

Calendar Committee Minutes

Wednesday, October 2, 2019
BE 320
11:00 – 12:00pm

Type of Meeting: *Regular*

Note Taker: *Cheyenne Odenthal*

Please Review/Bring: Previous minutes and memo sent by the Chancellor's office regarding holidays.

Committee Members:

Dr. Erin Vines, Calendar Committee Co-chair
 Dr. Scott Lee, Calendar Committee Co-chair
 Kyle Jacobsen, Academic Affairs Specialist
 Rick Shaw, ITS
 Joseph Owens, Vocational Faculty
 Scott Memmer, Faculty Union
 LaDonna Trimble, Dean Enrollment Services
 Nichelle Williams, Director Financial Aid
 Dr. Edward Beyer, Faculty Representative
 Scott Tuss, Classified Representative

Committee member not in attendance:

Cynthia Wishka, Student Services Faculty
 Dr. Jill Zimmerman, Dean Student Development and Services
 Van Rider, Academic Senate President
 vacant, ASO Representative

Guests in attendance:

Pamela Ford

Items	Person	Action
I. Opening comments from the co-chair	<i>Dr. Vines /Dr. Lee</i>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
II. 4/22/2019 Minutes	<i>All</i>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u> Motion was made to approve the 4/22/2019 minutes. Motion was carried</p> <p><u>Follow Up Items:</u></p>
III. Process for implementing Holidays into AVC Calendar	<i>Dr. Lee /Scott Tuss</i>	<p><u>Issues Discussed:</u> Dr. Lee states that Scott Tuss noticed a conflict of past practice of how the holiday dates were implemented in to the school calendar. Scott Tuss stated that when the Chancellor's office released the holidays, that some dates are mandate on a certain day, however some the college can decided when to take those holidays. Historically the classified union has met with administration to finalize those movable holiday dates. Scott Tuss stated that administration has decided to not follow past practice</p> <p>Dr. Vines stated that prior to his position of co-chair that may have been the past practice. Dr. Vines then state\d that this is a participatory governance committee and the decisions made regarding the calendar should be brought to the calendar committee. Dr. vines stated that he is willing to meet with the Classified union regarding the dates, but ultimately these dates will be finalized by the calendar committee.</p> <p>Pamela Ford stated that Classified union has always decided what day the holidays would be honored on and the academic calendar was decided by the faculty and those decisions were brought back to the calendar committee.</p>

		<p>Dr. Vines stated that if the process is to be changed it would have been to be changed in Board Policy and Collective bargaining agreements, however Calendar Committee is following the policy stated in board Policy and the collective bargaining agreement as of now.</p> <p>Kyle Jacobsen referred to the AVCFT CBA Article X which states: “12.0 Calendar 12.1 All issues related to the calendar (starting and ending dates of the semester, summer session and intersession; starting and ending class times; holidays; flex days; orientation; parts of term; days counted as instructional days) shall be referred to the Calendar Committee, a campus-wide standing committee. The committee will have co-chairs consisting of the vice-president of student services and either the AVCFT or AVCFCE representative in alternate years. Each year, the committee shall recommend a calendar to the presidents of the District, AVCFT and AVCFCE for final approval through a memorandum of understanding in time to meet the College’s scheduling timelines.”</p> <p>Dr. Lee asked Pam Ford if prior to the Calendar Committee meeting and finalizing the dates on the calendar, if the dates the Classified union discussed with the administration was final.</p> <p>Pam Ford stated once it was already done, that it would come to the committee and just be done.</p> <p>Scott Tuss stated that there was agreeance between the Classified Union President and Campus President prior to the Calendar committee meeting.</p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
<p>IV. Membership of the Calendar Committee</p>	<p><i>Dr. Lee /Van Rider</i></p>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u> This item will be moved to the next meeting due to the absence to one of the persons presenting the items</p>
<p>V. Approve holiday dates through 2022 Academic Year</p>	<p><i>Dr. Vines</i></p>	<p><u>Issues Discussed:</u></p> <p><u>Acton Taken:</u></p> <p>Dr. Vines referred to the Holiday dates mandated by the Chancellor’s office</p> <p>Dr. Lee stated that he has a concern that the calendar reflect the last of intersession and given that the faculty union and classified union have not signed the MOU he would rather see the holidays as a list rather than on a calendar.</p> <p>Dr. Vines stated that due the committee recommending a calendar without an intersession, we have to recommend the holiday, start and end dates without a intersession.</p> <p>Scott Tuss stated that the committee did not recommend an implementation period just a new calendar structure.</p>

Dr. Beyer suggested a contingency plan or calendar.

Dr. Vines stated that it can be an agenda item for the next meeting, but we are only recommending on calendar to reflect what the committee voted.

