

**Citrus College Adjunct Faculty Federation, AFT-6352**  
**Executive Board Meeting**  
**Minutes of November 17, 2010**

CALL TO ORDER

Anne Battle called the meeting to order at 4:34

ATTENDEES

Present at this meeting were: Mark Wessel, Anne Battle, Bill Zeman, Adrian Soldatenko, Cecil Brower, Bianca Lee, Daniel Holm, Ken Dery. Monica Lee arrived for Closed Session.

APPROVAL OF MINUTES

Mark moved and Anne seconded approval of the September 15, 2010 Executive Board Meeting minutes. The minutes were approved by general consent.

DIVISION REP REPORTS

**Bianca Lee**

Attended the English Dept. Meeting. An announcement of a full-time Basic Skills position to be filled was made. Preparation for Accreditation is being done through completion of categories and count communicated to a liaison.

**Daniel Holm**

1) Although the new faculty position in Cosmetology may have been advertised through all legally mandated channels including posting through Human Resources, it was not announced to current Citrus adjuncts, (especially men) in this department. 2) Cosmetology students took a statewide test that is used for comparison with other community colleges. Citrus students are in mid to upper 80% pass rate, which is pretty good. 3) "Absent hours" are logged for students in cosmetology. Acceptable levels of absence are determined by full-timers exclusively at this point. Discussion took place about the appropriateness and possible "shared governance" violations in the exclusion of adjunct faculty from this decision process. 4) A separate graduation ceremony takes place in the Cosmetology department and will continue as per department vote.

**Ken Dery**

Board of Trustee Meeting Report; Two Meetings were attended. 1) At the Oct. 5 meeting, the Strategic Planned Project Report was discussed at length. 2) The Nov. 16 meeting was well attended. Campus Safety was the primary topic. The Academic Winter '11 Adjunct list was circulated, which includes names of all instructors teaching during the winter semester and their rate of pay. The last section of agenda was a "closed session" discussion with Robert Sammis and dealt with the topic of Negotiations.

**Adrian Soldatenko**

Met with his dean and was evaluated. He is ready to begin training for and assuming responsibilities for future CCAFF Newsletters and membership communications.

**Cecil Brower**

Supervision of the Computer Lab was outsourced and is now experiencing problems. New employees are demanding regular breaks during which time someone needs to be on site to monitor students in the lab which places an unaccustomed burden on the department dean. Previously, supervisory faculty were salaried and didn't take the fifteen minute breaks. Much dissatisfaction is leading to the need to revisit this issue.

## SECRETARY AND COMMUNICATIONS REPORT

- 1) There was no Secretarial Report.
- 2) Mark Wessel reported that the web-site continues to be managed with updates to the Calendar, Agenda and Minutes Archives. The approved CCAFF computer and software have been ordered and will soon be available for work on both the newsletter and web-site.

## REPRESENTATION OFFICER'S REPORT

Bill Zeman has been attending Academic Senate meetings. Senate is continually seeking members to fill committee seats. Most of these positions are not compensated, unless they're very responsible, committee chair positions. It's in the interest of current full-time committee members to push for the inclusion of part-timers through offering them "release time" to serve on these committees and relieve full-time faculty from some of the multiple responsibilities they are asked to assume. Bill gave examples of the types of policies decided by the Academic Senate.

## VICE PRESIDENT'S REPORT

(Fact Finding Update)

Anne informed those assembled that Jeff Gordon's latest communication about FACT-FINDING indicates that January 14, 2010 is the start date. The District broke tradition and didn't initiate "Fact-Finding, and so the Union did. Nothing else is known at this time. The Union would be well advised to make its case to Board members after the Fact-Finding process has concluded, to insure a fair presentation of the decision. Developing an amicable relationship with individual Board members is desirable. Taking Board members to dinner to make the case for the fact finding report if it's favorable to the union, is a possible strategy.

## DISCUSSION / ACTION ITEMS

A) Upcoming elections for the union will be in March.

In preparation for the election and as a way to involve more members in the process, it was proposed that a number of strategies be employed:

- 1) Each member present assume responsibility for making contact with five to ten adjuncts from their departments, describing the necessity of involvement and the advantages associated with membership.
- 2) Use the campus Weekly-Bulletin to announce meetings and elections.
- 3) Try to get articles and announcements into "the Clarion", student newspaper.
- 4) Sponsor a Welcome Back Meeting at the beginning of Spring Semester and invite Dr. Perry to be the Keynote Speaker. Discussion of the upcoming CCAFF election will take place.

**It was moved and seconded that CCAFF sponsor a Spring Adjunct Welcome Back Meeting, Wednesday, Feb. 17. The movement was adopted by general consent.**

- B) Bill will be assisting in the responsibility of communications with Jeff Boxer.
- C) Next meeting time sheets are due for Executive Board Members.
- D) Notification of Division Representatives of meetings and events is Bill's responsibility.
- E) Checks will be distributed to Reps at December meeting.
- F) Constitutional Review is needed as an agenda item for Dec.15 meeting.
- G) Agendas need to be submitted a week in advance of Executive Board Meetings.

## CLOSED SESSION

5:32. Anne, Bill and Mark excused the rest of the reps.  
The meeting was reopened from closed session at 5:38.

## NEXT MEETING DATE

December 15, 2010 at 4:30.

## ADJOURNMENT

The meeting was adjourned at 5:48PM by Anne Battle.

