

MINUTES

United Faculty of Ohlone Executive Board Meeting
14 February 2022
Held via Zoom
4:30 p.m.

Executive Board Members present:

Jeff O'Connell	President
Rose-Margaret Itua	Vice President
Dawn Harris	Part-time Representative
Long Nguyen	Treasurer
Jeffrey S. Dean	Secretary
Emmanuel Garcia	Negotiations Chair
Heather J. McCarty	Full-time Representative
Katherine Michel	CEER Representative

Others present:

Isabel Reichert
Kyle Livie

The meeting was called to order at 4:32 p.m.

O'Connell provided a brief update to the Executive Board, first acknowledging that this was the first meeting of the most recently elected Executive Board and that he is excited to be working with the group. O'Connell noted that a significant focus of his time as President in the last couple of weeks (as is the case with the College in general) has been spent on dealing with the fallout from the recent ransomware attack. Also, O'Connell mentioned that there were some remaining issues involving the District vaccine mandate. Finally, O'Connell reported to the Executive Board that in addition to instructors of in-person classes returning to campus, counselors are also returning to in-person status. Currently, full-time counselors are being asked to be on campus two days a week and remote two days a week—50% of their load. Harris verified that part-time counselors were likewise being asked to return to campus for 50% of their load and, with O'Connell, verified that the amount of time spent on campus by counselors will be re-evaluated and potentially adjusted after Spring Recess.

Livie spoke to the Executive Board as Faculty Senate President, conveying that he intends to form a task force to look into the response to the ransomware attack, particularly the impact that communication challenges had on faculty as the semester began. Livie noted that conveying information related to enrollment as well as information technology to faculty would be a focus of the task force and that he is in the process of assembling the task force. Reichert said that it would be of special concern to have faculty representatives on the task force who would speak freely about the problems that were encountered. Livie agreed and indicated that the task force would meet a very limited number of times and be charged with generating potential solutions which would avert problems in the future.

Related to the temporary shut down and the disabling of the email system, O'Connell raised the subject of collecting non-Ohlone email addresses for faculty for use in communication emergencies, such as the one just experienced, when Ohlone email accounts were not available for use. O'Connell will confer with Livie about whether or not the UFO or the Faculty Senate would be the appropriate party to collect and update these emails. McCarty added that collecting them from new faculty would be relatively simple, but would be more challenging for existing faculty.

O'Connell asked for a motion to approve the minutes from the December 13, 2021, meeting of the UFO Executive Board, which had been sent out previously. Hearing no corrections, O'Connell asked for a motion to approve the minutes, which was made by McCarty. The motion was seconded by Michel. The motion was approved, with three abstentions from Long, Harris, and Itua, who were not on the Executive Board in December 2021.

Next, Nguyen presented the treasurer's report. The Executive Board was provided with the current totals of the United Faculty of Ohlone's three Bank of America accounts—two CDs and one checking account—as well as the Franklin Templeton account. Nguyen noted that since assuming the role of Treasurer, confirmation has been received that the United Faculty of Ohlone's 2020 taxes were completed by the accountancy firm which handles the UFO's tax matters. It was further indicated that the UFO's 1099 forms for 2021 have been sent out.

Nguyen arranged to be the signer on the United Faculty of Ohlone's Bank of America accounts and will be working with O'Connell to add him as a signer. The situation regarding signatories for the Franklin Templeton is more complicated. While the December 2021 minutes of the United Faculty of Ohlone Executive Board meeting were adequate documentation to change access to the Bank of America accounts, further clarification is needed for the Franklin Templeton account. Questions about the number of signatories needed and who those individuals should be were briefly discussed by the Executive Board.

The United Faculty of Ohlone Executive Board needs to approve new signers for the United Faculty of Ohlone's Franklin Templeton account. This needs to be done because there was

an election for the United Faculty of Ohlone Executive Board held in December 2021. In that election, Jeffrey O'Connell was re-elected as President of the United Faculty of Ohlone, Long Nguyen was elected as Treasurer of the United Faculty of Ohlone, and Heather J. McCarty was re-elected as the Full-time Representative of the United Faculty of Ohlone. These three individuals agree to be the signers for the United Faculty of Ohlone's accounts with Bank of America and Franklin Templeton.

The United Faculty of Ohlone Executive Board needs to specify that any one of the three proposed signers (O'Connell, Nguyen, and McCarty) can request account updates, add or remove account signers, and access account information, such as statements and balances. Transactions, including deposits, withdrawals, or closing this account, must have the approval of two of those three signatories and proof of the United Faculty of Ohlone Executive Board's approval, as reflected in United Faculty of Ohlone Executive Board meeting minutes.

Dean made a motion to make Jeffrey O'Connell, Long Nguyen, and Heather J. McCarty the three signers for the United Faculty of Ohlone's Franklin Templeton account and Bank of America accounts, and that any one of these three signers be authorized to request account updates, add or remove signers, and access account information, such as statements and balances, but that transactions, including deposits, withdrawals, or closing the account, must have the approval of at least two of the three designated signers as well as proof of the United Faculty of Ohlone Executive Board's approval (as reflected in United Faculty of Ohlone Executive Board meeting minutes). Dean's motion was seconded by Itua. The vote to approve the motion was approved unanimously.

Nguyen also provided the Executive Board with information about future goals for the United Faculty of Ohlone's finances, which include transitioning to receiving paperless statements and updates and transition to online bill paying. Lastly, Nguyen indicated that the cloud-based Wave platform would be used to track income and expenditures for the United Faculty of Ohlone's financial accounts.

McCarty asked the Executive Board to comment on the use of Likert scales as a measurement on forms used by students when rating faculty who are going through the evaluation process. Livie expressed the opinion that ratings gathered from this type of rating system are problematic when used to evaluate faculty. Itua agreed, noting that this type of rating scale may prove to be more punitive than encouraging in the evaluation of faculty. Michel indicated that a positive aspect of using this type of scale would be that asking for narrative evaluations may sometimes prove challenging, since narrative evaluations take more time for students to complete. Harris added that using a combination of qualitative and quantitative measurements may be the most ideal. Livie and Garcia both commented that one problem of using numerical scores generated by Likert scales is that

such scores may lead to the not-so-ideal situation of comparing faculty members with one another. Itua noted that Likert scales, while useful in some circumstances, may not provide meaningful feedback for faculty members. Michel indicated that there was a recent revision to the evaluation form used for counselors which asked for both scale and narrative ratings. When asked by O'Connell if adequate feedback from the Executive Board to gauge its views on the use of Likert scales in evaluating faculty was received, McCarty indicated that an adequate amount of feedback was received.

O'Connell mentioned to the Executive Board that there were some upcoming events of particular interest to faculty. There will be a series of workshops sponsored by the Lytton Center which focus on various aspects of diversity and inclusion. Further, an upcoming panel on diversity in STEM was mentioned by Itua.

Lastly, O'Connell noted that there was a welcome back event on Friday, February 11, on campus and that it was good to see faculty back on campus enjoying one another's company.

The Executive Board went into closed session at 5:39 p.m. to get an update from Garcia on the current state of negotiations with the District.

The meeting was adjourned at 5:47 p.m.

Respectfully submitted by

Jeffrey S. Dean
Secretary of the United Faculty of Ohlone on 15 February 2022.

Jeff O'Connell, United Faculty of Ohlone – President

Long Nguyen, United Faculty of Ohlone – Treasurer

Heather McCarty, United Faculty of Ohlone – Full-time Rep.