



In accordance with California's Code of Regulation, Academic Senate is the organization whose primary function, as the representative of the faculty, is to make recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters.

"Academic and professional matters" means the following policy development and implementation matters:

(1) curriculum, including establishing prerequisites and placing courses within disciplines;

(2) degree and certificate requirements;

(3) grading policies;

(4) educational program development;

(5) standards or policies regarding student preparation and success;

(6) district and college governance structures, as related to faculty roles;

(7) faculty roles and involvement in accreditation processes, including self-study and annual reports;

(8) policies for faculty professional development activities;

(9) processes for program review;

(10) processes for institutional planning and budget development; and

(11) other academic and professional matters as are mutually agreed upon between the governing

CCCPLX-406

11/06/25

3 to 5 P.M.



Regular Meeting

Members of the public may address the Senate regarding items on the agenda as these items are taken up by the Senate, according to the rules of the Senate. Members of the public wishing to address matters, not on the agenda will be invited to do so under "Public Commentary" at the beginning of the meeting. The Senate reserves the right to change the order of the agenda items as the need arises.

Minutes: November 6

Future meetings: 11/20, 12/4, 12/11, 2/12, 2/26, 3/12, 3/26, 4/9, 4/23, 5/14, 5/28

Roll Call:

Committee members present as indicated by (x).			
Academic Senate Officers		Academic Senators	
President: Jaclyn Magginetti		Counseling 1 Alan Reza and Eva Palomares (T1, Y1)	x
President-Elect: Vacant		Counseling 2 Deborah Bundy (T1, Y2)	x
Past President: Kathleen McAlister		Health Science 1 Thu Pham/Brenda Toy (T2, Y1)	x
Secretary: Jill Bauer	x	Health Science 2 Beena Eapen (T2, Y1)	x
Treasurer: Karen Le Cornet	x	Health Science 3 Vacant	
Curriculum Chair: Joyce Peacock		Kinesiology Sergio Cutrona (T4, Y1)	x
IDEAA Ombuds: Michael Brydges		Language Arts 1 Samantha Simmons (T2, Y1)	x
Academic Senators		Language Arts 2 Karen Le Cornet (T2, Y2)	x
Adjunct Faculty Senator 1 Jennifer Van (Y1, T1)	x	Language Arts 3 Jill Bauer (T1, Y2)	x
Adjunct Faculty Senator 2 Zachary White (Y1, T1)	x	Library/Learning Resource Center 1 Monica Doman (T1, Y2)	x
Adjunct Faculty Senator 3 Michael Hanson (Y1, T1)	x	Science/Engineering/Math 1 Joel Gober (T3, Y1)	x
Business/CIS 1 Kathleen Troy (T3, Y1)		Science/Engineering/Math 2 Christina Plett (T3, Y1)	x

The agendas for all Cypress College Academic Senate meetings can be found online [here](#). It is the intention of the North Orange County Community College District to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance, the NOCCCD will attempt to accommodate you in every reasonable manner. Please contact Jill Bauer, Academic Senate Secretary (jbauer@cypresscollege.edu) or Jaclyn Magginetti, Academic Senate President (jmagginetti@cypresscollege.edu) at least 48 hours prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.

Committee members present as indicated by (x).			
Career Technical Education 1 Vacant		Science/Engineering/Math 2 Ron Armale (T2, Y1)	
Career Technical Education 2 Vacant			
Liaisons		Academic Senators	
Accreditation: Jill Bauer	x	Social Science 1 Gio Hortua (T1, Y1)	x
AdFac United: Vacant		Social Science 2 Craig Goralski (T1, Y2)	x
Associated Students: Angel Hernandez		Visual and Performing Arts 1 Janet Owen Driggs (T1, Y1)	x
Campus Technology: Thomas Sutfin	x	Visual and Performing Arts 2 Aydinaneth Ortiz (T2, Y2)	
CC Foundation: Damon de la Cruz			
CTE Liaison: Vacant			
Distance Education: Samantha Simmons			
Diversity, Equity and Inclusion: Maha Afra			
IPLOR: Sarah Jones			
Guided Pathways: Liana Koeppel			
Professional Development: Jaqueline Aguet			
Student Equity and Achievement: Jenelle Herman	x		
Student Learning Outcomes : Abigail Awad			
United Faculty: Steven Estrada			

Guests: Samanta De Frutos Garcia, Bryan Ventura, Terri Long, Daniel Lind, Joy Case

I. Establish Quorum and Acknowledge Alternates

Meeting called to order at 3:01 p.m.

