



# Citrus College Adjunct Faculty Federation CAFF Executive Board Meeting

## Agenda

December 15<sup>th</sup>, 2008 - 3:00 pm  
CFI Building – Room CI 137

Call to Order

Introductions

Roll Call

Executive Board

President

Tom Gerfen

Vice President

Jeff Gordon

Secretary

Mark Wessel

Treasurer

Monica Lee

Opening remarks

Tom Gerfen, President

### Reports:

#### Minutes of the last meetings

**11/17/08**

Mark Wessel

Treasurer report

Monica Lee

Audit progress

### Updates & Discussion

Membership Blitz

Nov 17 – 21

Mark Wessel

Membership count from payroll

Negotiations

Jeff Gordon

Meeting Dates

Communications

Mark Wessel

Newsletter

WEB pages

AFT/CFT Per Capita Discussion

AFT – Survey of AFT Higher Education Locals

Review Survey form

2008 – 2009 Budget

Monica Lee

Fiscal Year - Oct 08 – Sep 09

Winter & Spring Semester

Canceled Classes #

Number of Adjunct Faculty effective – no class assignments

Academic Senate & Steering Committee meeting

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### --Information about Leadership Opportunity

On Campus Committee

Academic Senate

Steering Committee

Human relations Advisory

S L O

“Budget” .../ Physical Resources

Financial Resources

Curriculum

### Discussion

Future Committees - **Discussion**

Budget Committee

Constitution and bylaws committee

Changes needed before the general election

Election - Nomination Committee

Calendar for the elections activities & member meeting

Installation of Officers

Grievance Committee

Membership data upkeep

Data Analysis Support

Determining which unit & union members are not teaching (working) each semester

Determining who are new unit members

Status of Lawyer Jeff Boxer

### Officer Training

### Action Items

Approved the use of the “Member suite”

Check with Cecil Brower for current data that can be uploaded in to Member suite via an CSV file

Approve the return of members dues that had two deduction in the same month. Ref: Memo Double Pay of Unit Members 9/2/08

Approve payment of Officer Stipends.

