

Citrus College Adjunct Faculty Federation, AFT-6352
Executive Board Meeting Minutes
of April 27, 2018

1. Linda Chan called the meeting to order at 5:15 PM.
- 2.
3. ATTENDEES
- 4.
5. Present at this meeting were: Bill Zeman, Anne Battle, Linda Chan, Cecil Brower and Mark
6. Wessel, Alexis Dea, Laura Wills arrived at 5:20. Martha Figueroa attended via "zoom".
- 7.
8. ANNOUNCEMENTS AND INTRODUCTIONS
- 9.
10. We are having a rally with all the three bargaining units on Tuesday, May 1, 2:00 - 4:00 in front of
11. Board of Trustees, then flood the meeting that starts at 3:15.
12. .
13. AGENDA APPROVAL
- 14.
15. Mark moved and Anne seconded that the agenda be adopted with flexibility.
- 16.
17. APPROVAL OF MINUTES
- 18.
19. Mark moved and Bill seconded approval of the March minutes with noted changes. They were ap-
20. proved by general consent.
- 21.
22. OLD BUSINESS
- 23
24. A. Member Issues: More up to date CCAFF brochures, and CFT newsletters needed for addition
25. to member packets. 1) Bill said he spoke to three adjunct faculty members from ESL while in the
26. union office. These three are concerned about the arbitrariness of scheduling finals in the eighth
27. week. Their dean was concerned that (How many hours in a sixteen week class? 48 hours for
28. a three unit class. There's 176 instructional hours required by the state. Cut the required number
29. of hours in half for an eight week class.) The member needs further confirmation that . Gina is not
30. asking for availability in scheduling classes. She is simply assigning them regardless of whether
31. or not they are free to teach those classes. Also, Nancy Lay came to Bill because she hadn't been
32. given a class. Gina didn't even know that she was an an available instructor with a track record,
33. who contractually must consider those instructors with successful track records with their depart-
34. ments.
35. B. Toolkit: Martha will be approaching Martin Mota and Matthew Middione for further information.
36. C. Financial Review: Bill presented the meeting with the financial review statement performed by
37. Cecil, Alexis and Rebecca Yang, confirming compliance, with a letter that is being mailed to AFT
38. Secretary-Treasurer, Loretta Johnson in advance of the convention in July.
39. D. Negotiations: Wear black to Board of Trustees meeting on May 1.
40. E. AFT Convention 2018, July 13 -16, 2018, Pittsburgh, Pa. Laura and Linda will be attending.
41. F. Newsletter (for Spring) – Mark requested that submissions for the newsletter be made by Thurs-
42. day, May 31 and asked that Anne provide him with member address labels at the next meeting
43. G. Retreat – Booked and paid for. Three nights. Last weekend in July in Big Bear.
- 44.
- 45.

47 NEW BUSINESS / DISCUSSION ITEMS

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49 A. AP and BP approvals: Linda pointed out to the Academic Senate that CCAFF was not being
50 consulted before passing APs and BPs, It's a working condition issue. Martha recommended
51 bringing it up as a bargaining issue, trying to add a clause in the contract.

52 B. Other:

53

54 RECESS TO COPE

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56 Anne moved and Alexis seconded recess to COPE at 6:14.

57 The general meeting resumed at 6:19.

58

59 CFT FIELD REP REPORT:

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61 1) Martha said CFT is expecting the Janus decision between now and June. There's no expect-
62 tation that we will win this case. A conference call with all the leaders is being set up. It's impor-
63 tant to speak with Human Resources stop withdrawing funds from our current Fee Payers so the
64 day after Janus. An Escrow account, separate from the General Fund needs to be established so
65 that we can provide refunds to these people if deductions are still made incorrectly.

66

67 COMMUNICATION COMMITTEE REPORTS

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69 Cecil Brower attended the Board of Trustees Meeting, March 20 and April 3, 2018. He also at-
70 tended the Human Resources/Diversity Advisory Committee, March 21, 2018

71 He submitted reports from all three meetings. Highlights follow.

72

73 **March 20, Board of Trustees:**

74

75 COMMENTS: MEMBERS OF THE AUDIENCE:

76 Several items were discussed including Full Time Faculty negotiations Rocket Owls, safety on
77 Campus, and Faculty pay.

78

79 REPORTS:

80 The main topic was the mess in Sacramento re the budget and on-line classes. It was felt that
81 the proposed on-line class proposal will take a lot from the Community Colleges and degrade the
82 on-line instruction at Citrus.

83 Dr. Dickerson indicated she would like to see more Adjunct Faculty training and development.

84

85 INFORMATION AND DISCUSSION:

86 Dr. Martha McDonald and Dr. Arvid Spor provided an update on the creation of the multi-year
87 Guided Pathways plan. The California Guided Pathways project was modeled from the American
88 Association of Community Colleges (AACC) Pathways Project and adapted for implementation in
89 California. The model helps students clarify their paths to complete their educational goal, helps
90 them select and stay on path and ensures quality learning. Citrus College assembled a team of
91 faculty, staff, students and administrators to discuss and complete a self-assessment to determine
92 adoption of fourteen key elements deemed necessary to successfully implement Guided Path-
93 ways at the college.

