

Citrus College Adjunct Faculty Federation, AFT-6352
Executive Board Meeting Minutes
of September 14, 2018

Linda Chan called the meeting to order at 4:35 PM.

ATTENDEES

Present at this meeting were: Bill Zeman, Linda Chan, Cecil Brower and Mark Wessel, Veronika Delvaux, Anne Battle and Laura Wills arrived late.

ANNOUNCEMENTS AND INTRODUCTIONS

None.

AGENDA APPROVAL

Mark moved and Bill seconded that the agenda be adopted with flexibility.

APPROVAL OF MINUTES

No minutes to approve.

OLD BUSINESS

A. Negotiations: Ratification process. Mark provided a digital and hard copy ratification ballot. A Pdf was provided to Linda for submission to the membership, using the electronic balloting process for members we have e-mails for. Those without will be sent hard copies via U.S. Mail. Linda will go through the list and provide Mark with the names of those members who will need hard copy ballots.

B. Newsletter (for Fall) Mark asked that articles be submitted by the Wednesday before Thanksgiving, November 21.

C. Workshops: September 24 @ noon. Topic is review of contract.

D. Opt - Out Campaign: Freedom America has been calling union members gathering members name through freedom of information act, encouraging members to opt out of unions.

E. Other

NEW BUSINESS / DISCUSSION ITEMS

A. Academic Senate meeting on 9/12. Both Linda and Bill attended. The president, Niki Shaw, asked that new adjunct members be encouraged to become members of the senate. Linda said she'd make an announcement to that effect.

B. November meeting change: From November 16 to November 9 @ 4:00.

C. Member Issues: There is an ongoing problem with adjunct members in Cosmetology. Its been reported that full timers are giving bad reviews to part timers for the sake of being able to get friends hired to the department. No grievance is possible without documentation and therefore those members with complaints need to be more diligent about compiling hard copy evidence. One union action is for Linda to be a presence there to determine the relationships between the Dean, full-timers and part-timers.

D. Part-time Committee Council will be in San Jose on September 29. CFT State Council October 6. Linda is requesting reimbursement for hotel and flight with dollar amount not to \$600 each. Bill moved, Mark seconded a motion to that effect. It was agreed that Linda's commitment to participation on our behalf was valuable. The vote to pass the motion was unanimous.

RECESS TO COPE

Mark moved and Laura seconded recess to COPE at 5:30.
The general meeting resumed at 5:37.

CFT FIELD REP REPORT:

1) Martha was not present.

COMMUNICATION COMMITTEE REPORTS

Cecil Brower attended the Board of Trustees Meeting, September 4, 2018. He also attended College Information Technology Committee Meeting of the September 10, 2018
He submitted reports from these meetings. Highlights follow.

Board of Trustees:

COMMENTS: MEMBERS OF THE AUDIENCE:

There were two comments. One from a student who was an international student and traveled to support all international students. The other was from Terry Miles supporting and discussing the current contract.

REPORTS:

Reports were made by the Administration and Board of Trustees. These reports were primarily discussing current activities at Citrus.

MINUTES:

The Regular Meeting Minutes of August 21, 2018 were approved.

INFORMATION AND DISCUSSION:

1. In accordance with BP 6200, Budget Preparation, Claudette Dain, Vice President of Finance and Administrative Services will provide a presentation summarizing the proposed 2018-2019 Adopted Budget for the Citrus Community College District.
2. A State Budget Highlight was: One time \$35 million to support part-time faculty office hours.
3. Citrus College 2018-2019 Adopted Budget contained an Ongoing Expenditure Assumption of Adjunct/Overload budgets - \$10.9 million

PUBLIC HEARING:

The Board of Trustees opened a public hearing and invited members of the audience to present any comments regarding the 2018-2019 Adopted Budget.

ACTION ITEMS:

Consent Items

All items on the consent agenda were approved.

Personnel Recommendations: (Adjunct)

The Board approved the following personnel action:

There were 7 Academic Employees, Adjunct Extra Duty, Hourly, Stipend Assignment, and 7 Academic Employees Adjunct for Fall 2018 and 1 for Winter 2019 and 2 Academic Employees Adjunct, Lab Supervisors hired.

End of Consent Agenda

Business Services:

The Board authorized the following:

- 1) The adopted budget for all funds for the 2018-2019 fiscal year.
- 2) Resolution #2018-19-01 to establish the District's GANN Appropriation Limit of \$103,493,101 for the 2018-2019 fiscal year.
- 3) A \$675.00 new institutional membership to the Electrical Generating Systems Association.
- 4) The disposal of documented surplus items, by exchange for value, private sale, sale at public auction or donation to another public entity or non-profit agency.
- 5) Acceptance of FCCC Agreement #CB 14-206, procurement and installation of synthetic turf at the Citrus College Football Stadium to KYA Services, LLC of Santa Ana, California.

