDER (11:05 A.M.)

- a. Pledge of allegiance

## 2. APPROVAL OF MINUTES

- a. Review, correct, and accept minutes from 3/26/19
  - i. Motion for approval from Senator Krayer; seconded by Senator Ukita.
    1. Vote: approved.
    2. Abstentions: Senators Lundeen, Stieber, and Moriarty.

## 3. ANNOUNCEMENTS

- a. Academic Excellence Awards: April 4, 2019, 7pm
- b. Shelter-in-place Drill: April 17, 10:15 am and 7:15 pm. The drill will test the P.A. and Nixle alert systems. It will include the showing of a video. The video is available online and via flash drive. Contact Chief Gallivan with any questions.

## 4. INFORMATION ITEMS

- a. Hiring Standards—Nick Matthews
  - i. There have been twelve equivalency reviews. Most reviews have been turned around in two school days or less. There have been two issues: (1) Applicants with lifetime credentials don't need equivalency. We may need to list the lifetime credential as a qualification on the job posting. (2) There have been occasions when the committee has asked departments to rewrite job postings to better reflect the qualifications required for a position.
- b. Virtual Counseling—Dr. Sheila Hill, Chris Sugiyama, Berenice Gallardo
  - i. This option created a new method for students to receive services. Chancellor's Office requested more options for students. Counselors received intensive training. 27 trained counselors provide two appointments and one drop in appointment per week. Screens and documents can be shared in virtual counseling sessions. Sessions are recorded and can be reviewed again. Sessions are automatically closed captioned, and counselors can edit captions if needed. There have 165 drop-ins for quick questions, 570 appointments, and a 13.1% no show rate (lower than in-person).
  - ii. Students have commented about how convenient it is and are impressed by the good quality of the video and audio.
  - iii. Please spread the word to students that virtual counseling is available. Students need the latest version of Chrome or Mozilla and a laptop/computer with a microphone and camera. Students can be reached by phone if there are any technical issues.
  - iv. Senator Ukita added that Friday evening and weekend hours are not currently available, but that is something to explore in the future.

- v. Dr. Hill shared that some campuses are using this software for office hours, so there may be a possibility for expansion in the future.

## 5. DISCUSSION/ACTION ITEMS

- a. Update on BP 4025
  - i. President Griffin discussed this GE addition with Professor Carrie Edwards. The curriculum committee will discuss this proposed GE requirement and then bring it back to the faculty senate.
- b. Smoking Town Hall Recap
  - i. President Griffin participated on the panel last week. There have been about 1200 responses to student survey. 80% identified as non-smokers, and more than 50% responded that they experience second-hand smoke less than once per week. 70% of student respondents were in favor of smoking areas. It seems that smoking areas would be a more logical first step. There are concerns about effects on the community if individual choose to smoke in community spaces across the street from campus, such as CVS or Starbucks parking lots.
- c. Social Media Policy
  - i. President Griffin shared the updated document (AP 3070). Other documents have been written to support the creation of social media sites associated with the campus. These other documents include “Social Media Account Checklist,” “Social Media Directory Form,” and “Social Media Best Practices.”
    - 1. Motion for approval of updated AP 3070: Senator Soto; seconded by Senator Hoppe-Nagao
    - 2. Approved
      - a. Abstention: Senator Falcon
- d. CTX coordinator job description
  - i. President Griffin shared a draft of the position. The new coordinator may serve for only one year (interim), as the position is reimaged. The coordinator would report to Dean of Academic Success.
  - ii. There were suggestions from senators to reduce specificity of faculty training locations, removal of preferred qualification of a master’s degree in education. Senators also requested clarification of number of hours in the CTX office versus training in classrooms or visiting with faculty. The funding for this position needs to be formalized.
  - iii. Senator Falcon suggested that a clear equity statement should be included. This inclusion would reflect the goal of the recent retreat that suggested institutionalizing an equity mindset.

## 6. REPORTS

- a. Student Liaison—Anthony Gomez
  - i. No report/not present
- b. CCFF President—Stephanie Rosenblatt (represented by Ralph Casas)
  - i. There was a membership drive last week, which added new union and COPE members.
  - ii. Elections are coming up.
  - iii. The contract is being finalized with Vice President Flores-Church.

- iv. Senator Soto announced a candidate forum on April 16 at 11 am in FA 134. All candidates were able to post statements on the CCFF website.
- c. Senate Vice President—Andrew Maz
  - i. Next Saturday is the Piano Showcase. A guest artist will be playing a duet with a player in another state. Vice President Maz is looking forward to having master classes with a video component. Many private schools now allow for remote auditions, so students can audition at Cerritos for other programs using these pianos.
- d. Senate Secretary—Lisa Boutin-Vitela
  - i. Secretary Boutin-Vitea is looking forward to attending the Academic Excellence Awards this week.
- e. Senate President—April Griffin
  - i. President Griffin announced that Mesa College professor and faculty advocate Dr. Kim Perigo has been appointed to the CCC Board of Governors.
  - ii. Part-Time Senator applications go out today.

## **ADJOURNMENT (12:20 P.M.)**

### **REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY**

Any individual with a disability, who requires reasonable accommodation to participate in a meeting, may request assistance by contacting the:

President's Office – 11110 Alondra Boulevard – Norwalk, California 90650  
(562) 860-2451, Extension 2204 – (562) 860-1104 – FAX

Copies of the agenda materials are available in the President's Office