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| **COA Academic Senate**  **Meeting Minutes**  **Thursday, April 17, 2025** | | |
| Meeting Called To Order at College of Alameda, H 280 & [Zoom](https://peralta-edu.zoom.us/my/fowler) at 12:20 pm  Note: For Virtual attendance, senators indicate their votes in the Zoom Chat  Quorum: 50% + 1  In person Quorum: 7 or more senators (15 seats, 2 vacant) | | |
| **Senators in Attendance**: Jenn Fowler, Rich Kaeser, George Cruz, Andrew Park (note-taker), Sue Altenbach, Bruce Pettyjohn, Andrew Fittingoff, Cady Carmichael, Cynthia Haro, Jacinda Marshall, Carla Pegues, Jody Campbell,  **Guests in attendance**: Rhiannon Follenfant, Greg Nelson, Jayne Smithson (DAS rep), Linda Dewrance, Iolani Sodhy-Gereben, … | | |
| **Agenda Item** | **Summary** | **Motion** |
| Agenda Review & Approval for April 17, 2025 | No changes. | Motion to approve Agenda April 17, 2025  **First**: S. Altenbach **Second**: G. Cruz M.S.U. |
| Review of minutes  March 20, 2025 | Any grammatical changes can be sent directly to A. Park or J. Fowler. | Motion to approve minutes from March 20, 2025  **First**: C. Carmichael **Second**: G. Cruz M.S.U. |
| Action Items:   1. Processes for Program Review (R. Follenfant) | **Summary of #1**  J. Fowler started the agenda item with a reminder of previous presentation and discussion led by Rhi Follenfant. Rhi reminded the senate of (presentation detail available in previous meeting minutes):   * New 4-year program review cycles * APUs not necessary every year (a survey that can be opted out of, if no changes/updates) * Focused on meeting legal/regulatory requirements   A note of appreciation for the update.  Participated in discussion: S. Altenbach, J. Fowler, and Rhi Follenfant | Motion to approve the new program review cycle with the details as presented.  **First**: J. Marshall **Second**: B. Pettyjohn M.S.U. |
| Discussion Items:   1. Bookstore Closure & Vending Machine Update (G. Nelson) 2. Academic Senate Election Committee Update (C. Carmichael, K. Wilson, G. Cruz) 3. AS Student Scholarship (J. Fowler) | **Summary of #1**  J. Fowler introduced Greg Nelson, the district COO, to speak on the item.   * December 16, 2024, Follett sent us a 30-day notice to quit. District convinced the bookstore to stay through Spring census date and do a rolling closure. * Old (2004) contract rolled over since for Follett; the commission rates were pretty unfavorable to Follett (esp. with Amazon) and they are losing money. * Keeping physical stores open for all 4 colleges would have been expensive (in re-negotiated contract). We have 3 digital stores and 1 physical at Laney. * Doing rounds at student senates and academic senates gathering feedback for new RFP that will invite a new vendor to operate bookstores at the district. It’s not feasible for district to operate bookstore internally, from cash-flow and inventory management perspective.   Q: Bookstores carry supplies in addition to books …  Q: Are there vendors other than Follett? (A: Yes, several names mentioned [… a couple with state names in their company names; also Barnes & Nobles]; smaller “mom and pop” operation would be challenging in meeting needs of larger multi-college district like us. Also considering needs for lab kits.)  Need a portal system for book adoptions (for faculty to indicate books for their courses); also feedback from students regarding textbook changes needed when changing to different sections of same course.  And food options: bookstores may not be able to carry hot food (health department permits needed, etc.). A vending machine could be an option.  Bluebooks and scantrons for finals (also number 2 pencils): the college may purchase or otherwise have available some supplies for the faculty to draw from.  Vending machines: the district will take ownership of existing vending machines; previous vendor operating them went out of business.  J. Fowler will follow up on availability of scantrons and bluebooks with Pres. Dixon, and on the vending machines.  Greg Nelson: Shuttle bus system for the district will start running this summer (24-passenger buses with bike racks). May also see some synergy with athletics transportation (sharing same pool of drivers).  Last update from Greg Nelson: Re-flooring in F building will start in 2 weeks, then the Veterans’ center, and then the library, and then re-painting buildings to help orient/guide students.  Also some Q&A around elevators and kitchens that need repairs at CoA.  