

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

Linda Chan called the meeting to order at 4:27 PM.

ATTENDEES

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

ANNOUNCEMENTS AND INTRODUCTIONS

None.

AGENDA APPROVAL

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

APPROVAL OF MINUTES

Cecil moved and Mark seconded approval of the last meeting's minutes.

OLD BUSINESS

A. Member Issues

1. Music Instructor: There has been no further information.

2. Cosmetology: New Part-timers are still receiving classes over old part-timers. An explanation is needed from Dr. Sammis.

B. Newsletter (for Spring) - Mark Articles are due in May.

C. Workshops: Materials have been requested from people who could not attend the Unemployment Workshop. Linda will be seeing if Martha can provide these materials. Linda will be sending a thankyou card to Sharon Hendricks for conducting the Retirement Workshop.

D. Smoke-free campus: We'll be needing to Demand to Bargain over the issue.

A concern about enforcement by faculty was expressed.

NEW BUSINESS / DISCUSSION ITEMS

A. Payroll: December paychecks did not reflect the increase as promised by the new contract. Linda has been receiving calls of complaint about it already from members

B. Winter Office Hours: Linda is the only one available for Winter session. Linda will be advertising Spring office hours.

C. Spring Meetings: Fridays at 5:30 will meet the needs of all. Jan. 25, Feb. 22, March 15, April 26, May 17, June (to be determined).

D. Workshops - Ideas:1) Unemployment in May 2) Membership Benefits in Detail 3) Dr. Sammis volunteered to do a Title 9 presentation 4) Skills for dealing with difficult students. Brenda Fink may be available for such a presentation. Monday, Wednesday and Thursday before 1:00 are possible for Linda as the presenter of these workshops. Bill may be available on Mondays and Wednesdays around 12:00.

E. Retreat Dates: End of June is a possibility that will be explored.

F. Elections: The nomination process needs to be opened at the February Welcome Back, and closed at the March Executive Board Meeting.

G. CFT Convention will begin March 22, held in Los Angeles. Mark, Anne, Bill, Linda, Laura will be attending. Credentials will need to be obtained by Linda.

RECESS TO COPE

Mark moved and Anne seconded recess to COPE at 5:06.

The meeting resumed at 5:08.

CFT FIELD REP REPORT:

1) Martha was not present.

COMMUNICATION COMMITTEE REPORTS

Cecil Brower attended the Board of Trustees Meeting, December 4, 2018. He also attended College Information Technology Committee Meeting of December 3, 2018 and the Human Resources/Diversity Advisory Committee of November 14, 2018.

He submitted reports from these meetings. Highlights follow.

Board of Trustees:

Citrus College effectively received an A+ on their financials.

Claudette E. Dain, Vice President of Finance and Administrative Services introduced representatives from Westberg+White who provided a presentation summarizing their proposed master planning services for development of the Citrus College 2020-2030 Educational and Facilities Master Plan. The presentation included a summary of the scope of services and an overview of the process that the firm followed.

Mr. Robert Hughes, Chief Information Services Officer Technology and Computer Services (TeCS) gave a brief presentation of the Citrus College TeCS Program Review for 2012-2017 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 College Information Technology Committee (CITC) has reviewed and approved the Technology and Computer Services (TeCS) Comprehensive Program Review 2012-2017. In addition, this item was reviewed by the Steering Committee on October 22, 2018.

Personnel Recommendations: (Adjunct)

The Board approved the following Adjunct personnel actions:

There were 17 Academic Employees, Adjunct Extra Duty, Hourly, Stipend Assignment, were hired for various 2018 and 2019 dates, 94 Academic Employees Adjunct for Winter 2019, and 26 Academic Employees Adjunct for Spring 2019 were approved for hiring.

(A full report can be found at the Citrus College website under Board of Trustee meetings.)

College Information Technology Committee

Tom Cheng discussed the recent technology updates. Some of there were more for the 5 year refresh program. The SS Bldg. has 21 computers being replaced. They are still working on the other Labs. Some Labs have also been refreshed, 9 in total. New Wi-Fi access points are being worked. Tom noted that they closed over 1700 Footprints and 1300 Help Desk items.

