

**Citrus College Adjunct Faculty Federation, AFT-6352**  
**Executive Board Meeting Minutes**  
**of May 15, 2015**

Anne Battle called the meeting to order at 4:12PM.

#### ATTENDEES

Present at this meeting were: Mark Wessel, Anne Battle, Cecil Brower, Linda Chan Elizabeth Serrao, Martha Figueroa, Elaine Jefferson. Laura Wills and Antonio Anfiteatro arrived late.

#### AGENDA APPROVAL

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

#### APPROVAL OF MINUTES

Mark moved and Linda seconded that the minutes of April 17 be approved. The motion passed by general consent.

#### CFT FIELD REP REPORT:

a) Martha provided information on funding levels for education from the May Revise Update 2015-16. There is an overall increase in funding for K - 14 and state universities. It includes overall good news for community colleges. b) Lobby day was last month - 50 elected officials were engaged. A packet was provided to them pertinent to part-time issues. c) Agreement on the ACCJC lawsuit passed committee at CFT. d) A CFT campaign with the goal of signing up current agency fee payers as members on nine different campuses in an effort to counteract the potential effects of current anti-union lawsuits, has been launched.

#### COMMUNICATION COMMITTEE REPORTS

Elizabeth Serrao. No report.

Cecil Brower provided written reports from the College Information Technology Committee of April 20, the Human Resources Advisory Committee of April 22 and from the Board of Trustee meeting of May 5. Highlights include: 1) College Information Technology Committee - A draft of the Information Technology master plan for 2015-16 was given to members for review. This plan included: a) Planning Time-line for Annual Updates b) Technology Goals 2013-17 c) Technology Planning Objectives 2014-15 d) Technology Planning Objectives 2015-16 e) Technology Planning Accomplishments 2013-14. 2) Human Resources Advisory Committee - a) Dr. Sammis asked members of the committee to look at the Accreditation Standard 3A, Human Resources. Suggested changes to this document necessitated feedback. b) The committee was given a copy of the EEO Summary listing three positions that have been filled and the percent of persons who applied and were reviewed. This data is only for the Full-time faculty and does not include Classified or Adjuncts. Dr. Sammis would like the committee to look at the hiring summary and provide information on how we can improve our diversity pool. c) Dr. Sammis commented on the hiring practice of Adjuncts vs.

Full-time. There is a distinct difference in the process. Full-timers have a regulated hiring process, whereas the Adjunct process appears to be less structured. HR is looking at this process to see if it can be improved. 3) Board of Trustees meeting: a) Dr. Perri reported that for the second year, Citrus College was chosen by the Los Angeles newspaper group as the best community college in the area - beating out Mt. Sac, PCC and Rio Hondo. b) Mr. Mariano Rubio introduced the CAPE team, comprised of Automotive Technology and Physics students. Mr. Rubio discussed the vehicle they designed, built and competed with at the 2015 Shell Eco-Marathon challenge in Detroit. The team finished number 14 out of 42 entries in the gas category, with an average of 53.2 miles per gallon. The vehicle was displayed in the lobby of the AD building. c) On April 7, two Citrus College students, Joy Liu and Fannya Cordova, received awards and scholarships in Sacramento for their selection to the All-California Academic Team. d) Dr. Lan Hao will give a presentation highlighting the 2015 Citrus College Student Success Scorecard. The CCC System Office produces this annual report each year and it is available online at <http://scorecard.ccco.edu/scorecard.aspx>. During Dr. Hao's presentation, a lengthy discussion took place about the placement of new students in basic classes rather than those more advanced. Dr. Perri commented that students getting A's and B's in high school, often do not do well on the College Placement test and therefore are placed in basic classes. She stated that more work is needed with the high schools to understand our curriculum and better prepare students.

*(A full report from Cecil's meeting attendance is available in the secretarial records.)*

## DIVISION REPRESENTATIVE REPORTS

*Community Outreach Coordinator, Antonio Anfiteatro:* Antonio has spent time tracking down adjuncts on campus, engaging them in conversation about their time at Citrus, their concerns, recommendations for improved conditions at Citrus and their relationship to CCAFF. He submitted a report on his conversations and on his visit to Glendora High School.

Elaine Jefferson reported on the Curriculum Meeting of May 7, 2015 Led by Nicky Shaw:

a) For Math or English the term "or higher" will be added on required courses determining what the courses are that one could test into. b) ESL 101 and ENG 101 were discussed. The question "are they parallel or is one higher than the other?" was raised. c) The question: "exactly which classes where the term "or higher" is not needed? - ex. Psychology" - was raised. They would like this "or higher" to become a summer project. d) READ 99 is being deactivated. They will report to the Board and clean it out of the system. e) They also discussed some added classes. f) The Curriculum Committee will finish 4/7/16 on a new schedule and catalog. They discussed the need for standard language in this process. g) New courses - Astronomy 115 and 116 will add that math is "strongly recommended". h) There was a discussion the classes required for the Music degree, considering removal of course 201 and adding 292.