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97. Dr. Gerald Sequeira and Ms. Ivon McCraven, School Relations and Outreach Supervisor, pro-
98. vided an update on the K-14 Outreach and Recruitment efforts. The Office of School Relations
99. and Outreach is responsible for coordinating and conducting the College's outreach and recruit-
100. ment activities throughout the Citrus College's feeder high school districts and surrounding com-
101. munities. The program is responsible for implementing student outreach services by encouraging
102. prospective students to choose Citrus College as their first choice college. These activities pro-
103. mote access to Citrus College, foster strong relations with the community at large and align with
104. the 2016-2021 Strategic Plan.

105.

106. Personnel Recommendations: (Adjunct)

107. There were 11 Academic Employees, Adjunct Extra Duty, Hourly, Stipend Assignment, 5 Academ-
108. ic Employees hired and for Spring 2018, and 1 Academic Employee Adjunct for Summer 2018.

109.

110. **March 21, Human Resources/Diversity Advisory Committee:**

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112. The Human Resources Advisory/Staff Diversity Committee is a shared governance committee
113. included within the establish sub-committees of the Steering Committee. The Human Resources
114. Advisory/Staff Diversity Committee reviews and recommends policies and procedures related to
115. District personnel. The Committee also recommends and develops policies and procedures re-
116. lated to the District's Equal Employment Opportunity and Diversity Plan. The Committee forwards
117. recommendations to all campus constituent groups and to the Steering Committee for review and
118. adoption.

119. The meeting was held in SS-213 in lieu of AD-109 that was being used for negotiations.

120. 1. A review of the Diversity Hiring Data statistics and those scheduled for interview and those
121. interviewed for various positions was detailed by Ms. Fink.

122. The review covered the percentages in the following areas: A. Male B. Female C. Undeclared

123. D. Historically Under Represented Groups

124. Those scheduled for interviews are nursing positions. There were 12 applications.

125. Those positions that were interviewed and awaiting final interview or selection are:

126. RN, LVN, Continuing Ed., Vocal, TeSC, Biology, Counselor, Automotive, Physics, Math, CSEA
127. and Student Tech.

128. 2. The Citrus College Faculty Internship Program was discussed. This program selects stu-
129. dents from various Community Colleges and allows them to gain in classroom experience. Col-
130. leges to be surveyed that are currently conducting this program are: A. Glendale B. Mt. SAC

131.

132. Two members for the committee volunteered to visited these colleges and see how well it is pro-
133. gressing, obtain information on their program, and to see how successful it is.

134.

135. **April 3, Board of Trustees:**

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137. COMMENTS: MEMBERS OF THE AUDIENCE:

138. Several CSEA members commented on the lack of progress for negotiations. A presentation was
139. made detailing the lack of significant raises over a period of years.

140.

141. Bob Hughes, Chief Information Services Officer, and Doug Schultz, Digital Communications and
142. Publications Supervisor gave a 2017-2018 Technology Update Presentation. This presentation
143. detailed the importance of mobile and the new mobile app used at Citrus. Also discussed was the
144. new Citrus College Portal and Web Site. Dr. Robert L. Sammis Director of Human Resources
145. presented the Human Resources Comprehensive Program Review 2010-11 to 2016-17. Citrus
146. College conducts a five-year cycle of program review throughout the institution to ensure

147. responsiveness to the needs of the college community and to ensure students have the opportunity
148. to achieve outcomes in areas of institutional core competencies. Programs in the areas of Student
149. Services, Academic Support and Institutional Support complete a comprehensive report on a five-
150. year cycle.

151.

152. ACTION ITEMS:

153. Personnel Recommendations: (Adjunct)

154. There were 11 Academic Employees, Adjunct Extra Duty, Hourly, Stipend Assignment, 3 Academic
155. Employees hired for Spring 2018, and 2 Academic Employee Adjunct for Summer 2018 and 2 Aca-
156. demic Employees hired for Fall 2018.

157.

158. Academic Affairs:

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160. As per Title 5, new courses, modified courses, inactivated courses, new programs, modified pro-
161. grams, and inactivated programs are submitted for approval to the Board of Trustees on a regular
162. basis. Those submitted were, New Courses, 2: Modified Courses, 30: ENGL Requisite Changes
163. due to the changed prerequisite to “ENGL 101” revisions to the English pathway, 2: ENGL Requisite
164. Changes due to changed prerequisite to “ENGL 101” strongly recommended due to revisions to the
165. English pathway, 55: Removed ENGL 99 from strongly recommended due to revisions to the English
166. pathway, 10: Updated and added, 3.

167.

168. Personnel Recommendations:

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170. The Board approved the hiring of Dr. Rocco Cifone beginning April 18, 2018, as the Dean of Career,
171. Technical and Continuing Education.

172.

173. REPRESENTATION OFFICER REPORT

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175. Laura had no report.

