FEC Minutes

Tuesday, December 3, 2024

John Muir Rm 201 | 1:10-2:00pm

Members:

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| Raul Angeles | Mario Bringetto | Emily Campbell |
| Stephanie Collier | Liana Craven (Co Chair) | Olivia Estrada |
| Emily Froese-Absent | Shelli Giles—Absent | Jill Hackbarth (Record Keeper) |
| Rob Morris | Kim Rix | Jesse Wilcoxson (Co Chair) |
| Yer Yang |  |  |

Meeting called to order at 1:19pm

Announcements or comments on/off the agenda

No comments.

Reports

1. Chair

i. Spring Convocation—Liana updated the committee on spring convocation. With attendance being typically lower for the spring convocation, we are condensing the week to just Wednesday and Thursday for workshops with the exception of the new PT orientation being Tuesday night along with a headshot event earlier in the day.

1. Budget--$29, 997.33. Liana mentioned that the new COSAFA contract states the OTCP that we usually pay out from the FEC fund will now come from a different budget. We are still uncertain of which budget and we would like to know so we will be able to direct people to the appropriate place to send their timesheets.
2. Part-Time Faculty—Nothing to report
3. Full-Time Faculty—Nothing to report

Action

1. Approve Minutes from 11/5/2024—Mario motioned to approve the minutes. Rob seconded. No discussion. All in favor. Kim abstained. Motion carried.

Discussion

1. New COSAFA Contract—Liana pulled up the COSAFA contract. She went to the section where our budget has increased to $85,000. Jesse pointed out that the contract seems to have changed from only $10, 000 roll over at the end of the year to now any unused funds will roll over to the next year. Liana reviewed the section on peer review and the OTCP. She added that a large portion of our funds went to OTCP last spring which is also when we were running out of money. Now that that is coming out of a different budget, FEC won’t be exhausted as quickly or if at all.
2. Bylaws—Liana reviewed our edits from the previous meetings. She brought up attendance of inactive members and if there should be a procedure for a certain number of meetings missed. Do we notify the inactive member’s division chair for the purpose of replacing that member with someone who can attend/represent that division? Liana brought up the “needs assessment survey” listed in the bylaws. Rob asked how we currently decide what workshops we offer. Liana said it is mostly whatever presenters want to offer and not necessarily based on requests from faculty, other than the year we had anti-racism workshops and a 3-tier training on rewriting your syllabus. It might be beneficial to offer a survey to find out what faculty would be interested to receive training. Olivia suggested specifying in the bylaws regarding the needs assessment survey whether we send the survey out annually or biannually. Liana edited the FEC Calendar section to say that the FEC Calendar is available on the FEC website and is updated regularly during the academic year. Liana circled back to implementing a procedure for committee attendance, asking what would be an appropriate number of absences before we reach out to the division chair. What constitutes “inactive”? We have 4 meetings per semester plus our special meeting in the spring for sabbaticals and IIPs. Liana suggested 4-5 absences. Kim suggested replacing in between semesters. Since we are at the end of our time, we will discuss this again in February. We will edit the bylaws with what we have right now, and then continue to discuss in the spring.
3. Appeals process-- tabled

Meeting adjourned at 2:07pm

Next meeting: Tuesday, February 4th