



## ACADEMIC SENATE MEETING

December 11, 2018 | 11:30 a.m. – 12:30 p.m. | Faculty House

### 1. Call to Order:

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President Loren Sachs called the meeting to order at 11:33 a.m.

President Sachs addressed the Senate, acknowledging the work of the faculty this semester regarding AB 705, Guided Pathways, and all faculty work and participation on committees. He stated that we have lots of work to do in the spring, including work on the new student funding model and visions for success, and stated that some of our college goals need to be reassessed for the benchmarking that will be attached to them because the Chancellor's office is looking for systemwide growth. President Sachs stated that we are at the top end of the matrix, so our movement will not have to be a lot and we will need to be looking at that, as we will have to sign off in May. He reminded the Senate that the accreditation site visit will take place at the end of February, and President Ballinger will speak on that topic during the meeting today.

**Senate Members:** [See Voting and Action Tallies Chart at the end of these minutes for arrival times and voting records.] Kaveh Agahi, Associated Students Representative; Carol Barnes, Counseling Senator; Vice-President Jamie Blair, Senator at Large; Cameron Brown, Athletics and Kinesiology Senator; Eric Cuellar, Senator at Large; John Dale, Library Senator; Matt Denney, Technology Senator; Rendell Drew, Senator-at-Large; Cynthia Ely, Part-Time Senator; Immediate Past President Lee Gordon, Senator at Large; Anna Hanlon, Curriculum Chair; Kelly Holt, Senator-at-Large; Darryl Isaac, Consumer Health Sciences Senator; Secretary Marilyn Kennedy, Literature and Languages Senator, PDI Chair; Doug Lloyd, Math and Sciences Senator; Leland Means, Visual and Performing Arts Senator; Jeanne Neil, Business and Computing Senator; Clyde Phillips, Student Services Senator; Iriini Rickerson, Senator at Large; Brent Rudmann, Social and Behavioral Sciences Senator; President Loren Sachs, Senator at Large; Will Thai, Part-Time Senator.

**Senate Members Absent:** Kaveh Agahi, Kelly Holt, Will Thai.

**Guests:** Jack Amsell, Jessica Ayo Alabi, Kevin Ballinger, Lori Cassidy, Tara Giblin, Jaki Kamphuis, Rich Pagel, Charlene Reed.

### 2. Approval of the Agenda:

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**Motion 1:** Senator Rudmann moved to approve the agenda; motion seconded; motion approved unanimously.

### 3. Approval of the Minutes for November 27 and December 4, 2018:

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**Motion 2:** Senator Barnes moved to approve the November 27, 2018, minutes; motion seconded; motion approved unanimously. **Motion 3:** Senator Barnes moved to approve the December 4, 2018, minutes with minor changes; motion passed with three abstentions and no noes.

### 4. Public Comments:

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Iriini Rickerson.

### 5. Consent Agenda:

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**Motion 4:** Senator Rudmann moved to approve the consent agenda; motion seconded; motion approved unanimously. [See Addendum 1 of these minutes for the detailed Consent Agenda.]

