

General Faculty Meeting Minutes
November 29, 2017
Approved January 24, 2018

Call to Order at 4:00 p.m. Note: quorum obtained (30+ voting Faculty attendees; 26 needed for a quorum).

1. **Approval of Agenda.** MOTION MADE AND SECONDED to approve the agenda with modification; moving item 6. Action Items up to item 4. Motion passed.
2. **Approval of Minutes:** MOTION MADE AND SECONDED to approve meeting notes from October 25, 2017. Motion passed.

3. Action items

- a. **Faculty Handbook Changes.** IW presented proposed FH changes regarding ex-officio membership and Faculty Affairs Committee.
 - i. MOTION MADE AND SECONDED to approve proposed additional line on Faculty Senate Committee Selection Procedures (Section V.A.2) regarding ex-officio membership.

The Faculty Senate may appoint additional ex-officio members to various Senate committees for 1-year terms if these members are deemed useful to the functioning of the committees. Ex-officio members, unless otherwise designated by the Senate, are non-voting members.

Motion passed unanimously.

- ii. MOTION MADE AND SECONDED to approve proposed changes to Faculty Affairs Committee excepting item #5 on p. 6-4 regarding timeline of grievances (simultaneously through Faculty Handbook and CBA versus sequentially). **29 favored; 0 opposed; 1 abstained.** Motion passed.
- b. **Safety Policies.** IW shared draft Safety Guidelines for 6 campus buildings: Recreation Center, Natatorium, Ivan Hilton Science Building, Facilities Building, Burris Hall, and Art Foundry. Impetus to have Safety Policies in place. Concern raised about how policies may affect employee working conditions.
 - i. MOTION MADE AND SECONDED to approve Safety Guidelines as are with caveat to make allowances for areas as affect working conditions. Motion passed unanimously.
 - ii. MOTION MADE AND SECONDED to recommend to administration to purchase AEDS (Automated External Defibrillators), develop biohazard policy, and form campus-wide safety committee. Motion passed unanimously.

4. **Chair's Announcements (I. Williamson).** None given.

5. **Provost's Update (VPAA/Provost Gonzales).** None given.

6. **Customer Service Specialist Introduction (Michelle Bencomo).**

Ms. Bencomo introduced herself and passed out contact cards. Shared that she is here to help students with academic issues. Concerns raised that students may come to her regarding class or grade issues. MB offered that if that the case, she would inform student of Student Handbook and/or other procedures to assist them in their query. BK shared that this position arose out of HLC concerns about student dissatisfaction with 3 offices: Business Office, Financial Aid Office, and Registrar's Office.

7. **Discussion Items (if time).** All items tabled.

- a. Planning Academic Vision/Adult and Online Learning Forum for December 9th
- b. LFC Evaluation of Higher Education
- c. Other

8. **Adjournment at 4:55.**