

# Biological Sciences Department Meeting Minutes

## December 3, 2015

Name	P	A	Name	P	A	Name	P	A
Cindy Anderson		X	Jennifer MacDonald	X		Sherry Schmidt	X	
Frances Borella	X		Beta Meyer	X		Sarah Scott	X	
Chris Briggs	X		David Mirman	X		Cindy Shannon	X	
Alison Chamberlain	X		Loni Nguyen	X		Deidre Vail	X	
Mark Cooper	X		Virginia Pascoe	X		Naomi Velarde-Jang		X
Lynda Hoggan	X		Craig Petersen	X		Carola Wright	X	
Karyn Kakiba-Russell	X		Melissa Presch	X		Jeremy Marion		X
Janine Kido	X		Tim Revell	X				
Betsy Lawlor	X		Carmen Rexach	X				

### 1. Guest Lance Heard, Beta Meyer, Deidre Vail, FA report on campus police departments

Desired outcome: department is informed of pros and cons and FA position on campus police departments

After the Biology Department members in attendance introduced themselves, Professor Heard stated that he attended our meeting to discuss a resolution written by the Mt. SAC Faculty Association (FA). This resolution is currently a discussion item at the FA meetings. The FA executive board asked FA representatives to take this resolution to Mt. SAC faculty for direction regarding whether or not we should ask the College President to do this. Lance has a long history of police work with a lot of law enforcement experience and education. He was able to describe the resolution and where the FA concerns came from. After describing the resolution below, Lance answered questions from Biology faculty.

#### **The resolution under discussion has 4 resolves:**

1. Resolved, Mt. SAC Faculty Association does not support the presence on campus of a small police agency, regardless of jurisdiction or organization; and,
2. Resolved, the Mt SAC Faculty Association does not support the presence on campus of a small police agency by necessity overseen by College President and Vice-President
3. Resolved, the Mt. SAC Faculty Association supports and encourages other actions that would improve campus safety, including contracted patrols by the Los Angeles County Sheriff, foot patrols, enhanced safety escort program, and foot or bicycle patrols by Public Safety employees; .
4. The Mt. SAC Faculty Association directs its President to convey this resolution to the College President, the Board of Trustees and the public.

Excerpts from the discussion between Lance Heard and the Biology Department Faculty:

- Eric Kalumagi explained to FA that the proposal to have a campus police department stems from years past when we were looking at having armed security. At that time faculty were against the idea of having armed security. However, having a campus police dept. is very different.
- In California police officers must be peace officer and can arrest suspects. The college proposal would be to hire 3-5 police officers. That would be 1-2 police officers per shift. Right now we have the Los Angeles County Sheriff. If we had a campus police dept. they would no longer have jurisdiction.
- Armed security just have a license to carry a weapon and can use that weapon only in self defense.

- There is a lot of civil liability with a police dept. which is very expensive. Small police departments may have difficulty training and maintaining skills.
- Our police chief and deputy chief each carry a weapon.
- It is not clear why the campus wants a police department. Cost analysis comparing having the Los Angeles County Sheriff foot patrol vs police department is warranted.
- Research needs to be done on other campuses that have their own police dept. addressing the cost and other issues that have arisen.
- The UC and Cal State campuses have police depts. This is because of dormitories with students on campus 24 hr. per day
- What are the advantages and disadvantages of having armed security? We are talking about the perception of safety. One police officer against an active shooter may be overmatched. Armed security are not well trained.
- Other than the cost of police dept. What are the cons? There would be a lot of turn-over of police officers. It would be difficult to maintain quality force. This police dept. would answer to the college administration who may have agendas.
- There are many advantages to having the Los Angeles County Sheriff respond to our calls. For example the Los Angeles County Sheriff has years of experience and many tools to deal with gang activity.
- A campus police dept. may have to approve guest speakers.
- We have a “police dept” we would have to hire police officers. This resolution will go forward next spring, before hiring begins.
- According to an article in the Los Angeles Times, an armed presence on campus escalates problems. Could there be a resolve that the FA appreciates the exemplary work of our current security staff?
- Betsy proposed a “statement recognizing the exemplary performance of our current security team”. **The Biology Department Faculty voted on this proposal:**
  - **3 not sure or against**
  - **19 for Betsy’s proposal**
- **The Biology Department Vote for the FA Resolution was:**
  - **For: 21**
  - **Against: 1**
  - **Not sure: 0**

## 2. **Senate report by Senator Briggs**

Desired outcomes: department is informed of the meeting, directs Chris how to vote for us, and has their questions answered.

Chris had 5 things to share from the latest Academic Senate meeting:

1. The campus library will hold extended hours during finals week and will have therapy dogs and adult coloring books available
2. Several coordinator positions are open. Applications will be due Dec. 10<sup>th</sup>. Chris will email the list of positions open to the department.
3. There is on-going disc about the tension between free speech areas and the need for areas for instruction.
4. Student equity proposal-funding considerations will be online. Chris will email a link to the department.
5. Spring Flex Day sessions will be announced soon. Adjunct faculty will be paid 2hr. for attending Flex Day in the Spring.