## 6. Officer, Senator, and Committee Reports:

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- A. **President Loren Sachs:** Senator Ely will provide a budget update in the spring.
- B. **Professional Development Institute (PDI): Chair Marilyn Kennedy:** The PDI Conference Subcommittee welcomes Debbie Raskin as a new member [from Math], who was just approved on this Consent Calendar; she is replacing Dale Nauta who was on the committee for twenty-eight years and was the committee's math person. At its last meeting, the committee approved and presented a commendation resolution to Dale Nauta for her excellent service. In the interest of time today, that item will be included in the formal report submitted to the Secretary today rather than read. [See Addendum 2 of these minutes for the report/resolution.]
- C. **District Consultation Council's Board of Trustees Policies Subcommittee Report: Secretary Marilyn Kennedy:**
- BP/AP 7310 Nepotism, BP/AP 7120 Hiring:** Your request to bring back the hiring and nepotism policies was submitted in written form.
- AP 4222 Remedial Coursework:** The committee agreed that they would not write into the policy specific language on how students would receive advisement before their third "W," allowing each college to make their own decisions; the committee also removed the word "adult" as we suggested in regards to non-credit instruction. The AB 705 language was updated as requested, but there is still some language that they would like feedback on from the AB 705 experts in the Academic Senate, and that updated copy is available to anyone who would like to review the AB 705 updates and provide feedback.
- AP 4240 Academic Renewal:** In regards to Academic Renewal, the committee accepted many of our recommendations. Language will be added to ensure we only grant renewal to our own courses but will honor already-renewed courses from other colleges. As of now, the subcommittee's proposal still has the minimum of 2.0 GPA in its proposed policy change, (not with the no D, F, or NP classes—although Senator Blair's proposed idea was presented), but the proposed policy is still on the subcommittee's table as discussion. [Note: The Senate recommended this specific language for AP 4240: "a minimum 2.0 GPA and no D, F, or NP classes"] Concerns raised at the subcommittee are that we do not want to be at the bottom of the quality scale of Region 8. Up for debate there is how many times a student can request renewal. This will be brought back early next year for further discussion in the subcommittee. The OCC Senate has done a great job working on this and providing input to the subcommittee.
- BP and AP 7310 Nepotism Policy, Proposed Changes by OCC Classified Senate:** The Classified Senate has prepared a new policy with changes they would like to see implemented, which is probably going to go in a different direction than what we want. An official copy has not yet been provided for release, but they are proposing to add "any person(s) who are in a close personal relationship" to our Nepotism policy so that those people may not be hired, transferred, or promoted within departments, divisions, or sites with a shared line of supervision or in which the employees participate in personnel decisions that affect one another; any relationships must be disclosed when on hiring committees or making personnel decisions, and then recusal; if not, employees will be subject to disciplinary action. Also suggested to be added is that if it is determined that a relationship affects "morale" among other things, efforts will be made to reassign duties or change the current assignment and/or transfer to eliminate the appearance of impropriety. As for the faculty exemption granted by the VCHR, it is suggested to be left in but reworded to disallow a relationship with an indication of a conflict of interest, or an adverse impact on supervision, safety, security, or morale in the work environment.
- D. **Secretary's Report: Secretary Kennedy:**
- Brown Act Compliance:** Due to some confusion last week regarding our required compliance with the Brown Act, I was charged with gaining information on this at the State Academic Senate level. Therefore, after research, I refer you to pages 27-28 (and its links) of the ASCCC's *Local Senates Handbook, their advisory document to local senates in the California Community College system regarding our requirements under law, which notes these obligation: (1) to protect and honor the participation of faculty in institutional decision making regarding academic and professional matters as*

defined by Title 5 Regulations, the 10 + 1; and (2) to observe the letter and spirit of all applicable laws, especially the *Open Meetings Acts (the Brown Act)*, which requires transparency in voting, record keeping, and agendas, so that we publish an agenda with specific and accurate agenda items 72 hours before a regular meeting. Additionally, this law requires that we publicly note and report “the vote or abstention on that action of each member present for the action.” I will request that the E-Board work with our Administrative Secretary to have these two links posted to our Important Documents page.

**Legal Advisement/Proxy Voting/Teleconferencing:** Also, I was charged by the E-Board with contacting legal counsel and other experts regarding the Brown Act and proxy voting, as per the District. Contrary to what was presented in the November 27, 2018, meeting, the Brown Act does not state anything about proxy voting, nor does it require we put proxy voting in our bylaws—*Robert’s Rules* requires we put it in the bylaws. The Brown Act, a higher law for us than *Robert’s Rules*, requires that we report “the vote or abstention on that action of each member present for the action.” The Brown Act also allows teleconferencing participation for those who cannot attend a meeting, and we are in communication with the District about the possibility of implementing that for our Senate. The Brown Act allows this. However, the Brown Act requires that a quorum still be kept—so only those within the jurisdiction (the county) can be counted towards a quorum, but if we keep a quorum, we can still allow those teleconferencing, even out of our jurisdiction, to participate. We will provide more information as we collect it from the District mediator contact regarding teleconferencing.

