

**Citrus College Adjunct Faculty Federation, AFT-6352**  
**Executive Board Meeting Minutes**  
**of April 20, 2016**

Linda Chan called the meeting to order at 4:11 PM.

**ATTENDEES**

Present at this meeting were: Bill Zeman, Mark Wessel, Anne Battle, Linda Chan, Cecil Brower, Elaine Jefferson, Antonio Anfiteatro, Laura Wills

**ANNOUNCEMENTS AND INTRODUCTIONS**

1) none.

**AGENDA APPROVAL**

Anne moved and Antonio 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 Feb. 5 be approved. The motion passed by general consent.

**OLD BUSINESS**

A) Newsletter: Mark requested that submissions be made by May 5, with a target deadline of June 1 for distribution.

B) AFT Convention 2016: 7/17 - 21 in Minneapolis. We need to have an election of delegates but with only one person expressing interest it was agreed that the delegate be designated by general acclamation. Linda has expressed her intention to attend. No other expressions of intent were made. Cost is approximately \$2000. Commitments to attend convention need to be made by 6/1/16.

B) Audit: John Pooley will perform an audit for \$2000. Bill moved and Antonio seconded that Mr. Pooley be engaged to perform the audit. The vote passed by general consent.

C) Back to School Night - Anne: CalSTRS Board Member, Sharon Hendricks will be speaking about retirement issues to the assembly.

D) Campaign Against Mandatory Overtime: Bill requested endorsement of the position, then get CFT leadership to endorse support as well. Bill moved for this endorsement and Antonio seconded. The measure passed unanimously.

**NEW BUSINESS / DISCUSSION ITEMS**

1) May meeting date needs to be changed to accommodate Linda's new schedule.

Thursday, May 19 at 4:00

2) Prop 30 Resolution: The coordination with Full-time and CSEA union board heads to send joint resolution of support to Board of Trustees for their endorsement.

- 3) Retreat: 8/19 - 21. Linda will be investigating hotel rates at the Queen Mary in Long Beach. Agenda items need to be submitted as soon as possible.
- 4) COCAL delegation: Linda will be attending 8/5-8/7 in Edmonton, Canada. Linda's CFT support takes care of her fare and hotel. Elaine is interested in being a delegate as well. Mark moved and Antonio seconded that \$2000 be budgeted to accommodate Elaine's attendance and if Bill can attend \$2000 be budgeted.

## RECESS TO COPE

Mark moved and Anne seconded to recess at 5:00. There was unanimous consent.  
*It was resolved that the \$300 seed money from the General to the COPE Account was no longer necessary and would be discontinued.*  
The General meeting resumed at 5:06

## CFT FIELD REP REPORT:

Martha was not present

## COMMUNICATION COMMITTEE REPORTS

Retirement Committee: Elizabeth Serrao was not present.  
Elaine had no report.

Cecil Brower provided a written report for the following meetings: Board of Trustees Meeting, January 19, 2016, Board of Trustees Meeting, February 2, 2016,  
Highlights of the meetings follow:

- 1) AP 7209 on Leaves. The question was raised by Lari Kirby as to whether it pertained only to full-time faculty. Robert Sammis answered that it did and that staff and part-time faculty had their own set of rules by which they are governed.
- 2) Hiring of a full-time nurse for the Health Center continues to be a problem, in that an offer to hire at a rate of \$60,000 was rejected as too low. That presents a problem in that the college can be sanctioned if the position remains unfilled. A fine of \$73,000.00 can be imposed.
- 3) 28 open Academic positions are remaining to be filled. Adjuncts will be hired if no suitable full-time applicants are found.

### **Community Outreach Coordinator,**

Antonio Anfiteatro 1) Hiring of adjuncts in Cosmetology is taking place after letting go others who full-time faculty decide are no longer appropriate for employment. Evaluations are not being done. 2) Ryan Wolford requested his union card. 3) Matt Stevenson (mathematics dept.), was denied a full-time position but will resume temporary full-time status at adjunct salary schedule. He complained about having to wait for an answer to his application and then was never given an explanation for why his application wasn't given an opportunity to interview a second time.

