



# ACADEMIC • SENATE

## Minutes

Thursday, December 12<sup>th</sup>, 2024

2:00 – 3:45 p.m.

**Present:** Karen Marrujo, Sasha Carter, Jane Gazale, Matthew Chase (as proxy for Rita Ghazala), Moriah Gonzalez-Meeks, Karla Gutierrez, Debra Hills, Amy Huie, Rachel Jacob-Almeida, Osvaldo Torres (as proxy for Raad Jerjis), Kristin McGregor, Rachelle Panganiban, Joan Rettinger, Miriam Simpson, Scott Stambach, Jennifer Tomaschke, Liza Kakos (as proxy for Asma Yassi)

**Absent:** Hanaa Alkassas, Dan Curtis, Rita Ghazala, Raad Jerjis, Sahar King, Jennifer Tomaschke, Asma Yassi

**Guests:** Jessica Robinson, Sahar Abushaban, Lynn Neault, Kerry Kilber Rebman, Barbara Gallego

**Recorder:** Aiden Lovewell

*The Senate minutes are recorded and published in summary form. Readers of these minutes must understand that recorded comments in these minutes do not represent the official position of the Academic Senate. The Academic Senate expresses its official positions only through votes noted under "Action." In accordance with the Ralph M. Brown Act guidelines, Senators voting "nay" or abstaining will be identified. All other present members will be assumed to have voted "aye."*

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1. **Call to Order:** Karen Marrujo, Academic Senate President, called the meeting to order at 2:08pm.
  2. **Approval of Minutes: November 21<sup>st</sup>, 2024** – Senate did introductions and reviewed the minutes from November 21<sup>st</sup>, 2024. Senate to approve minutes. **Motion/Second:** Amy Huie/Sasha Carter. **Nays:** None. **Abstentions:** Joan Rettinger, Liza Kakos. **Motion Passes.**
  3. **Public Comments** –  
Moriah encouraged everyone to look at the facilities updates and migration plan. There are some serious concerns over scheduling and the domino effect of the F-building move. Karen noted that we are going to have to have our own meetings as faculty to go over the plan together.
  4. **Announcements / Spotlights** -
    - A. Affirmations and Celebrations:  
Moriah noted that Lauren Halsted, the Dean of Arts, Humanities, and Social Sciences, is leaving. Lauren is an amazing person and will be sorely missed. Jane Gazale will be filling in and we are happy and excited for Jane. Moriah took a moment to acknowledge Lauren's awesomeness and Karen seconded that and thanked Moriah for sharing.
    - B. Other:  
None

**5. Action Items – None**

**6. Information Items (First reads and updates for future action items) –**

**A. Visit from GCCCD Chancellor Lynn Neault:**

Karen reaffirmed the need for interacting with everyone in the district in collaboration and thanked the district guests for coming. Chancellor Neault thanked Senate for having them and the guests from the district shared various updates with the senators.

Chancellor Neault discussed the recent forum and acknowledged the inconvenience of the forum times. She reviewed the plans for the year and what projects the district is working and additionally shared some goals and priorities for the colleges such as: seeking authorization for a Bachelor's degree program at each college, optimizing the Student Success and Financial Aid Metrics in the Funding Formula, strengthening operational foundation to support implementation of new initiatives from the State, continue to invest in information technology infrastructure, the next phase of salary equity, and more.

Sahar Abushaban, Vice-Chancellor of Business Services, reviewed the budget update. The governing Board approved the Adoption Budget on 9/10/2024 and there was no deficit spending in 2024-2025, the Contingency Reserve level is at 10% of UGF Expenditure which equates to about 1-month which is good but we need to be at 2-months and that is our goal. Hold Harmless is ending and there will be a new Base Funding Formula and money was set aside from 2023-2024 to avoid budget cuts in 2025-2026 to prepare. Moriah asked for clarification on the way the State funds FTES and Sahar clarified. Jessica noted that there are efforts to be intentional with process changes to make-up the ground on financial aid. Our enrollment is outpacing our financial aid currently. Sahar also shared an update for purchasing and contracts. There is now an Amazon Business Account, we are improving the gift cards process to address unmet student needs, Purchasing has a Pcard for specialized orders that only accept credit cards, and we are updating policies and procedures to align with State regulations. Sahar shared an update of facilities including facilities projects. Some of the projects being worked on currently include the Fire Alarm System upgrades, Off-Site Intrusion Alarm Monitoring, reviewing how best to use CAPS staff moving forward, Access Control, Bollards and Boulders, new campus gates, sheriff coverage, and lighting upgrades. The funding for these come from the district. Moriah asked about the requests for sheriff and noted that there should be intentional conversation with the colleges because safety comes in very different forms for different people and the Chancellor agreed and noted that it is a complicated system that will need to be thoroughly discussed.

Barbara Gallegos shared ESS department goals including new developments. There are three goals: system integration, improve the quality of our data, and have timely implementation of legislation. Rachelle asked how long we anticipate keeping DARS and Barbara noted that it will be around for several more years and counseling will be heavily involved. Financial Aid is now in Colleague and Degree Audit is next. We are working very hard to catch back up with implementing legislation to be in compliance.

