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| lgavlogo | Gavilan College Academic Senate  Tuesday, April 25st, 2017 from 2:30 – 4:00 p.m.  LOCATION: ART 103 (across from the Theater Entrance) |

**MINUTES**

**ATTENDANCE**

A. Rosette, B. Arteaga, D. Achterman, J. Lango, O. Zamora, P. Henrickson, C. Mantia, J. Maringer, S. Dharia, and J. Hooper

**GUEST(S)**

K. Wagman

1. **Opening Items:** 
   1. Call to order at 2:35 pm by A. Rosette.
   2. Approval of Meeting Agenda

**MSC (J. Lango/D. Achterman). Vote: unanimous. Approved as presented.**

1. **Public Commentary:**

*No public comments*

1. **Agenda – Finish Discussion on Bylaws and vote during action items.**
   1. Motion to start the discussion on the Bylaws Draft #2

**MSC (J. Lango/D. Achterman). Vote: unanimous. Approved as presented.**

1. **Information:**   
   A. Bylaws Draft – Comments - A. Rosette reviewed the changes that were suggested in the second Bylaws Draft. He gave special thanks to J. Maringer for updating the bylaws document with the edits discussed at the last Senate meeting.
2. **Discussion:**
   1. Senate Bylaws Update (Doug, Sejal) (20)

A. Rosette led the discussion by going through the document and emphasizing changes that had been made. Other members raised questions regarding each Article or Section. Some of the changes included:

* Page 5, Section 7 (John raised the questioned on Page 5 (Section 7 Title) –Institutional Standing Committee Senate Liaisons. He referred to the list of Academic Standing Committees on page 10. The members decided to change the title to include “and Senate” to minimize the confusion. (In 7.1, change the capital W to small case.)
* In Article III: Election Procedures Section 1.1, changed the “nomination process” to “election process”. Under Section 1.8, added Senate before Bylaws.
* Get rid of “and” and leave the “or” throughout the document.
* Page 9, Section 1.2, change Article II, Section 1.7 to “Article B, Section 1”. Under Section 1.3, change Article III, Section 2 to “Article V, Section 1”. Under 1.4, add regular between consecutive and Senate. Capitalize Senate throughout document. This section addresses the removal of officers when they have missed or have not been fulfilling their duties. Blanca raised the question about people coming late, and John asked if a department has proper representation, then the Senator will not be at fault for missing a meeting.

Doug raised the question about the Academic Senate President having regular contact with the College VP of Academic Affairs since the structure of the 10 + 1 is crucial to instruction, and there is more overlap with the instruction side. A.Rosette commented that it is crucial to also include contact with the College VP of Student Services since the adding of Equity and SSSP. A.Rosette commented that the distribution of duties should allow for the AS President to meet with the College President on global topics and be informed by his/her two VPs. In the past, A.Rosette met with Dr. Rose as VPI more proportionately than with President Dr. Kinsella. A. Rosette mentioned that the AS can keep in mind that the new bylaws are creating a new system, however, they can be changed in the future to add duties or take some out. Sejal asked if we only get one VP candidate, what will happen. A.Rosette said that the AS President may assume his/her duties if possible, appoint someone if available?

Another question was raised about the Ad Hoc Committees. A.Rosette mentioned that he discussed updating the College’s Shared Governance Manual with Dr. Rose, and she was in favor. He stated that an assigned duty of one of the AS VP’s would be assisting in this update. Ken talked about the Benefits Committee, and that the GCFA appointed 2 faculty members with agreement from the AS, however, suggested that maybe a clause be added for special faculty appointments by the GCFA. D. Achterman and A.Rosette said that such circumstances can just be a point of information to the Senate if it is strictly related to GCFA and not the AS 10+1.

The committee resumed making changes to the Bylaws draft and the changes included:

* Page 11, under Section 3, 4.2, the notes below the 1st sentence will be removed and the colon (:) will be changed to a period (.). The 4.2.1 section needs to be indented under 4.2.
* Page 12, Section 4, 4.6.through 4.8 - R2row’s notes will be included.

Sejal asked what happens when the Senator’s term is up in the Fall semester. A. Rosette said that the bylaws will provide us structure and ensure that the terms are staggered. The re-election of senators will be asap but no later than early next Fall semester for those whose terms expire in December 2017. The second cohort of elections will be during the Spring 2018 semester to commence in Fall 2018.

Regarding Article III, Section 7 (Senate Executive Committee), A.Rosette mentioned that this section would formalize the summer duties of the officers so we have representatives during this time.

Ken asked how many times must the Senate Steering Committee meet, since we already have to attend a lot of meetings. On page 13, we will add a new section (6.5) on the Academic Senate Steering committee meeting one time a month during the regular semester. D. Achterman mentioned that this Committee could help the President create agenda items and to consider using CCC confer.

A.Rosette stated that he would fine tune the document, add the changes and send it out tonight. He is going to send the Senate Agenda for the May 2 meeting out early.

*B) A motion was made to close the discussion on the Senate Bylaws changes.*

**MSC (C. Mantia/K. Wagman). Vote: unanimous. Motion passes.**

1. **Action:**
   1. Senate Bylaws Update Approval for Vote (C.Mantia, O.Zamora)
   2. *A motion was made for approval of the Bylaws as discussed for presentation to the faculty in anticipation for adoption on May 2, 2017.*

**MSC (C. Mantia/O. Zamora). Vote: unanimous.**

Discussion followed. Ken asked A.Rosette to include the approval date of April 24, 2017 in the title of the file. Sejal asked if our department faculty review the document for feedback or just bring the comments back for discussion. A.Rosette said that we could get feedback from our department faculty and only minor, non-content change/edits can be made at the next Senate meeting. A.Rosette suggested that we urge our faculty members to adopt the document even with concerns, so we can start the elections. The new Senate can open the Bylaws up again for discussion at a later time.

*A motion was made to approve the updated Senate Bylaws as presented.*

**MSC (C. Mantia/O. Zamora). Vote: unanimous.**

1. **Closing Items:**
2. **Adjournment by consensus at 3:25pm**

**Motioned by J. Lango**