

**Chairs Committee
Chair: Kevin Petti**

MINUTES

Thursday, February 16, 2023 1:00 - 2:30 PM

Room M 110

Members Present: Max Moore, Wai-Ling Rubic, Duane Short, Gene Choe, Martin Kennedy, Adrian Arancibia, Molly Fassler, Daniel Igou, Alex Mata, Jessica McCambly, Jae Calanog, Anne Gloag, Andrew Lowe, Kevin Petti, Namphol Sinkaset, Mary Kjartanson, Jordan Omens, MaryAnn Guevarra, Mary Hart

Department Chairs & Program Directors Present: Rebecca Bowers-Gentry, Mardi Parelman, Darren Hall, Matthew Jewett, Kandice Brandt

- 1. Call to order:** 1:03 PM
- 2. Approval of Agenda:** Approved unanimously
- 3. Approval of Minutes:** Approved unanimously
- 4. New Business**

	Item
1	Request for Chair to Serve on Program Viability Workgroup: Graphics Certificate of Performance A brief discussion ensued asking if this is for the removal of the entire program. It was confirmed that it is. Darren Hall volunteered to serve on this committee. Mary Kjartanson agreed to serve if Darren Hall cannot considering he is as an Assistant Chair, and therefore not a voting member of the Chairs Committee.
2	CBA Negotiations Update per Department Chair Items 1. Chair FTEF Release Formula: In light of an enrollment decline in some departments and an expiration of “hold harmless” Petti asked which of the following the Chairs support a) keep the Chair FTEF release formula the way it is, in which case many departments will see reductions in the fall, or b) establish what we currently have in place as the new floor, and negotiate increases in the future as need be from available RAF resources. Mary K. motioned (Mary H. second) we wait to respond to AFT with our preference. Motion failed. After much discussion the consensus was b) establish what we currently have in place as the new floor, and negotiate increases in the future as need be from available RAF resources. 2. Other updates presented: course modality (f2f, distance) considered a “prep”; AFT will not agree that distance education assignments can be forced. Short presented that could be a problem for his instructional area.

3	Nuventive Update from VP Odu: Deans asked to work with Chairs per PR Spreadsheet Petti presented that VP Odu is asking input from Deans on the PR spreadsheet. Deans will therefore be connecting with chairs for their input.
4	Food Services Availability for students after 2:00PM Petti presented that he spoke with VP Odu directly, and this was also discussed at a recent College Council meeting. The response in both venues is that the District is exploring food trucks to provide food when the cafeteria is closed. Petti will report back to Chairs when more info is available. Also discussed was a concern that our present food outlets are self-serve requiring a debit/credit card, and that many of our students do not have these cards, raising an equity concern. Petti agreed to take this forward at the next College Council meeting.
5	Reminder: Department Chair elections this month Petti mentioned this quick reminder.
6	Spring Semester Night Duty Petti thanked chairs for completing the Night Duty calendar.
7	“Share with your students” emails - Duane Short - tabled

5. Announcements:

Petti mentioned Chair of Chairs Election is to occur at our April meeting. An Election Coordinator must be identified at our March meeting. Petti asked for a volunteer, and stated the [election procedures are posted on our Chairs Governance Website here.](#)

From College Council:

- Do Chairs want department webpages? The consensus was yes, so long as Chairs have sufficient edit access. Petti will share this at the next Dean’s Council.
- Chairs asked to encourage faculty to attend graduation.
- President Lundburg thanked Chairs for their enrollment management: FTES up 13%, FTEF down 2%, productivity up 14%, headcount up 7%.
- President Lundburg wants to alert Chairs and the entire campus community that there will be an enhanced uniformed and non-uniformed police presence along with metal detectors for the March 2 Board Meeting on our campus. The conversation expanded to overall campus safety issues including classroom “call boxes” not working well, and that there is a need to consider more emergency training. Petti will bring this forward at the next Dean’s Council meeting.

6. Next Scheduled Meeting: March 16, 1:00 PM, Room M 100

7. Adjournment: 2:15 PM