

**Citrus College Adjunct Faculty Federation, AFT-6352  
Executive Board Meeting Minutes  
of June 9, 2015**

Linda Chan called the meeting to order at 4:10PM.

#### ATTENDEES

Present at this meeting were: Bill Zeman, Mark Wessel, Anne Battle, Linda Chan Elizabeth Serrao, Elaine Jefferson, Antonio Anfiteatro. Laura Wills arrived late. Bryan Urias arrived at 6:30.

#### AGENDA APPROVAL

Mark moved and Anne seconded that the agenda be adopted with flexibility. It was accepted by general consent.

#### APPROVAL OF MINUTES

Mark moved and Anne seconded that the minutes of May be approved after typographical errors were corrected. The motion passed by general consent.

#### GUEST PRESENTATION

Seeking endorsement by the union, Bryan Urias, candidate for the 48th District Assembly addressed the gathering and gave his stump-speech. He described his background; his history as a person with an intimate knowledge of the District he seeks to represent, his attendance of Citrus College and Cal State Los Angeles, his work for Hilda Solis and Judy Chu, and knowledge of local issues. He then answered questions concerning his positions on unionism and Community College part-timer issues. He also addressed questions related to his service to the 48th District Water Board.

#### OLD BUSINESS

A) Legislation - Discussion (See President's Report)

B) Retreat

1) Location: The Boat House in Crestline has been booked to accommodate Linda, Anne, Laura and Martha. Bill and Mark will be staying at Serenity Nest, Crestline, where daily meetings will be conducted. Linda has placed a deposit with the Boat House and claims a savings will be enjoyed over previous year's accommodations.

#### NEW BUSINESS

A) Candidate Endorsements: It was agreed that Board of Trustee members Sue Keith and JoAnne Montgomery have been good friends to part-timers and deserved our continued support.

B) John Fincher approached Linda with a request for a minimum \$500 assistance with costs related to two newspaper ads endorsing incumbent Board of Trustee members who are running for re-election. Bill moved and Antonio seconded a maximum expense of \$1000 toward this end. The expense was approved by general consent.

C) Bill moved to spend a \$1000 on swag. Anne seconded. *Rational: Two people are committed to talking to members and so support is needed for that effort, as Bill described. Such items as pens, lanyards, pins and name tags, for distribution - keeps our name in front of the membership and public. Distribution of such items will hopefully help to develop a sense of obligation and belonging. A compelling reason to develop our contacts is that a final answer on the Friedrichs Case won't take place until June of 2016. Agency fee legality is being debated in court, requiring our ongoing outreach. "Adjunct appreciation days" were proposed as a possible tactic.* The measure was approved.

#### CFT FIELD REP REPORT:

Martha was not present.

#### COMMUNICATION COMMITTEE REPORTS

Elizabeth Serrao. contacted CFT who encouraged her to form a "retired group" which she declined due to a CTA organization with which she's already involved.

Cecil Brower was not present but submitted a written report. Cecil and Linda attended the "Centennial", 100th anniversary for Citrus. There were many proclamations from government dignitaries, including President Obama, sent in congratulations.

Cecil attended the following meeting: Board of Trustees, May 19, 2015, Human Resources Advisory Committee, May 20, and College Information Technology Committee, June 8.

Highlights include the following: **Board of Trustees meeting** - 1) Ms Claudette Dain summarized the state budget update and what it means to Citrus College. 2) Accreditation co-chairs Dr. Arvid Spor and Ms Roberta Eisel provided an overview of the current accreditation process and time line of the 2015 Self-Evaluation. All processes are on schedule and final reports are being prepared. 3) Ms Dain and Ms. Eisel provided an overview of the Initiative and the process followed by Citrus College to establish goals in accordance with the Institutional Effectiveness Partnership Initiative (IEPI). Legislation enacted in the 2014 Budget Act established a new system of indicators and goals intended to encourage improvement in institutional effectiveness at California community colleges. 4) The State Chancellor's Office and College of the Canyons, in collaboration with the Statewide Academic Senate, formed an IEPI Advisory Committee, consisting of representatives from more than a dozen statewide organizations. Citrus College has two representatives on the IEPI Advisory Committee, Vice President of Finance and Administrative Services, Claudette Dain, (appointed by the Association of Chief Business Officers) and Faculty member, Roberta Eisel, (appointed by the Statewide Academic Senate). 5) The Board voted to adopt the Institutional Effectiveness Partnership Initiative indicators framework, consisting of 18 indicators, and to set goals for the required 4 indicators for year 1 of (IEPI), as follows: Course Completion Rate - 70.5%, Accreditation Status - Reaffirmed, Fund Balance = 5%, and Overall Audit Opinion - Unmodified. 6a) There were 30 Adjunct Extra Duty, Hourly, Stipend Assignments approved ranging from date 3/23/2015 to 12/31/2015. b) There were 4 hired for Summer 2015 and 2 hired for Fall 2015. c) There were 57 Non-Credit Academic Employees hired for Summer 2015. These are for various High Schools. Of these 57 there were 9 that are on the current CCAFF e-mail list.

