

**Citrus College Adjunct Faculty Federation, AFT-6352**  
**Executive Board Meeting Minutes**  
**of October 21, 2016**

Linda Chan called the meeting to order at 4:15 PM.

**ATTENDEES**

Present at this meeting were: Bill Zeman, Martha Figueuroa, Mark Wessel, Anne Battle, Linda Chan, Cecil Brower, Laura Wills . Antonio Anfiteatro arrived late,

**ANNOUNCEMENTS AND INTRODUCTIONS**

1) none.

**AGENDA APPROVAL**

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

**APPROVAL OF MINUTES**

Cecil moved and Mark seconded that the minutes of Sept be approved. The motion passed by general consent.

**OLD BUSINESS**

A) Newsletter hard-copy/soft-copy: Halloween is the deadline for submissions. An examination of "Pay Parity" will be made. Bill will be writing about the need to pass Prop 55. Linda's photos and resolutions from AFT Convention will be included. Anne will talk about benefits. Laura will talk about Child Care on campus.

B) Campus Equity. It is proposed that we work together with full-timers. (Dave Brown is the new lead negotiator for the full-time faculty, and is in charge of the effort on their side. Linda suggested that two tables might be used, one table for Voter registration and another for Prop 55 advocacy. No date for the event has been confirmed yet, but volunteers will be needed to sit at the tables and answer questions or register voters.

C) AB 1690 & AB1379: As currently written in these laws, there's a lack of clarity in "bumping rights" and "part-time rehire rights" that need additional focus. The "good faith" clause needs greater clarification, as do "over-load assignments" and policies for termination. Jim Maylor is confident that possible funding structures that have the potential to be exploited by districts in relation to these new mandates, can be easily solved as state legislative addenda to the laws.

D) Office hours: A discussion of possible times to man the office by board members took place. A written schedule needs to be composed.

E) Commitment Cards: Linda drafted the commitment cards to be used by Antonio as he engages in his member outreach efforts.

F) Snack 'n' chat: Linda was successful in engaging six part-time members in a get-together for conversation over snacks.

## NEW BUSINESS / DISCUSSION ITEMS

- A) Prop 55 Resolution - passed by Board of Trustees
- B) Membership toolkit online
- C) Grievance; Cancelled classes are being paid at the substitute rate. Inconsistent pay rates could be argued. Cancelled classes need to be examined for discrepancies.
- D) Meeting Date: Linda had a scheduling conflict and requested an alternative. Thursday, November 10, 4:00 PM was agreed upon.
- E) Other: None.

## RECESS TO COPE

Anne moved Bill seconded a recess to COPE. The motion was accepted by general consent. Bill moved and Laura seconded resumption of the general meeting, which was accepted by general consent after a briefing of COPE activities by Bill.

## CFT FIELD REP REPORT:

Martha said we're fully engaged with the Prop 55 Campaign. The polls look very positive at this point. Since the beginning of October this effort has been in full swing. Phone lists were brought for phone banking activities before and after today's meeting, urging members to vote for Prop 55.

## COMMUNICATION COMMITTEE REPORTS

*Retirement Committee:* Elizabeth Serrao was not present.

*Human Resources Advisory Committee;* Elaine Jefferson was not present

*Community Outreach Coordinator:* Antonio Anfiteatro was not present.

*Communications Committee:* Cecil Brower provided a written report:

### **Board of Trustees Meeting, October 4, 2016**

The meeting was called to order at 3:15pm. .

Comments: Members of the Audience

Citrus College Adjunct Faculty Federation (CAFF) President, Ms. Linda Chan, commented on CAFF activities. She said CAFF's state organization, the California Federation of Teachers, is in the center of an effort to pass Proposition 55. Proposition 55 would extend Proposition 30, a progressive tax on California's high income earners passed by voters in 2012. Ms. Chan urged the Board to consider a resolution in support of Proposition 55

Citrus College Faculty Association Treasurer and mathematics faculty member, Mr. Paul Swatzel, expressed concerns about the change in the time for the public comment portion of the Board meeting. For most regularly scheduled board meetings, public comment takes place shortly after 4:15 p.m. He added that scheduling Board meetings later in the day would allow more members of the community to attend.

At 3:24 p.m., the Board as a group, departed AD 109 and went to CS to visit Campus Safety. Members of the public were invited to join the Board during the campus visit.

At 4:15 p.m., the Board returned to AD 109 and continued the meeting. At that time, Board President Keith made a second request for comments from members of the audience. No additional comments were received.

#### Information and Discussion:

Mr. Habib F. Balian, CEO, of the Foothill Gold Line Construction Authority, provided a PowerPoint to educate students, faculty and staff about the status of the planning and funding for the next segment of the Foothill Gold Line light rail system, from Glendora to Montclair. This construction is dependent on the passing of Measure M.