Kerry Kilber-Rebman shared the IT and Partnership Projects. In 2023-2024 we completed 11 projects and in 2024-2025 we completed 3 additional projects so far. There are 13 projects closing in fall and/or spring. Kerry also shared a few examples of Active Projects. Moriah asked about CIM updates, and the consensus is that training for CIM is coming soon in spring 2025. There is a Workday Optimization Project ongoing with 222+ improvements identified. For

ITSM and INFOSEC projects, there are 10+ active projects. Moriah asked about access to the Intranet. We received a call from the State Chancellor's office, they're following up on a threat intelligence report. We were asked to shut down Intranet access from Splashtop immediately, so we did. We can ask district help desk to get Splashtop on personal computers now. Moriah asked for faculty to be kept in the loop about when the shift from Intranet to Internet will be happening.

Chancellor Neault noted that in HR we are focusing on mandatory training for employees as we are not in compliance, evaluating policies and forms to be as streamlined as possible, and working on cleaning up our data. The Personnel commission is being implemented and the next step will be to evaluate some of the hiring coming out of the system and to improve it. Moriah asked for an update on the VC of HR position. The Chancellor explained that it was a failed search attempt and we are now working with the Personnel Commission to pursue filling this position again. There will be a much more intentional process for hiring this position, good lessons were learned this round. Moriah thanked the Chancellor for the update and noted that the testing at every level of hiring has been an issue to which Chancellor Neault agreed.

**B. OER Rubric (up for endorsement):**

Karla Gutierrez discussed the OER Rubric that is up for endorsement. Last semester there were 11 programs that received OER grants to develop ZTC projects. Several people asked for a rubric but there wasn't one so this was built to fill that need. The senate is being asked to review and provide feedback. This will be up for endorsement at our first AS meeting next semester.

**C. Employer Advisory Board (EAB) Handbook:**

Joan Rettinger discussed the Employer Advisory Board Handbook. This is a project ongoing with the Workforce Development Committee. The handbook goes through the process of how to structure and process for advisory boards and responsibilities of coordinators. We want this information to be shared college-wide. Miriam asked where people can go to find this. Joan explained that this is supposed to exist on the Intranet currently. CE and the Strong Workforce Program manager will maintain and update it.

**D. Updates regarding the Strategic Enrollment Management Management Committee (SEMC) proposed charge and composition:**

Karen shared the good news of this committee being officially voted on and approved at CCC. SEMC will report directly to CCC and we will be starting recruitment in the spring to start the work.

**E. From District Student and Institutional Success Council (SISC): Board Policy and Administrative Procedure Review Process:**

Karen noted that there are way too many BPs and APs to handle all at once. The suggestion is to have a system like OneDrive with one draft being annotated. We will be getting a faculty document to share and annotate that we can send to SISC. The list is what has been identified for review.

**F. BPs and APs Currently under Review:**

Karen shared the BPs and APs that are currently under review and asked senators to share and provide feedback. Academic Senate is not currently being mentioned but there is a need for a system to review BPs for faculty input. This will come back next semester.

**7. Committee Reports –**

A. Updates from Curriculum:

Jane Gazale gave an update from the Curriculum Committee and shared the December Curriculum Board Packet with the Senate. These have been voted on already. Jane noted that this will be the actual packet that will be presented to the Board on Tuesday. The packet contains regular business items with nothing unusual. Karen thanked Jane for her hard work and commitment in Curriculum and thanked her for stepping up as the interim dean of AHSS after Lauren Halsted leaves. Jane thanked everyone and noted that these are big shoes to fill and committed to doing her best.

B. Status Update on Tutoring Program from Faculty Learning Resources Coordinator:

Tabled.

Vote to extend the meeting by 15 minutes. **Motion/Second:** Rachel Jacob-Almeida/  
Miriam Simpson. **Nays:** Rachelle Panganiban. **Abstentions:** None.

C. Resource and Operations Council (ROC) Update from Committee Representative:

Moriah Gonzalez-Meeks noted that we are trying to fill the committee. There has been a lot of disengagement from faculty due to frustrations in that space. The representative position from CE to sit on ROC has been filled. The faculty need and want to participate in budgeting, and we are taking steps to try and work on this. Karen thanked Moriah for taking this on. Karen reinforced the importance of this work and the desire to make changes to our budget processes.

D. Additional Committee Updates:

None.

**8. President's Report –**

A. Presidents Report:

Karen Marrujo briefly shared her President's report.

B. Review of Norms:

Karen shared a document and reviewed the community norms of Academic Senate. Senate will continue to review this throughout every semester.

C. Priorities and Goals for Next Semester:

Karen shared the priorities and goals for Academic Senate next semester.

D. Senate Officers Committee Communication and Feedback Form:

Karen shared the SOC communication and feedback form.

E. Other:

None.

**9. Vice President's Report –**

Raquel noted that there are two new appointments to committees. Amaliya Blyumin from COUN to Petitions Review Committee and Nicole Hernandez from CE to the Resource and Operations Council.

**10. Part-time Faculty Report – None**

**11. Adjourn –**

Meeting adjourned at 4:02 pm.