

**Citrus College Adjunct Faculty Federation, AFT-6352**  
**Executive Board Meeting Minutes**  
**of October 12, 2018**

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

**ATTENDEES**

Present at this meeting were: Bill Zeman, Linda Chan, Cecil Brower and Mark Wessel, Veronika Delveax and Anne Battle. Martha Figueroa attended via teleconference. 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**

Anne moved and Mark seconded approval of the last meeting's minutes with a spelling correction..

**OLD BUSINESS**

- A. No Member issues to discuss.
- B. Negotiations: 54 E-mail votes were submitted. 2 votes by mail came in. That represents a significant increase in the rate of voting. There was 100% in favor of ratification. Ratification is being sent to the Board this Tuesday and Linda can't attend. Linda has evaluated the language for accuracy. When signatures take place, retroactive checks will be available for pick up by members.
- C. Newsletter. Linda went through old questionnaires from previous Welcome Backs that elicited responses from one or two members who expressed a willingness to contribute articles to the newsletter.
- D. There was no attendance at the first workshop.
- E.

**NEW BUSINESS / DISCUSSION ITEMS**

- A. The District proposed Faculty Internship Program Proposal, as outlined in the draft provided by Linda via the District, has the likelihood of taking classes from adjuncts. This presents a necessity for us to raise this issue with the District. Martha recommended that Linda make an information request on the program before meeting with District representatives. Linda will be checking on a meeting possibility for the following Wednesday, (8-11:00 availability), between she and Dr. Sammis and Anne.
- B. Smoke-free campus: Linda asked whether or not we should be bargaining over this issue on behalf of members who might be smokers. Martha suggested that there might be places designated for smoking on campus. It depends largely on the response of members as to pursuit of this issue.
- C. Annual Tax forms: Bill volunteered that he take care of this year's taxes for the local and

preparation of 1099's. Mark moved and Cecil seconded that Bill take care of our taxes this year. The motion passed. Bill will be requesting that John Pooley check his work for accuracy and pay for that service.

## RECESS TO COPE

Mark moved and Anne seconded recess to COPE at 4:40.  
The meeting resumed at 4:50.

## CFT FIELD REP REPORT:

1) Martha said memos were sent out about post Janus decision concerns over the *Freedom Foundation's* efforts to undermine union membership. None of our members have been contacted and the District is aware of the *Freedom Foundation's* efforts and will not be assisting any request for member information that comes from them. It is important to remain vigilant about membership drops so that CFT can send out staff members to assist with retention and development. Linda asked that Martha communicate to CFT about "Connect" being filled with glitches. There are plenty of CFT bags available. Our Local has requested that 200 be provided for our membership promotions.

## 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

He submitted reports from these meetings. Highlights follow.

### **Board of Trustees:**

#### **REPORTS:**

Reports were made by the Administration and Board of Trustees. These reports were primarily discussing current activities at Citrus.

Dr. Perri commented that Citrus has been designated as one of the top 10 in the state of California. She also stated that Citrus has been selected to participate in a new accreditation process.

#### **COMMENTS: MEMBERS OF THE AUDIENCE**

One person commented on unfair treatment in the workplace, 1 person commented on the noise from the stadium. He indicated it has become a nuisance, and 6 people commented for the CSEA on the lack of goodwill in contract negotiation.

#### **MINUTES:**

1. The Regular Meeting Minutes of September 4, 2018 were approved.

#### **INFORMATION AND DISCUSSION:**

Martha A. McDonald, Vice President of Student Services introduced the Associated Students of Citrus College (ASCC) Executive Board for Fall 2018.

Martha A. McDonald, Vice President of Student Services introduced Benjamin Macias Supervisor Department of Campus Safety who presented the Annual Security Report.

Martha A. McDonald, Vice President of Student Services presented Administration Procedure Revisions for the Student Services Committee. These were AP 5013 Students in the Military, and BP 5010 Admissions and Current Enrollment.

#### **Personnel Recommendations: (Adjunct)**

The Board approved the following personnel action:

There were 7 Academic Employees, Adjunct Extra Duty, Hourly, Stipend Assignment, and 7 Academic Employees Adjunct for Fall 2018 and 1 for Winter 2019 and 2 Academic Employees Ad-

junct, Lab Supervisors hired.

End of Consent Agenda

**ACTION ITEMS:**

*Consent Items*

All items on the consent agenda were approved.

Personnel Recommendations: (Adjunct)

The Board approved the following personnel actions:

There were 10 Academic Employees, Adjunct Extra Duty, Hourly, Stipend Assignment, and 1 Academic Employee Adjunct for Fall 2018, 1 for Winter 2019 and 1 Academic Employee Adjunct, Lab Supervisor for 2018 – 2019 hired.

*Business Services:*

The Board authorized the following:

1. Utilization of the Foundation for California Community Colleges (FCCC) Administrative Services
2. Agreement to execute a contract on behalf of the District for the procurement and installation of synthetic turf at the Citrus College football field.
3. Change Order #1 for Bid #01-1718, Campus Center Renovation Project to Horizons Construction Company International, Inc.

**Academic Affairs:**

The Vice President of Finance and Administrative Services was authorized to execute an agreement on behalf of the Southern California Foothills Consortium with the American Institute for Foreign Study (AIFS) to administer a Study Abroad program in Kyoto, Japan from June 28 through July 27, 2019. with Citrus College receiving a \$100.00 administration fee from AIFS for each applicant who participates in the program and pays the AIFS fee in full.

