

**Citrus College Adjunct Faculty Federation, AFT-6352**  
**Executive Board Meeting**  
**Minutes of May 10, 2012**

**CALL TO ORDER**

Bill called the meeting to order at 4:47 PM.

**ATTENDEES**

Present at this meeting were: Anne Battle, Cecil Brower, Mark Wessel, Bianca Lee, Monica Lee, Linda Chan, Melissa Ysais. Bill Zeman arrived at 5:00.

**AGENDA APPROVAL**

Linda moved and Cecil seconded that the agenda be approved. It was approved by unanimous consent.

**APPROVAL OF MINUTES**

Linda moved and Anne seconded approval of the previous meeting's minutes. The minutes were approved unanimously.

**DIVISION REPRESENTATIVE REPORTS**

**Melissa Ysais**

No Report

**Bianca Lee**

There was no one interviewed to fill a full-time English dept. faculty opening from the current Citrus adjunct pool. Interviews were conducted last week. Bianca has heard nothing to date about class offerings for her fall schedule. A discussion took place between those present, about their tentative fall schedule. Whatever fall classes that have been offered thus far are still at risk of being cut from the final schedule in all departments. The Citrus reserve has reportedly been spent down and strategies for conserving funds, including further cuts to the adjunct work force are being considered. There seems little that can be done other than fighting for rehire rights during the coming contract negotiations.

**Cecil Brower**

**CSIS Division Meeting**, took place on 4/27; 1) All full-time instructors got classes for the fall but overload was reduced. 2) Steve Lindsey will be teaching classes. Some overload classes were taken from full-time faculty to accommodate his schedule. 3) Draft schedules were distributed for fall and spring. Reductions are likely. 4) Next meeting Friday 6/8. 5) Advisory Committee will be meeting with representatives of the business community regarding computer and management issues relevant to the business program will be coming up. 6) Wheel chair accessible desks were installed in IS 108 and 109. They're available to whoever needs them. 7) Faculty evaluations are under way. 8) The testing center is going to be moved to SS. It may not provide DE (Distance Education) testing or make-up exams. Instructors are being encouraged to be responsible for DE class testing on campus with proctors. The Testing Center will no longer be used for on-line classes. 9) Two business degrees have been launched and are making their way through the curriculum committee. 10) Program reviews may change to five year from six year. 11) Known telephone problems on campus are several.

**Trustee Meeting:** Two positions have been filled in Biology. One in Kinesiology has been filled. Ten total are being filled campus wide. There is a salary freeze for all un-represented employees for the coming fiscal year. There may be retroactive increases. The Board claims to need as much flexibility as possible in dealing with the budget crisis. (Cecil provided the secretary with a copy of his report which is on file in the secretarial records.)

## **POLITICAL COMMITTEE REPORT**

Linda Chan: 1) Division hasn't met and won't until June. 2) President's Steering Committee has been busy. Human Resources is working on diversity data - looking to insure that the pool of applicants match the diversity of the population. 3) There was a Successful Spring Festival on campus. 4) Working on new mission statement for the college. Linda contributed the first statement of the new mission statement; drafts will be circulated for voting soon. 5) New calendar 6) New training available that adds to graduate hours on campus for administrative positions through Claremont College. 7) In Academic Senate, BP 3050 is being discussed which deals with what to do in an emergency situation and who to call as a board policy. 8) CFT Leadership Council: dealt with organizing and door to door strategies to interest people. "This is how the initiative is going to help you." CCA had their conference the next weekend. There were many Citrus College full-time faculty attendees. They graciously invited Linda to join them at their table. They're offering graduate units through their conference as well. 9) CPFA conference took place last week as well. This is the only advocacy organization working exclusively for part-timers. Linda is on their executive board. The newsletter is available. CoCal is coming up in August in Mexico City. Representatives from the U.S., Canada and Mexico community colleges; Appx. \$1100 cost. Representatives from this local may be interested in going. 10) Student Success Task force effects are still being dealt with. Recommendations change the mission of community colleges. Defining "student success" was a huge challenge. Only four of the 21 members of the task force were faculty members. No input from part-time groups was solicited. The rationale for changes focusing on promoting success for career oriented students, is that funding isn't available to continue providing community education as it currently exists. They want to focus on students with an education plan before they're even admitted. 11) The NEA conference will take place on July 4th weekend.

## **TREASURER'S REPORT**

Monica had no report.

## **SECRETARY AND COMMUNICATIONS REPORT**

Mark reported that the website is up to date. The newsletter is completed and is at the printer. It will be addressed, stuffed and mailed this coming week.

## **FIELD REP REPORT**

Karen Curtis was not present.

## VICE PRESIDENT'S REPORT

Anne provided address labels from membership files for the newsletter delivery. Some people have been removed from membership suite because they were hired long ago and were not listed in payroll.

## PRESIDENT'S REPORT

1) Bill said Fay in payroll sent out notification that there was a problem with the previous union deduction to the adjunct roster. Repeated requests to Linda Wells have been made for an adjunct e-mail list, (especially important for making contact with new adjuncts), but has repeatedly failed to receive this information. 2) Bill will be contacting Dr. Sammis about an incorrect listing of CCAFF as being absent from Citrus website, specifically - *"Employees" page/"constituent groups"*. 2) A Dispute Policy for Citrus College doesn't exist for disciplinary actions. The only recourse is currently to sue the college. A suggestion for language on the Dispute Policy addressing this issue in contract revision was recommended by Dr. Sammis. 3) There are no classes available for one of our recent member grievants.

## DISCUSSION / ACTION ITEMS

1) Newsletters were not ready on time for group stuff.  
2) Set date for Adjunct Pizza party: Monica moved and Bill seconded that the issue be tabled. The issue was tabled to next semester when Bernie Lau could be present.  
3) Discussion for Suggested Retreat topics: a) COPE Fund education at general meetings  
b) letters to be sent to membership  
4) Discuss Scholarship Fund: Suggestion to start small for the sake of good public relations. No need to spend a huge amount of money. What criteria will be used for scholarships to students? *GPA? Essay? When is the scholarship given? Ceremony? How many scholarships? What dollar amount? Publication? Art sale or competition? We need to involve students. Get them involved in our work as part of scholarship criteria? Mock negotiations between management and union? Leadership Club?* Whatever we choose needs to be possible given our manpower. By-laws can be changed to say - \$500 a year will go to scholarship fund. Linda is talking about establishing a political club with her students. There is a need for further discussion. More will be discussed at the retreat. Restricted vs. Open Scholarship Funds.  
5) Discuss Union Summer School: Training will take place 8/13-17 at UCLA. Topics include: *Negotiations, Winning the Best Contract. Political Action Treasurer training. Leadership training. Grievance handling. Expanding membership.* Application to CFT for a scholarship will be made to pay for the training. Monica moved that funds be approved for the summer school. \$2000 max for travel and lodging expenses. Mark seconded. The motion passed. Bill and Linda will be attending.

Next meeting will be 6/21 at 4:00

Bill adjourned the meeting at 6:30.