### 3. **Reconnect by all**

Desired outcome: faculty catch up on what's going on in each other's lives

Carmen's son-in-law has accepted an Assistant Professor Position at UCLA. Congratulations Carmen and family!

NAISA did 4 dinners for local families in need. This week the club will be sending 100 holiday cards to soldiers in the hospital or who are deployed and can't go home.

### 4. **Can committee members write letters of recommendation for Mt. SAC adjunct faculty? by David**

Desired outcome: department decides whether or not committee members can write letters of rec for Mt. SAC adjunct faculty

There was discussion about setting a Biology Dept. policy about whether or not hiring committee members should write letters of recommendation for adjunct faculty that are applying for full-time faculty positions. There is no college policy preventing us from writing a letter. Especially important to this discussion is whether or not the department chair should write letters of recommendation for adjunct faculty applying for full-time faculty positions.

The opinion of the Biology Dept. members in attendance was that it would be unsupportive of us and put our adjunct faculty members at a disadvantage, if committee members could not write letters of recommendation. It was discussed that this would be especially true if the department chair could not write letters of recommendation. then our adjunct faculty would be at a disadvantage to certain adjuncts if the committee member couldn't write a letter, david does not want restriction on him as chair, because of the disadvantage. Liability involved? Person has to have a choice whether or not to write a letter. Everyone should be encouraged to write letters of recommendation.

No faculty member in attendance was in favor of prohibiting members of full-time faculty hiring committees from writing letters for adjunct faculty. If a full-time Biology Dept. faculty member is approached by an adjunct faculty for a letter of recommendation, then it is up to the full-time faculty member to decide whether or not they want to write one.

### 5. **Finalization of equivalencies by David see attachment**

Desired outcome: department responds to feedback from equivalency committee

The equivalency committee approved the biology equivalencies conditionally with the following feedback:

- Marine Science/Biology is listed in the Minimum Quals. Is there a reason it's not listed in the equivalency, or is Marine Biology meant to take its place? The Biology Department approved of the wording "Marine Science/Biology"
- The committee asked that the first clause of the MQ in its entirety be copied into each of the equivalency paragraphs, rather than merely "A Bachelor's degree in biological science." Thus, each of the two paragraphs should read  
Master's Degree in any biological science; OR  
Bachelor's in any biological science AND Master's in biochemistry, biophysics, or marine science; OR (Paragraph 1) (Paragraph 2). The Biology Department approved of adding the detailed wording above to each paragraph.

- Also, the committee wanted to know if the acronyms in the second paragraph should be spelled out, in order to assist HR technicians in screening applicants.

David adds the acronyms mentioned are: "M.P.H., M.S.P.H., M.D., D.O., D.D.S., D.M.D. or D.V.M.". The Biology Department approved of adding D.Ph. and spelling out the acronyms of the above degrees.

The equivalency committee approved the Anthropology equivalencies conditionally on a response to the following question: "did you consider adding "Forensic Science" to paragraph 2 of the equivalency, since it's part of the MQ? If you choose to revise it to include Forensic Science please let me know how I can get the new form from you. If there was a reason for leaving it out please let me know the rationale." The Biology Department approved of adding "Forensic Science" to paragraph 2 of the equivalency.

#### **6. Office assignments by David**

Desired outcome: faculty start to plan for changes to office assignments necessitated by new hires for 2015-2016

David requested that the Biology Dept. think about the fact that we will be gaining 3 new faculty members and losing 1 to retirement. There will be changes in office assignments. It would be best for a new faculty to have an experienced faculty member as an office mate. The Biology Dept. discussed why it would not be a good idea to have 2 new faculty in the same office.

One current full-time faculty member will move into Lynda's office. Karyn will have space for a new faculty member. There may be potential multiple changes in office space. 2 more faculty with single offices can volunteer to take a new person. Without volunteers decisions about who will share will be made using reverse seniority. Need someone to move into Lynda's office by volunteer or reverse seniority. Cindy A. and Jennifer have the smallest offices

#### **7. Proposal for kitchen and mailroom cleaning by David**

Desired outcome: department decides whether or not to adopt David's suggestion

David is proposing that:

when its your turn to do food, have to clean mailroom, kitchen. Both would be cleaned 1-2 times per month. (see next page) When it is your turn to do food for a department meeting, it is your turn to do a thorough cleaning of the kitchen and mailroom. That would not need to occur on the same day as the department meeting; it could be some days before depending on when is convenient for you. This does not replace the need for us to clean up after ourselves, but would add a regular cleaning once or twice a month and would also share the task of cleaning more equitably.

