OCC Academic Senate Executive Board Special Meeting Minutes

Tuesday, March 7, 2023, 11:30-12:30, Student Union Room 214 & Zoom

E-Board Members in Attendance: Parliamentarian Nina Barrios, Vice-President Rendell Drew President Lee Gordon (left at 1:30), Secretary and PDI Chair Marilyn Kennedy, Curriculum Chair Lori Pullman.
E-Board Members Absent: None.
Guests Officially Signed In: Vice-President of Instruction (VPI) Michell Grimes Hillman

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I. Preliminary Matters

(Please note that the Presiding Officer's vote shall be recorded as an abstention, unless breaking a tie vote.)

A. **Call to Order: President Gordon** called the meeting to order at 12:35 p.m.

B. **Public Comments**: **Secretary Kennedy** noted that she invited **Academic Senate President, Vice-President, and Secretary Emeritus Jamie Blair** to speak to the E-Board. **Jamie Blair** and **VPI Grimes-Hillman** spoke in the Business A. item area.

C. **Approval of the Minutes:** **Secretary Kennedy** reported that last week the E-Board members wanted their speeches in the minutes. She stated that minutes are not supposed to be verbatim, but a formal record of what is done at a meeting [Robert's Rules § 48]. She can prepare regular minutes, but right now the verbatim minutes are 12-25 pages long without editing and she would like to talk to the E-Board about this due to the rules and also the hours of extra time it takes. **President Gordon** said this would be discussed next week.

Point of Order: President **Gordon** *stated that he had a meeting to attend at 1:30, and so he less time today.*
Motion 1: Secretary Kennedy moved to have II. Business moved to after the minutes; seconded; approved.

II. Business:

A. **Program Coordinator Resolution Revision (S11-03, April 3, 2011):**

Secretary Kennedy presented a section from the Senate's approved "Committee Member and Task Force Volunteer Appointment Selection Process 3 Resolution #S 2018-1, Approved by the OCC Academic Senate on February 13, 2018," reminding that it is inaccurate to be state that selections for faculty committee appointments are completely random; rather, the resolution outlines clearly how to narrow a call-out that very specifically that meets the needs of the committee or group. PDI has followed this process for years and all persons requesting a call-out should be informed:

REQUESTS FOR APPOINTMENTS PROTOCOLS

Section II.A: Requests for Members/Volunteers: After gaining the feedback and approval of the appropriate committee or group and following the required committee bylaws or District policies, the chair, administrator, or designee for the committee/group/task force submits a request that informs the Senate E-Board and its support staff person of any specific membership or volunteer needs, as pertinent to that specific request:

1. Meetings dates, times, and places
2. Specific faculty requested, such as full-time tenured, full-time, or part-time, or no preferences or requirements
3. Number of appointments available
4. Length of term of service
5. Specific area, skills, committee membership, or knowledge preferred or required plus a brief reason (examples—need particular department or division representative, has accounting skills, has budget analysis skills, reads Spanish, knows construction, etc.)
6. In the event that a department or division anticipates a request for a fourth faculty member for a hiring committee but before that hiring committee formally meets to make such a request (as required by CCCD

policies), the department or division may submit and identify a fourth faculty member to be approved by the Senate in the eventuality that the hiring committee makes that request.

Secretary Kennedy noted that then the those who have met the requirements are drawn from a lot. [See Section III.B. 2}. The E-Board should be informing those who request faculty for committees of this option.

Following this review, the Senate's coordinator resolution was presented, and **Emeritus Blair** provided the reasons and history for the resolution, as she had worked with others on the Senate E-Board along with the administration, and they carefully reviewed the contract to create a fair policy that allowed for a single process, rather than two separate processes, for selecting a coordinator. **Secretary Kennedy** noted that three of the four current E-Board members were in the Senate at the time and voted for this:

Resolution on Selection Procedure for Program Coordinators (S11-03)
Approved by the OCC Senate on April 3, 2011.

Whereas the Senate wishes to comply with the new contract language on the selection of program coordinators (Article XI, Section 16),

Whereas the new contract language states that the selection process for program coordinators with reassigned time of one academic year or less will be made by management in consultation with the academic senate,

Whereas the new contract language states that the selection process for program coordinators with reassigned time of more than one year will be made by the Academic Senate in consultation with the management,

Whereas the Senate prefers to create a single selection process for all program coordinators regardless of the length of their appointment,

Resolved that said selection process include the following elements:

1. The management shall be responsible for finalizing the job description after the current program coordinator, relevant committees, and Academic Senate provide feedback on its contents regarding academic and professional matters.
2. The Academic Senate shall announce the position to the faculty for a minimum of twenty calendar days.
3. The Academic Senate President and College President (or their designees) shall determine whether a sufficient number of applicants have come forward. In the case of no applicants, the Senate will conduct another announcement of the position.
4. The selection committee shall be composed of two managers and two faculty members. In the case of a program coordinator who regularly interfaces with a classified staff member, the classified staff member shall be added to the committee.
5. The faculty appointed to the selection committee should come from the appropriate constituency (for example, honors faculty should be asked to serve on the selection committee for the Honors Program Coordinator).
6. The selection committee shall establish its own procedures when determining the finalists who shall be interviewed, the interview questions, and the method by which they select the candidate who shall be offered the position.

Point of Order: President Gordon left at 1:30 during the discussion below; VP Drew took the gavel and led the meeting for the rest of the meeting. Discussion followed, and **VPI Grimes Hillman** shared that she had never seen this resolution or known about the policy, so the administration was unaware. She also stated that the process of updating or writing new MOUs has become cumbersome and time-consuming on the administrative District side which can take months and months. By the time the Senate receives the completed MOUs, there is little time for a call-out for a formal process due to time constraints for the upcoming fall schedule and faculty fall schedules. **The E-Board** reviewed and discussed the policy and agreed that the 20-day call out to announce the coordinator positions was lengthy and that 10 days would be more reasonable. Emeritus Blair explained the purpose in having two faculty from the specialty area, as well, on the hiring committee. **President Gordon** suggested he wanted more changes to the policy but did not specify. The resolution will go to the Senate next week for a review.

III. **Discussion of Upcoming Agenda Items:**

    A. **Future Meeting Agenda:** March 14: BPAP Report/Proposed Changes, Guided Pathways, Coordinator Resolution, College and Career Fair.

IV. **Adjournment:** **Vice-President Drew** adjourned the meeting at 1:40 p.m.
    Minutes Approved: March 14, 2023