Board of Trustees:

The selection of Joanne Montgomery and Barbara R. Dickerson as the Board of Trustees ad-hoc committee to review applications for the student representative on the Measure G Citizens' Oversight Committee and made a recommendation to the full Board for appointment to the Measure G Citizens' Oversight Committee.

September 10, College Information Technology Committee Meeting :

Minutes of the June 11th meeting were reviewed and approved.

All items for first reading, review and discussion were sent to the committee prior to the meeting. Members were asked to review and prepare for comment and discussion.

The committee created the 2018–2019 CITC Purpose Statement. This was based on the 2017-2018. The committee also set responsibilities for 2018-2019.

The committee reviewed the Top 10 IT issues for 2018. I have attached these issues.

A lengthy discussion was held on the TeCS Comprehensive Program Review. Below is an extract from the Executive Summary. This Executive Summary also covers those items from the Top 10 IT issues for 2018.

“Technology and Computer Services achieved significant accomplishments during the prior 5 years including the implementation of the Voice Over IP (VOIP) telephone system, the implementation of Banner Finance, the implementation of DegreeWorks and the implementation of the Alertus emergency notification system. However, the department struggled to maintain service levels in terms of the number of service tickets closed and average length of time to resolve a service ticket. These challenges were exacerbated by the departure of key, long-time personnel in the department and delays in getting the positions replaced.

In 2016, Citrus College leadership responded to these issues by funding five additional staff members in the department and by allocating funds for equipment replacements and upgrades. The transformation of the department continued in 2017 with the retirement and replacement of the Chief Information Services Officer and the replacement of 6 other staff members as a result of retirements or resignations. The department is currently fully staffed except for a single IT Support Specialist III vacancy, a result of an internal promotion. This position will be transformed into an IT Security Analyst position in order to respond to regulatory requirements and improve the security of the college's critical information systems.”

The committee also reviewed the 23 Long Term Recommendations/Goals, and a summary of Past Recommendations and Goals. There were 5 of those.

Handouts were as follows:

1. June 11th minutes
2. 2017-2018 CITC Purpose Statement
3. TeSC Comprehensive Program Review for 2012-2017
4. Top 10 Issues 2018

Next meeting will be Monday, October 8th at 10am in IS 109

REPRESENTATION OFFICER REPORT

Laura had no report.

SECRETARY AND COMMUNICATIONS REPORT

Mark had no report.

TREASURER

Bill submitted a STATEMENT OF ACTIVITY and STATEMENT OF FINANCIAL POSITION as of
- September 14, 2018 Balance as of September 14 , 2018

A. General Fund \$188,269.11

B. COPE Fund \$17,920.49

C. PIPE Fund \$192.00

Bill went to a Treasurer's Training. 1) We are supposed to have a financial review on a yearly basis. AFT has different forms based on the number of members. It will be needed again for Spring. Cecil volunteered to chair the committee again. Laura could be part of the committee

2) Bill was taught how to do the yearly tax form. He said it could be the Treasurer's responsibility and save the local the fee normally paid to John Pooley.

Bill talked to Gina Hogan about Kristen Beech. Her maternity leave has been granted.

VICE PRESIDENT'S REPORT

Anne said we have fewer members and need to create mailings for potential members. Names and contact information of new hires need to be provided to us by the District.

PRESIDENT'S REPORT

Linda submitted a written report of the following meetings:

Academic Senate September 12

There were discussion of 1) proposed vendor changes to the Library Print Management System 2) purpose of Academic Senate and meeting process 3) meetings in Hayden Hall next semester. Academic Senate agendas and minutes can be found at <http://www.citruscollege.edu/as/Documents/Forms/Allitems>

President's Steering Committee Meeting September 10

1) The committee approved \$20,608.81 for replacement of the 20-year old fueling master station from the allocated \$75,000 from Financial Resources. 2) The committee approved the Physical Resources Committee Purpose Statement. This is the last of the allocated funds.

3) Year 3 of the Strategic Implementation Plan was reviewed.

Linda will be making a request that Human Resources provide contact information to the union on all new hires, then for verification from Payroll Department. Henceforth Sandra Coons will be cc'd on e-mail communications to Dr. Sammis.

Executive Council will be missed due to Linda's trip to Iceland.

FUTURE AGENDA ITEMS

none listed at this time

Next meeting: 4:00 on October 19.

The meeting was adjourned at 6:15