

**Citrus College Adjunct Faculty Federation, AFT-6352**  
**Executive Board Meeting Minutes**  
**of June 9, 2016**

1. Linda Chan called the meeting to order at 4:25 PM.

2.

3. ATTENDEES

4.

5. Present at this meeting were: Bill Zeman, Mark Wessel, Anne Battle, Linda Chan,  
6. Cecil Brower, Elaine Jefferson. Antonio Anfiteatro and Laura Wills arrived late,

7.

8. ANNOUNCEMENTS AND INTRODUCTIONS

9.

10. 1) none.

11.

12. AGENDA APPROVAL

13.

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

16.

17. APPROVAL OF MINUTES

18.

19. Mark moved and Anne seconded that the minutes of Feb. 5 be approved. The motion passed by  
20. general consent.

21.

22. OLD BUSINESS

23

24. A) Newsletter: Nothing new

25. B) AFT Convention/ Elaine and Linda are attending CALFED and will need funding preliminary to  
26. the event. Linda moved and Anne seconded funding her attendance for the sum of \$2000. One  
27. attendee will be paid for by CFT.

28. CALFED in Oakland attendance interest was solicited for July. No one was available.

29. C) Audit: AFT Convention requires our audit. Bill will be sending it to them tomorrow via registered  
30. mail.

31. D) Back to School Night: Anne said there is still confusion about when it will be held because  
32. of the disparity between preferences by the District and the Union. CI-159 needs to be reserved  
33. for Wednesday, August 17, 5:00, because Sharon Hendricks will definitely be coming. The event  
34. needs extensive advertising, as well as possible raffle give-aways like a small, inexpensive I-Pad.  
35. The District will be sponsoring Back-to-School night on the 10th. Antonio will be making a fold-  
36. ing billboard to advertise the event. There was consensus that he would be reimbursed for the  
37. required materials. Bottles, bags, flash drives. 5 x7" pad folios are all options swag to be handed  
38. out to membership as incentives. It was agreed that Linda would be approved to spend appx. \$600  
39. on pad folios and flash drives with the CCAFF logo for membership give-aways.

40. E) Retreat: Cancellation of previous accommodations required new arrangements.

41. Location: A house in Lake Arrowhead is available for \$2500 for the weekend, and would  
42. house us all. Linda will also be looking in Pismo Beach and San Luis Obispo.

43. Agenda items: 1) Budget 2) Campaign for Pro 30 Extension 3) Organizing and Goals 4)  
44. Member Promotions 5) Bylaw and Constitution review.

45.

#### 47. NEW BUSINESS / DISCUSSION ITEMS

- A) Meeting schedule for fall: Thursdays and Fridays will likely be alternated.
- B) Meeting with Dr. Perri: The date remains unresolved. Scheduling issues are still to be reconciled.
- C) Purchase Fred Glass' book on unionism - Mark: Linda moved and Laura seconded the purchase of Fred Glass's book for \$35. It was approved by unanimous consent. Mark will purchase the book for member's use, to be kept in the office.
- D) Linda moved and Mark seconded Bill's purchase of a Quickbooks subscription, that will need to be renewed at an unspecified date in the future for approximately \$400 as a way to follow the AFT's recommendations. It was approved by unanimous consent.

#### RECESS TO COPE

Anne moved and Mark seconded to recess at 5:10. After a brief COPE business discussion, Bill moved and Antonio seconded resumption of The General meeting. It resumed at 5:16.

#### CFT FIELD REP REPORT:

Martha was not present

#### COMMUNICATION COMMITTEE REPORTS

*Retirement Committee:* Elizabeth Serrao was not present.

*Human Resources Advisory Committee;* Elaine Jefferson had no report.

*Community Outreach Coordinator:* Antonio Anfiteatro provided a written report. He summarized his activities for the year thus far as follows:

We've had a good end of year with many union members providing positive support for the work the Union has done. Overall they've been happy with the raise that the Union was able to negotiate. This week I've gone around and reminded our brothers and sisters to make sure that they file for unemployment as soon as they turn their grades in. I distributed the printout from last year. This job remained difficult throughout the semester, trying to track down all the adjuncts and meet with them to hear first hand how they were doing and if they had any recommendations as to what they want us to pursue. The most noted recommendation was for more office space with more computers. The small rooms that are available do not have enough computers to accommodate the number of adjuncts who need them. Also, there are not enough private areas to talk with students on a personal level. My recommendation for next term would be to organize a couple of lunch days so that we can meet with our brothers and sisters to enjoy some food and listen to their stories.

Cecil Brower provided a written report:

Linda Welz called an emergency ad hoc meeting for **College Information Technology Committee, CITC** for Thursday, May 26, from 2 to 3 PM in the IS building Project Room (IS 117). The task at hand related to the new 2016-2021 Strategic Plan that needs to be completed in a short time.

Focus Area 8 from the new Strategic Plan is Technological Advancement. This area is defined as: Citrus College will keep pace with technologies that promote an efficient and effective educational and administrative environment.

There are three strategies associated with this Focus Area

Strategy 8.1: Optimize the use of technology in teaching and learning to support innovative teaching practices.

97. Strategy 8.2: Provide a robust, secure, accessible technology infrastructure, which is ad-  
98. equately funded, to improve and facilitate college processes and provide data resources relevant  
99. to institutional decision making.

100. Strategy 8.3: Improve student success through strategically leveraging technologies that  
101, support student success initiatives.