176.

177. SECRETARY AND COMMUNICATIONS REPORT

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179. Mark requested that submissions for the newsletter be made by Thursday, May 31 and asked that-
180. Anne provide him with member address labels at the next meeting.

181.

182. TREASURER

183.

184. Bill submitted a STATEMENT OF ACTIVITY and STATEMENT OF FINANCIAL POSITION for
185. January 1 - April 27, 2018 (Both documents are included as addenda to these minutes at the end of
186. the document.)

187. Balance as of April 27, 2018

188. A. General Fund \$183,453.65

189. B. COPE Fund 16,920.49

190. C. PIPE Fund \$0

191.

192. VICE PRESIDENT'S REPORT

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194. Anne had no report

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196.

197. **PRESIDENT'S REPORT**

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199. Linda submitted a written report of the following meetings:

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201. **Academic Senate**

202. The Academic Senate met April 11. There was discussion regarding the academic calendar particularly the time of graduation. SLO templates are available for all courses. The Academic Senate approved the 2018-2019 Academic Senate Executive Board, the 2019-2020 academic calendar, AP 3723 Electronic Mail and Bulk Electronic Distribution, BP and AP 3200 Accreditation, BP 4021 Program Viability, BP and AP 4080 Instructional Materials and Textbook Adoption and Procurement, AP 4103 Cooperative Work Experience, BP and AP 4106 Nursing Programs, AP 4227 Repeatable Courses, AP 4230 Grading and Recording Symbols, BP and AP 4250 Probation, Dismissal, Readmission, AP 4255 Dismissal and Readmission, AP 4105 Online Education, AP 4225 Course Repetition, AP 4228 Course Repetition Lapse of Time, AP 4229 Course Repetition Variable Units, AP 4235 Credit by Exam, AP 4236 Advanced Placement Credit, and BP and AP 4300 Field Trips and Excursions.

212. The Academic Senate met April 25. There was discussion regarding an incident that occurred outside the math building on April 9. Why aren't there any cameras outside the buildings? The Academic Senate voted on the 2018-2019 senate meeting dates. Justina Rivadeneyra and Natalie Desimone gave a presentation on career counseling and what their roles were. Updates on the Midterm Report and Plenary were presented.

217. You can find academic senate agendas and minutes at <http://www.citruscollege.edu/as/Documents/Forms/AllItems>.

219.

220. **President's Steering Committee Meeting**

221. The steering committee met March 26. The committee heard a presentation on Guided Pathways. See the YouTube video <https://www.youtube.com/watch?v=tGEV6loizGQ>. Dr. Sammis talked about the formation of an Adjunct Faculty Internship Program. They are currently investigating other similar programs at other colleges. The committee had no action items for this session.

225. The Steering Committee met again on April 9. The committee voted and approved Board Policies 5010 Admissions and Concurrent Enrollment, 5015 Residence Determination, 5020 Nonresident Tuition and 5420 Associated Students Finance.

228. You can find Steering committee minutes at <http://www.citruscollege.edu/admin/president/steering/Documents/Forms>

230.

231. **CFT Sacramento Senate Committee Meeting**

232. I went to Sacramento on April 19, 2018, to testify on the Governor's Budget regarding Performance Based Funding. The Legislative Analyst Office also gave a report that this part of the budget disincen- tives colleges to give out more degrees and diplomas. I testified that it would encourage grade infla- tion and devalue degrees as well as hurt the already precarious part-time faculty.

236. **Website**

237. The website is always undergoing new changes. Keep visiting the webpage.

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240. **FUTURE AGENDA ITEMS**

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242. none listed at this time

243.

244. Next meeting: 4:00 on May 18.

245.

246. The meeting was adjourned at 7:10

Citrus College Adjunct Faculty Federation

STATEMENT OF ACTIVITY

January 1 - April 27, 2018

	TOTAL
Revenue	
COPE Donation	1,726.00
Income	12.61
Membership Dues	36,531.66
Total Revenue	\$38,270.27
GROSS PROFIT	\$38,270.27
Expenditures	
Bank Charges	75.00
Faculty Governance	711.52
Legal & Professional Fees	2,250.00
Meetings	
Convention	2,709.86
Local	260.62
Welcome Back	1,411.87
Total Meetings	4,382.35
Negotiations	1,743.44
Office Expenses	150.00
Per Caps	
AFL-CIO	937.80
AFT	27,519.31
Total Per Caps	28,457.11
Promotional	854.09
Stationery & Printing	232.12
Stipends	50.00
Taxes & Licenses	10.00
Total Expenditures	\$38,915.63
NET OPERATING REVENUE	\$ -645.36
Other Expenditures	
PiPE Contribution	734.00
Reconciliation Discrepancies	-0.80
Total Other Expenditures	\$733.20
NET OTHER REVENUE	\$ -733.20
NET REVENUE	\$ -1,378.56

Note

Income is Interest Income

COPE Donations is an inflated figure because of the PIPE process

PIPE Contribution is the actual amount of COPE donations to date