Members of the fall 2016 ASCC Executive Board were introduced by Maryann Tolano-Leveque, Dean of Students.

Arvid Spor, Ed.D., Vice President of Academic Affairs announced that as a result of realignment of duties for several managers in summer 2016, the oversight of the Library and its services have been redirected to the dean of Mathematics, Business and Health Sciences. Mathematics, Business, Health Sciences, and Library (MBHSL) is the new division name.

Arvid Spor, Ed.D., Vice President of Academic Affairs restated that Citrus College conducts a five-year cycle of program review throughout the institution to ensure responsiveness to the needs of the college community and to ensure students have the opportunity to achieve outcomes in areas of institutional core competencies. Additionally, instructional programs complete the Program Review Report and one supplemental report that focuses on broader institutional areas. This is referred to as the "Core Plus One." Programs rotate throughout the five-year cycle, completing each of the "Plus" supplements along the way.

The fifth year report, an overview and summary of the previous years' supplements, was provided to the Board of Trustees. The Counseling (Instruction) Program Self-Evaluation and Summary report that covered the 2015-2016 program review period was the "Plus One".

The Department of Campus Safety is responsible for providing safety and security to students, college staff and visitors as well as protecting District property and facilities.

Per Board Policy (BP) and Administrative Procedure (AP) 3500 Campus Safety, a written report was submitted to the Board of Trustees by the Department of Campus Safety, Benjamin Macias, Campus Safety Supervisor. This department provides an annual update of all Clery Act crimes reported to campus safety personnel. The Annual Security Report contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years, as well as policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, and campus resources. A copy of the Annual Security Report can be obtained at [www.citruscollege.edu](http://www.citruscollege.edu).

#### Action Items

##### Consent Items:

All consent items were approved.

##### Personnel Recommendations: (Adjunct)

There was 1 Adjunct employees approved for hire for Fall 2016 and 8 approved for hire for Spring 2017. In addition there were 10 Adjunct employees given Extra Duty, Hourly, Stipend Assignments.

## Business Services:

The Board approved the Quarterly Financial Status Report for the fiscal quarter ended June 30, 2016.

Authorization was given to accept Bid #05-0506, Fine Arts Complex to Pinner Construction of Anaheim, California as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$16,281,133.81.

Authorization was given to accept Bid #02-0809, Administration Building Renovation Project to Ohio Causality Insurance of Fairfield, Ohio as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$4,001,704.04.

## REPRESENTATION OFFICER REPORT

Laura Wills is dealing with one grievance as discussed earlier.

## SECRETARY AND COMMUNICATIONS REPORT

Mark Wessel had no report:

## TREASURER

Bill reported that:

A) There were approximately 353 members and 23 Agency Fee payers. Payroll information was back on schedule with deposits and mailing of member lists..

B) As of 10/20/2016 CCAFF maintains balances of:

**General Fund - \$112,379.69 and  
COPE Fund - \$18,114.49  
PIPE Account \$0**

## VICE PRESIDENT'S REPORT

Anne advocated beginning a plan for the Spring Welcome Back Meeting. The Membership roster has been cleaned up as well as possible at this point. Hudson Act notice still needs to be sent to the Agency Fee Payers.

## PRESIDENT'S REPORT

Linda provided a written report:

### **President's Steering Committee**

The Steering Committee met on September 26. The committee acted on and approved the Program Review and Institutional Research and Planning Committees' purpose statement. The committee review the CCSSE Survey Results. There was a discussion on one of the low performing attributes which was the student's self-reported lack of willingness to do homework. Dr. Hao presented the Annual Implementation Plan and Dr. Perri discussed the Steering Committee Purpose Statement.

The Steering Committee also met on October 10. The committee acted on and approved the Student Learning Outcomes (HotShots), Institutional Effectiveness and Steering Committees' purpose

statement. There was a discussion about how the Chancellor's Office is exploring a change to the funding formula.