A senator verified that it is common for the Board of Trustees to use teleconferencing if a trustee is absent.

Another senator asked for President Sachs or Secretary Kennedy to speak to the article that allows this body to open our bylaws for consideration of amendments.

President Sachs stated that the bylaws can be opened by a petition, on the agenda for today under item 7D, we need a one-third vote or written petition of the senators to open the bylaws for amendment. The plan for item 7D, if there is a vote of seven senators, is that we would open the bylaws for consideration and then we would look at them when we reconvene in the spring as to changes or additions to the bylaws.

A senator asked if there was another possible way to open the bylaws?

President Sachs stated that the E-Board can also open the bylaws through an E-Board vote.

Secretary Kennedy referenced that the E-Board originally decided against opening the bylaws regarding proxy voting after feedback from District legal counsel [via the mediating person], *because we were advised we could do it, but it was recommended that we do not, due to Counsel’s concerns regarding the Brown Act.* As for temporary absences, we already have something in our bylaws that has to do with temporary senator replacements. In our bylaws it states “For temporary vacancies, a Senator may designate a substitute from the same constituency which they represent who will serve as if elected.” The President just needs to approve the temporary replacement. The District’s concerns are clear that they don’t want dialogue amongst the Senate members away from the meeting because of the Brown Act. As to the petitioning process to open the bylaws, if we follow that by going outside of the meeting, we might actually have that problem, so I think that is something that we need to consider changing, as well.

A senator restated/questioned that what Secretary Kennedy stated—“is that there is something in our bylaws that says we have absentee voting or that another member can present a vote for us? That’s in our bylaws? I would really like to know that article.”

President Sachs stated that it was in our bylaws and requested that Senate Administrative Secretary Goetz display it on the screen; Secretary Kennedy requested that Article 1. Section 6 be pulled up and referenced:

“Temporary vacancies occur when the President declares a Senator is on approved temporary leave. Then the Senate shall conduct an election to fill the seat for the duration of the leave as per Sections 3, 4, and 5; or, in lieu of an election, the Senator may designate a substitute from the same constituency which they represent who will serve as if elected. “

A senator stated that her first experience years ago was as a temporary substitute senator and that it was a good experience for her.

A senator stated that it speaks to substitution but not of the ability to vote and represent your constituency if you are not going to be here for a very important vote.

Both President Sachs and Secretary Kennedy stated that we need to open our bylaws in general.

- E. **BSI Committee/Applications: Vice President Jamie Blair:** BSI received eleven applications this period, eight were revised and resubmitted; ten were approved overall. One was not a fit for BSI’s purview but the applicants were referred to an alternative funding source.
- F. **Guided Pathways Onboarding: Jessica Ayo Alabi, Coordinator:** Coordinator Ayo Alabi apologized to the Senate for being new at the position and not fully understanding how important it was to report about Onboarding even if only in the initial stages. She presented an overview of her [Guided Pathways Onboarding Design Team Progress Report](#).
- There have been three meetings; there are 34 members, 13 are faculty, and about 20 attended each of the first three meetings
  - The Guided Pathways Design Teams are free flowing, membership is ongoing and attendance is free flowing—they seek input
  - There is one permanent student member on the design team; it has been challenging to get more students to join the teams. The group has taken on the students’ roles in onboarding to understand the student experience.
  - They will be conducting inquiries in what different departments do and are in the process of training those people to conduct the inquiries in a positive and non-invasive manner, to affirm what is working and to get feedback on challenges and ways to assist departments.
  - A senator inquired if there is a way to get more students involved.
  - Coordinator Alabi stated that they conducted a survey with the OCC students and collected demographic data, began with students from one of her classes (55 students) that way.
  - After several senators volunteered to assist, President Sachs recommended that Coordinator Alabi compile a survey with a list of questions and send it to the Senate who will send it to the senators for dissemination in their classes.
  - The senators thanked Coordinator Alabi for her work.

