



Business Meeting Minutes

9-08-09 (12:30-1:30 in the Faculty Lounge)

I. **Welcome**

Shawna Bynum called the meeting to order at 12:33 pm and welcomed members and guests.

Members present: Jessica Amato, David Angelovich, Amanda Badgett, Steven Balassi, Lauralyn Bauer, Glen Bell, Andrea Bewick, Sandra Buckley, Stephanie Burns, Shawna Bynum, Dianna Chiabotti, Daniel Clemens, Michael Conroy, Emily Cosby, Tom Dana, Michael Dow, Susan Engle, Steven Fawl, Michael Gianvecchio, Ann Gross, Julie Hall, Sable Howard-Hughes, Gwen Kell, Barbara Kraig, John Liscano, Sherry Lohse, Robert Miller, Lynda Monger, Bonnie Moore, Linda Napholz, Forest Quinlan, Scott Rose, Marci Sanchez, Rebecca Scott, Erik Shearer, Tom Smeltzer, Jerry Somerville, Eileene Tejada, Walter Unti, Diane Van Deusen, Randall Villa, Maria Villagomez, Nadine Wade-Gravett, Eve-Anne Wiles.

Guests Present: Ken Arnold, Sue Nelson.

II. **Adoption of Agenda** –msp

III. **Approval of Minutes from 5-12-09** –msp

IV. **Public Comment**

1st Faculty Association Meeting, September 10th Room 830, 12:30-1:30 pm

V. **Action Items**

1. **Approve assignments in current handbook**

Discussion on irregularities: a) Curriculum does not have a representation from the BCS due to Chair from BCS; b) one evaluation team does not have a division chair
msp

2. **Ethical Standards**

The Board of Trustees is working on a general board policy for all employees. Standards will be developed by each category.
msp

3. **Bylaws Revision: Removing the CJTC Director from the Curriculum Committee**

It has been established that this position is redundant.
msp

VI. Discussion Items

1. H1-N1 response

There was a discussion on different levels of infection. A plan that has been developed is being reviewed by the President. The focus is now on non-medical containment and hygiene habits. It is estimated to have a 30% infection rate among students and faculty. Faculty need to develop influenza policy regarding absence.

2. Time, Place and Manner Policy

The free speech policy is being sent as information item. Reasonable time limits can be set on free speech. Board Policy is content neutral. Administrative regulations have also been developed. The Policy is going to the Board in the September meeting. If there are any comments, please get to Shawna Bynum.

VII. Reports

1. Officer Reports

a) President – Shawna Bynum

A faculty member is needed for the IT hiring position.

The Executive board is working with admin to make sure of communication transparency.

b) 1st Vice Pres. – Erik Shearer (no report)

c) 2nd Vice Pres. – Rebecca Scott

Evaluations are underway

d) Secretary – Nadine Wade-Gravett (no report)

e) Treasurer – Julie Hall

Fund \$1,192.69 – to give every month, see Patty Schendel.

2. Standing Committee Chair Reports

a) Academic Standards & Practices– Erik Shearer

Committee is working on general education descriptions and requirements. These changes must be to the Curriculum Committee by spring.

b) Curriculum – Steven Balassi

The deadline for all curriculum proposals is September 17th.

c) Faculty Coach Committee – Rebecca Scott

Committee will be working with the TLC to promote training and coaching activities.

d) Faculty Standards & Practices – Ann Gross

Committee is working on policy for establishing and evaluation equivalencies for hiring. Proposed changes will come to full senate.

e) Learning Outcomes Assessment – Erik Shearer

E. Shearer announced that each committee member has been assigned to work with each division. He will be holding office hours on Mon & Wed 12:30 – 2:00

pm in the TLC to work with Faculty.

- f) Professional Development – Nadine Gravett
Committee is working on flex day activities, possible training on Brown Act rules and regulations.
- g) Scholarship Committee – Sable Howard-Hughes (no report)
- h) Social Committee – Susan Engle
Cardio Salsa for faculty will be held on Friday, September 11th.
- i) Student Standards & Practices – Robert Miller
Committee is looking at Attendance Policy; Absence Policy during H1N1 impact, and Disruptive Student Policy.

3. Shared Governance Reports

- a) Budget – Walter Unti
Budget is still chaotic. It appears that CCC will not get as much money as anticipated. Forum will be held on September 17th at 3:30pm.
- b) Planning – Stephanie Burns
Accreditation Team is coming in October. Stephanie Burns will send faculty the link to the report site.

VIII. Next Meeting Items

- 1. Next Meeting Date: October 13, 2009
- 2. Next Meeting Topics
Next meeting topics will be: Quorums for committee, honors program, & H1N1.

IX. Adjournment

The meeting was adjourned at 1:20 pm.