

Citrus College Adjunct Faculty Federation, AFT-6352
Executive Board Meeting Minutes
of November 9, 2018

Linda Chan called the meeting to order at 4:15 PM.

ATTENDEES

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

ANNOUNCEMENTS AND INTRODUCTIONS

None.

AGENDA APPROVAL

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

APPROVAL OF MINUTES

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

OLD BUSINESS

A. Member Issues

1. Music Instructor: Decisions reached about a student/faculty dispute were discussed.
2. Cosmetology: Bill said he and Laura spoke with the Dean who is now doing the scheduling. Full-time faculty who were violating ethical obligations in scheduling have been disciplined.
3. Automotive Program Protection: Call from Paul Beye, a current faculty member, who created a one of a kind program and curriculum, is concerned that it is becoming so popular that he's concerned about losing his job to the intricacies of the full-time hiring process. Linda made clear to him that curricula developed on campus belongs to the college.
4. Payroll: We'll be seeing the retroactive checks after the first of the year.

B. Newsletter (for Fall) - Mark Articles are due by Wednesday, November 21

C. Workshops: *Retirement*

1. Lunch with Martha and Sharon before the Thursday 11/15 at 2:00 in Seminar 2. Parking permits are needed for Martha and Sharon and the people Linda's invited from Mt. SAC.

NEW BUSINESS / DISCUSSION ITEMS

- A. Faculty Mentor Program: will probably not be followed through on, or if it is, probably have minimal participation. Recruitment at universities for greater diversity is being discussed by Dr. Sammis.
- B. Smoke-free campus: Dr. Sammis is strongly recommending that our unit bargain for this. A discussion of the need for inclusion of contract language about a smoke free campus was held.
- C. Other: CFT Part-time committee meeting is being cancelled. Linda distributed a DACA update that was provided by Jeff Freitas of CFT.

RECESS TO COPE

Mark moved and Anne seconded recess to COPE at 5:00.
The meeting resumed at 5:03.

CFT FIELD REP REPORT:

1) Martha was not present.

COMMUNICATION COMMITTEE REPORTS

Cecil Brower attended the Board of Trustees Meeting, October 2, 2018. He also attended College Information Technology Committee Meeting of October 8, 2018 and the Human Resources/Diversity Advisory Committee of October 17, 2018

He submitted reports from these meetings. Highlights follow.

Board of Trustees: REPORTS:

Dr. Perri commented on the power outage and commended security and the communications tech division for the work done on getting people out safely and restoration of computer functions.

Dr. Perri also commented on the 2018-2019 Annual Implementation Plan (AIP) to be presented later.

Dr. Dickerson indicated there were questions as to why she and Dr. Ortell were not on the November ballot. Dr. Dickerson confirmed that she and Dr. Ortell are unopposed.

Dr. Sammis indicated a tentative agreement between the District and the CCAFF has been reached and the Board will vote on this tonight. He also indicated that a tentative agreement has been reached with CSEA on their contract. There are still some minor discussions taking place.

Ms. Yachi Rivas, Student Trustee also commented on SB54. The ASCC intends to work with students that fall in the within this category.

MINUTES:

1. The Regular Meeting Minutes of October 2, 2018 were approved.

INFORMATION AND DISCUSSION:

Geraldine M. Perri, Ph.D., Superintendent/President presented the Above and Beyond Classified Development (ABCD) Award to Ms. Kateri McKinney, Instructional Lab Technician, Natural and Physical Sciences Department.

Lan Hao, Ph.D., Director of Institutional Research, Planning and Effectiveness gave the 2018-2019 Annual Implementation Plan (AIP).

The California Community Colleges Chancellor's Office requires Extended Opportunity Programs and Services (EOP&S) to submit an annual plan. Martha A. McDonald, Ed.D., Vice President of Student Services introduced Mrs. Sara Gonzales-Tapia, Director of EOP&S/CARE and CalWORKs, who presented an overview of the program plan.

ACTION ITEMS:

Consent Items

All items on the consent agenda were approved.

Personnel Recommendations: (Adjunct)

The Board approved the following personnel actions:

There were 8 Academic Employees, Adjunct Extra Duty, Hourly, Stipend Assignment, and 7 Aca-

demic Employees Adjunct for Fall 2019 were approved for hiring.

End of Consent Agenda

ACTION (continued)

Personnel Recommendations:

Authorization was given to approve the Tentative Agreement between the Citrus Community College District and the Citrus College Adjunct Faculty Federation (Local 6352 of the American Federation of Teachers), effective January 1, 2018, through December 31, 2020. The vote was 4-0. Board Member Joanne Montgomery, Vice President was absent.

The Board approved the employment of Mr. Junior Domingo as Dean of Kinesiology and Athletics beginning November 1, 2018.