102. **The Strategic Planning Working Group (SPWG)** held a workshop during February Flex Day  
103. and invited the college community to make recommendations related to the new focus areas of  
104. the 2016-2021 Strategic Plan.

105. I have been given the input from the Flex day activity for Focus Area 8 with the assignment to:

106 1. Have your shared governance group analyze the cards (each card is one idea from Flex  
107. Day):

108. • Put activity cards with similar content in groups

109. • Put aside the ones that don't make sense or are not related to the area. These cards will  
110. be placed on hold. You are not allowed to throw away or shred any cards.

111. 2. Identify the natural logic among the activities, and identify things to do for the first year. You  
112. may need to re-write/refine some of the activities.

113. 3. Develop a draft list of activities for year one for each strategy.

114. These activities would then need to be added to our current Technology Master Plan as part of  
115. the work for next year.

116.

117.

118. REPRESENTATION OFFICER REPORT

119.

120. Laura Wills went to the Learning Center, but there was nothing to report on.

121. Abusive behavior in Cosmetology is still taking place. Linda and Antonio continue to monitor the  
122. situation. The full time unit is making directives to the part time unit through AP's and BP's.

123.

124. SECRETARY AND COMMUNICATIONS REPORT

125.

126. Mark Wessel had no report:

127.

128. TREASURER

129.

130. Bill reported there are 371 members and 26 Agency Fee Payers. (Per Caps of approximately  
131. \$6500 for May has not yet paid.) Members contributed \$172 to the COPE in May.

132. A) As of this morning CCAFF maintains balances of:

133. **General Fund - \$114,073.69 and**

134. **COPE Fund - \$17,280.89**

135. **PIPE Account \$307.60**

136. B) A Budget Report was provided.

137. C) The Financial Review Statement is complete and we saved the CCAFF over \$2800 by doing  
138. it ourselves. Many thanks to Cecil, Elaine and Antonio. Bill suggests doing this every year going

139. forward to provide transparency and improved accuracy of the treasury. The cost would be a little  
140. over \$600 per year.

141. The Financial Review Statement follows:

142.

143.

144.

145.

146.

147. **. Citrus College Adjunct Faculty Federation Financial Review Statement Friday June 3, 2016**  
148. **Review of the Fiscal Year Ending October 31, 2015**

149.

150. Review Committee:

151, *Cecil Brower*

152. *Elaine Jefferson*

153. *Antonio Anfiteatro*

154. We have examined the financial records of the Citrus College Adjunct Faculty Federation  
155. (CAFF) for the period of November 30, 2014 to October 31, 2015, and found them to be found  
156. to be in good order. This examination was performed by a committee made up of members of the  
157. CAFF and was not conducted in accordance with generally accepted accounting principles.

158. During the course of our examination we discovered that, while there was adequate documen-  
159. tation maintained for all expenditures, we made the following recommendations.

160. I. Please keep all voided checks on file, one voided check was missing.

161. II. The purchase of Quick Books to allow for detailed line item reports.

162. III. Recommend that all closed session executive board financial authorizations be made avail-  
163. able to the membership.

164. IV. Recommend that all minutes include financial reports from the treasurer to include budget  
165. with actuals and monthly income statements once Quick Books is operational.

166.

167. VICE PRESIDENT'S REPORT

168.

169. Anne had no report.

170.

171. PRESIDENT'S REPORT

172.

173. Linda provided a written report and summarized the following:

174. **Academic Senate Meeting** of May 23 - There was recognition of out-going leadership and we-  
175. coming of new leadership. The new President is Dr. Gina Hogan, Vice-president elect is Alfie  
176. Swan, and Secretary is Jim Woolum. There was a presentation on the human resources report -  
177. "Equal Employment Opportunity Plan".

178. **Legislation** - Both our new CFT lobbyists resigned this past week.

179. **AB1385 & AB1397 Ting**: Both bills affected accreditation and are now in the Senate Inactive File.

180. **AB 1690 Medina**: Part-time faculty job security based on seniority and satisfactory service, is now  
181. out of the Assembly and in the Senate Rules Committee.

182. **AB 1778 Quirk**: Requires mandatory training on the employee's obligations in responding to and  
183. reporting incidents of sexual assault, domestic violence, dating violence, and stalking involving  
184. students. (Employees would have to be compensated for the training.) The bill is currently out of  
185. Assembly and in the Senate Rules Committee.

186. **AB 2069 Medina**: Requires the community colleges to provide college data to the Chancellor's of-  
187. fice on the percentage of part-time faculty who are required to hold office hours per full-time equiv-  
188. alent students. This bill is now out of Assembly and in the Senate Rules Committee.

189. **AB 1582 & AB 2214 Harper**: Requires faculty to report any item of value, any royalties, or any  
190. other compensation the employee receives as a result of making or influencing a decision to adopt  
191. specific course materials required for coursework or instruction. Both failed.

192.

193. The meeting was adjourned at 5:45.

194.

195. Next meeting date will be established at Retreat

196.

197.  
198.  
199.  
200.  
201,  
202.  
203.  
204.  
205.  
206  
207.  
208.  
209.  
210.  
211.  
212.  
213.  
214.  
215.  
216.  
167.  
218.  
219.  
220.  
221.  
222.  
223.  
224.  
225.  
226.  
227.  
228.  
229.  
230.  
231.  
232.  
233.  
234.  
235.  
236.  
237.  
238.  
239.  
240.  
241.  
242.  
243.  
244.  
245.  
246.

247. .  
248.  
249.  
250.  
251,  
252  
253  
254  
255  
256  
257  
258