

**Citrus College Adjunct Faculty Federation, AFT-6352**  
**Executive Board Meeting Minutes**  
**of Oct. 9, 2015**

Linda Chan called the meeting to order at 4:08PM.

#### ATTENDEES

Present at this meeting were: Bill Zeman, Mark Wessel, Anne Battle, Linda Chan, Cecil Brower and Laura Wills. Elaine Jefferson arrived at 4:30. Antonio Anfiteatro arrived at 5:00/ Blanca Rubio arrived at 5:20

#### CANDIDATE FORUM

Blanca Rubio arrived at 5:20, apologized for her tardiness, and proceeded to inform the gathering of her background and reasons for running for 48th State Assembly District seat. She teaches 4th grade in Fontana and is on the School Board in Baldwin Park. She's been a teacher for 7 years. She has a Business degree and a Masters in Education. She was elected to eight years on the Water Board. She's a naturalized citizen, emigrating from Mexico when she was a young girl. She has two daughters, one of whom has been a part of the dual language program in Baldwin Park. Ms. Rubio is very enthusiastic about the program. Graduation rates increased dramatically during the time she's been a school board member. She's received the endorsement of the Latino Legislative Caucus. She is committed to making sure resources are allocated appropriately when increases in technological use are mandated within school districts. She is in favor of mandatory vaccinations of school children. She's a member of CTA. She's also committed to making sure resources that have been dedicated by the legislature to school districts make their way to the classroom. She's also committed to helping pave the way toward solutions to the state water crisis.

#### ANNOUNCEMENTS AND INTRODUCTIONS

Today's agenda is short due to accreditation.

#### AGENDA APPROVAL

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

#### APPROVAL OF MINUTES

Mark moved and Anne seconded that the minutes of May be approved after a correction to line 55 in Antonio's movement for an addition to clarifying the content of that sentence. The motion passed by general consent.

## OLD BUSINESS

- A) Newsletter assignments are progressing. Mark requested that submissions be forwarded to him by the end of the first week of November.
- B) Campus Equity Week will take place the third week in October. \$200 has been procured from the CFT Part-time committee for help in launching a successful outreach. A sign up sheet will be distributed via e-mail to organize the effort to man a table during the week. Antonio will be asked to loan his table for the effort. A banner advertising Campus Equity Week will be printed by Repru-Graphics to be displayed at the table. Linda will be requesting assistance from CSEA and CCFA. Part-timers now represent the new faculty majority. Attention needs to be drawn to this fact and the fact that equity needs to be achieved for part-timers relative to full-time faculty. The effort has been on-going up and down the state. *Campusequity.org* has resources that can be tapped. Bill moved that \$200 be approved for purchase of promotional materials dedicated to Campus Equity Week. Mark seconded, and the motion passed by unanimous consent

## NEW BUSINESS

- A) No new business

By consensus the meeting recessed to COPE committee discussion.

The meeting resumed at 5:40

It was determined that Linda would receive the endorsement of CCAFF in her run for Glendora School Board.

## CFT FIELD REP REPORT:

Martha was not present.

## COMMUNICATION COMMITTEE REPORTS

Elizabeth Serrao. was not present.

Elaine Jefferson had no report.

Cecil Brower submitted a written report for:

- 1) the Board of Trustees meetings of Oct. 6 2015. Highlights include the following: A) Paul Swatzel commented on the outstanding work of Maryann Smith with the STEM research activities. B) Information and Discussion: The Associated Students of Citrus College (ASCC) Executive Board is the elected voice of the student body. The ASCC Executive Board plans and executes a variety of educational, cultural and social activities for all members of the campus community. The ASCC Executive Board maintains an active voice in campus-wide committees, making sure that the students' needs and opinions are considered in decisions affecting their education. Cameron wisdom, President of the ASCC introduced the 14 members of the fall 2015 ASCC Executive Board. C) The Department of Campus Safety which provides an annual update of all occurrences reported to campus safety personnel. The report includes arrests for crimes that are committed on campus that involve violence, and occurrences of noncriminal acts of hate violence reported to campus authorities. 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. .

Martha McDonald presented an overview of this report and introduced Benjamin Macias, Campus Safety Supervisor and Todd Dickson of Campus Safety. Ms. McDonald also commented on the praise this group received from the Accreditation Team. D) The California Community Colleges Chancellor's Office requires Extended Opportunity Programs and Services (EOP&S) to submit an annual plan. Martha McDonald presented a plan that serves as a year-end report for the previous academic year and describes program goals for the current academic year. An estimated 725 Citrus College students will participate in the EOP&S program in 2015-2016. Citrus College has received a categorical allocation of \$987,906 with a local District contribution of \$176,086 to provide EOP&S services for the 2015- 2016 year.

E) Consent Items: The Board approved the employment/re-employment for 30 Adjunct Lab Supervisor personnel in the Math Department retroactive to 08/21/2015 and approved one for the Learning Center/English starting on 10/07/2015. The board also approved the hiring of 3 Adjuncts, one for English, one for German, and one for Licensed Vocational Nursing.

