



## **Faculty Business Committee (FBC)**

February 19, 2019

12:30 – 1:20 pm, Room 831

### **Proposed Minutes**

**Present:** F. Smyle (chair), A. Badgett, W. Fortier, C. Gillis, J. Hanson, M. Hodgins, S. Howard, M. Ignacio, M. Jong, B. Larsen, L. Monger, C. Nelson, C. Pruitt, E. Quealy, A. Thomas, R. Manzo, E. Wade, J. Amato, S. McCann, M. Wouters

**Absent:** R. Miller, K. McCann, M. Villagomez (co-chair), E. Martinez, H. Scott, C. Trujillo

#### **1. Welcome**

- Meeting was called to order at 12:33 PM

#### **2. Announcements**

- None

#### **3. Public Comment**

- None

#### **4. Adoption of the Agenda**

- Motion to adopt agenda with “8.1. Action item” to be addressed before “6. Discussion item” as student representative could not stay for full length of meeting.
- M/S/P

#### **5. Approval of Minutes: January 15, 2018**

- Motion to approve minutes as presented
- M/S/P (2 abstentions)

#### **6. Information items**

##### **6.1. Spring Meeting Schedule**

- Due to the Academic Senate Business meeting being on May 14, the last two FBC meeting dates of the semester will be on March 19 and on April 30.
- Scheduling conflict with room 875 as it is occupied today. Chair will email committee where next two meetings will be in held.

##### **6.2. Update on Ad-hoc Technology Workgroup**

- Due to scheduling conflicts, this workgroup is planning to meet for the first time on Monday 2/25/19, 12:15 pm- 1:30 pm.
- Reminder that this is the ad-hoc workgroup to discuss IT governance and faculty’s input on technology issues.

- Josh Hanson, Cathy Gillis, Christine Pruitt, and May Jong are taking comments to bring to the meeting.

### **6.3. Update on Distance Education (DE) Plan**

- Diverted efforts to completing Unit Plan on time.
- Unit Plan's overall picture is to develop more of an infrastructure for DE.
- Still working on DE approval process, course approval process, and a CANVAS day.
- CANVAS Day planned for December 6, 2019 at this point.

### **6.4. Emeritus**

- FBC chair will take on the Board Policy (BP)/Administrative Procedure (AP) for Emeritus. Hope to get it approved by end of semester as it is important to review and update as soon as possible.
- Plan to put Emeritus BP/AP as one AP under Academic Employees if possible.
- Concern that Emeritus recognizes Classified and Administrative staff as well so it may have to stay in chapter 3 of the Board Manual. FBC Chair will look into these details and discuss at next meeting.
- There are many documents related to Emeritus in different places that need to be reviewed and defined.

## **7. Discussion item**

### **7.1. Board Policy workgroups present**

#### 7.1.1. AP 7616 Academic Employees: Grievance Procedure for Contract Decisions (Brian Larsen)

- Consulted previous grievance officers and looked at the language.
- Determined that this AP should refer people to the contract as this policy is explicitly laid out in the contract.
- FBC Chair consulted with the Faculty Association President to determine if the language piece from the contract needs to be included in the AP or not.
- Discussion regarding referring to the contract when the contract language consistently changes and whether it is best to refer to the contract or include the language from the contract in the AP.
- Comment that in defining BP/AP approval process, we can start to track language from contracts by flagging them so that when the contract changes the BP/AP can be revised.
- Comment that putting the language in the AP reminds the faculty of what the policy is upon reviewing it.
- If the Faculty Association President recommends putting in the language, we may need to add it into the AP.

#### 7.1.2. BP 7340 Leaves (Alysia Thomas)

- Main changes were taking out the redundant material.
- Human Resource office (HR) recommended removing some text as it was addressed in another BP/AP.
- HR recommended crossing out/removing some of the APs that are referenced as they are either old, under review or non-existent.
- Recommendation to review each BP/AP that was crossed out to make sure that they are not still applicable.
- Request made to get a copy of this BP before it goes to senate.
- Clarification that it will be an action item next month.

#### 7.1.3. AP 7341 Sabbatical Leave (Alysia Thomas)

- Consulted with HR, Professional Development Coordinator, and additional faculty to align the process and contract with this AP.
- Listed edits made by workgroup and HR. Worded language to be applicable to current practice.
- Concern expressed that anything HR removed should be confirmed by workgroup.
- Comment that AP should reference the Academic Senate website for current process.
- Decision to put last sentence of first paragraph back in for clarity.
- Comments that the current forms need to be updated with this AP by the end of the term.
- Request to have this revised document sent out to committee as soon as possible so there is time for reviewing all BPs/APs.

#### 7.1.4. AP 7211 FSA, Minimum Qualifications, and Equivalencies

- For Minimum Qualifications AP will reference the California Community College's Handbook where the language spells out procedure.
- For Faculty Service Areas AP will reference the contract.
- For Equivalencies the consultant gave an example that does not align with our practices so it will be removed.
- The consultant recommended that the 2 old APs for these be combined into one new one that will house all 3.
- This AP will be coming back to discuss.

### **8. Action item**

#### **8.1. Faculty Hiring Procedure**

- Discussion regarding language under "Hiring Committee Members' Commitment and Responsibilities". Amendment suggested but denied as majority of committee felt current language regarding attendance implied meaning that was requested to be added.

- Discussion regarding language under “Hiring Committee Composition” under “Student Representative”.
- Request made to remove the language that says “in collaboration with discipline faculty” as it does not reflect current practice.
- Extensive discussion about how the “Student Representative” composition should read and what the procedure should be for the student representative being selected.
- Amendment made and decision reached to add a phrase to read, “in collaboration with discipline faculty *whenever possible*”.
- Motion to endorse with this amendment.
- M/S/P (1 opposed)

**9. Future Agenda items**

9.1. Emeritus Status

- Further discussion will take place in March.

9.2. Board Policies

- Further discussion will take place in March.

**10. Adjourn**

Motion to adjourn meeting at 1:22 PM

- M/S/P