

Citrus College Adjunct Faculty Federation, AFT-6352
Executive Board Meeting
Minutes of February 12, 2009

CALL TO ORDER

Jeff Gordon called the meeting to order at 4:02

OPENING REMARKS

Jeff Gordon expressed his appreciation to Mark, Monica and Peter for their efficient performance of their various responsibilities during the his absence.

Jeff Gordon recommended an adjustment to the agenda as accommodation of the CFT Field Rep's need to leave the meeting early. He proposed Beginning with UPDATES, followed by ACTION ITEMS , REPORTS and COMMENTS. There were no objections.

ATTENDEES

Present at this meeting were: Peter Nguyen, Monica Lee, Mark Wessel and Jeff Gordon.

Jeff Gordon moved that the meeting go into "closed session" do to the sensitive nature of confidential negotiation strategy to follow. There was general consent.

The following motions were approved upon return from "closed session": 1) Adoption of "Internal Union Trial Procedure" as provided by Jeff Boxer. (Filed in CCAFF BINDER under "Trial Procedure".) 2) Hearing Officer compensation of \$1200. 3) An additional \$500 be budgeted for AFT Conference, increasing the maximum expenditure to \$1500.

APPROVAL OF MINUTES from January 12, 2009 E-Board Meeting.

Mark moved and Monica seconded approval of the minutes. They were approved by general consent.

TREASURER'S REPORT

1) Monica distributed the "CAFF Treasurer's Report, Dec.'08". Previous problems with inappropriate bank fees have been resolved. Report reflects revenues of \$7,984.69, Expenses of \$10,142.09, with a balance of \$62,069.76. 2) Federal and California Tax Returns have been filed by John Pooley. 3) CCAFF is still receiving "Past Due" notices in the amount of \$38.39 from the state in spite of an exemption. Pooley is working on correction to this situation.

AUDIT REPORT

1) Monica distributed the "Agency Fee Audit Report". An explanation of "chargeable and non-chargeable expenses was given. Current member fee structure is charged at \$23.50 and \$15.55 for the two different levels of representation the Union provides - Active Members vs. General Bargaining Unit Members. Monica explained that there is a need to recalculate these fees to reflect regular increases imposed by CFT on Local 6352.

Our dues have not increased since 2006. Monica needs to learn how to calculate “percap” changes to reflect the differences between 1/2 time and 1/4 time members, a determination arrived at only through the cooperation of the District. The difficulty of this process was discussed. Monica proposed that the majority of members be calculated at the 1/4 time rate category. It was pointed out that budget cuts will affect member’s class loads negatively, affecting categorization.

- 2) The need for Executive Board members to receive “Membership Suite” training to stay on top of membership numbers was still required and that this would assist in the treasurer’s ability to calculate fee structure more effectively. Summer would be an opportunity for this training.
- 3) Monica proposed a dues increase after a description of expenses and that she will investigate the appropriate mechanism through questioning of CFT’s Dennis Smith.
- 4) Attorney Jeff Boxer’s charges for Dec. ‘08 and Jan. ‘09 have been received. A check will be cut to cover his charges.
- 5) Monica noted the need for a future agenda item category - “MAIL” to reflect communications sent to CCAFF. A communication from Christopher Cofer dated 1/23/09 which was addressed to the Office of Academic Records was forwarded to CCAFF as an “FYI” about irregularities he notes in a request to him about grade changes for two students. (Filed in CCAFF BINDER under “communications”. Jeff will be contacting Mr. Cofer after receiving contact info from Monica.

SECRETARY’S REPORT

- 1) Mark reported on the Leadership he attended in San Francisco the previous week. A synopsis was distributed of the experience, documenting the various workshops he attended. A dossier was compiled of the various handouts and notes taken at workshops. (See Binder: “2009 Leadership Conference”.) In addition to the conference summary, this binder provides information on protocols for dealing with grievances, information on CCAFF web site management, new member orientation, and membership organization toward actions. Monica brought up the need for access to storage on campus for union materials and noted our current inability to get into the Full time union space. A file cabinet with union information is currently inaccessible. Jeff will contact Terry Miles for solution.
- 2) Mark reported that he has organized a comprehensive hard copy binder for all CCAFF records.
- 3) Mark distributed proposed definitions of officer responsibilities for the offices of Secretary and Vice President and encouraged Monica and Jeff to define roles of President and Treasurer for future amendment to By Laws. There was general consent that this was a worthwhile enterprise.
- 4) Mark will be meeting with Peter on 2/13/09 to propose language for amendment of constitution concerning process for Nominations and Elections. Current language is dysfunctional. The amendment will be placed on the upcoming ballot after proper notification of membership.
- 5) Mark has been engaged in regular maintenance of the CCAFF web site.
- 6) Mark published and distributed the newsletter two weeks earlier and sent out “Notification of Nominations and Elections” Feb.11, 2009.

COMMENTS

Monica expressed her interest in increasing stipends for officer positions to reflect the increased workload that has been in evidence. This would require a change to the By Laws. The action was tabled until a later date.

Monica and Jeff expressed their appreciation for the Secretary’s extra efforts at organization on behalf of the union.

ADJOURNMENT

Jeff adjourned the meeting at 5:37PM.

NEXT MEETING DATE:

Thursday, February 26, 3:30 PM.