## 7. Unfinished Business:

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### A. OER Grant Updates: OER Coordinator Lori Cassidy:

- There are two Open Education Resource (OER) grants for free or low-cost textbooks for students.
- The AB 798 grant has been completed, we saved over \$750,000 over the course of the grant for the students. We have leftover funds that we can spend on the same activities, she urged the senators to contact her if they were interested in funding.

- The Zero Textbook Cost (ZTC) grant for the Architecture Certificate students specifically. Phase two began in January and will go through the end of March.
- SB 1359 was a law passed down from the state to identify in the online schedule which classes have zero textbook cost. There is a form that faculty need to report on every semester that is sent out through email from the Office of Instruction.
- We are currently under reporting; we need faculty to complete this survey every semester if they have zero textbook cost for any of their classes. Faculty also need to fill out this form if they have no textbooks required at all.
- Coordinator Cassidy maintains a [website listing for free textbooks for OCC students](#).
- The OER Coordinator is currently running this process with the Library, but the grant is running out.
- They need someone to do compliance pieces of OER once the grant funding for the OER Coordinator ends. Also, the state has several initiatives, including one appointed by the State Academic Senate, which appoints a point OER person on every campus. We would need a potential Faculty Coordinator to fulfill the Academic Senate role. Our two sister colleges have OER Coordinators with reassigned time.
- In response to a question, Coordinator Cassidy stated that recommended books do count as no cost, as long as students can pass the course without the recommended book. Additionally, faculty can note on the Book Order Request that no books are required.
- In response to a senator's concerns about bookstore book costs, a discussion ensued regarding the board-negotiated bookstore markups (30%), ASOC funding models from the book store, and can this model be reassessed to allow ASOCC-funded college services to become self-sustaining away from the bookstore funds.

- B. Accreditation Site Visit Logistics: President Ballinger:** Kevin Ballinger expressed his gratitude to the Academic Senate for all their help in the creation of the Institutional Self-Evaluation Report (ISER) which was submitted to the ACCJC. He presented a copy on a USB to President Sachs. He thanks all the writers and researchers who worked on the report.
- He provided an overview of the [updated accreditation webpage](#) and how to access the [finalized ISER](#).
  - The accreditation site visit will take place the last week in February, February 25 - March 1, and we know the team that is coming to our campus. [You can get this information from the webpage.]
  - There will be events with the site team the week they are present; AS Admin Secretary Goetz will invite the Academic Senate to the events.

President Sachs noted that AS Administrative Secretary Goetz sent out a request to committee chairs who have not updated their OCC Portal committee page sites to work to update their sites; for those that have not responded to that request Admin Secretary Goetz is posting language on those sites indicating that the page is "Under Construction" and that the chair needs to contact the Senate for assistance.

**C. CVC – (CID) OEI Course Similarities and Substitutions Discussion:**

Due to the need for more information, this will be addressed in the spring.

- D. Petition to Open the Bylaws for Review and Amendment: Senator Isaac:** Senator Isaac stated that there is a petition going around the room for signatures regarding opening up the bylaws ["Petition to Open the By-Laws."]. He wishes to open the bylaws to consider a resolution on proxy voting. He is concerned that we "all get busy" and may miss an important vote after following an issue for weeks. As per District counsel, "Whether it says or we get back from District, it is written right here presented by our Secretary and in every issue of *Robert's Rules*" . . . "It still gives the authority to the Senate through the bylaws."

Secretary Kennedy noted that the petition signature names need to be read and put in the minutes' record. As to Senate laws and rules, the Senate follows a legal hierarchy of succession in this order: federal, state, county. If the state law, the Brown Act, says we cannot do something, it doesn't matter if *Robert's Rules* says we can, we must follow the state law. That is the reason why the E-Board has been waiting to open the bylaws in regards to proxy voting because it was and is seeking District counsel and further clarifications.

