

**Citrus College Adjunct Faculty Federation, AFT-6352**  
**Executive Board Meeting Minutes**  
**of Sept. 18, 2015**

Linda Chan called the meeting to order at 4:05PM.

#### ATTENDEES

Present at this meeting were: Bill Zeman, Mark Wessel, Anne Battle, Linda Chan, Elaine Jefferson, Antonio Anfiteatro. Cecil Brower, Laura Wills, Jonathan Weir.

#### ANNOUNCEMENTS AND INTRODUCTIONS

A) Office Refinements:

B) "TutorsLive" presentation; Jonathan Weir presented his new service that is an opportunity for all to participate in virtual tutoring; Anyone can sign up as a tutor. Requests can be made to tutor at any time of day. Rates begin at \$20 hr. There is no cap on the amount that would be paid to tutors. It's one-on-one tutoring, paid by the TutorsLive management. Students pay 50 cents per minute for tutoring of face to face instruction. Linda volunteered advertising to fellow adjuncts via an e-mail. "How many tutoring sessions might adjuncts get by simple word-of-mouth?" Based on an informal poll it breaks down of 4 per week. Faculty are currently restricted from advertising to students, which makes the service a reasonable alternative to personal marketing. There are tutors in Beverly Hills that make \$300 hr.

#### AGENDA APPROVAL

Mark moved and Bill 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 The motion passed by general consent.

#### OLD BUSINESS

A) Brian Urias is eager for an endorsement. We need to pick a date to invite Blanca to present and if she declines give the endorsement to Brian.

Linda is running for Glendora School Board. If we endorse for school board we need to invite all five candidates to present. The recommendation was to ask the other unions to sponsor a candidate forum. Bill will talk to John Fincher, Brian or Paul. Antonio will be contacting Classifieds with the purpose of discovering whether or not they will be conducting candidate interviews for the purpose of providing endorsements. Antonio and Bill will be sending out e-mails after they've learned the results.

B) John Fincher will be communicated about the ad specifics in response to his request for further ad money showing appreciation for Joanne Montgomery.

C) Membership Packets: We need come up with an option to \$8 per/packet envelope to distribute to new members. Linda still has promotion money that may be used for this purpose. She will investigate options.

## NEW BUSINESS

- A) Template for ACCJC as developed by Marty Hittleman, with the purpose of creating volume letters recommending decertification. Linda will be forwarding these blank forms to all present.
- B) Collective Bargaining Institute: Sponsoring high school kids learn about collective bargaining. Unions sponsor students at the rate of \$50/per kid. Mock sessions are on-going.
- C) Change of November Meeting: November 13 is the new meeting date. Bill moved that the rules be suspended and we vote to approve the new date. Mark seconded. The motion passed.
- D) Antonio moved to add an item to new business. It was approved. Antonio urged support of CSEA negotiating demands through the display of CSEA placards in car windows when parked on campus. General consent was given.
- E) Authorization to write letters of support for two other union locals in support of union actions, even though initiated by CTA. Bill moved that the rules be suspended and voted to approve Linda composing such a letter.

## CFT FIELD REP REPORT:

Martha was not present.

## COMMUNICATION COMMITTEE REPORTS

Elizabeth Serrao. was not present.

Cecil Brower submitted a written report for the Board of Trustees meetings of June 16 2015, July 21, 2015 and August 18, 2015. Highlights include the following: A) Ms. Stephanie Yee, Student Learning Outcomes and Assessment Coordinator, provided a brief 18 page overview of the updated Student Learning Outcomes and Assessment (SLOA) website located at:

<http://www.citruscollege.edu/sloa/Pages/default.aspx>

The website now includes information such as Citrus College's philosophy on SLOA, assessment status, levels of learning outcomes, and links to SLOA campus resources.

B) The academic year 2014-2015 marks the fourth year of implementation of the Citrus College Strategic Plan for 2011 2016. The 2014-2015 Progress report documents college wide achievements made in the fourth year of the five-year plan, of advancing institutional goals and strategic objectives in the six key focus areas: Academic Excellence, Student Support and Success, College Resources, Learning Environment, Institutional Effectiveness and Community/College Relations.