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

### **Academic Senate**

Academic Senate met on September 28. There was no action taken but discussion from facilities on taking the church across from Citrus (which is owned by Citrus) and converting it into an extended parking lot for the Gold Line. There has been much discussion on the "Brain Train" since the metro passes many colleges and there is an expectation of gaining more students. There was also discussion regarding a student successfully suing an instructor because there was more content in the class than was advertised. See Dave Kary if you have questions. ASCC is working with undocumented students who wish to study abroad. The CCFA is considering resurrecting their faculty newsletter. Campus safety presented some information on the Shake-Out which will happen (or has happened) on Thursday, October 20 at 10:20 a.m. This is a statewide drill. Campus safety is also willing to a classroom presentation on safety. Their specialty is active shooter safety. There was a long discussion regarding the cancellation of classes at the beginning of the semester. Less than 20 enrolled can cancel a class. Many students were not informed of their class cancellations. They would like to make sure the faculty member is reassigned if their class is cancelled but this may only apply to full time faculty. (We may need to negotiate this item.) [http://www.citruscollege.edu/as/Documents/Minutes and Agendas/2015-2016 Agendas and Minutes/09.28.2016a.pdf](http://www.citruscollege.edu/as/Documents/Minutes%20and%20Agendas/2015-2016%20Agendas%20and%20Minutes/09.28.2016a.pdf)

The Academic Senate also met on October 12. The revised constitution and bylaws were tabled until the next meeting. There was a report noting that the Chancellor's Office will be sunsetting the Basic Skills Initiative (BSI) in 2017/2018 and there will be a new Student Success for Basic Skills Program. There is talk of combining BSI, SSSP and Student Equity Funds into one funding formula to improve or enhance the Student Success Program. New business including starting a new STEM discipline program with a degree and a very length discussion on textbooks and OER. [http://www.citruscollege.edu/as/Documents/Minutes and Agendas/2015-2016 Agendas and Minutes/10.12.2016b.pdf](http://www.citruscollege.edu/as/Documents/Minutes%20and%20Agendas/2015-2016%20Agendas%20and%20Minutes/10.12.2016b.pdf)

### **Division Council - CCC**

There is an effort to organize extension course instructors. Continuing work on accreditation. There are three choices; 1.) completely get rid of ACCJC, 2.) have ACCJC work closely with the parent accreditor, WASC or 3.) choose between ACCJC or WASC. Barbara Beno announced her retirement June 30, 2017. Compton College lost their accreditation in 2006 and was absorbed by El Camino College. Because of the many requirements to get accredited, Compton is looking at accreditation in 7 – 10 years.

Other issues – Dual enrollment continues to be a hot topic. Campus Equity Week is last week of October. Many campuses are using this opportunity to push Prop 55.

### **Legislation**

**AB 1690 Medina and SB 1379:** Part-time faculty job security based on seniority and satisfactory service. Went to the Governor's desk and the Governor wants revisions. The bill was gutted and is now SB 1379 (Mendoza) and is awaiting the Governor's signature. It denies SSSP funding to those districts who do not bargain rehire rights in good faith. (***Since signed into law***)

**AB 2393 & AB 375 Campos:** Family Leave for Classified Employees and Community College Instructors would provide K-12 and community college classified employees, and community college full- and part-time faculty with up to twelve weeks of paid parental leave for both new mothers and

247. fathers. Specifically, when a qualified employee has exhausted all available sick leave and contin-  
248. ues to be absent on account of parental leave, the employee would receive “differential pay,” which  
249. is calculated by reducing the employee’s salary by the amount paid to his or her substitute. For  
250. districts that do not have a differential pay policy, qualified employees would receive half of their  
251, normal salary. (*Since signed into law*)

252 **Vetoed: AB 2155 Ridley-Thomas:** Full-time Teachers Retirement This bill would lower the re-  
253 quired minimum hours to receive serviceable credit. Vetoed: AB 2197 Garcia: Unemployment  
254 Insurance: Classified Employees: This bill would allow classified to collect unemployment benefits  
255 between school sessions. This would have interfered with the Cervisi decision.

256 **Vetoed: AB 2353 McCarty:** Culturally Responsive Instruction Professional Development:  
257 would require the California Department of Education to “identify” professional development pro-  
258 grams in culturally responsive instruction and provide links to those programs on its website. An  
259 amendment to the bill added “local measures may include the extent to which teachers and other  
260 school employees, as appropriate, have received or are receiving professional development re-  
261 lated to culturally responsive instruction.”

262 **Vetoed: AB 2069 Medina:** Community College Part-Time Faculty Office Hours: would require  
263 each community college district to report, on or before August 15th of each year, the total part-  
264 time faculty office hours paid divided by the total part-time faculty office hours taught during the  
265 prior fiscal year and post this information on its website. The Governor’s response was “We would  
266 do better to spend the money on more office hours.” (see handout on Governor’s response)

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268 Linda also provided the meeting attendees with copies of the CFT Research Brief on state educa-  
269 tion funding proposals, a letter from Governor Brown to the State Assembly explaining his veto of  
270 Assembly Bill 2069, and the Citrus Community College District Resolution stating its support of  
271 Proposition 55.

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273 The meeting was adjourned at 5:45.

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275 Next meeting date will be Thursday, November 10, 4:00 PM.

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