We wanted to make sure we were in compliance with state law. However, the bylaws do need to be opened in general for other issues. She asked if any other senators wished to place their names on the petition that requests we open the bylaws.

President Loren Sachs stated that opening the bylaws is not just about proxy voting and he urged the senators to review the [Academic Senate's Bylaws](#) during the winter break in preparation for the review and discussion of amending the bylaws in the Spring. There are items in there we don't do and we need to understand why. The Bylaws are located on the [Academic Senate's website](#) under the [Important Documents webpage](#). President Sachs requested that Secretary Kennedy read the list of names on the petition, "Petition to Open the By-Laws"; she read sixteen names; two senators abstained from signing. {See Voting and Action Tallies Chart at the end of the minutes.}

## 8. New Business

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No new business.

## 9. Adjournment:

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President Sachs adjourned the meeting at 12:31 p.m.

## Approval of the Minutes: February 5, 2019

**MINUTES:** First draft written by Ricky Goetz, Senate Administrative Secretary. Revision of first draft and Senate-approved drafts written by Senate Secretary, Marilyn Kennedy, who also distributes the final Senate-approved version to the Chancellor, Board of Trustees members and secretary, union presidents, GWC and Coastline Academic Senate presidents, OCC College President and faculty as per OCC Senate bylaws.

### Voting and Action Tallies Chart

Motion 1	Motion 2	Motion 3	Motion 4	Signed Petition to Open the Bylaws	Senate Membership
Agendas	Minutes 11/27/18	Minutes 12/04/18	Consent		
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Aye	Aye	Aye	Aye	✓	Barnes, Carol: Counseling Senator (2018-2021)
Aye	Aye	Aye	Aye	Abstain	Blair, Jamie: Senator-at-Large (2018-2021)
Aye	Aye	Aye	Aye	✓	Brown, Cameron: Athletics & Kinesiology Senator
Aye	Aye	Abstain	Abstain	✓	Cuellar, Eric: Senator-at-Large (2018-2021)
Aye	Aye	Aye	Aye	✓	Dale, John: Library Senator (2017-2020)
Aye	Aye	Aye	Aye	✓	Denney, Matt: Technology Senator (2017-2020)
Aye	Aye	Aye	Aye	✓	Drew, Rendell: Senator-at-Large (2016-2019)
Aye	Aye	Abstain	Abstain	✓	Ely, Cynthia: Part-Time Senator (2018-2019)
Aye	Aye	Aye	Aye	✓	Gordon, Lee: Senator-at-Large (2016-2019)
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Absent	Absent	Absent	Absent	Absent	Holt, Kelly: Senator-at-Large (2017-2020)
Aye	Aye	Aye	Aye	✓	Isaac, Darryl: Con. & Health Sciences Senator (2017-2020)
Aye	Aye	Aye	Aye	✓	Kennedy, Marilyn: Lit & Lang Senator, PDI Chair (2017-2020)
Aye	Aye	Aye	Aye	Abstain	Lloyd, Douglas Math & Sciences Senator (2017-2020)
Aye	Aye	Aye	Aye	✓	Means, Leland Visual & Performing Art Senator (2018-2021)
Aye	Aye	Abstain	Abstain	✓	Neil, Jeanne: Business & Computing Senator (2016-2019)
Absent	Absent	Absent	Aye	✓	Phillips, Clyde: Student Services Senator (2017-2020) 11:40 arrival
Aye	Aye	Aye	Aye	✓	Rickerson, Irini: Senator-at-Large (2018-2021)
Aye	Aye	Aye	Aye	✓	Rudmann, Brent: Social & Beh. Sciences Senator (2017-2020)
Aye	Aye	Aye	Aye	✓	Sachs, Loren: Senator-at-Large (2016-2019)
Absent	Aye	Aye	Aye	✓	Thai, Will Part-Time Senator (2018-2019)
					Part-Time Senator Vacant (2018—2019)
					Senator-at-Large: Vacant (2017-2020)
					Senator-at-Large: Vacant (2017-2020)





