



OCC Academic Senate Executive Board Meeting Minutes

Student Union 214 & Zoom

Tuesday, November 28, 2023, 12:30-1:30 PM

Minutes approved on December 12, 2023

E-Board Members in Attendance: Parliamentarian Cyndee Ely, 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: Classified Senate President John Fawcett, Online Coordinator Barbara Cooper, Dean John Taylor

I. Preliminary Matters

- A. **Call to Order:** **President Gordon** called the meeting to order at 12:30 p.m.
- B. **Public Comments:** None
- C. **Approval of the Minutes:** *Motion 1: Secretary Kennedy moved to approve the November 28, 2023, meeting minutes; approved with one abstention from President Gordon.*
- D. **Executive Board Member Reports:** **The E-Board** discussed the timeline for selection of the Senate appointments for the Interim VPI and permanent VPI position. After consulting with President Suarez, **President Gordon** said that we have time to do a proper selection and appointment process. This will be followed up on. **Secretary Kennedy** reported that there are some District hiring policies which limit the time frame to Senate appointments to five or ten days which impairs the Senate appointment process, and she will work on writing up draft language for the Senate for these situations. **The E-Board** heard **SLO Coordinator Kelly Holt** report that the ISLOs had the “non-verbal” language added back, something requested by the Senate. **Secretary Kennedy** requested that Anna Hanlon and Kelly Holt consider presenting at Flex or the Senate Waterfront retreat on Senate committee appointee responsibilities.

II. Discussion of Upcoming Agenda Items:

- A. **Agenda Items for Senate December 5 and future:** ARC ad hoc committee resolution (Marilyn will write), Senate Role in the ISER Report Preparation, January Waterfront Campus Session, BP/AP Faculty Hiring Process, mental health presentation by Larry Valentine
- B. **Agenda Items for E-Board December 5:** OAB membership and bylaws.

III. Business:

A. Online Advisory Board (OAB) Bylaws Review:

The E-Board reviewed and discussed with **Faculty Online Coordinator Barbara Cooper** and **Dean John Taylor** the OAB membership and bylaws. The OAB Portal Site members list, minutes, and documents, plus proposed bylaws were reviewed and discussed. Senate committees and the Brown Act were discussed. The following determinations were made:

- The OAB is a Senate committee. Senate committees have voting memberships open only to faculty, but anyone can attend a Senate or Senate committee meeting.

- The number of faculty representatives for the OAB was determined to be one from each division. A quorum will be decided in the bylaws based on that total.
- There will not be an executive board for the OAB.
- There will be no officers other than the Chair who is the Faculty Online Coordinator.
- The OAB will arrange a time for its meetings based on its faculty members' schedules and what is most conducive to faculty member attendance, so no specific time/day will be set in the bylaws, but "once a month" may be the standard.
- Future OAB meetings will be posted according to Brown Act procedures.
- **Parliamentarian Ely** will create an OAB bylaws draft based on the proposed changes and bring that back to the E-Board next week.
- **The E-Board** and **Faculty Online Coordinator Cooper** and **Dean Taylor** will meet next week for review of the new draft.

IV. Adjournment: President Gordon adjourned the meeting at 1:25 P.M.