

I. Workgroup to review AP 5530: Student Grievance Procedure

Two faculty members have been requested to serve on workgroup to review AP 5530: Student Grievance Procedure.

1. Purpose: APM (Academic and Professional Matters Committee) recommended having Michele LeBleu-Burns and Leticia Maldonado, Grievance Officers from both colleges, work together and lead efforts to revise the student grievances administrative procedure as well as other related procedures. Once drafts are created, APM requested that Michele and Leticia be invited to an APM meeting to review recommended changes. Based on this request made by APM to both, Leticia Maldonado and Michele LeBleu-Burns, a workgroup will be created, led by both Grievance Officers, to complete this request. The AP5530 Workgroup will review AP5530 and make recommendations for revisions that will be presented to APM by Michele LeBleu-Burns and Leticia Maldonado.

2. Charge: Review and make recommendations to APM for revisions to AP5530 (Student Grievances).

3. Composition: 10 members

a. Leads/facilitators: Grievance Officers, Michele LeBleu-Burns (De Anza) and Leticia Maldonado (Foothill)

b. Students: 2 students appointed by De Anza student government and 2 students appointed by ASFC (Foothill)

c. Faculty: 2 faculty appointed by De Anza AS and 2 faculty appointed by Foothill AS

4. Time Commitment: Three (total) 1.5 hour meetings Winter 2021 and Spring 2021 quarters.

5. Responsibilities: Review and make recommendations for revisions to AP5530 (Student Grievances). Once this is completed, workgroup leads Michele LeBleu-Burns and Leticia Maldonado will present the changes to APM.

Name	Division	Department/Area	Status
Kathy Haven	Language Arts	ESL	Part-time
	<i>None submitted</i>		

II. IPBT PDL Replacement

Erik Woodbury will be on PDL for Spring 2021. A faculty member is needed to fill his position as a voting member on Instructional Planning and Budget Team (IPBT). This service would be for Spring 2021 quarter only but attending it would be prudent for the selected person to attend the IPBT meetings for the rest of Winter 2021 quarter as part of the onboarding process.

All full-time tenured faculty members, full-time tenure track Phase III Year 4 faculty, and all part-time faculty members are eligible.

Name	Division	Department/Area	Status
Mark Landefeld	Physical Education & Athletics	Physical Education & Athletics (assignments in both)	Part-time
	<p>As a coach and instructor in Athletics, I direct a program which we design to be based on merit, and functionally must respond to participants who have a deficiency in our sport. That would appear to me to reflect practices we would like to employ in all our efforts to advance the college's mission. As a coach, I have presented to the Viability subcommittee on two occasions and that has developed my sensitivities to the goals of IPBT.</p> <p>As a Head Coach, I have had the very positive experience of directing staff from varying backgrounds (Chinese, Vietnamese, Iranian, Malinese) and I also have over 10 years of private sector experience as a supervisor in IT and youth-sport programming, working with diverse staffs.</p> <p>Diversity of thought, background and experience is important to IPBT, because virtually all issues that come before it have an equity perspective that must be considered.</p> <p>My perspective reflects that of an instructor and coach, which represents components such as facility scheduling and management, student transportation, risk management (especially when activities are off-campus). The actions of IPBT have obvious financial consequences, but must be based on a process that reaches out and into our students' lived experience.</p>		

III. Hiring Committee for the DA Operations Manager

A faculty has been requested to serve on the Hiring Committee for the DA Operations Manager position (Req. 212). Jennifer Mahato is the hiring manager.

Preferred: a faculty person familiar with college operations and the specific functions of the manager position.

Specifics:

- 1st committee meeting (tentative) during the week of February 22, 2021
- Review applications during the week of March 1, 2021
- Selection of candidates for interview during the week of March 8
- Interviews to be scheduled as soon as possible, thereafter
- At the moment, my understanding is that the following people will serve:
 - Jennifer Mahato (Chair)
 - Pam Grey
 - Tina Lockwood - Classified
 - CSEA - TBD
 - E/O Representative TBD
 - Academic Senate Representative TBD

Name	Division	Department/Area	Status
Nick Mattis	PE/Athletics	PE/Athletics	Full-time Tenured
	<p>1) I feel I have several qualifications to serve on this hiring committee. I am the Assistant Athletic Director for the Athletics programs here at De Anza. I am also a Kinesiology instructor and Coach for the Track and Field and Cross Country Teams. I regularly work with grounds and custodial for hosting events in our facilities as well as needs with the Football/Track Stadium. I have been at De Anza 14 years working with the Operations department on numerous occasions. I feel I bring a good perspective and representation from our department who will often work close with the position. Another unique qualification I believe I have to this committee, is prior to working at De Anza I served as Montana State Universities Athletics Facilities Operations Supervisor which covered about half of the campus including all athletic facilities/PE and Campus Recreation Facilities.</p> <p>2) Diversity is very important to this position as we are a member of a very diverse campus in both students, staff and faculty and we must work harmoniously together to keep it a top college.</p>		

Name	Division	Department/Area	Status
Cheryl Owiesny	Physical Education Athletics	PE/Athletics	Full-time Tenured
	<p>1) I have been a full time Women's soccer Coach/Instructor at DeAnza for 20+ years. In this time, we (men's soccer coach and athletics director) have hosted the California Community College State Soccer Championships 3 times. The most recent was in 2019. Hosting the Championships take a lot of preparation, planning and coordinating with many people/departments/areas across De Anza campus and district. Working with the operations manager has been ongoing in my tenure at De Anza. The physical education and athletics facilities are well used. I have been</p>		

	<p>involved most recently with the Facilities Master Plan committee which has been an engaging and eye-opening experience. Over the past 20+ years I have engaged in many activities across campus. I feel that I have a good understanding of our facilities and campus life to have a good perspective on this hiring committee.</p> <p>2) As a full time, faculty member for the past 20+ years I have kept myself engaged throughout the De Anza College campus. When I get out and about walking our beautiful campus I smile, wave and engage with many. Intentionally I would get involved because I have always felt that it was important to learn about the many different aspects De Anza offers but more importantly to meet the many amazing employees. I have been on many hiring committees, tenure review committees and other campus committees over the years that I have gained tremendous value from hearing from and gaining a different perspective on many different subjects. As a soccer coach my team has always had a very diverse population of student athletes.</p>
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