

CEER MEETING MINUTES

Location: Zoom
Date: 9/04/2025
Time: 3:00 p.m.
Facilitator Vy Le,
: Monica Cappiello

Attendees:

Vy Le, Monica Cappiello, Raymond Gamba, Jesse MacEwan, Simeon Castro

**Notes Taken by FathomAI*

[VIEW RECORDING - 61 mins \(No highlights\)](#)

Meeting Purpose

[Review CEER Committee topics and plan next steps for part-time faculty scheduling processes.](#)

Key Takeaways

- Counselor evaluation form MOU needs to be finalized with UFO and district
- Part-time scheduling forms need minor updates to fully align with contract language
- Timeline for counselor/librarian part-time scheduling to be proposed: April 15 for summer/fall, November 15 for spring
- CPR program generated interest but no applications yet; continued outreach planned

Topics

Counselor Evaluation Form

- Form was previously approved by counselors and accepted by UFO
- Next step is for UFO to bring to district to create MOU and add to contract
- Could potentially be implemented this year for evaluations

Part-Time Faculty Scheduling Forms

- Reviewed forms from different divisions (STEM, Arts/Sciences, Business)
- Forms generally meet contract requirements but need minor tweaks:
 - Add hybrid modality option
 - Clarify preferred vs. available times
 - Ensure load preference is captured
- Agreed each division can use own form as long as it covers required elements
- Ray will follow up with deans on needed updates

Counselor/Librarian Part-Time Scheduling Timeline

- No consistent timeline currently exists
- Proposed deadlines: April 15 for summer/fall, November 15 for spring
- Vy will check with Song Ho (counseling) on proposed timeline
- Jesse will check with part-time counselors
- Goal is to codify timeline to help part-timers plan across multiple colleges

CPR Program Update

- Generated interest and questions from faculty
- No applications submitted yet
- Vy will continue outreach and advertising
- Emphasized HR not involved unless necessary

Next Steps

- Vy to check with Song Ho on proposed counselor scheduling timeline
- Jesse to check with part-time counselors on proposed timeline
- Ray to follow up with deans on part-time scheduling form updates
- Vy to continue CPR program outreach and advertising
- Review updated forms and timeline feedback at next meeting

Action Items

- Check w/ all deans re part-time sched forms; discuss changes (days, times, modality, load) - [WATCH \(5 secs\)](#)
- Update tracking doc w/ new info on counselor/librarian sched forms & timelines - [WATCH \(5 secs\)](#)

❑ Email Song Ho re proposed counselor sched timeline (Apr 15 & Nov 15); cc Monica

- [WATCH \(5.secs\)](#)