# Addendum 1 - Consent Agenda

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## 1. Committees:

### a. Institutional Effectiveness:

- i. Rachel Paghunasan

### b. PDI Conference Subcommittee:

- i. Debbie Raskin

## 2. Hiring Committees:

### a. Instructor - Public Health:

- i. Hiring Manager: Michael Sutliff
- ii. Anna Hanlon
- iii. Guido Sendowsky
- iv. Lynn Cottrell (Last member to be added)
- v. Kelly Daly

### b. Instructor - Computer Science:

- i. Hiring Manager: Ronald Johnson
- ii. Gabriela Ernsberger
- iii. Steven Gilbert
- iv. Kathryn Rodgers
- v. Nadia Ahmed

### c. Instructor - ESL, Non-Credit

- i. Laurie Barton (Replacing third committee member)

### d. Instructor - Food and Nutrition:

- i. Hiring Manager: Jane McLaughlin
- ii. Elizabeth Blake
- iii. Lynne Cottrell
- iv. Melissa Simpson

## 3. Guided Pathways Design Teams - Faculty Members:

### a. Curricular Pathways:

- i. Elizabeth Blake
- ii. Cynthia Corley
- iii. Eric Cuellar
- iv. Kelli Elliot
- v. Mark Hamamura
- vi. Glynis Hoffman
- vii. Chris Kulik
- viii. Andrea Lane
- ix. Doug Lloyd
- x. Arabian Morgan
- xi. Caryn Plum
- xii. Linda Ternes
- xiii. Leigh Ann Weatherford

# Addendum 1 - Consent Agenda Continued

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## **b. Intervention Strategies:**

- i. Erik Bender
- ii. Rendell Drew
- iii. Jessica Martin
- iv. Kate McCarroll
- v. Michelle Ngo
- vi. Patricia Ortega
- vii. Debbie Raskin
- viii. Yelena Raysky
- ix. Laura Reese
- x. Rachel Ridnor
- xi. Alex Rojas
- xii. Jared Vidal

## **c. Onboarding:**

- i. Linda Bagatourian
- ii. Tyler Boogar
- iii. Lori Cassidy
- iv. Heather Coddling
- v. Eric Cuellar
- vi. Karen Felts
- vii. Lee Gordon
- viii. Denia Guillen
- ix. Macey Lachman
- x. Katie Ottoson
- xi. Melissa Rosado
- xii. Maria Traver
- xiii. Mariana Voicu

## **4. MQ/EQ Committees:**

### **a. Astronomy:**

- i. Jerome Fang, replacing Nick Contopolous

### **b. Fashion and Related Technologies:**

- i. Michelle Craner, replacing Anne McClanahan

### **c. Restaurant Management:**

- i. Alexandra Yates, replacing Barbara Cooper

# Addendum 2 – PDI Report/Resolution

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*The Orange Coast College Academic Senate  
Professional Development Institute*

**COMMENDATION RESOLUTION**

***Professor Dale Nauta***



*Whereas, Professor Dale Nauta has been a dedicated member of the faculty of Orange Coast College since 1990;*

*Whereas, Professor Dale Nauta has served on the Orange Coast College Academic Senate Professional Development Institute Conference Subcommittee from 1990-2018, offering both practical and mathematical experience and wisdom while assisting hundreds of faculty in their professional Development and conference attendance and travel;*

*Be it resolved, That the Orange Coast College Academic Senate Professional Development Institute Conference Subcommittee expresses its deepest gratitude to Professor Nauta for her outstanding service to OCC, its faculty, and the professional development for Orange Coast College; and*

*Be it further resolved, That the Orange Coast College Academic Senate Professional Development Institute Conference Subcommittee commends Professor Dale Nauta for her exceptional work and extends its heartfelt wishes for happiness and fulfillment in her upcoming retirement.*

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*Professional Development Institute (PDI), December 7, 2018*