**Human Resources Advisory Committee:** 1) The committee completed a desk review of BP/AP 3300 and BP/AP 3510, Workplace Violence Prevention. No changes are recommended. 2) Dr. Sammis gave an update on the faculty position hires, interviews and search. There are several positions open and the college will be going back to the pool of candidates for those positions. Cecil raised the question about hiring Adjuncts if they do not succeed in filling all positions. The 75% to 25% hiring factor is an issue. Many colleges are expanding their staff making it difficult to find quali

fied adjunct.

**College Information Technology Committee:** The committee reviewed and approved the following changes to the Accreditation goals from Standard IIIC: 1) Technology Planning Objective 2015-16 changes (pages 12-13). 2) Technology Planning Objective 2014-15 changes (pages 14-15).

*Elaine had no report.*

*Community Outreach Coordinator, Antonio Anfiteatro:* Antonio went to a PTA meeting at Arcadia High School on May 28. Building community support was the objective.

Member outreach: Susanna Au, Drafting Tech was contacted. Her major concern was healthcare but she also had some complaints about the lack of ability to move into a higher column on the pay scale. Flint Tabata, Drafting Tech, was also contacted. His overall concern was to bring pay into alignment with what he earns at Rio Hondo College. Japanese language instructor, Emi Okubo, (who also teaches at Mt. Sac, East Los Angeles and Orange Coast Colleges), claims that the pay here on the low end of the scale. She would also like to see improvements to available storage space for tests, more computers and better health care compensation. Adora Nutall, Child Development, would like to see pay equity and better test storage. Elanie Moore would like to get her class load return to its previous levels, (reduced due to an interpretation of the Affordable Care Act). Jeannie Martinez would like to see improved pay and health care, and a full-time job. Rebecca Yang would like to see improved test storage and pay equity. And Lakisha Simpson, Child Development, would also like to see an improvement in facilities for test storage.

Cosmotology instructors are working more hours than they're being paid for. (They need to document these "volunteer" hours.) Antonio will talk to them further about how they want to proceed.

#### REPRESENTATION OFFICER REPORT

Laura Wills had no report.

#### SECRETARY AND COMMUNICATIONS REPORT

Mark Wessel had no report

#### TREASURER

Bill Zeman reported that there were 360 part-timers in May, (320 of whom are members), who contributed \$10,130.92 overall, for an average contribution of \$28.14. In the General Account there is: \$94,741.31 and \$15,381.04 in the COPE account.

#### VICE PRESIDENT'S REPORT

Anne had no report.

#### PRESIDENT'S REPORT

Linda submitted a written report: 1) She'll be attending the CFT Summer School, June 22-26, focusing on the treasurer's track. 2) **State Legislation Issues:** a) AB 404, Chu; Requires the Community College Board of Governors to conduct a survey that would illustrate a statewide evaluation of the regional accrediting agency and to report those findings to the U.S.

Department of Education and the National Advisory Committee of Institutional Quality and Integrity.

b) AB 626, Low; Creates a new statutory trigger for increasing the ratio of full to part-time faculty by reducing the local to state match on Student Success Act funds to be 1 : 2.

c) AB 770, Irwin; Establishes a financial grant and professional development funding program to allow community college districts to apply for multi-year financial grants and professional assessment and placement, re mediation and support to accelerate the progress of students in re mediation and basic skills.

d) AB 1385, Ting; Requires the accrediting agency designated by the Community College Board of Governors to notify the Board prior to increasing membership fees, special assessments or other payments charged to a district, as well as to indicate the amount of fee increases and reasons for any changes.

3) **Academic Senate:** The Academic Senate met May 27, 2015 for the last time this academic year. Actions were taken on AP 3310 - Records Retention, BP 3310 - Records Retention, AP 5510 - Off Campus Student Organizations, BP 5510 - Off Campus Student Organizations, AP 5520 - Student Discipline Procedures, ICT Curriculum, ICT Program Proposal, & DE Guidelines.

4) **President's Steering Committee Meeting:** A report on *College of Completion* was given by the ASCC President. The Program Review Reports were considered and now go on to the Board of Trustees. The mission statement of the Steering Committee was also considered. There is going to be a merging of two programs - (CIS & IT), with a certificate upon completion. Funding needs were discussed with recommendations for \$300,000 to be spent on various needs such as refurbishing computers and other classroom needs.

5) CFT Executive Board Retreat: Linda will be attending the retreat this coming weekend to discuss CFT goals, including the *Make It Fair Campaign*.

Antonio moved and Anne seconded that the meeting close. It was approved by general consent.

The meeting was adjourned at 5:55.

The next meeting will take place at the Executive Board Retreat in Crestline, California during the weekend of July 24.