

MINUTES

UFO Executive Board Meeting
13 December 2021
Held via Zoom
4:30 p.m.

Executive Board Members present:

Andrea Brown
Jeffrey S. Dean
Emmanuel Garcia
Janice Jones
Teresa Massimo
Heather J. McCarty
Katherine Michel
Jeff O'Connell

Others present:

Dawn Harris
Rose-Margaret Itua
Long Nguyen
Isabel Reichert

The meeting began at 4:33 p.m.

Newly elected members of the UFO Executive Board were invited to the open session of this meeting. Those not already familiar with the current Executive Board members were introduced. As their terms on the Executive Board will start in January 2022, these new Executive Board members would not be permitted to vote on any items at this meeting, and would leave the meeting when the closed session portion of the meeting started.

O'Connell updated the Executive Board on the Covid Safety Team's work, which will be focused on a smooth transition to the new term with an emphasis on the mental wellbeing of the faculty, staff, and students.

The next item on the agenda was the approval of the minutes from the November 2021 meeting, which had been sent out beforehand. O'Connell asked for any corrections. No corrections were suggested, and Garcia moved that the minutes be adopted. McCarty seconded the motion. The minutes were adopted unanimously.

Michel provided an update on the most recent activities of CEER. The main work of CEER recently has been the implementation of student evaluation forms. It is hoped that the newly developed forms will better suit the evaluation requirements for faculty in various roles, including counseling students, and assisting students in using library resources.

Michel indicated that CEER also worked on the formation of the Council for Peaceful Resolution (CPR), and the official establishment of that group is working its way through the various shared governance bodies of the College.

Garcia, speaking as Negotiations Chair, informed the Executive Board that there will be ongoing meetings with VPAA DiSalvo about how to implement the new evaluation forms.

Jones was asked to give an update as Treasurer. It was noted that there was \$180,616.90 in the UFO's checking account. Jones informed the Executive Board that the tax matters relating to the 2021 calendar year will be taken care of before the end of December. Jones agreed to meet with Nguyen (the incoming Treasurer) to assist with a smooth transition with regards to the UFO's financial matters, including accessing statements, transferring signing authority, and making the appropriate communications with the UFO's Certified Public Accountant.

Remaining on the subject of finances, O'Connell noted that the Executive Board needs to designate official signatories for any financial accounts held by the UFO Executive Board for its operations. These include, but are not limited to, checking accounts, mutual fund investments and certificates of deposit. It was suggested that there be three Executive Board members designated: United Faculty of Ohlone President Jeff O'Connell, Treasurer Long Nguyen, and Secretary Jeffrey S. Dean. A motion to appoint O'Connell, Nguyen, and Dean as signatories was made by Garcia and seconded by McCarty. There were seven votes in favor of the motion and one abstention (Massimo).

As Treasurer, Nguyen will suggest standard practices for monitoring accounts and how incoming and outgoing funds are to be handled.

The Executive Board went into closed session at 5:05 p.m.

The meeting was adjourned at 5:39 p.m.

Respectfully submitted by Jeffrey S. Dean, Secretary of the United Faculty of Ohlone on 15 December 2021.