Q: Any update on AMT facility issue?  A (Greg Nelson): East Bay MUD was holding up the process (regarding capacity to handle fire suppression systems); took EBMUD to court and got a summary judgment in the district’s favor. EBMUD will work with us to get the infrastructure done and work with us on the hanger expansion process.  Q: Any temporary mitigation plans to re-open 1/3 of AMT program that’s been closed during these projects?  A (Greg Nelson): Will look into them.  Q: Would it be more cost-effective to look for another building to rent/lease at the airport campus? Right now we are renting storage units and port-a-potties.  A (Greg Nelson): Will look into them.  Emails for AMT faculty will be shared for continued off-line conversations.  Participated in discussion: S. Altenbach, Jayne Smithson, J. Fowler, Greg Nelson, B. Pettyjohn,  **Summary of #2**  C. Carmichael started the agenda item by sharing the list of nominees nominated.   * Robust participation * Six (6) contested seats: all open seats other than Student Services full-time and part-time. * Congrats to Cynthia Lopez who is elected as FT student-services senator (no contested election) * Elections taking place April 23 and 24. Voting options will be available electronically and on paper. * Reminders will be sent throughout the week. * Results will be announced in the week of April 28. * Electronic ballot put together via Qualtrics (thanks to Rhi).   Q: What would the electronic ballot look like? (A: Process described – questions will ask for voter identifying information to guide them to the right ballot.)  Q: What would the paper ballot look like? (A: Process described – will use the double-envelope system that we have used in the past.)  Q: When will counting take place and will candidates be invited to observe the counting. (A: Election committee will decide after discussion.)  There was a question about different areas and eligibility of voters. And security of the paper voting process.  Many thanks to the election committee for all their work.  Participated in discussion: J. Fowler, C. Carmichael, G. Cruz, A. Park, J. Marshall, S. Altenbach,  **Summary of #3**  J. Fowler introduced the item with the reminder of the previously sent email requesting finalist reviewers.   * R. Kaeser and J. Fowler served as reviewers reviewing all semi-finalists. * We have enough money to award six (6) $1,000 scholarships. * We could also award five (5) scholarships instead of six (6).   Some Q&A about different sources of funds for the academic senate (general account and $6500 that is in the specific scholarship fund from private donations).  General consensus for five (5) scholarships, top 5 applicants.  Participated in discussion: R. Kaeser, C. Pegues, J. Fowler, |  |
| Officer Reports | **President**: Years of service award ceremony will be on May 2 in the H building. Also faculty/classified/administrator of the year awards in the same ceremony. Seeking volunteers to review faculty nominations (similar to how it was done a few years ago, during COVID). Volunteers (senators?): C. Pegues, S. Altenbach, and possibly a third senator.  ASCCC Spring Plenary will be taking place next week (link for resolutions shared in chat: <https://asccc.org/resolutions-process> ); some resolutions of interest were highlighted at the DAS meeting. Many thanks to Cynthia Haro, voting delegate for CoA academic senate.  **Motion to extend the meeting by 10 minutes: Moved by J. Campbell, Seconded by C. Pegues, M.S.U.**  **Vice President**: Nothing to report.  **Treasurer**: Nothing to report.  **Secretary**: Nothing to report. |  |
| Announcements | Jayne Smithson: C. Pegues and Jayne Smithson are interim ZTC co-coordinators, and decided to disband the ZTC taskforce, having accomplished the taskforce’s purpose. |  |
| DAS Updates/Actions | Jayne Smithson gave the DAS report, outside of the items relating to ASCCC Spring Plenary:   * There was a discussion on a consultation council relating to hiring (maybe?). * Discussion on DAS elections. |  |
| Public Comment | Question: Why do we need a new logo? Why are we voting on a new logo? (A: It came up out of the Facilities committee; hasn’t been updated since the 70s.) |  |
| Proposed agenda items for next meeting  Thursday, May 1, 2025 | Call for additional proposed agenda items was made.  Please email J. Fowler for any other agenda items. |  |
| Adjournment at 1:24 pm | Meeting adjourned at 1:24 p.m. with all agenda items having been addressed. |  |