

Citrus College Adjunct Faculty Federation, AFT-6352
Executive Board Meeting Minutes
of December 6, 2013

1. Bill Zeman called the meeting to order at 4:00 PM.

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3. ATTENDEES

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5. Present at this meeting were: Bill Zeman, Mark Wessel, Linda Chan, Stephanie Logan, Elizabeth
6. Serrao, Anne Battle, Cecil Brower.

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8. AGENDA APPROVAL

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10. Linda moved and Anne seconded that the agenda be adopted with flexibility. Accountant John
11. Pooley, who has been doing the local's financial review, was added to the agenda at the beginning
12. of the meeting. The new agenda was adopted by general consent.

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14. APPROVAL OF MINUTES

15. Mark moved and Bill seconded approval of the last Executive Board Meeting minutes of November
16. 15, with changes for the sake of clarity. The movement was approved by general consent.

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18. COMMUNICATION COMMITTEE REPORTS

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20. Cecil Brower submitted a written report covering the following meetings that is filed in the secre-
21. tarial records: CITC, Board of Trustees, HR and Diversity Committee and Accreditation 2015, and
22. Technology Committee Report. Highlights include the following: a) College Information Technol-
23. ogy Committee, Nov. 18, 2013 - Review of Board and Administrative Policies; BP 372, AP 3720, AP
24. 3721, AP 3722. Several changes were recommended. b) Human Resources Advisory Commit-
25. tee, Nov. 20 - Dr. Sammis discussed the Draft Human Resources Plan, established as part of the
26. District's Integrated Planning Model detailing the responsibilities of the Human Resources Advisory/
27. Staff Advisory Committee - goals and objectives from the College Strategic Plan (2011-16). c) Ac-
28. creditation 2015 Campus Community Form, Nov. 26 - in which Citrus College, affiliated with AC-
29. CJC, must undergo periodic evaluation of its programs and services through self-study and peer
30. review in a six year cycle. Preparations for the next comprehensive evaluations in 2015 are being
31. made. d) Board of Trustees Meeting, Dec. 3 - (Refer to minutes of meeting provided at Citrus Col-
32. lege website and Cecil's notes in secretarial records upon request.) e) Accreditation Standard
33. IIC Technology Resources Committee, Dec. 5 - The college is preparing for its next comprehensive
34. evaluation in 2015. Linda Welz and Bev Van Citters are co-chairs for the committee charged with
35. addressing technology issues related to the 2015 Accreditation.

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37. DIVISION REPRESENTATIVE REPORTS

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39. Stephanie Logan reported that Social and Behavioral Sciences Dec. 2 meeting: a) Grades were
40. discussed related to the difference between FW vs. F grades, an FW signifying that the student
41. fails due to discontinued attendance as opposed to failing due to insufficient performance. FW's re-
42. quire entering the student's last date of attendance. Best Practices were offered by faculty related
43. to grading. b) Shirts for the division are being designed and will be provided to faculty as a public
44. relations tactic. c) Syllabi are being requested from faculty for the classes they'll be teaching in
45. upcoming semesters. d) Summer and Fall schedules were discussed. The importance of planning

47. was discussed. Dana Hester said the number of summer offerings looks positive as well as the potential to increase Friday and Saturday course offerings. e) Dana is very much in favor of the Child Care Center reopening.

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51, REPRESENTATION OFFICER REPORT:

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53. Linda Chan reported that: The President's Steering Committee Meeting (week before last) : A Program Review Committee is being created that is making a place for an adjunct position. There was discussion on the College of Completion literature describing how to include night students in the College of Completion. Engagement of these students doesn't currently include services and activities available to students attending during the day. Most classes are taught by adjuncts who don't have as thorough a relationship with the college and students as is possible during the day.

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60. SECRETARY/TREASURER AND COMMUNICATIONS REPORT

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62. a) Mark Wessel reported that the District's Detailed Deduction Report dated 11/8/13 for the period ending 10/31/13, showed 286 part-timers with total revenue deposited to the general fund of \$8,711,38 The average contribution per member is \$30.46. b) Bank statements have not been received yet, so no current *reconciled* balanced is available. The General Fund checkbook balance before current obligations are paid is \$64,858.51. I'm still waiting on statements from the bank for the COPE balance as well. c) The Newsletter has been sent. d) John Pooley has been working on the financial review today. Requested documents have been made available for this purpose.

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70. VICE PRESIDENT'S REPORT

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72. a) Anne reported that waiting for Linda's survey to come back from members to determine topics for Welcome Back. b) Anne and Mark will get together to clean up membership lists for percap purposes in January.

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76. CFT FIELD REP REPORT

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78. Karen Curtis was not present.

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80. PRESIDENT'S REPORT

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82. Bill submitted a written report to accompany his oral report. a) Bill met with Dr. Sammis on Nov. 18 at which time Information about adding non-credit adjuncts to the bargaining unit was provided. Dr. Sammis said he would ask the trustees about it before the next meeting. Bill also informed him about a meeting with Eric Rabitoy regarding a student accusation toward an adjunct faculty member. b) Clay Johnson, representing the non-credit adjuncts, provided Bill with signed signature cards and was given ten membership forms and brochures. c) On the advice of KC (Karen Curtis), Bill filed with PERB, and served Dr. Sammis on Nov. 20, as to the intended additions to the Bargaining Unit. d) Bill will be meeting again with Dr. Sammis on Monday, Dec 9 at 11:00 AM to discuss our request for an MOU on the non-credit faculty additions. e) Bill is still waiting on information to send \$1000 contribution check in support of Tom Torkelson's election. f) Bill and Linda are attending the CCC conference tomorrow, (Sat. Dec. 7). g) Bill and Linda are interested in attending the Leadership Conference and Convention, Feb. 6 - 7, in Oakland.

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97. DISCUSSION / ACTION ITEMS

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99. 1. Schedule Spring meetings as much as possible, at least January and February:

100. *Friday, Jan. 17*

101, 2. Plan elections: Cecil expressed the importance of providing at least two months of lead time
102. before the next Executive Board Elections in 2015.

103. 3. Plan Welcome Back: Survey is being sent to membership - "Best Practices/Syllabi" was dis-
104. cussed with Dr. Spore. Sample syllabi are needed for Linda to conduct seminar.

105. 4. Approve transfers from General Fund to Cope:

106 5. Leadership Conference & Convention: Mark moved that a maximum of \$800 be designated for
107. Linda and Bill's attendance of the Leadership Conference and Convention, Feb. 6, 7, in Oakland.

108. Cecil seconded. The motion was approved by unanimous consent

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110. Linda moved the meeting be closed. Cecil seconded the motion. It was approved. Bill adjourned
111. the meeting at 5:59 PM

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113. January 17 is the next meeting at 4:00 in CI 237.

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