

Citrus College Adjunct Faculty Federation, AFT-6352
Executive Board Meeting Minutes
of October 18, 2013

Bill Zeman called the meeting to order at 4:38 PM.

ATTENDEES

Present at this meeting were: Bill Zeman, Mark Wessel, Linda Chan, Stephanie Logan, Elizabeth Serrao, Anne Battle and John Fincher.

John Fincher addressed the assembled members before the meeting was officially called to order. He outlined the strategies and actions the Citrus full-timer's union has been employing in it's attempts to replace current Citrus College Board of Trustee Dr. Gary Woods with candidate Barbara Dickerson. Cooperation between the two unions in this effort was discussed. John left at 4:35

AGENDA APPROVAL

Linda moved and Anne seconded that the agenda be adopted with flexibility. It was accepted by unanimous consent.

APPROVAL OF MINUTES

Linda moved and Anne seconded approval of the last Executive Board Meeting minutes of September 20. The movement was approved by general consent.

COMMUNICATION COMMITTEE REPORTS

Cecil Brower was not present but provided a written report of: 1) October 18, 2013, *College Information Technology Committee*: a) There is a push toward development of a comprehensive web usage policy that includes a website style guide, guidelines for managing content and ensuring copyright standards. b) Strategic Objective 3.1.5 addresses use of College Resources, seeking to improve processes using current technology resources at Citrus College. 2) October 15, 2013, *Board of Trustees Meeting*: a) The 2013-14 Annual Implementation Plan (AIP) was presented by Lan Hao, Ed.D., Director of Institutional Research. b) Consideration of the Resolution Authorizing the Issuance and Sale of Citrus Community College District General Obligation Bonds Election of 2004, Series 2013D was presented by Carol Horton, Vice President of Finance and Administrative Services. c) The Program Plan for Extended Opportunities Programs & Services 2013-14, was presented by Arvid Spor, Ed.D., Vice President of Student Services. d) The Above and Beyond - Classified Development Award was presented to Ron Livingston - Information Technology Support Specialist in the Technology and Computer Services Department. (Reports on *Business Services as well as the Human Resources Advisory Committee meeting of Oct. 16, 2013* were also documented. The full report is on file in the CCAFF Secretarial records.)

DIVISION REPRESENTATIVE REPORTS

Stephanie Logan:

No meeting was scheduled until this coming Tuesday in BSS. Stephanie has come into the presence of quite a few adjuncts in CI 236 and engaged them in conversation. She reported anecdotes

. from these individuals who are enduring long commutes in order to fill their needed workloads. There are active pursuits of full-time positions taking place in which applicants are willing to accept work out of state if offered. Linda discovered that the proportions of full to part-time instructors was approximately 30% full-timers to 70% part-timers, across the state. This was an upsetting realization for her. There were also conversations about the full-time hiring process that reinforced the contentious nature of how this process is perceived..

REPRESENTATION OFFICER REPORT:

Linda Chan reported 1) *Academic Senate Report: Lisa Villa, President of the Senate was told adjuncts were not being given access to duplicating services in a way that's effective. Lisa is now working on creating 24 hour access to better accommodate the irregular hours adjuncts often work with.* 2) *Political Report: Linda provided a written report from the CFT part-time Committee, State and Division Council. Highlights of the report included Legislative updates on AB950, AB955, SB520 and SB173, as well as the Governor's Budget. (This written report is available on request and is kept in the CCAFF Secretarial records.)* 3) *Steering Committee: Dr. Perry's commitment to the "College of completion" was emphasized.*

SECRETARY /TREASURER AND COMMUNICATIONS REPORT

1) Mark Wessel reported that currently there is \$59,717.90 in the General Fund after sending AFT the monthly Percaps payment and other outstanding bills currently being signed, and \$16,075.54 in the COPE Fund. 2) For the period ending 9/30/13, the District reported 286 part-timers with total revenue deposited to the general fund of \$8,815.85. The average contribution per member is \$30.82 3) The new Quicken software was purchased and installed on the MacIntosh in a straight-forward way. 4) The total number of COPE fund contributions is 17 for additional revenue of \$142.00. 5) United Labor Bank didn't send the August and September statements to our new P.O. Box, nor did Monica indicate they'd been sent to the old one, so the bank was called, a new change of address was filled out, and statements were provided via e-mail. 6) Mark requested clarification of regular deposits to the COPE Fund that are not designated from an identifiable source on the bank statement. 7) Mark said that in a search of the AFT "Toolkit" site that a) they have 308 members on record for our local in comparison to the 286 reported by the District. This disparity needs to be adjusted for the sake of accurate Percap payments. b) We are out of compliance in one category and have been since 2008 - annual financial review conducted by a three Local 6352 member committee, or paid professional auditor. Guidelines have been provided. (Mark had written copies available for the Boards review.) He summarized that completed copies of this annual fiscal report are to be sent to AFT to assure them that the Local is observing efficient and ethical financial practices. Board action addressing the need to be in compliance for the sake of retaining our ability to participate as voting members at AFT conventions will take place during the *Discussion/Action Items* portion of the day's meeting) 8) The website is up to date. New By-Law language regarding elections is being added to the site. 9) A reminder of the upcoming Newsletter article submission deadline of November 15 was made.

VICE PRESIDENT'S REPORT

Anne reported that she would begin talking with Eric Rabitoy about the *Spring Welcome Back* meeting. Anne also reported that there was a lack of accessibility on line to the adjunct absence form.

CFT FIELD REP REPORT

Karen Curtis.

PRESIDENT'S REPORT

1) Bill said 11 adjuncts from non-credit ESL wanted to pursue raises through affiliation with the union. Bill met with Clay Johnson, who will be circulating signature cards to the faculty in question. CFT's Sandra Weiss advised Bill as to the process. KC has also been consulted on this matter and advises that It isn't possible to simply plug them into the salary ladder. An MOU with the District on this matter is advised, rather than opening the process to negotiation. Some research is being done as to the method used to recruit these new members. Bill suggested that these members pay \$5.00/mo. membership fees until contract negotiations are done attempting to raise their salary. 2) Bill spoke with Dr. Sammis a couple times during the past month. Bill recommended that the next time we negotiate a contract, we need to get the Master's degree holders of qualified fields automatically into *class two* on the salary schedule. 3) Lisa Villa of Academic Senate didn't want to sign a resolution rebuffing the accrediting agency, ACCJC.

DISCUSSION / ACTION ITEMS

1. **John Fincher and Coordinated Campaign Strategy**

John Fincher addressed the assembled members at the beginning of today's meeting.

2. **Discuss forming Negotiations Committee:**

Tabled.

3. **Discuss forming 3 person Audit Committee:**

Linda moved and Anne seconded that a yearly audit by an outside accountant for the sake of AFT compliance take place. It was approved by unanimous consent. Mark will be contacting John Pooley to see if he would do the audit or recommend someone who could.

4. **Discuss Inclusion of Non-credit Hourly Adjunct Faculty in Bargaining Unit:** There was a move by Linda, seconded by Mark to include the Non-credit Hourly Adjunct Faculty (who are not represented by any other union) to be included in our bargaining unit. The move passed.

Bill adjourned the meeting at 6:15 PM