

# SENATE COMMITTEE ON PROFESSIONAL RELATIONS

## Minutes

11 a.m., Tuesday, September 17, 2024

Zoom

**Call to Order:** 11:05 a.m.

**Quorum Met:** Yes

**Facilitator:** Chad Greene

### **Members Present:**

Sherryl Carter, Continuing Education (ACCME)  
Anne Contreras, Health Occupations  
Berenice Gallardo, Counseling  
Kari Hemmerling, Kinesiology  
Dahlene Holliness, Student Accessibility Services  
Michelle Kim, Liberal Arts  
Peter Moloney, Business Education  
Phuong Nguyen, Science, Engineering, and Math  
Paula Pereira, Library  
Rossi Petrova, Technology  
Sarah Pirtle, Media Services (CSEA)  
Veronica Sanchez, Humanities and Social Sciences  
Pamela Sepulveda, Falcon's Nest (ACCME)

### **Members Absent:**

Rob Campolo, Fine Arts and Communications

## **1. Introducing Ourselves: Members of the Professional Relations Committee for 2024-2025**

### **2. Reviewing: Information About Our Committee in Cerritos College Shared Governance Handbook**

- a. The information about the Senate Committee on Professional Relations is in the second section of the current version of the Cerritos College Shared Governance Handbook: <https://go.boarddocs.com/ca/cerritos/Board.nsf/goto?open&id=D48QUT64E3EE>
- b. The members started the 2024-2025 academic year by reviewing the purposes of our committee and our decision-making process.
- c. The committee also reviewed our quorum requirement since it is the beginning of a new academic year. We were comfortable with the quorum requirement remaining as simply a majority of our members.

### **3. Approving: Minutes from April 23 Meeting Professional Relations Committee Meeting**

- a. Michelle Kim made a motion to approve the minutes from the committee's meeting on April 23, which was seconded by Berenice Gallardo. The minutes were approved, with new member Anne Contreras abstaining.

#### **4. Setting: Goal(s) for Our Committee for 2024-2025 – and Aligning with Students First Framework**

- a.** To start the 2024-2025 academic year, the members of the committee decided that we will have one primary goal: “To recognize and reward faculty excellence at Cerritos College through the presentation of the Outstanding Faculty Awards at a ceremony at the end of spring semester.”
- b.** In response to a request from the Office of the President, we aligned that goal with Lever D (“Institutional Health”), Strategy D.2 (“Invest in our employees to facilitate excellence at all levels of service to our students”) in our new Students First Framework.

#### **5. Reviewing: Timeline for Our Work Toward That Goal**

- a.** We reviewed the traditional timeline for the Professional Relations Committee’s work toward presenting the Outstanding Faculty Awards at a ceremony at the end of spring semester.
- b.** Here is that traditional timeline:
  - i. September:** Committee reviews timeline for its work for year as well as nomination form
  - ii. October:** Nominations for Outstanding Faculty Awards open in middle of month; committee members help promote – for example, by displaying posters in public spaces in their respective areas of campus
  - iii. November:** Nominations for Outstanding Faculty Awards close at end of month; committee members continue to help promote – for example, by sharing information at their respective division meetings; committee finalizes timeline for review of nominations
  - iv. December:** Committee members begin their review of nominations
  - v. January:** Committee members discuss nominations and rank finalists for awards
  - vi. February:** Committee members cast final votes for award winners, including one Most Outstanding Faculty, up to ten full-time Outstanding Faculty, and up to ten part-time Outstanding Faculty; chair presents information on award winners to president of the Faculty Senate
  - v. March:** Committee members work on logistics associated with awards ceremony
  - vi. April:** Outstanding Faculty Awards are presented to winners at ceremony

#### **6. Reviewing: Nomination Form for Outstanding Faculty Awards**

- a.** Because the Nomination Form for the Outstanding Faculty Awards was not yet live on the Cerritos College website, Chair Chad Greene instead provided the committee members with a PDF file of it to review.
- b.** After discussion, the committee decided it was comfortable with the current nomination form.

#### **7. Reporting: Progress Toward Our Goal**

**a. Date selected:** Greene pointed out the Outstanding Faculty Awards are traditionally presented at a ceremony held at 11 a.m. on the fourth Thursday in April. This spring, that will be Thursday, April 24.

**b. Venue requested:** Greene reported that we have requested the Student Center for that date to be the venue for the ceremony. Denise Marshall in Facilities should confirm the reservation in January.

**c. Culinary Arts booked:** With the assistance of Monica Acuña in Human Resources, we have booked Culinary Arts to cater the ceremony. Acuña should have money in her budget not only for the food/drinks, but also for the awards (plaques and medals).

**d. Poster needed:** Committee member Sarah Pirtle volunteered to create a poster to promote the nominations for the Outstanding Faculty Awards, one which could be both printed and distributed online.

#### **8. Soliciting: Items from the Floor**

**a.** The committee revisited the idea of providing faculty with a suggested “standard statement” for encouraging students to submit nominations for the Outstanding Faculty Awards, with the goal of minimizing the perception the faculty were attempting to solicit nominations for themselves.

**b.** After consulting his notes on this from the 2023-2024 academic year and receiving feedback from multiple members, Greene promised to prepare a draft of the “standard statement” for the committee to review during its meeting in October.

**Meeting Adjourned:** 11:55 a.m.