

**Citrus College Adjunct Faculty Federation, AFT-6352
Executive Board Meeting Minutes
of April 25, 2014**

Bill Zeman called the meeting to order at 4:10PM.

ATTENDEES

Present at this meeting were: Bill Zeman, Mark Wessel, Linda Chan, Cecil Brower and Anne Battle and Elizabeth Serrao, Mike Ramos, Tracy Rodriguez

AGENDA APPROVAL

Mark moved and Linda seconded that the agenda be adopted with the addition of Newsletter Assignments being added to Discussion/Action Items. It was approved.

APPROVAL OF MINUTES

Mark moved and Cecil seconded approval of the last Executive Board Meeting minutes of January 17 with a correction to the date. The movement was approved by general consent.

COMMUNICATION COMMITTEE REPORTS

Elizabeth Serrao had nothing to report.

Cecil Brower submitted two written reports for March and April concerning his attendance of the Board of Trustees meeting of April 8, the College Information Technology Committee meeting of April 21, and the Human Resources/Staff Diversity Committee meeting of April 23. Included in the report from the Board of Trustees meeting were reports an award given to Human Resources Technician Linda Hughes, a review of the annual report on the Accrediting Commission for Community and Junior Colleges from Dr. Arvid Spor, detailed information on a proposed resolution to authorize the issuance and sale of Citrus College Community College District General Obligation Bonds consistent with Measure G by vice president of finance and administrative services, Ms. Claudette Dain. Additionally, Cecil reported on the hiring approval of two full-time faculty - Anson Hsin in Biology and Shellyn Aguirre in Counseling / Disabled Student Programs & Services.

At the College Information Technology Committee meeting, members were asked to review the following drafts and submit their comments:

BP 3720 - Computer and Network Use, AP 3720 - Acceptable Computer and Network Use, AP 3721 - Computer and Network Account and Password Management, AP 3722 - Computer and Network Connectivity and Access, AP 3723 - Electronic Mail and Electronic Distribution, AP 3724 - Data and Information Protection, AP 3725 - Electronic Equipment Disposition, AP 3726 - Telephone Services.

At the Human Resources/Staff Diversity Committee meeting, Robert Sammis provided three Board Policies and two Administrative Policies for final review; BP 3050 - Institutional Code of Ethics, BP/AP 3715 - Intellectual Property, BP/AP 7114 - Child Abuse Reporting. These were all approved at the meeting. Additionally, the committee is forwarding recommendations to all campus constituent groups and to the Steering Committee for review and adoption. The 2013 - 14 academic year committee objectives are: 1) Review and revise all Human Resources related Board Policies and Procedures that are not otherwise within the scope of collective bargaining. 2) Monitor Equal Employment Opportunity and Diversity Plan. 3) Develop a procedure to ensure an adequate

number of diversity representatives are available to serve on hiring committee.

DIVISION REPRESENTATIVE REPORTS

Stephanie Logan was not present.

REPRESENTATION OFFICER REPORT:

Linda Chan reported from the Academic Senate meeting that \$350.00 per adjunct is available for training under professional development. Adjuncts will be made aware of this in the upcoming newsletter. The President's Steering Committee did not meet due to Spring Break but will be convening next week. The Community College Association (CCA), had a conference in Manhattan Beach. There's a senate bill being presented to change part-time employees name from "adjunct" to "associate". The concern is that the change will create a reassessment of EDD unemployment benefit status. Benefits might be denied. The sponsor of the bill claimed to have received assurance from an EDD representative that this change would not affect benefits. But Linda expressed concern that nothing in writing has been drafted to this end and that the push reflects a "vanity" need that accomplishes little. This was opposed by CFT, and Linda proposed that historically, two opposing union positions generally assures a bill's defeat in the legislature. Linda has been in negotiations with the part-timer's union at Mt. Sac, and has been pushing for office hour pay at the non-teaching level rate and is fairly confident that it will be accepted. She hopes to introduce this into our contract at upcoming negotiations with Citrus Administration.