Leigh Buchwald gave several updates. The 10Gig link installation is having some issues, new backup is up and running but there is no offsite storage yet, a new firewall will be installed over Christmas break. Leigh also commented they are still working with Facilities to upgrade space for the servers.

Robert Hughes presented the final version of the ISER Pre-Assessment of Status – Fall 2018, Standard III.C – Technology Resources. This TeSC annual program review is due this month. The committee also reviewed and approved the 5 Standard III.C Technology Resources. This has been reviewed and commented on by the committee for several months. It is now ready for submittal. He also presented for review 11 of the committee Previous Recommendations/Goals (What have we done?). The committee had several comments with suggestions.

Robert Hughes also indicated they will be seeking to hire a System Administrator/Server Specialist.

REPRESENTATION OFFICER REPORT

Laura had no report.

SECRETARY AND COMMUNICATIONS REPORT

The current newsletter is almost ready for mailing. Mark said the CFT Communications Awards notification has been received. He said there may be a problem submitting this year since the format was different for our newsletter in the Fall and Spring editions, (4 page and 2 page), which doesn't comply with CFT's requirements for consecutive issue submission. Mark will submit anyway.

TREASURER

1. Bill still has not heard from Fred Diamond about maintenance of the LB.
2. The last agency fee reimbursement checks have been sent to the addresses provided by Sandra Coons.
3. Tax Returns are done. John Pooley charged \$180 to advise Bill on small adjustments to the returns. Bill's work on this saves \$1,320.00 on preparation fees normally paid, with \$1,500.00 going forward.

Bill submitted a STATEMENT OF ACTIVITY and STATEMENT OF FINANCIAL POSITION as of
- November 9, 2018

- A. General Fund \$185,948.56
- B. COPE Fund 19,268.49
- C. PIPE Fund \$00.00

VICE PRESIDENT'S REPORT

Anne said she wanted to come up with a letter to be sent to Agency Fee Payers trying to convince them to become members.

PRESIDENT'S REPORT

Linda still needs a list on non-member employees. Sandra Coons will need to be contacted. Packets for solicitation of new members still need to be assembled. She'll be doing so in Winter, including in the packet: 1. Applications 2. Member Benefits descriptions 3. Brochure listing the mission of the union and how membership is beneficial

Linda submitted a written report of the following meetings:

Academic Senate November 14 and 28:

For the November 14th meeting, the Academic Senate approved AP 3570 smoking/Vaping on Campus and AP 5070 Attendance. There was some concern for the veteran and international students. The response is that there are resources available for students to help quit the habit. The language in AP 5070 allows for an instructor to drop a student after missing 10% of a class. It was suggested that the language be clarified for those classes meeting twice or three times per week. A draft of the 2020/2021 academic calendar was presented for consideration as well as AP/BP 3530: Weapons on Campus. There was an announcement that flu shots are available for free to faculty and students as long as supplies last.

For the November 28th meeting, Dr. Lan Hao discussed CSSE results and had members break into groups to discuss best practices. The 2020/2021 academic calendar was approved by the body as well as AP/BP 3530 Weapons on Campus.

Bev Van Sitters announced the following resource for faculty - (Only those that affect adjunct faculty are listed): Videos on FERPA (Bellvue University),

<http://www.youtube.com/watch?v=ZvAWBxmMt6U>

President's Steering Committee Meetings, November 5 and November 28

At the November 5th meeting the committee approved BP/AP 5400 Associated Students Organization and BP/AP 5410 Associated Student Elections. The changes include term limits for officers to four semesters.

At the November 26th meeting the committee approved BP 3515 Reporting of Crimes. Some of the language is clarified for the "Timely Reporting of Crimes" by the District. The committee also reviewed a memo from the Chancellor's Office regarding goal setting. It appears that Citrus College is in alignment and there is a taskforce to work on details.

Website

Please notice the website lists the upcoming workshops. Please encourage other adjunct to visit the page and come to our workshops. The website is always undergoing new changes. Keep visiting the webpage.

FUTURE AGENDA ITEMS

1. New Member packet stuffing
2. Welcome Back for Spring

Next meeting: 5:00 PM, Jan. 25.

The meeting was adjourned at 5:45