Jolena Grande is an alternate for Brenda Toy.
Alison Robertson is an alternate for Sam Simmons.
Adel Rajab is an alternate for Joel Gober.

II. Adoption of the Agenda

Jolena Grande moved to approve. Passed.

III. Approval of 10/23/25 Minutes

Jolena Grande moved to approve. Passed. Adel Rajab and Alison Robertson abstained.

IV. Public Commentary (3 minutes per speaker – 15 minutes max)

None.

V. Faculty Announcements (2 minutes per speaker – 10 minutes max)

- a. Janet Own Driggs announced the closing reception of the Haitian Revolution exhibit at the Cypress College Art Gallery on November 13. There will be a curator-led tour with Jacquil Constant and a dance performance by Monik Jones at 3 p.m. and 6 p.m. respectively. The gallery has had 1,668 visitors to the exhibition thus far.
- b. Craig Goralski expressed the need for the Senate to be actively involved in any District AI policy development (see the Distance Education report [item VII.e] from the 10/23/25 Academic Senate minutes). Faculty involvement is essential to ensure that academic freedom is not violated.
- c. Gio Hortua announced the upcoming drag show on November 14.

VI. Faculty Issues – Unfinished Business

a. Strategic Plan (10 minutes)

Bryan Ventura and Karen Le Cornet

The Senate shared feedback on the 2025-2028 Strategic Plan:

-Craig Goralski inquired about how the College is held accountable for adhering to the plan and suggested adding language to the plan that outlines checks and balances as well as transparent communication and constituent input in the event of changes to the plan.

-Sergio Cutrona stated that Kinesiology provided a sample statement to the document. They advocate for the plan to specifically state the goal of creating an environment that is safe and inviting for all. Bryan Ventura agreed that adding safety to the facilities-related goals is important and stated that an ADA compliance metric could be added for assessment.

-Janet Owen Driggs called for more review of previous plans when determining future goals.

Alison Robertson moved to extend time 10 minutes. Passed.

-Jenelle Herman expressed concerns about the College not abiding by the EFMP and reiterated the need for plans to address an accountability structure and contingencies if plans become unfeasible. Faculty are currently dealing with space issues because the original plan for the FASS is not being followed.

-Alison Robertson suggested a multi-stage check-in process that involves everyone.

-Bryan Ventura and Jill Bauer shared that the newly formed Accreditation and Steering Committee will be reviewing Key Performance Indicators in the strategic plan annually and reporting to the Senate, PBC, and PAC. However, many of the facilities concerns that the Senate is concerned about are addressed in other plans, specifically the EFMP.

Overall, the Senate expressed a need for more accountability and communication regarding plans at the District and College, especially facilities-related plans like the EFMP. Craig Goralski noted that recent turnover in the Vice President of Administration Services position has created inconsistencies in the College's adherence to and communication of facilities-related plans. For this reason, he reiterated the need for these accountability and communication procedures to be stated in the plan and not dependent on individuals for follow-through.

b. SEA Plan (10 minutes)

Jenelle Herman and Karen Le Cornet

The Senate will provide feedback on the 2025-2028 Student Equity and Achievement (SEA) plan:

-Jenelle Herman responded to a question about who developed this plan, stressing that 56 individuals and 8 committees had input on the plan. She informed that Senate that population-specific feedback could be sent to Paul de Dios, Celeste Phelps or her via email.

-Craig Goralski asked how the plan will be operationalized to ensure that all entities are working toward these goals together. He suggested check-ins to see if goals are being achieved. Jenelle Herman explained that the plan calls for 6-month check-ins and that the State now requires a one-year update to assess goals.

Sergio Cutrona moved to extend time 15 minutes. Passed.

-Zachary White expressed a concern that adjunct faculty are not being compensated for the equity-minded professional development that the plan calls for.

-Janet Owen Driggs shared that as a recipient of SEA funds she has never been asked to report on use of funds. Jenelle Herman responded that SEA is creating a better process for a more equitable distribution of funds and increased alignment to the SEA Plan.

c. AP 7400 and AP 3440 (10 minutes)

Karen Le Cornet

The Senate discussed proposed revisions to AP 7400 Employee Travel and Conference Attendance and AP 3440 Service Animals.

Regarding AP 7400, Karen Le Cornet stated that Language Arts faculty have concerns and questions about the language. It is too vague and does not provide clarity on how faculty justify their professional development. Also, there are many questions about how the District determines the cheapest flight: Are faculty required to take the cheapest flight even if it is at an unreasonable time that raises safety or sleep concerns? Are faculty required to price flights from several airports?