Fall Semester 2020 Start date of August 17, 2020:

Dr. Erin Vines: **Yes**

Dr. Scott Lee: **No**

Dr. Ed Beyer: **No**

Kyle Jacobsen: **Yes**

Rick Shaw: **Yes**

Scott Tuss: **No**

Scott Memmer: **Yes**

LaDonna Trimble: **Yes**

Nichelle Williams: **Yes**

Joseph Owens: **Yes**

Monday September 7, 2020 labor Day Holiday:

All approved

Wednesday November 11, 2020 Veterans Day:

All approved

Thursday through Saturday November 26-28, 2020

All approved

Fall Semester end date of December 5, 2020:

Dr. Erin Vines: **Yes**

Dr. Scott Lee: **No**

Dr. Ed Beyer: **No**

Kyle Jacobsen: **Yes**

Rick Shaw: **Yes**

Scott Tuss: **No**

Scott Memmer: **Yes**

LaDonna Trimble: **Yes**

Nichelle Williams: **Yes**

Joseph Owens: **Yes**

Thursday December 24, 2020 through Friday January 1, 2021 local Holiday:

All Approved

Spring Semester Start date of January 11, 2021:

Dr. Erin Vines: **Yes**

Dr. Scott Lee: **No**

Dr. Ed Beyer: **No**

Kyle Jacobsen: **Yes**

Rick Shaw: **Yes**

Scott Tuss: **No**

Scott Memmer: **Yes**

LaDonna Trimble: **Yes**

Nichelle Williams: **Yes**

Joseph Owens: **Yes**

Monday January 18, 2021 Martin Luther King Holiday:

All Approved

Friday February 12, 2021 Lincoln Holiday:
All approved

Saturday February 13, 2021 Local Holiday
All Approved

Monday February 15, 2021 Washington's day:
All approved

Monday March 8 through Saturday March 13 Spring Break;
All approved that spring break schedules after the eighth week of instruction during the spring semester.

Last day of Spring semester Saturday May 8, 2021:

Dr. Erin Vines: **Yes**

Dr. Scott Lee: **No**

Dr. Ed Beyer: **No**

Kyle Jacobsen: **Yes**

Rick Shaw: **Yes**

Scott Tuss: **No**

Scott Memmer: **Yes**

LaDonna Trimble: **Yes**

Nichelle Williams: **Yes**

Joseph Owens: **Yes**

First day of the Summer Session Monday May 17, 2021:

Dr. Erin Vines: **Yes**

Dr. Scott Lee: **No**

Dr. Ed Beyer: **No**

Kyle Jacobsen: **Yes**

Rick Shaw: **Yes**

Scott Tuss: **No**

Scott Memmer: **Yes**

LaDonna Trimble: **Yes**

Nichelle Williams: **Yes**

Joseph Owens: **Yes**

Monday May 31, 2021 Memorial Day Holiday:
All approved

Monday July 5, 2021 Independence Day observed;
All approved

Last day of Summer session August 7, 2021

Dr. Erin Vines: **Yes**

Dr. Scott Lee: **No**

Dr. Ed Beyer: **No**

Kyle Jacobsen: **Yes**

Rick Shaw: **Yes**

Scott Tuss: **No**

Scott Memmer: **Yes**

LaDonna Trimble: **Yes**

Nichelle Williams: **Yes**

Joseph Owens: **Yes**

Joseph Owens noticed a discrepancy in the number of instructional day for the summer session, the correction was made and the committee did a revote on the end date of Summer session as August 14, 2021. The new vote was as follows:

Dr. Erin Vines: **Yes**
 Dr. Scott Lee: **No**
 Dr. Ed Beyer: **No**
 Kyle Jacobsen: **Yes**
 Rick Shaw: **Yes**
 Scott Tuss: **No**
 Scott Memmer: **Yes**
 LaDonna Trimble: **Yes**
 Nichelle Williams: **Yes**
 Joseph Owens: **Yes**

Fall Semester 2021 Start date of August 16, 2021:

Dr. Erin Vines: **Yes**
 Dr. Scott Lee: **No**
 Dr. Ed Beyer: **No**
 Kyle Jacobsen: **Yes**
 Rick Shaw: **Yes**
 Scott Tuss: **No**
 Scott Memmer: **Yes**
 LaDonna Trimble: **Yes**
 Nichelle Williams: **Yes**
 Joseph Owens: **Yes**

After the Discrepancy of the end date of 2021 Summer session was noticed a new Fall Semester 2021 Start date of August 23, 2021 the vote is as follows:

Dr. Erin Vines: **Yes**
 Dr. Scott Lee: **No**
 Dr. Ed Beyer: **No**
 Kyle Jacobsen: **Yes**
 Rick Shaw: **Yes**
 Scott Tuss: **No**
 Scott Memmer: **Yes**
 LaDonna Trimble: **Yes**
 Nichelle Williams: **Yes**
 Joseph Owens: **Yes**