The Board adjourned to closed session.

College Information Technology Committee, November 5, 2018

Tom Cheng discussed the recent technology updates. Some of there were more for the 5 year refresh program. They are working on the Labs. The SS Bldg. has 20 new computers being installed. These are staff computers for Admin and Fiscal. The are 20 new Wi-Fi access points are they are moving some. All outdoor access points are running with some work to be done between the Admin Bldg. and the LB Bldg. The UPS has been repaired. It failed during the power outage. Only 3 out of the 4 Dell Servers are up. They are working with Dell at this time to rectify the situation.

Leigh Buchwald gave an update was given on Banner 9. Implementation has started and it is expected to go online in November and be used only with Financial Aide in January after a test period. Some updates are pending and they are installing additional patches. All base servers have been installed and form migrated. Mt. SAC is up on Banner 9 and has a web page for information. Work continues on other aspects for software updates. Banner 8 will be continued to be used for some items.

Robert Hughes discussed the status of new initiatives was discussed. These were Cornerstone, Rubik and the new Security Specialist position. Cornerstone tracks professional development. Training material for emerging technology will be provided at Flex Day. Rubik is and new technology backup system with in cloud storage backup. The Board of Trustees has approved the positon for the new Security Specialist. Now awaiting the approval of the CSEA contract prior to going out for hire.

TeSC annual program review is due December 2018. The committee reviewed and approved the 5 Standard III.C Technology Resources.

Human Resources/Diversity Advisory Committee, October 17, 2018

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

Dr. Robert Sammis chaired this meeting. The meeting was held in AD-109.

A review of the Hiring Data statistics for full time faculty was discussed. The obligation number is 182 and there will be a plan to hire an additional 12 to meeting the state mandated requirements.

Dr. Sammis reported that negotiations for the CCAFF are complete and was approved by the

board and a tentative agreement has been reached with CSEA.

The Citrus College Faculty Internship Program was once again discussed at length. A draft Faculty Internship Program Proposal with modifications was presented. This proposal is still to be submitted to the Academic Senate for approval. As previously reported this program selects students from various Community Colleges and allows them to gain in classroom experience. There will be 3 students selected and they will be employed by the District as Adjunct Faculty. Negotiations are still ongoing and it is requested that the Adjunct Faculty further discuss this with HR.

Ms. Brenda Fink discussed the need to have more diversity training for faculty and staff.

REPRESENTATION OFFICER REPORT

Laura said she and Bill met on 10/25 with Dean Chacon in Cosmetology, who was very prepared for the meeting and provided assurance that procedures are being implemented under his stewardship that follow the District's contract with CCAFF and the Faculty Code of Conduct. Facts, Rules, Impacts, Knowledge. (FRIK) are being implemented and faculty members are being disciplined for infractions of the code of conduct.

SECRETARY AND COMMUNICATIONS REPORT

Mark had no report.

TREASURER

1. Bill emailed Fred Diamond about maintenance of the LB; he has not got back to him yet.
2. Dr. Sammis still has not provided the addresses for the agency fee payers we need to reimburse for last Summer.
3. Our Fiscal Year ended on Oct 31, 2018, so Bill will begin doing our annual report and our taxes.

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

A. General Fund \$199,267.76

B. COPE Fund \$19,318.49

C. PIPE Fund \$192.00

VICE PRESIDENT'S REPORT

Anne said there are only two new members to have signed up. Anne is going by payroll records for addresses of employees, but is still receiving a lack of information about employees who are not currently members. Bill suggested using Sandra Coon's spreadsheet for the purpose of contacting potential members. It was determined that a three step process will be used in trying to attract new members: 1) A folder with an introductory letter, membership form and other union information with a return envelope will be left in new employee campus mailboxes with the request that they return completed applications to the CCAFF office via campus mail. 2) If after two weeks the new employee hasn't returned the membership form, the person will be contacted either by e-mail or telephone. 3) If the previous attempts yield no response, the president will use scheduling information to introduce herself to the potential member in person, hoping for a positive response through in-person contact.

FACCC Part-Time Symposium

The FACCC Part-Time Symposium was held on November 3rd at Compton College in Los Angeles. There were three workshops. There was a mini-Great Teachers Seminar where the participants were placed into smaller groups to discuss “ice-breakers” and activities that work in the classroom. The second one was Retirement for adjuncts presented by Sharon Hendricks and another staff member from STRS. The last one was a panel on the change of the 67% cap on teaching assignments to 80% for adjuncts. I represented CTA since CFT was already represented and there were two other panelists, one from FACCC and one from CCI.

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
3. Workshop ideas
4. Circulation of survey to members about non-smoking on campus policy

Next meeting: 4:00 on December 14.

The meeting was adjourned at 6:05