Beena Eapen shared that Health Science faculty have opposition to 5.2.6.3, regarding reimbursement for the night before a conference/event. Sometimes faculty have to travel to the East Coast, and traveling the day before is necessary.

Regarding AP 3440, Health Science faculty also have concerns about what to do when a student's need for a service animal conflicts with another student's allergies.

Sergio Cutrona stated that as an instructor he needs more guidance on what to do when a student takes issue with another student's service animal. Who should faculty call to address potential conflicts?

Jenelle Herman asked how faculty members confirm that an animal is an approved service animal. She called for more specific language on this for faculty.

In general, the Senate questioned why service animals are not registered with DSS and if there were State laws informing service animals that the District should be following.

VII. Faculty Issues – New Business

- a. Emeritus Faculty Email Accounts (15 minutes) Samanta de Frutos Garcia and Karen Le Cornet

Samanta de Frutos Garcia, the District Technology Committee faculty representative, shared proposed changes to email accounts for retirees. The District Technology Committee (DTC) is proposing to end the practice of maintaining faculty email accounts for emeritus faculty. The DTC is concerned about the security risks and costs associated with maintaining these accounts.

Craig Goralski shared that keeping the email access is important, yet he recommends a different domain (e.g., @emeritus.cypresscollege.edu) to distinguish an active employee from a retired one.

Sergio Cutrona countered that student/faculty connections are most important. If the email address changed, it would make it harder for students to reconnect with their former professors. If the domain is changed, could the email to the previous email address be forwarded to the new one?

Monica Doman pointed out that emeritus email access was a 2005 Senate Resolution. Changes to this practice would necessitate a change to the Senate bylaws. She prefers to maintain the current practice so that retirees have continued connection to the College (e.g., events) and access to services (e.g., the Library).

Janet Owen Driggs shared that it's good for the College when emeritus faculty continue work in their disciplines/professional fields with an @cypresscollege.edu address.

Jenelle Herman suggested that a different display name for emeritus faculty. She shared that the District could add (Emeritus) behind the person's name.

Gio Hortua agreed that there needs to be some distinction between current and retired faculty.

VII. Special Reports

a. President's Report and Committee Appointments (15 minutes)

President Jaclyn Magginetti submitted the following report:

- The District has developed a new flowchart outlining the process for creating and approving Administrative Procedures (APs) and Board Policies (BPs). The document is available for review in Canvas.
- Please also take a moment to review the proposed District APs on travel and service animals, which are currently under consideration. Your feedback is encouraged and appreciated.
- In addition, Cypress College was selected to participate in a transfer partnership program with UCLA. We were one of only ten schools chosen for this opportunity. The PowerPoint presentation with more details about the program is also available on Canvas.
- In addition, two new proposed academic calendars for 2026–2027 have been posted in Canvas for review. Faculty are encouraged to look them over and share any questions or concerns with their Senate representatives.

Board of Trustees 10/28/25

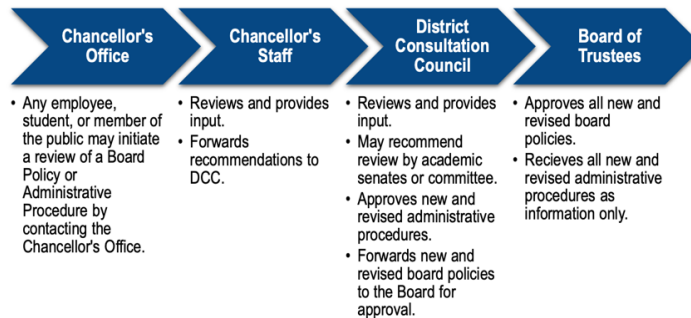
- The Board reviewed and received the CCFS-311 Annual Financial and Budget Report, confirming the District remains in compliance with the 50 Percent Law.
- Reports were presented on district travel expenses, sustainability goals, and strategic enrollment planning.
- The Board adopted resolutions recognizing Veterans Appreciation Week (November 10–14) and verifying excused trustee absences from October 14.
- Construction updates were provided for the Cypress College Fine Arts Renovation Project, including change orders and contract authorizations.
- Authorization was granted for out-of-country travel for faculty and participation in conferences, as well as approval for the Americana Kick-off event at Cypress College.