The Vice President of Finance and Administrative Services was authorized to execute all related documents and any future amendments of an agreement on behalf of the Southern California Foothills Consortium with the American Institute for Foreign Study (AIFS) to administer a Study Abroad program in London, England from September 5 through November 29, 2019, with Citrus College receiving a \$100.00 administration fee from AIFS for each applicant who participates in the program and pays the AIFS fee in full.

**Student Services:**

The Board authorized the Student Health Center to administer influenza vaccines to faculty and staff who request vaccines and for the District to reimburse the Student Health Center at the rate of \$17.00 per vaccine.

*Personnel Recommendations:*

The Board authorized the following:

1. Creation of a new management classification, Director, Business Services
2. A new classified bargaining unit classification, Information Technology Security Analyst
3. A new classified bargaining unit classification, Senior Graphic Designer
4. A new classified bargaining unit classification, Veterans Services Technician
5. A five percent (5%) salary stipend to Mr. Douglas Schultz, Digital Communications and Publications Supervisor, for the purpose of assuming additional responsibilities and duties for which he is performing in support of the external relations duties not currently part of his regular assignment.

**College Information Technology Committee, October 8, 2018**

Leigh Buchwald, Network, Central Computing and Telecommunications Systems Supervisor, severed as Chair in the absence of Robert Hughes who was attending another meeting.

Minutes of the September 10th meeting were reviewed and approved.

All items for first reading, review and discussion were sent to the committee prior to the meeting.

Members were asked to review and prepare for comment and discussion.

The committee reviewed and approved the final 2018–2019 CITC Purpose Statement. This was based on the 2017-2018. The committee also set responsibilities for 2018-2019.

Tom Cheng discussed the recent technology updates. Some of these were the 5 year refresh program, the installation of new power strips meant to protect equipment and be more energy efficient, replace older projectors with newer LED lights.

An update was given on Banner 9. Implementation starts this week and it is expected to go online in November and be used only with Financial Aide in January after a test period. Banner 8 will be continued to be used for all other items.

The committee discussed and reviewed final 22 Long Term Recommendations/Goals. Part of these discussions was the continued use of Banner after the contract end date of 2024. New options for college ERP systems have emerged including a new competitor in the market (Workday) and the option to have the entire system hosted by the vendor (Ellucian) and running on remote servers in the cloud. In 2021, a work group will be formed to evaluate options and work with a consultant.

Citrus College has completed staff work and adopted and will implement Library Services Platform: ExLibris. This is to provide students better access to information resources by moving from our existing library services platform with OCLC to ExLibris. This change will create a more streamline transfer experience for Citrus College students.

The finalized Information Technology Master Plan 2017-2022, Year 1 (2017-2018) was reviewed in detail. The Information Technology Master Plan responds to the Strategic Plan and to the technology standard in the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges accreditation standard as well as to the SWOT analysis conducted by the CITC.

The purpose of the College wide Information Technology Committee (CITC) is to develop, oversee, and review the implementation of campus-wide policy and planning efforts pertaining to the use of computers and information technology at Citrus College. The CITC will:

- Act as a focal point for input from all campus constituencies on computer and technology related issues.
- Act as a communication conduit for computer and technology related issues.
- Advise the Steering Committee on policy and planning matters pertaining to computer and technology use.

## REPRESENTATION OFFICER REPORT

Laura had no report. It was determined that there was a need for Laura and Bill to speak with the dean of Cosmetology about the propensity of full-timers in the department to work for the hiring of friends of the full-timers and push current adjuncts out of the scheduling process.

## SECRETARY AND COMMUNICATIONS REPORT

Mark had no report.

## TREASURER

Bill submitted a STATEMENT OF ACTIVITY and STATEMENT OF FINANCIAL POSITION as of  
- October 11, 2018

- A. General Fund \$183,844.78
- B. COPE Fund \$19,318.49
- C. PIPE Fund \$404.00



## **Community College Council (CCC) and CFT State Council**

The CCC discussed what would be the next steps for legislation. Everyone expressed concerns regarding the implementation of the rehire rights legislation in their contract. Linda expressed concern regarding the interpretation of the law. There will be some continued work on it. The other legislative piece will be the changing of the cap from 67% to 80%.

CFT State Council approved next year's budget. Both Joe Boyd and Josh Pechthalt will be retiring. Joe in January, will be replaced by Sarah Callahan and Josh, at the end of his term. It is expected that Jeff Freitas will run for President with Lacy Barnes as Senior Vice-President, with Luukia Smith for Secretary-Treasurer.

## **FUTURE AGENDA ITEMS**

In light of Anne's report about diminished numbers of new employees signing up for union membership, it was proposed that outreach take place in stages that were contingent upon the success of previous steps taken. Upon receipt of information from the District listing new employees, the first step would be inclusion of membership forms with a cover letter describing benefits of membership to be sent and returned via campus mail to the prospective members. The second step if no response to the first attempt was made would be via e-mail, followed by a telephone call if both previous attempts were unsuccessful.

This will be taken up in more detail during the next meeting.

Next meeting: 4:00 on November 9.

The meeting was adjourned at 5:55