## REPRESENTATION OFFICER REPORT

Linda Chan: 1) Gave a slide show of Chancellor's Community College web-site that documents the 2015 Statewide Student Success Scores, in which the 112 community colleges in California participate in submission of a number of metrics aggregated toward developing statistical analysis used in determination of educational progress. 2) The *Citrus College Steering Committee* met April 23. No new AP's or BP's were approved. 3) At the April 22 meeting of the *Academic Senate*, BP 3500 - Campus Safety and BP 3501 - Campus Security Access, AP 3520 - Local Law Enforcement, AP 3540 - Sexual and Other Assaults, BP 3540 - Sexual and Other Assaults, AP 5013 - Students in the Military, AP 5200 - Student Health Services, BP 5200 - Student Health Services, BP 5530 - Student Rights and Grievances & AP 7201 Senate revisions, were approved. 4) Linda at

tended the CFT Part-time Committee meeting May 2. (Minutes from this meeting were submitted.) State Legislation under consideration & the State Budget were discussed. On May 7 the "Make it Fair" Coalition launched its campaign to put a ballot measure before California voters. The measure could generate up to \$9 billion a year by compelling the largest companies to pay property taxes based on fair market value rather than paying on 1970's property values that were essentially frozen as a result of Proposition 13. Residential property owners and smaller businesses would continue to benefit from provisions of Prop. 13 and would be excluded from this proposed constitutional change. (Linda submitted a detailed report from all meetings that is available through the secretarial records.)

## SECRETARY/TREASURER AND COMMUNICATIONS REPORT

Mark Wessel reported that 1) **a)** the District's Detailed Deduction Report for the period ending 5/1/15, showed 369 part-timers with total revenue deposited to the general fund of \$11,175.46. The average contribution per member is \$30.28. **b)** There is \$14,506.04 in the COPE Account. \$191.00 was deposited to the account at the beginning of May. 20 employees contributed to this account for an average contribution of \$9.55. **c)** Bank statements have been reconciled. The General Fund checkbook balance is \$97,348.25, before paying today's outstanding bills and which will include a transfer of \$900 from the General Fund to COPE for the months of March, April and May. We are still .50 short after balancing to bank statement. **d)** Membership numbers were adjusted on the Per Capita invoice from AFT to reflect true numbers for the month. The count is 329 members with 40 agency fee payers. 2) The Newsletter had 20 returns as undeliverable. These names and addresses are listed for Anne's examination. 3) The web-site is up-to-date. 4) Frames for the three CFT award certificates have been purchased and are ready for display in the office. 5) Agency Fee Audit reports have been copied and will be given to Anne to forward to *Human Resources*. 6) Mark was asked by a member to be a witness to classroom interactions with a student in light of conflict over missing assignments, attendance problems and a letter of complaint sent by the student to the department dean. Notes were taken documenting the conversation about these issues and during general classroom lesson presentation. It was recommended that documentation of attendance and student performance, as well as a summary of the interactions with the student during the semester, be sent to Dean of Student Services, Dr. Martha McDonald. Mark will be making this recommendation.

## VICE PRESIDENT'S REPORT

1) COPE fund may need investment in Pat Rasmussen, Sue Keith and JoAnne Montgomery's Board of Trustee campaigns this coming year. JoAnne Montgomery earned a *Woman of the Year* award and the *Shirley B. Gordon Award of Distinction* went to Dr. Perry. Anne will get a Congratulatory cards to send to each. Linda's designing CCAFF congratulation cards for future use. Summer Meeting arrangements with Dr. Perry and Sammis haven't yet begun.

## PRESIDENT'S REPORT

Bill submitted a written report:

- 1) He reiterated much of Linda's report on efforts toward Prop. 13 reforms in the state legislature.
- 2) Citrus Full-timers got a Tentative Agreement of 3-2-2; a 3% raise should be retroactive to Jan. 1, 2015.
- 3) CFT recently had its first meeting of a statewide retirement committee. **a)** They will have four meetings a year. **b)** The first meeting was at the convention. **c)** Our contact is: Hene Kelly - (415) 533-5244 [heneKelly@aol.com](mailto:heneKelly@aol.com).

## DISCUSSION / ACTION ITEMS

1. Elections Report: Elizabeth explained that the process was hugely frustrating because of incomplete e-mail lists. Results are: President - Linda Chan, Vice President - Anne Battle, Secretary - Mark Wessel, Treasurer - Bill Zeman, Representation Officer - Laura Wills
2. Congratulatory Notes to Dr. Perri and Joanne Montgomery: *(See Vice President's Report)*
3. Move June meeting to June 3. (Revised to June 9 after schedule consultations.)

## NEXT MEETING

Tuesday, June 9, at 4:00.

Anne adjourned the meeting at: 5:30