Faculty Business Committee (FBC)

November 20, 2018
12:30 – 1:20 pm, Room 875
Minutes

Present: F. Smyle (chair), A. Badgett, W. Fortier, J. Hanson, M. Hodgins, M. Ignacio, M. Jong, B. Larsen, K. McCann, E. Martinez, L. Monger, C. Nelson, A. Thomas, C. Trujillo, R. Manzo E. Wade

Absent: M. Villagomez (co-chair), J. Amato, C. Gillis, S. Howard, C. Pruitt, E. Quealy, H. Scott, S. McCann, R. Miller, M. Wouters

1. **Welcome**
   - Meeting was called to order at 12:31 PM

2. **Announcements**
   - Reminder that after Thanksgiving, the 2nd Academic Senate Business meeting is devoted to discussion and will be revisiting how to reorganize ourselves as committees.
   - EOPS students started to register on the 13th. They are one of the pilot groups starting to use student planning.
   - Welcome Cliff Nelson to our committee.
   - This is the last meeting of the semester. Spring dates will be coming out to everyone via email.

3. **Public Comment**
   - None

4. **Adoption of the Agenda**
   - Motion to adopt agenda as presented
   - M/S/P

5. **Approval of Minutes:** October 16, 2018
   - Motion to approve minutes as presented
   - M/S/P

6. **Information Items**
   ### 6.1 Distance Education Guidelines return to Senate
   - Distance Education Guidelines should have been at the last senate business meeting for approval.
   - They will return to the next meeting November 27.

6.2 Board Policy workgroup updates
- Alysia Thomas gave update that her group is working on the BP/AP for Leaves/Sabbatical Leaves.
- Revisions have been made to align language with the contract.
- Other group members have been looking over revisions.
- Waiting on meeting in December with Human Resources to move forward.
- Molly Hodgins gave update that workgroup is familiarizing themselves with the policies and procedures as well as comparing them with others from other colleges.
- Workgroup plans to present at next January meeting.

7. **Discussion items**

   7.1 Technology update and goals for 2018-19
   - Technology Committee Goals & Objectives document presented.
   - Technology Committee is looking for input from the faculty as far as what needs to be accomplished in Technology.
   - Last month SME division asked if it was necessary to review history of IT governance. Also, division wanted Infrastructure of IT and Budgeting to be looked at.
   - Budget and Infrastructure seem to be most important, to update the current hardware that we have.
   - Comment that reviewing the history of IT is important so that decision can be made on the Technology Committee remaining small or making it a larger body that just addressed the intersection of instruction and technology.
   - Discussion about how there are IT issues to be looked at that involve actual hardware as well as how technology affects instruction.
   - Comment made that expanding the committee and having an arena to discuss instruction and supporting pedagogy to bring recommendations to the larger committee.
   - Comment regarding specific disciplines being given opportunity for input on goal and objectives is important.
   - Discussion about technology hardware issues in classrooms inhibiting instruction.
   - Requests for results from survey that OAA sent out to be incorporated in discussion of Technology committee's goal and objectives.
   - Reported that the budget restricts implementation of infrastructure and classroom technology.
   - Comments that having backup equipment is necessary to maintain technology

for daily instruction.

- Division feedback requesting to have ticket responses sent with time updates as to when issue will be resolved.
- Email issues where faculty cannot use search in emails any. Request for timelines on when issues will be resolved.
- Document that states how ticketing should work needs to be updated.
- Question regarding timeline enforcement for technology issues.
- Goals, objectives, and timelines need to be realistic so they can actually be attained.

7.2 Faculty Hiring Procedure

- Workgroup worked on revisions to this document. Chair worked with Human Resources after workgroup's revisions to make sure that legal language/Title 5 language was included.
- The majority of changes were to clean up document, make it more user friendly, and align with current practices.
- Campus closure last Friday inhibited timely completion of this document for earlier review.
- On the FBC webpage, under 11/20 meeting, you can find the old document from 2011, the revised version that we are discussing, as well as a summary of changes that were made.
- Document will go to Council of Presidents, divisions, and senate business meeting for discussion soon. We hope to utilize this new process this coming Spring for following Fall hiring.
- In document, Student Representative (Rep) remained on hiring committee. "Committee Member's Roles & Responsibilities" was added so that everyone is on the same page. Expectations are clear for all hiring committee members.
- Revisions include clarification on EEO Representative's role as a non-voting member.
- EEO Reps are trained to not be voting members for faculty hiring.
- The "Emergency Full-time Temporary Faculty Appointments" section has also been clarified so that administration and faculty leadership are in agreement when appointing new faculty.
- Question regarding why EEO Reps are non-voting members. Addressed in that EEO Rep has a specific role, to monitor actions and support/guide chair in the process. They need to be a neutral front.
- Two schools of thought on EER Reps:
  -Let Hiring Committee decide who EEO Rep will be.
  -Have a separate EEO Rep.
- Having a separate EEO Rep has consequences. Hiring has come to a halt

because there are not enough EEO Reps, or Reps are not available. If you think we need separate EEO Reps then please get trained and be willing to serve.
- Comment made that when we come up with policies, there is a real cost to the rules that we propose. More rules doesn't always mean fairer. It can lead to confining ourselves from doing things we find we need to do. Greater flexibility is very valuable.
- Concern brought up regarding language of last sentence in document under section V. that addresses failure to comply with requires results in "removal" from hiring committee. Asked for clarification on this. Suggested, "relinquish position" instead of "removal".
- Concern brought up regarding Student Representative language under section V. Committee member voiced concerns that this language may cause competition between students. Suggested a clause, "unless appointed by our team".

8. **Action Item**
   8.1 Flex Day Agenda
   - Flex Day agenda document presented.
   - Presenters explained how this agenda is similar to past Flex Day agendas.
   - Feedback considered from last Flex Day was incorporated.
   - No-host lunch for this agenda.
   - Comment that agenda should include training for EEO Representative.
   - Motion to recommend Flex Day Agenda as recommended by the Flex Day workgroup.
   - M/S/P

9. **Future Agenda Items**
   9.1 Sabbatical Requests
   9.2 Faculty Hiring Procedure

10. **Adjourn**
    Motion to adjourn meeting at 1:23 PM
    - M/S/P