

**Citrus College Adjunct Faculty Federation, AFT-6352**  
**Executive Board Meeting Minutes**  
**of September 16, 2016**

1. Linda Chan called the meeting to order at 4:30 PM.

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3. ATTENDEES

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

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8. ANNOUNCEMENTS AND INTRODUCTIONS

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10. 1) none.

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12. AGENDA APPROVAL

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14. Anne moved and Bill seconded that the agenda be adopted with flexibility. It was accepted by gen-  
15. eral consent.

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17. APPROVAL OF MINUTES

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19. Mark moved and Anne seconded that the minutes of June 9 be approved. The motion passed by  
20. general consent.

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22. OLD BUSINESS

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24. A) Bylaw and Constitution Revisions drafted during the Board Retreat need to be circulated to vot-  
25. ing members before a vote to approve can be taken. Mark will send this via e-mail before the next  
26. meeting. Meanwhile, the vote is tabled.

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

31. C) Club Rush: Bill, Linda, Antonio and Laura manned the table, informing those who stopped by  
32. about Proposition 55. The cutoff date for voter registration in in October. There's a possibility of  
33. working with the League of Women Voters to register students who are not already registered.  
34. Linda proposed having a computer handy for online registration would provide immediate ability to  
35. accomplish this goal.

36. D) Campus Equity. It was agreed that we would commit to tabling for two days during the last  
37. week of October. Tuesday and Wednesday, ( 10/24 and 10/25), of that week were designated as  
38. the days we would be at the table. Linda will be blowing up the photo of the professor conducting  
39. office hours from the back of her car will be blown up and used again this year. The need to let  
40. students know that campus equity for adjuncts has a direct benefit to them, and needs to be part of  
41. the information provided .

42. E) Office hours for CCAFF. Linda will be there Tuesday afternoons. Laura will be there Tuesdays  
43. 11:30-12:30. Bill will be there Wednesdays 10-10:30. Antonio is there on a random basis. Hours  
44. will be posted on the website.

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## 47. NEW BUSINESS / DISCUSSION ITEMS

A) CFT's Fred Glass called Linda requesting that she spearhead the Proposition 55 campaign and a resolution by the Board of Trustees to adopt an official position of support. CTA is already phone banking for support of the proposition. Bill is going to write a speech and Linda will deliver it to the Board of Trustees advocating for their support.

B) As a result of the Retreat, the position of Internal Organizer (Antonio), has been redefined as a stipended position that pays \$1000 per semester and uses commitment cards filled out by members indicating intention to become involved through various activities during the semester. Linda will be creating the cards.

### RECESS TO COPE

Anne moved and Mark seconded to recess at 4:55. After a brief COPE business discussion, Bill moved and Antonio seconded resumption of The General meeting. It resumed at 5:14.

### CFT FIELD REP REPORT:

Martha was not present

### COMMUNICATION COMMITTEE REPORTS

*Retirement Committee:* Elizabeth Serrao was not present.

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

*Community Outreach Coordinator:* Antonio Anfiteatro met with adjuncts again and determined that adjunct office space and computers are desperately needed. This is an issue that needs to be negotiated. Also, A member brought up an issue of classroom enrollment caps, indicating regular pressure to add students over the caps in ESL classes. This was a boost requested by Arvid Spoor as a way to maintain enrollment for state funding requirements.

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

#### **Board of Trustees Meeting, September 6, 2016**

Reports:

#### **Information and Discussion:**

Claudette E. Dain, Vice President of Finance and Administrative Services will presented a PowerPoint summary of the 2016-2017 Adopted Budget. Ms. Dain reported that Adjunct/Overload budgets are funds used to maintain the District's established FTES targets and generate any budgeted growth/access FTES, to insure the District achieves its budgeted apportionment revenue. Annually Adjunct/Overload budgets are adjusted to account for changes in the target level of FTES and changes in the number of full-time faculty teaching positions. For 2016-2017, Adjunct/Overload budgets total \$8,700,000. This proposal assumes, generation of FTES at established

Linda Chan asked for a clarification as to what this meant to the Adjunct personnel. Ms. Dain asked her to contact her and she would give her the information.

#### **Consent Items:**

All routine consent items were approved.

#### **Personnel Recommendations Adjuncts:**

Thirty Nine (39) Adjuncts were approved for hire for extra duty, hourly, stipend assignments for various time periods in various disciplines ending 12/31/2016. Of these 39, 19 were hired under a Program Improvement – CTE Employment Perkins Grant.

