OCC Academic Senate Executive Board Meeting Minutes

Tuesday, November 15, 2022, 11:30-12:30 PM , Student Union 214 & Zoom

E-Board Members in Attendance: Parliamentarian Nina Barrios, Vice-President Rendell Drew, President Lee Gordon. Secretary and PDI Chair Marilyn Kennedy, Curriculum Chair Lori Pullman (non-voting).
E-Board Members Absent: None.
Guests Officially Signed In: Barbara Cooper, John Fawcett, Vice-President Michelle Grimes-Hillman, Rebecca Morgan.

I. Preliminary Matters

(*The Presiding officer's vote will be counted as an abstention unless breaking a tie.)*

Call to Order: President Gordon called the meeting to order at 12:34 p.m. He requested to add the "Guided Pathway Coordinator" to item 3. A.

A. Public Comments: VPI Grimes Hillman, Rebecca Morgan, John Taylor.

B. **Approval of the Minutes: Secretary Kennedy** noted that the minutes could not be completed as she needed to have permission from the guests who attended last week to list them in the minutes if they were not invited by the Senate President to present and were not officially presenters. This would also change the format of the minutes and what is included. She emailed the Senate President about this, but he did not respond. She stated she could not list/publish names in the minutes without their approval if they were not invited; guests are not required to identify, and we cannot list them without their permission. [Section 54953.5; First Amendment Coalition]. She asked the Senate President at this meeting if he invited them; he did not respond. She stated that she needed the information legally and would have to request it formally as to if they were invited presenters, as guests do not need to identify. Therefore, the guests in attendance at this meeting voluntarily all gave verbal permission to list their names in the minutes of last week and this week. **VPI Grimes-Hillman** said that she has seen the item on the agenda and invited the others.

C. Executive Board Member Reports:

1. **Secretary Kennedy** stated when she was writing up the minutes, she referred to *Robert's Rules*, 12th edition, as to what to do about including an outburst in the minutes that was out of order, but the person would not identify themselves, and so she replayed the recording. In her research in *Robert's Rules,* it stated that "Speakers must address their remarks to the chair, maintain a courteous tone, and–especially in reference to any divergence of opinion—avoid injecting a personal note into debate. To this end, they must never attack or make any allusion to the motives of members." **Secretary Kennedy** noted that *Robert's Rules* allows for the chair to call this out but could not locate a provision in *Robert's Rules* for calling out a chair.

II. Discussion of Upcoming Agenda Items:

A. President Gordon noted that this will be done online. Past agenda item plans included the following: Honors presentation. In the spring, division senator presentations
B. E-Board Agenda: November 15: Online Coordinator Discussion. **Later:** Senator-at-Large Seat.

III. Business:

A. <u>Online Coordinator Discussion, Continued:</u>

Due to the Online Coordinator selectee being placed on the Senate's Consent Agenda in September, pulled due to its divergence from the normal coordinator process/procedure, and subsequent request for it to be placed back on the Consent Agenda by **Dean Taylor,** it was referred to the Senate E-Board for examination of the process. This item was discussed on November 8, but the meeting was cut short a half hour due to room issues.

President Gordon asked **Secretary Kennedy** what questions she had that still needed answers. **Secretary Kennedy** stated that the unanswered questions were these: How long was the call was out for the position? Who was on the committee that chose the selectee? Why was the official coordinator selection process not followed? Why was the Online Coordinator selectee on the Senate consent agenda which is not part of the process? What does the CFE union say about teaching a workshop as eligibility for this position since CFE wrote the MOU which requires applicants to be a faculty member? A part-time CFE faculty member carries a teaching load of 7.5+ LHEs; the applicant's workshop is 20 hours.
Secretary Kennedy presented some new information to add to last week's inquiries and info. The call out for the Online Coordinator position was from August 30-September 6, when faculty were on duty. However, the approved Senate process requires a minimum 20-day call out, not 7 days. (She stated that it is less desirable to send it the first week of the semester when faculty are meeting classes and students and are overwhelmed with that work.) **VPI Grimes-Hillman** stated she was not given this official process of was unaware of it. **Secretary Kennedy** stated she would get that from **Senate President and Professor Emeritus Jamie Blair** and forward it; it is Resolution S11-03. **HR Director Rebecca Morgan** read the process from the CFE Contract. **Secretary Kennedy** noted that the Senate knew about that language but had added specifics to it to create a regular, clarified process in a resolution which had been followed for years. She also stated she had contacted the CFE Union again about another question relating to this, and did not yet hear back, but would. She wanted to allow them time and would share that response with the E-Board as it has repercussions for this position and eligibility to CFE union membership for workshop facilitators.
Dean John Taylor stated that he had not requested the Online Coordinator selectee be placed on the Senate Consent Agenda and did not know why it was there. No one at the meeting stated they requested it to be on the Consent Agenda and or knew why it was there.

B. <u>Guided Pathways Coordinator: (Added to the agenda by President Gordon).</u> President Gordon stated that another coordinator selectee may need to be reviewed, the Guided Pathways Coordinator. The E-Board reviewed that process and discovered this information: The Guided Pathways MOU had recently been reviewed by the Senate, the call out was for 14 days, the applicant is a CFE-eligible faculty member who teaches a minimum of 7.5 LHEs of COR-approved academic courses and was eligible to apply, and the applicant was interviewed by the VPI and Senate President Gordon. The E-Board determined that the process and applicant met all the requirements of the Coordinator Selection process approved by the Senate except for one small error; it had two 7-day call outs, not the 20 days; however, only one applicant applied during those two call-outs. The E-Board thought that was sufficient considering the circumstances. The process does not require the Consent Agenda at all. Since the applicant was interviewed and selected by the VPI and Senate President after following proper procedure and eligibility, Kisha Williamson-Champion is the Guided Pathways Coordinator.

<u>IV.</u> Adjournment: President Gordon adjourned the meeting at 1:23 p.m.

<u>V.</u> Minutes Approved: December 6, 2022