## REPRESENTATION OFFICER REPORT

Laura Wills has been following up on a complaint in the Learning Systems Center to get a feel for the relationship between Gerald Helm and his employees to determine whether or not there are problems.

## SECRETARY AND COMMUNICATIONS REPORT

Mark Wessel reported that he had attended Fred Glass' presentation on the history of unionism in California. The Guild's president, Zohara Kaye, reported on the successful mustering of members to protest the lack of improvement to salary levels for faculty since 2008 Recession. Fred is publishing a book on the history of unionism which will be available soon.

## TREASURER

Bill reported that the General Fund continues to grow and that we are in good financial shape. We are also supporting AFT's political activities with our PIPE Account each month. The COPE Fund is also strong.

A) As of this morning CCAFF maintains balances of: **General Fund - \$114,850.49 and  
COPE Fund - \$16,872.89  
PIPE Account \$496.60**

B) A Budget Report was provided.

C) We need to revise our budget categories for meetings and conventions to more accurately allocate funds for these purposes. This should be done during our retreat.

## VICE PRESIDENT'S REPORT

Anne ordered Benefit's packages. AFT materials have been exhausted. CCAFF pens and pads can be added to packets. Linda will be requesting a budget for more union swag to be included in new member packets

## PRESIDENT'S REPORT

Linda provided a written report and summarized that: 1) No one will be attending CFT union summer school this year do to scheduling conflicts. (Antonio will be checking his availability and reporting back to Linda.)

2) Academic Senate meeting of March 9 and 23 were attended. Dr. Sammis discussed removing letter of recommendation requirements from the hiring process which resulted in a lively discussion with faculty.

3) Action was taken on an updated committee list for Senate Rep Council Meeting dates for 2016-17; BP3500 Campus; AP3500 Campus Safety, BP 3501 Campus Security and Access, AP 3501 Campus Security and Access; BP 5030 Fees, AP 5030 Fees; BP5130 Financial Aid and AP 5130 Financial Aid.

4) A discussion on term limits for the leadership structure was discussed and will be voted on during the next meeting.

5) Dr. Martha McDonald and Claudette Dain attended Senate to answer questions and update faculty on two key projects related to emergency preparedness: Mass Communication/Notification Project and Door Lock Systems. Ben Macias from Campus Safety was also present to answer questions.

6) President's Steering Committee Meeting of March 14 and March 28: The Strategic Plan was discussed as well as discussion and approval of BP3750 Computer Use Policy. Presentation of AP 3720 Acceptable Computer and Network Use, AP3721 Computer and Network Account and Password Management, AP 3722 Computer and Network Connectivity and Access, AP 3723 Electronic Mail and Bulk Electronic Distribution, AP 3724 Data and Information Protection, AP 3725 Electronic Equipment Disposition and AP 3726 Telephone Services.

7) At the April 5 Board of Trustees Meeting, a field trip to the Center for Teaching Excellence took place. A mutual transfer agreement between La Verne and Citrus College for teaching careers was signed. 8) Sue Keith is running for re-election to the CCCT board of the Community College League of California. The elections will take place between March 10th and April 25th. 9) The Board approved a new college mission statement: *Citrus College provides innovative educational opportunities and student support services that lead to the successful completion of degrees, transfer, career/technical education and basic skills proficiency. The college fosters personal and professional success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning community. In meeting the needs of our demographically diverse student population, we embrace equity and accountability through measurable learning outcomes, ethical data-driven decisions and student achievement.* 10) Materials acquired at the 2016 CFT Convention are being assembled into a binder that can be found in the CCAFF office.

Linda moved that the General Meeting be adjourned at 6:00 and that officers continue discussion in Closed Session. Cecil, Elaine and Antonio were excused.

Closed session ended at 6:00.

Next meeting is Thursday, May 18 at 4:00.

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