C) "The Citrus Community College District (District) and the Citrus College Adjunct Faculty Federation (CCAFF) reached Tentative Agreement during the negotiations process. The agreement provides for a 3.0% increase effective January 1, 2015, a 2.0% salary increase effective January 1, 2016, and a 2.0% salary increase effective January 1, 2017. In addition, effective January 1, 2015, the Non-Credit Salary Schedule will be increased on a one-time basis by an additional two (2.0) percent. Adjunct hires: There were 33 extra duty, hourly stipend assignments approved, 5 non-credit assignments, 26 Lab Supervisors, and 122 Adjunct Summer 2015 employees. Of these, two were also approved for full time. They are Henry Provencher and Luai Zawahreh . D) Because of the ongoing issues with CSEA and their contract stalemate, several members spoke on behalf of the Union and the value of the CSEA workers to Citrus. In addition, CSEA President Michael Bilbrey also spoke to the trustees of his former employer, Citrus Community College in Glendora, to demand a fair contract and parity for the classified employees there. Citrus College Chapter 101 and the community college district have been in negotiations for nine months. E) Dr. Perri reported that the college received a Federal TRIO Program grant of over 1 million dollars. Federal TRIO Programs (TRIO) are Federal outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds. TRIO includes eight programs targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities to progress through the academic pipeline from middle school to post

baccalaureate programs. TRIO also includes a training program for directors and staff of TRIO projects. E) 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. The 2013-2014 and 2014-2015 program review periods and are the first set of such reports completed as part of this new process. The reports are available on the following web site:

[http://www.citruscollege.edu/admin/bot/Documents/Board\\_Meeting\\_Agendas/2015\\_Agendas/2015.07.21.pdf](http://www.citruscollege.edu/admin/bot/Documents/Board_Meeting_Agendas/2015_Agendas/2015.07.21.pdf)

F) Adjunct Hires: There are 318 Adjunct Instructors hired to teach 325 classes and 58 Adjuncts given extra duty hourly stipend assignments. (A complete report of all three meetings is available through the CCAFF Secretarial records. Contact Mark Wessel.)

*Elaine had no report.*

**Community Outreach Coordinator**, Antonio Anfiteatro: Antonio said that Club Rush week went well. Linda, Bill and Antonio all manned the table throughout the week. The message communicated to students was that anything that might adversely affect their lives would be communicated to those students who left their e-mails with Antonio.

#### REPRESENTATION OFFICER REPORT

Laura Wills had no report. She was in the office on Wednesday but no-one stopped by.

#### SECRETARY AND COMMUNICATIONS REPORT

Mark Wessel had no report

#### TREASURER

A) Gary Woods is running for Board of Trustees again in the Monrovia district.

B) Dean Slack has a different interpretation of the Affordable Care Act restrictions on part-time scheduling than is held by both Dr. Sammis and Sam Lee. Bill sent a request for a letter from Dr. Sammis that outlines college policy on this matter.

C) Property Tax Reform probably will not be ready until 2018, but a petition to extend Prop 30 is being drafted. Bill recommends an effort to gather signatures for its support on campus. Prop 30 extension will be promoted by CFT and will need endorsement.

D) Bill Zeman reported submitted a written report. Payroll sheets from the District have not yet been submitted, so figures on August deductions and contributions are not available. In the General Account there is: \$94,118.22 and \$15,620.04 in the COPE account. Happy 10th Anniversary to CCAFF from Randi Weingarten at CFT.

E) CCAFF is now entering its 10th year on campus.

#### VICE PRESIDENT'S REPORT

Anne had no report.

## PRESIDENT'S REPORT

Linda submitted a written report from her attendance at the following meetings: Citrus Academic Senate 9/9/2015, Citrus President's Steering Committee 9/14/2015 and CFT Executive Council 9/11 & 12/2015. Her report follows:

- A) **Academic Senate:** There were no Action Items, but there were several Discussion Items.
- 1) The Curriculum Committee met Thursday, 9/3/2015. The committee is looking for members. If you are interested, contact John Vaughn. Meeting times are listed on the webpage <http://www.citruscollege.edu/curriculum>.
  - 2) Faculty Needs Identification Committee (FNIC) requests are due by October 8, 2015 and there may be a hiring of 17 - 20 new faculty members. The Academic Senate Executive Board will be meeting 10/21/2015 to begin ranking the positions.
  - 3) One of the officers would like an *absence policy* for the Academic Senate. The idea is - if a senator misses three or more consecutive meetings then their seat is replaced as an at-large position. We need to be sure that the senators who are supposed to be there are attending.
  - 4) Program review needs readers. They also need a member preferably from Natural Sciences. Hot Shots needs two committee members. Let me know if you are interested.
  - 5) CCFA is supporting JoAnne Montgomery in the Board of Trustees election.
  - 6) ASCC, Katy Johnson, reported that the ASCC is working on a tobacco-free policy. The question is how to enforce the policy.
  - 7) Linda Wells has \$1.7 million to spend on technology. They will be upgrading the wi-fi, installing emergency alert systems, new phones, and increasing the memory on e-mails.
  - 8) The constitution and by-laws are currently being reviewed with particular attention being paid to elected position's length of service.
  - 9) The Chancellor's Office Task Force Report on Accreditation was discussed. Particularly that the task force urges the Chancellor and the Board of Governors to seek other accrediting options. See the full document at <http://californiacommunitycolleges.cccco.edu/Portals/0/reports/2015-Accreditation-Report-ADA.pdf>
  - 10) There was a special presentation by Admissions and Records. There is a faculty handbook which will be available at the admissions and records website. A draft can be found on the Academic Senate agenda for 9/9/2015 at <http://www.citruscollege.edu/as>. Grade change forms will soon be available online. When you submit your grades you can e-mail your attendance as long as they can put it in a form. In other words, you use excel for attendance and then send it as an e-mail attachment.
- B) **President's Steering Committee Meeting:**
- 1) Action was taken to approved the Steering Committee and Physical Resources Committee purpose statements. For action next time will be AP 5530 on student rights and grievances.
  - 2) A review of what will happen during accreditation team visits took place. The Self-Evaluation report is at <http://citruscollege.edu/accreditation/2015/Documents/Evaluation/CompleteSelf-EvalReport2015.pdf> The accreditation team will have two public forums when they come to visit. Dates and times to be announced. President's Steering Committee agendas and minutes are available at the Citrus College web site.
- C) **CFT Executive Council Meeting:**
- 1) There was a discussion about the ACCJC Task Force, (a council member is on the task force), and how there was total agreement regarding ACCJC. The ACCJC has lost its credibility. Two possibilities for accreditation are a) rejoin WASC or b) join with another regional accrediting agency that handles community colleges in other parts of the country. It was noted that Bryce Harris was publicly neutral, but released the report early to undermine Senator Ting's bill 1385 and even though it is bipartisan, there appears to be tremendous Republican support.
  - 2) It was also noted that unions need to fight around quality public education.
  - 3) There is a new legislative director and a new lobbying position will be advertised. After interviewing both Attorney General Kamela Harris and Congresswoman Loretta Sanchez for Senator of California, the body decided on an early endorsement of Kamela Harris in a 14-11 vote. The reason in favor of Harris is her strong advocacy and support of CFT. The explanation for "no" votes was that many believed it was important to present the options to CFT constituency for a vote or feedback, as is appropriate for a bottom-up organization.

Linda provided a list of state legislative bills currently in the legislature of significance to community colleges. The following is a list of these Assembly Bills:

AB 404 Chui - Community Colleges; accreditations (CFT supports)  
AB 542 Wilk - Community Colleges; Early and Middle College High School (CFT opposes)  
AB 573 Medina - Campus Closures: Corinthian Colleges (CFT supports)  
AB 626 Low - Community Colleges; Employees (CFT supports)  
AB 770 Irwin - Community Colleges; Basic Skills Innovation Program (CFT watch list)  
AB 969 Williams - Community College; Removal, Suspension, Expulsion (CFT supports)  
AB 1010 Medina - Part-Time Faculty Job Security and Due Process (CFT sponsored)  
AB 1385 Ting - Community Colleges; Accreditations (CFT sponsored)  
AB 1387 Ting - Community Colleges; Accreditations (CFT sponsored)

D) Linda also shared three communications she received: 1) A request for participation in the 24th Annual Collective Bargaining Institute for L.A.U.S.D. students, in which 1000 high school students participate in mock collective bargaining sessions, learning about the role of unions. 2) A request from CFT President, Joshua Pechthalt for support of a documentary video project being done at Palomar Faculty Federation, CFT 6161, called *Think Inc.*, on how the corporated agenda is undermining public higher education. 3) An opportunity provided by AFT for training on the topic of public speaking about education funding.

#### FUTURE AGENDA ITEMS

Campus Equity Week third week of October

#### OTHER

none

Antonio moved and Anne seconded that the meeting close. It was approved by general consent.

The meeting was adjourned at 5:58.