Items that were discussed were the following:

- The question was raised as to why people are not cleaning up after themselves
- Health concerns were raised about safe food handling, such as washing vegetables in the sink when it is dirty.
- David's proposal can be modified.
- It is not clear why this is not part of the custodian's job. David will mention this to Matt.
- Beta suggested a sign up list that changes weekly.
- A memo should be sent to dept. members that "Dirty dishes, old food or drinks in the refrigerator will be discarded. Any food or drink placed in the refrigerator needs to have the owners name and the date written on the container

- A sign with the memo above should be posted on the refrigerator for a few months.
- Chris has dropped his proposal to change conference room. Anyone else interested in pursuing this idea can obtain information from him.

#### **8. Faculty Association report by Representative Deidre Vail**

Desired outcome: department is informed of the meeting and has their questions answered

Items of interest from the FA meeting were the following:

- The City of Walnut has hired a special attorney who told the Mt. SAC Board of Trustees that the weight restriction on Grand Ave is 10,000 lbs. Therefore, dirt removal for the Mt. SAC solar system will require a special permit from the city.
- There are a number of volunteers needed to fill committee vacancies for 2016. Contact Eric Kalumagi if interested.
- Puttin on the Hits will be on Friday, March 4<sup>th</sup> and Saturday, March 5<sup>th</sup> this year.
- Cindy Anderson has been confirmed by the FA for lab parity committee.
- The Friedrichs case is getting a lot of attention. If the Supreme Court rules in favor of Friedrich's it will affect 60 years of previous case law, including case law that affects the American Bar Association. The lawyers are now supporting CTA on this issue.
- The Political Action Funding letter is going out to all members. If you do not want \$15 of your dues to go to the PAC, you must sign and return the form to the FA Office.
- The FA is sponsoring a Retirement Workshop for Adjunct Faculty issues on Marh 16<sup>th</sup> at Founder's Hall. Lunch will be provided to those who RSVP by March 1<sup>st</sup>. Deidre put a copy of the workshop information into the mailbox of each adjunct faculty member.
- Merced College is concerned that their retirees, who have lifetime benefits, are only getting Medicare level benefits and not supplemental coverage. If you know anyone who has retired from Mt. SAC, ask them if they are experiencing a similar situation.
- Several colleges are hiring counselors on one-year contracts. This places the new hires on an unfavorable non-tenure track.
- There is a current case at Santa Monica College regarding two Ed Code sections that have conflicting language regarding adjunct rehire rights.
- Negotiations: The FA and District have mutually agreed to open: benefits, reassigned time for special assignments, department chair compensation, faculty inquiry groups, and aligning contractual forms with contractual expectancies for the 2016 negotiations.
  - The following 5 issues will be part of FA negotiation issues: stipends for faculty members, adjunct faculty office hours, faculty input into manager evaluations, parental leave and lab parity.
- There is a negotiation training conference in Winter for those interested. Current negotiators are older. There are not enough faculty to replace them.
- The 2017-18 Academic Calender Opt. B passed (the one we wanted!)
- Student E-mail Time Tracking Project. Since faculty spend a lot of time communicating with students via e-mail, FA will be forming a task force to track e-mail communication vs face to face office hours with our students.
- The Biology Dept. supports the resolution regarding a campus police dept.
- Deidre will post the NEA educators employment liability program questions and answers.

#### **9. Review of commitments made**

- Everyone should put their final exam schedule on the division form in the mailroom
- David will send email memo to department about cleaning the kitchen, post this as a sign on the refrigerator, and speak to Matt about adding this duty to the custodian's workload

- Betsy will put sharpie marker and tape near the refrigerator
- David will fix the equivalencies and get signatures.

#### **10. Announcements and events**

- Optional flex day February 19, no department meeting, sign up for college sessions for the full day if you plan to attend
- Next department meeting March 3, food by Mark and Craig (?)
- **Course coordinators please turn in Winter and Spring lab calendars to Donna (building 60) and Ana (building 7)**
- **Course coordinators please turn in written schedules for Summer and Fall 2016 to David before leaving the dept meeting.**
- **EAGLE is currently arranging presentations in Wildlife Sanctuary for Earth Day**
- **Work is proceeding on the bridge and stream habitat in the Wildlife Sanctuary**
- **Dr. Isaac Yang a neurosurgeon from UCLA will be the keynote speaker for Caduceus Club's Health Professions Conference this year**

(over)

11. Summer 2016 and Fall 2016 scheduling

Desired outcomes:

1. faculty choose their courses for load for Fall 2016
2. faculty choose their overloads for Fall 2016 (write on separate paper, give to David)
3. faculty choose their courses for Summer 2016 (can just be on the coordinator's schedule)
4. Coordinators turn in written schedules of Summer and Fall 2016 courses to David. With roll-over first drafts, it is now acceptable to turn in a paper that says "no changes from Fall 2015" or to list only those that change. Make sure it is clear which ones have changed, it may be clearer to list them all if some change and asterisk the changed ones. Also note the rollover is Fall-to-Fall not Spring-to-Fall.

**Names will go on coordinators list and not on posters.**