

SENATE COMMITTEE ON PROFESSIONAL RELATIONS

Minutes

11 a.m., Tuesday, October 17, 2023

Zoom

Call to Order: 11:04 a.m.

Quorum Met: Yes

Facilitator: Chad Greene

Members Present:

Robert Campolo, Fine Arts and Communications
Sherryl Carter, ACCME – Adult Education
Lydia Cosio, Health Occupations
Kari Hemmerling, Kinesiology
Dahlene Holliness, Student Accessibility Services
Peter Moloney, Business Education
Phuong Nguyen, Science, Engineering, and Mathematics
Paula Pereira, Library
Rossi Petrova, Technology
Veronica Sanchez, Humanities and Social Sciences
Pamela Sepulveda, ACCME – Falcon’s Nest

Members Absent:

Michelle Fagundes, Liberal Arts
Berenice Gallardo, Counseling
Sarah Pirtle, CSEA – Media Services
Fatima Oregon, ASCC

1. Approving: Minutes from September 19 Meeting Professional Relations Committee Meeting

a. Rossi Petrova made a motion to approve the minutes from the committee’s meeting on September 19, which was seconded by Pamela Sepulveda. The minutes were approved.

2. Approving: Goal for Our Committee for 2023-2024

a. During our September 19 meeting, the members of the committee had decided that we would have one primary goal for this academic year. Chair Chad Greene had promised to provide a written version of that goal at our October 17 meeting, for the committee to officially adopt.

b. The proposed wording of our goal was: “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.”

c. Dahlene Holliness made a motion to approve the wording of the Professional Relations Committee’s goal for 2023-2024, which was seconded by Rossi Petrova. The motion passed unanimously, and the goal was adopted.

3. Reviewing: Timeline for Our Work Toward That Goal

- a. During the September 19 meeting, the committee – based on information from current members as well as former co-chairs Lydia Cosio and Clara Ross-Jones – informally and verbally 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. At the October 17 meeting, Greene followed-up with a formal, written version of that 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

4. Reporting: Progress Toward Our Goal

- a. **Committee Website and Award Nomination Form:** With the help of Samuel Chavez and Monique Valencia, Greene updated the Professional Relations Committee’s website, in general, and the Outstanding Faculty Awards nomination form, in specific (<https://www.cerritos.edu/professional-relations/outstanding-faculty-nomination-form.htm>)
- b. **Professional Relations Committee Email Account:** With the help of Erik Duane, Greene arranged for all committee members to have access to the email account profrelations@cerritos.edu, where the submissions through the nomination form are received.
- c. **Poster:** Committee member Sarah Pirtle created a poster to promote the nominations for the Outstanding Faculty Awards, which would be both printed and distributed online.
- d. **Date and Venue for Awards Ceremony:** With the help of Monica Acuña, Greene booked the Conference Center for 11 a.m. on Thursday, April 25, 2024. (He was told the traditional venue for the awards ceremony, the Student Center, would not be available at that time on that date.) Acuña had the event added to the calendars of the president and vice presidents of the college and volunteered to send out a save-the-date about ninety days in advance. In addition, she promised to assist Greene with booking Culinary Arts to

provide food for the event and reported that she had money in her budget to cover the cost of food as well as awards.

e. Campus Outreach: Greene was scheduled to present to the Coordinating Committee on October 23 and had requested an opportunity to present to the Faculty Senate on October 24 – two opportunities to share information about the nominations for the Outstanding Faculty Awards with the campus community.

5. Considering: Two Additional Opportunities to Honor Faculty at the Awards Ceremony

a. Since our September meeting, Greene had received two proposals for additional opportunities to honor our colleagues at the Outstanding Faculty Awards ceremony in April.

b. Monica Acuña in Staff Development suggested ordering plaques to recognize faculty who are reaching milestone years of service to Cerritos College (twenty-five years, thirty years, thirty-five years, or forty years), which could be given out at the ceremony.

c. Lydia Alvarez and Monique Valencia in the Center for Teaching Excellence expressed interest in presenting the Faculty Professional Development Committee's Outstanding Contributor to Faculty Professional Development Award at the ceremony.

d. By consensus, the committee was open to also rewarding faculty in these ways at the ceremony – as long as all the awards could conceivably be distributed in a way that left ample time for the honoring of the Outstanding Faculty Award winners and the Most Outstanding Faculty Award winner.

6. Surveying: Members on Preferences for December Meeting

a. Our committee typically meets on the third Tuesday of each month. In December, that would be the 19th. However, that is the week after final exams.

b. By consensus, the members of the committee agreed to meet at 11 a.m. on December 12, instead.

7. Considering: Adding a Confidential Employee Representative to Our Committee's Membership

a. Cheryl Thury had conveyed a request that the Professional Relations Committee consider adding a representative of the college's confidential employees to its membership.

b. After a short discussion, Robert Campolo made a motion to add a representative of the college's confidential employees to the committee's membership, which was seconded by Peter Moloney. The motion passed unanimously.

8. Soliciting: Items from the Floor

a. Cosio requested that the committee discuss how to best distribute the information about the nominations for the Outstanding Faculty Awards, and an animated discussion – with thoughtful contributions from multiple members – ensued about ways to disseminate it.

b. Phuong Nguyen and Peter Moloney requested that we discuss at our November meeting how faculty can ethically share the information about the nominations for the Outstanding Faculty Awards with their students. Veronica Sanchez suggested that the committee might want to put together a suggested, standardized statement for faculty that

would serve as a neutral invitation to submit nominations for the Outstanding Faculty Awards.

Meeting Adjourned: 12:04 p.m.