

**Citrus College Adjunct Faculty Federation, AFT-6352
Executive Board Meeting Minutes
of January 17, 2014**

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

ATTENDEES

Present at this meeting were: Bill Zeman, Mark Wessel, Linda Chan, Stephanie Logan, Anne Battle, Cecil Brower.

AGENDA APPROVAL

Mark requested a closed session agenda item be added. Linda moved and Anne seconded that the agenda be adopted with flexibility. The new agenda was adopted by general consent.

APPROVAL OF MINUTES

Cecil moved and Stephanie seconded approval of the last Executive Board Meeting minutes of December 6. The movement was approved by general consent.

COMMUNICATION COMMITTEE REPORTS

Cecil Brower submitted a written report that the CITC meeting scheduled for Dec. 9, 2013, had been cancelled due to a large number of absences. Linda Welz solicited comments, reviews and recommendations on the following: AP 3723 (Electronic mail and bulk electronic distribution), AP 3724 (Data and information protection), AP 3725 (Electronic equipment distribution), AP3726 (Telephone services).

DIVISION REPRESENTATIVE REPORTS

Stephanie Logan had no report from Social and Behavioral Sciences, but said an E-mail from Dana Hester indicated that six classes will be available during summer for adjuncts.

REPRESENTATION OFFICER REPORT:

Linda Chan reported that: CFT Part time committee met. She submitted an extensive report on the highlights from this meeting, (available through CCAFFsecretarial records). In it she discusses issues the DFT Part-Timers Committee is working on, as well as a State Budget overview, Prop. 98 description, Prop. 39, Energy Investments, affects on Higher Education, Incentive Programs, affects on California Community Colleges, U.C.'s and Adult Education. She notes that the following events are upcoming: 1) CFT Leadership Conference, Feb. 6-7 2) CFT Convention, Mar. 21-23 3) AFT Convention, July 11-14 4) COCAL, Aug. 4-6. Linda also circulated a questionnaire to membership that asked for topics of interest for presentation at the upcoming Welcome Back Meeting for part-timers in February. Eight people responded to survey on these topics. A spreadsheet of ranked topics was compiled and submitted to the E-Board.

SECRETARY/TREASURER AND COMMUNICATIONS REPORT

a) Mark Wessel reported that the District's Detailed Deduction Report issued 1/2/14 for the period ending 12/31/13, showed 291 part-timers with total revenue deposited to the general fund of \$8,436.48. The average contribution per member is \$28.99. b) There is \$9,972.94 in the COPE Account. \$157.00 was deposited to the account in December. 17 employees are contributing to this account for an average contribution of \$9.24. c) Bank statements have been *reconciled*. There's an error of 0.40 in the bank's favor that is yet to be found. The General Fund checkbook balance before current obligations are paid is \$73,018.98. d) There is \$9,972.94 in the COPE account. e) John Pooley has been provided with information necessary to complete 1099 forms before tax time. f) Newsletter submissions to the Communications Awards contest for CFT are going to be sent in as soon as Bill signs the form, (ahead of the deadline). g) The website is up to date with its entries, but some formatting problems with new column entries could use some assistance. Volunteers are being solicited. (Linda?) h) Anne and Mark got together to go over membership numbers and determine whether or not her figures could be used to adjust percap payments.

VICE PRESIDENT'S REPORT

a) Anne submitted a final draft of the *Agency Fee form and Explanation* to be added into membership packets has been drafted. b) Welcome Back is being organized.

CFT FIELD REP REPORT

Karen Curtis was not present.

PRESIDENT'S REPORT

Bill a) Bill met with Dr. Sammis. The *Memorandum of Understanding* on addition of Non-Credit Faculty to our bargaining unit has been obtained. Dr. Sammis is operating under the impression that the District doesn't have to negotiate their contract in the upcoming round of negotiations. Linda thinks the District needs to negotiate when requested that they do so. Consideration of this issue continues.

DISCUSSION / ACTION ITEMS

1. Schedule Spring meetings: March 21 at convention; April 25, May 30, June 20. Tentative July 25-27 Retreat. Welcome Back for Fall: August 20 or 21

3. Planning Welcome Back:

Plan A:

4:45-5:00	Refreshments
5:00-5:30	Union Meeting
5:30-5:45	Dr. Perri
5:45-6:15	Group Workshop: Safety / Student Discipline / Handling Emergencies
6:15-6:30	Break
6:30-7:00	Syllabi - best practices

.Plan B

4:45-5:00 Dr. Perri
5:00-5:15 Refreshments
5:15-5:45 Union Meeting
5:45-6:00 Break
6:00-6:30 Group Workshop: Safety / Student Discipline / Handling Emergencies
6:30-7:00 Syllabi - best practices

. An STRS person is going to be scheduled for August. Mark moved a budget not to exceed \$500. Linda seconded. The motion passed unanimously.

4. Discuss Accountant Pooley's Recommendations

Declaration of depreciation on Monica's computer. 1099 accounting.

5. Discuss Process for adjusting per caps. District submitted numbers will be used to adjust AFT monthly invoice to accurate membership. The CFT 1/8 membership will be adjusted to 1/4 membership to more accurately reflect workloads.

6. Plan Convention

3/21 - 23 in Manhattan Beach: Officers will be commuting and arriving Friday afternoon. Marriott/ Manhattan Beach. Cecil, Bill, Linda, Anne, Mark King size beds. A \$1500 maximum expenditure was moved by Mark and seconded by Bill. The vote passed contingent on room rates and conference registration fees. (This vote took place via e-mail communications two days later.)

Closed Session began at 5:40.

It was determined during closed session that Mark would serve as the new Assistant COPE treasurer. The position is unfunded.

Friday, February 28 is the next meeting at 4:00 in AC113.

Bill closed the meeting at 6:00