DCC 10/27/25

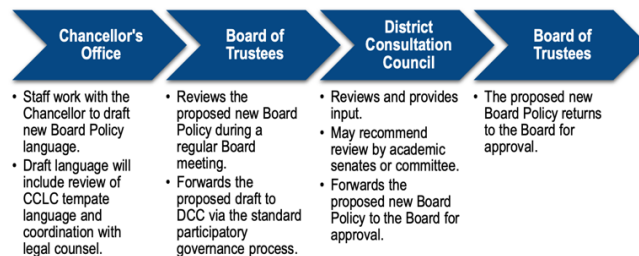
- Strategic Enrollment Plan and Project completion. – SEP Project
 - Provide realistic, quantifiable goals. Talked a lot about the process of the plan and the possible success of the plan, but nothing about the actual plan.
 - Bought CRM Element 451 and AI enrollment software
- Sustainability Plan
 - This is really focused on the state's ideas of sustainability and the goal set by DCC in the past.
 - Solar panel is possible going in at Cypress in the summer of 2026.
 - Spaces for wellness
- Sustainability Committee – 4 times a year, a task group formed from the college committees already in place. Then they can invite people from the departments they are working on. For example, everyone who does purchasing. What do you all think?

- AP 7400 – Travel and Conference Attendance – Will be going to a work group to spend more time on working with prof dev and revision.
- Policy Review and Development Process.

Board Policy & Administrative Procedure Review Process



New Board Policy Development Process



PAC 10/23/25

- They attended the OER/ZCT work group and will be presenting information to the college summarizing everything they learned.
- The cat committee has met. They have an active membership from around the college, including students. They also have rescue groups from the city helping.
- DE plan was presented and approved.
- The Strategic Plan was presented- looking for feedback

Dr Long

- The Faculty Hiring Prioritization list is out

Dr. De Dios

- SEA plan will be going around the campus
- Priority Registration starts this week.

Council on Budget and Finance 10/13/25

- Reach out for a Student representative for this meeting.
- They are trying to change the Ram.

b. Curriculum Committee - Joyce Peacock (3 minutes)
No report.

c. Instructional Program Review – Sarah Jones (3 minutes)
IPLOR Co-Chair, Sarah Jones, submitted the following report:

- Departments have submitted Fall 2025 IPLOR reports, and those reports are now under review by the IPOR Committee members.
- Department presentations are underway during the month of November.
- The IPLOR Committee will collaborate to write the first draft of the IPLOR Annual Report this semester to be revised and presented next semester.

Questions?

- If you have any questions about the IPLOR process, please contact Myev Reese (mrees@cypresscollege.edu) or Sarah Jones (sjones@cypresscollege.edu).

d. Student Outcomes Assessment – Abigail Awad (3 minutes)

No report.

e. Distance Education – Samantha Simmons (3 minutes)

No report.

f. Associated Students – Angel Hernandez (3 minutes)

No report.

VIII. Written Reports

a. Academic Senate Treasurer’s Report – Karen Le Cornet

No report.

b. Accreditation and Institutional Effectiveness Study - Jill Bauer

No report.

c. Adjunct Faculty United – Zachary White

No report.

d. Campus Technology Committee- Thomas Sutfin

CTC Liaison, Thomas Sutfin, submitted the following report:

The Campus Technology Committee (CTC) met on September 10, 2025, to review ongoing technology initiatives, membership updates, and governance items. The committee approved the minutes from the May 14, 2025 meeting, including confirmation of previously approved charter changes adding a Non-Voting Classified Senate Representative and Distance Education Support Staff positions. Members also discussed progress on the Technology Plan, currently under review by the Planning and Budget Committee (PBC), and continued refinement of the Equipment Standards draft. Updates were provided on the Teams Voice migration schedule and campus-wide computer refresh efforts, both moving toward completion by the end of the fall semester. No new action items were introduced, and the meeting concluded with a call for feedback on upcoming projects and governance self-evaluation items.

Summary of of Agenda Discussion – October 16, 2025

Technology Project Updates

- Infoblox Optimization: Project completed; DDI now optimized and synchronized across the district.
- Teams Voice Migration: Cypress leading district rollout; hardware configured, Teams units operational, awaiting licensing for next testers; full rollout set for early November; full conversion expected by Spring 2026.
- Windows 10 Deprecation: Migration work ongoing since February; must be completed by end of semester; VPN cleanup improving overall network security.

e. CTE Liaison –

No report.

f. Cypress College Foundation - Damon de la Cruz

No report.

g. DEIAA - Maha Afra

No report.

h. Guided Pathways Steering Committee - Liana Koepfel

No report.

i. IDEAA Ombuds - Michael Brydges

No report.

j. Professional Development Committee – Jacqueline Aguet

No report.

k. Student Equity and Achievement Committee – Jenelle Herman

No report.

l. United Faculty- Steven Estrada

No report.

VIII. Adjournment

Gio Hortua moved to adjourn. Passed. Meeting adjourned at 4:37 p.m.