Monday September 6, 2021 Labor Day Holiday:

All approved

Wednesday November 11, 2021 Veterans Day:

All approved

Thursday through Saturday November 25-27, 2021

All approved

Fall Semester end date of December 4, 2021:

Dr. Erin Vines: **Yes**
 Dr. Scott Lee: **No**
 Dr. Ed Beyer: **No**
 Kyle Jacobsen: **Yes**

Rick Shaw: **Yes**
Scott Tuss: **No**
Scott Memmer: **Yes**
LaDonna Trimble: **Yes**
Nichelle Williams: **Yes**
Joseph Owens: **Yes**

After the Discrepancy of the end date of 2021 Summer session was noticed a new Fall Semester 2021 end date of December 11, 2021 the vote is as follows:

Dr. Erin Vines: **Yes**
Dr. Scott Lee: **No**
Dr. Ed Beyer: **No**
Kyle Jacobsen: **Yes**
Rick Shaw: **Yes**
Scott Tuss: **No**
Scott Memmer: **Yes**
LaDonna Trimble: **Yes**
Nichelle Williams: **Yes**
Joseph Owens: **Yes**

Friday December 24, 2021 through Saturday January 1, 2022 local Holiday:
All Approved

Spring Semester Start date of January 10, 2022:

Dr. Erin Vines: **Yes**
Dr. Scott Lee: **No**
Dr. Ed Beyer: **No**
Kyle Jacobsen: **Yes**
Rick Shaw: **Yes**
Scott Tuss: **No**
Scott Memmer: **Yes**
LaDonna Trimble: **Yes**
Nichelle Williams: **Yes**
Joseph Owens: **Yes**

Monday January 17, 2022 Martin Luther King Holiday:
All Approved

Friday February 18, 2022 Lincoln Holiday:
All approved

Saturday February 19, 2022 Local Holiday
All Approved

Monday February 21, 2022 Washington's day:
All approved

Monday March 7 through Saturday March 12 Spring Break;
All approved that spring break schedules after the eighth week of instruction during the spring semester.

Last Day of the Spring Semester May 7, 2022
Dr. Erin Vines: **Yes**
Dr. Scott Lee: **No**
Dr. Ed Beyer: **No**

Kyle Jacobsen: **Yes**
Rick Shaw: **Yes**
Scott Tuss: **No**
Scott Memmer: **Yes**
LaDonna Trimble: **Yes**
Nichelle Williams: **Yes**
Joseph Owens: **Yes**

First day of the summer session May 16, 2022:

Dr. Erin Vines: **Yes**
Dr. Scott Lee: **No**
Dr. Ed Beyer: **No**
Kyle Jacobsen: **Yes**
Rick Shaw: **Yes**
Scott Tuss: **No**
Scott Memmer: **Yes**
LaDonna Trimble: **Yes**
Nichelle Williams: **Yes**
Joseph Owens: **Yes**

Monday May 30, 2022 Memorial day Holiday:

Dr. Erin Vines: **Yes**
Dr. Scott Lee: **No**
Dr. Ed Beyer: **No**
Kyle Jacobsen: **Yes**
Rick Shaw: **Yes**
Scott Tuss: **No**
Scott Memmer: **Yes**
LaDonna Trimble: **Yes**
Nichelle Williams: **Yes**
Joseph Owens: **Yes**

Monday July 4, 2022 Independent Day Holiday:

All Approved contingent upon the Holiday memo not yet released from the chancellor's office.

Last day of Summer session August 6, 2022;

Dr. Erin Vines: **Yes**
Dr. Scott Lee: **No**
Dr. Ed Beyer: **No**
Kyle Jacobsen: **Yes**
Rick Shaw: **Yes**
Scott Tuss: **No**
Scott Memmer: **Yes**
LaDonna Trimble: **Yes**
Nichelle Williams: **Yes**
Joseph Owens: **Yes**

Follow Up Items:

The calendars with the corrections indicated by the committee will be sent via email following the meeting.

A meeting will be scheduled in November and a date will be decided via doodle pole.

<p>Open Comments</p>	<p>All</p>	<p>Pamela Ford stated that the process the calendar committee took approved holidays is the process that is normally gone through with the classified union and stated that Dr. Vines side step the process.</p> <p>Dr. Vines stated that he followed the policy.</p> <p>Dr. Lee asked if he chose to ignore the past practices.</p> <p>Dr. Vines stated again that he is following policy. Dr. Vines stated he respected the hard work that the committee has done and appreciates that the committee is still able to come together and reach a decision even though the committee has many different views.</p> <p>Dr. Ed Beyer asked what policy Dr. Vines refers to. Dr. Vines stated that he is referencing to collective bargaining agreement, Board policy and the classified contract.</p>
<p>NEXT MEETING DATE: TBA</p>		<p>Dr. Vines adjourned the meeting at 12:10pm</p>