97. There were 3 Adjuncts approved for hire for Fall 2016 in various disciplines.  
98. **College Information Technology Committee, September 12, 2016**  
99. Linda Welz chaired the meeting and share many items with the committee. Linda has since sent  
100. out a message later in the day to all personnel that details the Fall Technology Update.  
101. First was the review of the summer technology projects. The transition to a new Email system  
102. and the change of the domain name from citrus.cc to citruscollege.edu.  
103. Another item was the change and improvement of a new backup system for files. The new digital  
104. system will replace the old, over 30 years old, system.  
105. The new Visual Arts building was opened and equipped. Eight (8) classrooms were changed as  
106. a result of the relocation to the new building. One Hundred (100) new computers were installed.  
107. Banner Conversion/Oracle Upgrade, Website Upgrade, Wireless expansion (250 new wireless  
108. ports), Computer Lab upgrade, accessibility reporting.  
109. The 2013 to 2017 Technology Master Plan Goals was discussed.  
110. A new Strengths, Weakness, Opportunities and Threats (SWOT) is being implemented. This is a  
111. process that generates information that is helpful in matching and organization or group's goals,  
112. programs, and capacities to the social environment in which it operated.  
113. Linda furnished a handout that lists the TeSC Projects, Student Services Projects Academic Af-  
114. fairs projects and Required Reporting.  
115. Each member of the committee will be given a task to complete before the next meeting  
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117. REPRESENTATION OFFICER REPORT

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119. Laura Wills

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121. SECRETARY AND COMMUNICATIONS REPORT

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123. Mark Wessel had no report:

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125. TREASURER

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127. Bill reported that:

128. A) Per caps of approximately \$6500 for August have not yet been paid because dues for Au-  
129. gust have not yet been received due to a change in the Citrus computer system and Fe's illness.

130. There were approximately 355 members and 26 Agency Fee payers. Payroll information was  
131. promised to be in the mail today.

132. B) As of 9/15/2016 CCAFF maintains balances of:

133. **General Fund - \$108,405.42 and**

134. **COPE Fund - \$17,806.89**

135. **PIPE Account \$307.60**

136. C) A Budget Report was provided.

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138. VICE PRESIDENT'S REPORT

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140. Anne had no report.

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147. PRESIDENT'S REPORT

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

150. **President's Steering Committee Meeting** of Sept. 12 - The committee took action on and approved the Academic Senate and Human Resources Advisory/Staff Diversity Committees' purpose statement. CITC reported that the campus will have 250 new access points and will be in the process of installation this semester. Dr. Perri announced that Citrus College did not win the Aspen Award.

155. **Academic Senate Meeting** of Sept. 14 - The Academic Senate voted and approved AP 5015 and BP 5015. A presentation was given by Christina Garcia regarding the Foundation's 50th anniversary. There will be a celebration on November 4, 2016, 6 p.m. Visual Arts Courtyard and tickets are \$125.00 There was a presentation on CCSSE, the student engagement survey by Dr. Lan Hao. There was a lot of discussion on one of the benchmarks and one possible cause is access and price of textbooks.

161. **Legislation -**

162. **AB 1690 Medina:** 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.

166. **AB 2393 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 fathers. Specifically, when a qualified employee has exhausted all available sick leave and continues to be absent on account of parental leave, the employee would receive "differential pay", which is calculated by reducing the employee's salary by the amount paid to his or her substitute. For districts that do not have a differential pay policy, qualified employees would receive half of their normal salary.

174. **AB 2353 McCarty:** Culturally Responsive Instruction Professional Development: would require the California Department of Education to "identify" professional development programs in culturally responsive instruction and provide links to those programs on its website. An amendment to the bill added "local measures may include the extent to which teachers and other school employees, as appropriate, have received or are receiving professional development relate to culturally responsive instruction".

180. **AB 2069 Medina:** Requires the community colleges to report, on or before August 15 of each year, the total part-time faculty office hours paid, divided by the total part-time faculty office hours taught during the prior fiscal year and post this information on its website.

183. **Budget**

184. **Classified School Employee Teacher Credential Program:** The annual Budget passed by the Legislature (SB 828) and signed by the Governor, includes an appropriation of \$20 million to fund a CFT sponsored piece of legislation, AB 2122 (McCarty), known as the California Classified School Credentialing Program. The appropriation will provide grants to school districts and county offices of education to provide incentives of up to \$4,000 per year to classified public school employees to obtain their Bachelor's degree and their teaching credential. The legislation both addresses the current teacher shortage by increasing the number of applicants to teacher credentialing programs and provides a career ladder for classified school employees.

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197. **City College of San Francisco Restoration Funding:** A \$41.5 million appropriation was included  
198. in the Annual Budget signed by the Governor to provide “restoration funding” for City College of  
199. San Francisco. The language of the appropriation requires the Board of Governors of the Califor-  
200. nia Community Colleges to provided the San Francisco Community College District with a revenue  
201. adjustment for restoration of apportionment revenue for five fiscal years. Beginning in the 2017-  
202. 18 fiscal year, the San Francisco Community College District shall be entitled to restoration of any  
203. reduction in apportionment revenue due to decreases in full-time equivalent students (FTES), up to  
204. the level of attendance of FTES funded in the 2012-13 fiscal year, if there is a subsequent increase  
205. in FTES. These revenue adjustments would not be subject to the growth cap, thereby allowing for  
206. growth up to the pre-accreditation crisis levels.

207. **Community Colleges Part-time Faculty Office Hours:** Community colleges will receive an  
208. increase of \$3.6 million in reimbursements to fund part-time faculty office hours - bringing the total  
209. allocation to nearly \$7.2 million in 2016-17. Community colleges must spend these dollars to pay  
210. for office hours and then will be reimbursed for up to one-half of those expenditures by the state.  
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212. The meeting was adjourned at 6:15.

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214. Next meeting date will be October 14, 2016 at 4:00.

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