SECRETARY/TREASURER AND COMMUNICATIONS REPORT

a) Mark Wessel reported that the District's Detailed Deduction Report for the period ending 3/31/14, showed 332 part-timers with total revenue deposited to the general fund of \$9,817.92. The average contribution per member is \$29.57. b) There is \$10,261.04 in the COPE Account. \$166.10 was deposited to the account in March. 20 employees contributed to this account for an average contribution of \$8.30. c) Bank statements have been *reconciled*. The General Fund checkbook balance before current obligations are paid is \$77,806.77. d) Membership numbers were adjusted on the Per Capita invoice from AFT to reflect true numbers for the month. The count went from 379 to 332.

VICE PRESIDENT'S REPORT

Anne spoke to State Senator Carol Liu 's aide who came to Monrovia for an education conference. Anne spoke to her about what was happening at City College of San Francisco. Payroll information requests have become difficult to collect from the office, making it more difficult to reconcile membership numbers recorded by CFT and the District.

CFT FIELD REP REPORT

Karen Curtis was not present.

PRESIDENT'S REPORT

Bill submitted a written report itemizing the following: 1) The Los Angeles District Attorney closed their inquiry into Bill's complaint against Gary Woods. 2) The following problems have been solved - A) Dean Sam Lee extended the Summer classes of high unit sections taught by adjuncts from six weeks to eight weeks to make sure they did not work more than 30 hours a week. B) A distressed adjunct contacted me and informed me that she and at least one other would not be able to teach their classes because they already had vacation plans and child care preparations in place for August. C) Bill met with Dr. Sammis who said that they had thought they needed to prepare for "backward reporting" of adjunct hours for the Affordable Care Act mandate which begins in 2015, but then found out that it does not begin until October. D) Dr. Sammis agreed to talk to the deans and Sam Lee changed the classes back to six weeks.

3) The following problems are pending: A) An adjunct counselor called and inquired about several problems, one of which is on our agenda. B) Tracy Rodriguez, full-time classified employee, who also teaches as an adjunct, explained that she and three others are exempt from the law that does not allow for the "blended rate" of compensation. Mike Ramos suggested that a compromise rate could be negotiated to prevent contractual liabilities. Linda will be seeking clarification of the law through CFT representatives to determine their ruling and reporting back to the Board. 4) In our talks with Dr. Sammis: A) He was informed that we would like him to tell the deans to invite experienced adjuncts to volunteer to do evaluations; He said that he would, but hasn't received an e-mail yet. B) When discussing problems with the 30 hours and the Affordable Care Act, he said that it would help the administration if they could plan a year in advance; that way they would not have to worry about an adjunct putting in over 30 hours one semester as long as they knew they would put in lesser hours in another. Then he said that this put us in a position to negotiate for year long contracts. 5) Election Update: In the 2016 election the CFT will sponsor a petition to close business loop hole of Proposition 13; some kind of dual track assessment would make wealthy businesses finally start to pay more of their fair share of land taxes and generate an estimated extra \$5 billion a year for the California budget. 6) Bill will be attending the Area Council meeting on May 9.

DISCUSSION / ACTION ITEMS

1. *Counselors working unpaid hours:* Citrus differs from other districts in terms of how they pay adjunct counselors. Schedules produce work for counselor's beyond assigned hours but there is no compensation for these hours. Full time counselors are paid for extra hours as per their contract but part-timers are not. We need to advocate for this cohort in our next negotiations, possibly via office hour pay.

2. *Plan negotiations:* Bill met with Dr. Sammis who mentioned salary increases of 2% as possibilities. In light of an 11.7% college reserve, Bill recommended negotiation for more. A budget analysis is advisable in advance of negotiations. Perhaps extra steps on the salary schedule is a prudent compromise. One additional issue is open for negotiation - possibly assignments.

3. *Review retreat date:* Friday August 1 - Sunday, August 3.

Linda will be reserving two rooms at the North Shore Inn in Crestline during this time. (*Revised via later e-mail indicating lack of availability at Serenity Nest during proposed dates.*)

4. *Classified teachers who are exempt from the law:* Tracy and Mike presented their dilemma about working as full time classified employees who also teach classes. Their mandatory overtime pay creates a problem that prevents them from being given permission in the future to teach classes.

5. *Newsletter Assignments:* 1) Bill's Beef. 2) Mark - Open letter to Pres. Obama on unintended consequences of Affordable Health Care Act. 3) Linda will do a Legislative update. The proposed publication date is June 1.

The next meeting will be Friday, June 6.

Bill closed the meeting at 6:03