

Citrus College Adjunct Faculty Federation, AFT-6352
Executive Board Meeting Minutes
of November 10, 2016

Linda Chan called the meeting to order at 4:45 PM after a closed session addressing a member grievance was attended to.

ATTENDEES

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

ANNOUNCEMENTS AND INTRODUCTIONS

1) none.

AGENDA APPROVAL

Anne moved and Bill seconded that the agenda be adopted with flexibility. It was accepted by general consent. Approve \$4500 for Agency Fee Report and Taxes added to New Business.

APPROVAL OF MINUTES

Cecil moved and Bill seconded that the minutes of October 21 be approved. The motion passed by general consent.

OLD BUSINESS

- A) Newsletter deadline for next semester: Deadline to be determined at a future meeting. Bill will write about Closed primaries for Democrats. Linda will be writing about the part-time contract as it relates to cancelled classes and the signature of contracts after classes have started. Anne suggested a blurb on grievances and the unions availability for support in these matters.
- B) Commitment cards have been made and are ready for Antonio's use.
- C) Snack and Chat may not be worth continuing, (or tailor the event to adjuncts who are scheduled to work during convenient hours to host the event).

NEW BUSINESS / DISCUSSION ITEMS

- A) Back to School Night: February 15, 5-8:00 PM; 1) Request that Jeff Frietas and Josh Peshalt speak to the assembly. 2) Jennifer Baker is the advocate for CCA whose background is in Retirement issues, who may be able to speak to the group. It is likely that Jim Maylor would also attend. 3) No change is needed for providing menu items. 4) Some kind of appreciation in the form of dinner or an honorarium, or airfare would be appropriate for invited speakers. 5) Gifts for the member lottery need to be provided.
- B) \$4500 is needed for John Pooley's fee to work on Agency Fee Report and Taxes. Linda moved that Robert's Rules be suspended Anne seconded. The measure passed. Cecil moved Bill seconded that a vote be taken on the need for the \$4500 expenditure. A discussion of the needs for this Report took place, followed by a vote. The vote passed unanimously.

C) An Agency Fee Letter needs to be sent to these adjuncts. Anne changed the letter and submitted the changes to the Board. Mark moved Bill seconded suspension of rules. Bill moved and Mark seconded the acceptance of the revised Hudson letter as written by Anne. The vote passed unanimously

RECESS TO COPE

There was no COPE Report

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 was not present.

Communications Committee: Cecil Brower had no report because there had been no meetings to report on.

REPRESENTATION OFFICER REPORT

Laura Wills is dealing with one grievance.

SECRETARY AND COMMUNICATIONS REPORT

Mark Wessel reported that the newsletter has been written, edited and submitted for publication. It should be ready at the beginning of the following week, which should allow for mailing to take place by the end of the same week.

TREASURER

Bill reported that:

A) Balance as of November 9, 2016:

1. General Fund \$130,061.46
2. PIPE Account \$0

B) There are approximately 361 members and approximately 20 agency fee payers

C) Bill e-mailed Fe Lopez of Payroll about the Substitution Rate and she responded

1. They ran a report and found they have been paying this year's rate of \$48.11
2. She asked who we had found that was paid at last year's rate and I told her

D) We need to approve \$4500 for tax preparation and a new Agency Fee Report

1. All E-board members will need to give Bill their Monthly Activity Reports for 2016 by year end, reports still lacking from 2015

Linda and Anne moved to suspend Robert's Rules. The motion passed. Cecil and Anne moved to spend \$60/yr for a bond that would insure union treasury against financial malfeasance through the end of the year. The motion passed.

VICE PRESIDENT'S REPORT

Refer to NEW BUSINESS for Anne's activities.

PRESIDENT'S REPORT

Linda provided a written report:

President's Steering Committee

The Steering Committee met on October 24. The committee acted on and approved the 2016-2017 Student Services purpose statement and BP 5015 Residency Determination. The committee reviewed accreditation: Institution-set standards as presented by Dr. Spor and Ms. Eisel. *The Steering Committee* also met on November 7. The committee acted on and approved the *Physical and Financial Resources and Educational Programs Committees'* purpose statement. There was a discussion about changing the title of Distance Education to Online Education. *Student Services* reported that they will be changing registration from four times per year to twice a year. Students will register winter-spring and summer-fall. This was tried once before. No answer as to why they changed before. The current reasoning appears to be for financial reasons. Also, all current single use restrooms will be converted to gender neutral restrooms to be compliant with AB 1732.

There appears to be a software issue with the new phones and so there will be a campus-wide phone service disruption starting Thursday, November 10 at 11 p.m. to fix the issue.

Find more at: <http://www.citruscollege.edu/admin/president/steering/Documents/Forms>

Academic Senate

Academic Senate met on October 26. There was no action taken but there was an accreditation update presented by Roberta Eisel and a STEM presentation by Dr. Marianne Smith. [http://www.citruscollege.edu/as/Documents/Minutes and Agendas/2015-2016 Agendas and Minutes/10.26.2016m.pdf](http://www.citruscollege.edu/as/Documents/Minutes%20and%20Agendas/2015-2016%20Agendas%20and%20Minutes/10.26.2016m.pdf)

The Academic Senate also met on November 9. No action was taken. The officers reported they had attended a good plenary. The plenary was faculty focused, faculty driven initiatives. There were 30 requests put in for full-time positions but only the top 11 are being considered. It may go up to 17. There was a presentation by the counseling department on *Course of Study* which is a website dedicated to helping students decide on their majors. For more info (and to just try it out for yourself) www.citruscollege.edu/courseofstudy. Program review reported on the use of "data packets" from the information they get from courses. They would like to customize and there is a concern about focusing on any one class/instructor for student success in a course.

There was a discussion on academic officer positions and term lengths. Currently a part-timer cannot be a President or Vice-President but this is only locally decided.

[http://www.citruscollege.edu/as/Documents/Minutes and Agendas/2015-2016 Agendas and Minutes/11.09.2016a.pdf](http://www.citruscollege.edu/as/Documents/Minutes%20and%20Agendas/2015-2016%20Agendas%20and%20Minutes/11.09.2016a.pdf)

The meeting was adjourned at 5:50.

Next meeting date will be Thursday, December 8, 4:00 PM