F) Student Services: The Student Health Center will administer influenza vaccines to faculty and staff who request shots. Shots will be given on Tuesday October 13th and Wednesday October 14th 10am to 2pm and beginning on October 19th they will be administered on going from 9am to 3pm.

G) Personnel Recommendations: The Board approved the employment of 11 temporary, non-tenure track instructors for this Spring Semester beginning August 21, 2015. These are retroactive hires. H) Board Policies: The Board approved the first readings of BP 3100, Organization Structure and BP 5530, Student Rights and Grievances. Ms. Keith recommended this be review by the legal staff before implementation. I) General: At their August 18, 2015, Board of Trustees Goal Setting Work Session, the Board of Trustees discussed goals for the 2015-16 academic year. The Board of Trustee goals for 2015-2016 were approved.

II) College Information Technology Committee, September 21, 2015

The first meeting of the Citrus College Information Technology Committee (CITC) was held in a new location, IS117.

Committee members were given the 2015 – 2016 CITC purpose statement for review and comment.

Linda Welz passed out a viewgraph from the Budget Forum. This view graph detailed those projects slated for TeCS. These projects are:

- Emergency Notification Project - \$318,200
- Campus-wide Cell Service Enhancements - \$575,000
- Campus-wide Wireless Access Project - \$350,000
- Campus-wide Technology Infrastructure - \$385,000
- IS Building HVAC & Infrastructure – 600,000
- E-mail system Upgrade - \$200,000
- Dental Modernization Project - \$150,000

Linda also discussed the upcoming Accreditation Visit and passed out the Actionable Plans Summary and Integrated Planning Model planning sheet.

**Community Outreach Coordinator, Antonio Anfiteatro:** Antonio said that

a) discussions with members indicated a concern about how the District deals with maternity leave and their willingness to resume assigning classes to these individuals when they are ready to return to work. (Linda suggested that she and Bill have a conversation with Dr. Sammis to clarify policy in such cases. How does compliance with the *Family Leave Act* fit with the scheduling of Contingent Faculty?) b) Also, he informed members about the availability of the \$500

District reimbursement per semester for faculty working a 40% load. c) He spoke to a number of Music Dept. adjuncts who expressed their satisfaction with their work conditions, but also expressed concern that they felt little possibility for being hired to any upcoming full-time positions. d) Antonio spoke to Sandra Weiss at CFT about the possibility for unionization of faculty and employees at a privately owned school in Glendale.

#### REPRESENTATION OFFICER REPORT

Laura Wills had no report.

#### SECRETARY AND COMMUNICATIONS REPORT

Mark Wessel had no report

#### TREASURER

A) A check was sent to Joanne Montgomery's Media Company.

B) Dr. Sammis provided Bill with a written statement of the District's position on part-time scheduling restrictions related to the Affordable Care Act.

C) As of this morning CCAFF maintains balances of: **General Fund - \$104,648.06 and COPE Fund - \$14,854.04**

#### VICE PRESIDENT'S REPORT

Anne has been working to reconcile membership lists and will soon be able to identify Agency Fee Payers at which time letters can be sent to them.

#### PRESIDENT'S REPORT

Linda submitted a written report from her attendance at the following meetings: Citrus Academic Senate 9/23/2015, Citrus President's Steering Committee 9/28/2015 and CFT State Council 9/11 & 12/2015. Her report follows:

A) **Academic Senate:** The Basic Skills Grant and the Academic Senate Purpose Statement were approved. Action was tabled on the possible change in officer term lengths. There are three possibilities: 1) make no change, 2) mirror statewide term lengths and 3) make the president a two year term and have two different vice-presidents similar to Rio Hondo's model. There was a presentation on the accreditation team visit slated for Sept. 27 & 28, 2015.

B) **President's Steering Committee Meeting:** The President's Steering Committee met Sept. 28, 2015. Action was taken to approve the College Information Technology Committee, Hotshots Committee, Institutional Effectiveness Committee, Institutional Research and Planning Committee, Program Review Committee and Student Services Committee purpose statements. BP 5530 on student rights and grievances was approved. There was a visit by the accreditation team and there was a reception. C) **CFT Executive Council Meeting:** Linda attended the CCC and CFT State Council Meeting in Sacramento. Since we are towards the end of a two year bill cycle there isn't much happening legislatively. AB 1010 is considered dead, however CFT is trying to get Marty Block and Jose Medina to start a new bill on rehire rights/due process. The governor did not object to the policy, but the cost was the issue - at \$100,000 per district for staffing and implementation.

This inspired a huge discussion on what will be the next step and how to implement. (*Linda provided a list of legislative updates on bills currently affecting part-timers and the initiatives for replacing Prop 30 analysis. These are a part of the Secretarial Records and may be requested by interested parties.*) Also, the Part-time Committee discussed how to use remaining funds in the budget for the upcoming Campus Equity Week activities and elected Linda as the new co-chair.

#### FUTURE AGENDA ITEMS

- A) Campus Equity Week third week of October, (debrief).
- B) Endorsement for 48th Assembly District Discussion.

#### OTHER

none

The meeting was adjourned at 5:38.