

Citrus College Adjunct Faculty Federation, AFT-6352
Executive Board Meeting Minutes
of April 12, 2019

Linda Chan called the meeting to order at 5:45 PM.

ATTENDEES

Present at this meeting were: Bill Zeman, Cecil Brower, Mark Wessel, Elaine Jefferson, Veronika Delvaux, Antonio Valdez, Barbara Young and Laura Wills arrived late. Robert Stube came for the pizza then left for class. Linda Chan phoned in to conduct the meeting in absentia.

ANNOUNCEMENTS AND INTRODUCTIONS

none.

AGENDA APPROVAL

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

APPROVAL OF MINUTES

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

OLD BUSINESS

A. Member Issues

Antonio asked if it was necessary to stay until a certain time on the last day of class. Linda responded that it is necessary to stay for the entire required time by contract.

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

C. Workshops: *There will be a May workshop.*

D. Payroll: Retroactive checks have been cut to people for whom there was a problem with the CalStrs calculation. It was labeled "CalStrs Bonus".

E. Retreat dates: Nothing yet - schedules are still being jostled.

F. New Member packets: Linda asked the status of contacting adjuncts we're hoping will become members. Barbara was asked if she was available for new member outreach. Stage 2 - mailing is needed. Bill raised the possibility of calling the membership organizing people at CFT to more aggressively wage the campaign. Phone calls can be made from the office by Bill, Linda and Laura who are in the office fairly often.

G. CFT Convention - debrief: Linda wrote a synopsis of her take on the experience at the convention which has been entered to the website. Laura commented that the 100 year anniversary was a nice sendoff for Josh Peshtalt, and that she enjoyed his final speeches.

H. Other: none.

NEW BUSINESS / DISCUSSION ITEMS

A. Review of AP's and BP's responses are due by May 7th. Linda raised concern over two, noted in the following:

1. *AP 7100 (Question was raised about supervision of the head of Human Resources. There seems to be a direct contradiction of Ed Code that needs to be addressed) 2. AP 7108
3. BP 7108 Approved 4. AP 7110 Approved. 5. BP 7100 Approved. 6. *AP 7303 (A concern over part 5e that addresses "professional experts" and their status as adjunct employees seems murky and warrants clarification.)
7. AP 7403 Approved 8. AP 7407 Approved 9. AP 7503 Approved 10. AP 7507 Approved
- But, Linda advised caution in rubber stamping administration health and benefit improvements contained within the preceding, which amounts to the administration giving themselves a raise. At the very least it opens the door to legitimate demands for improved health care benefits in upcoming negotiation sessions.
Cecil moved and Bill seconded suspension of the rules to vote on approval of the uncontroversial AP's and BP's.
Mark moved and Bill seconded that the (8) uncontroversial be approved by the Board. (Listed above as either *Approved or (*) for still being reviewed and discussed with the administration.*)
B. June Meeting: June 7 at 5:50 was agreed upon for our next meeting.
C. Other: Antonio Valdez raised the issue of Assignments & Pay rate for substitute teaching. He is concerned that full-time faculty are choosing their favorites for team teaching which creates awkwardness in scheduling for the other adjunct faculty. On substitution pay - the rate is at the non-regular teaching rate of \$54.13.

RECESS TO COPE

There was no COPE report.

CFT FIELD REP REPORT:

Martha was not present.

COMMUNICATION COMMITTEE REPORTS

Cecil Brower attended the following: Board of Trustees Meeting, March 19, 2019, Board of Trustees Meeting, April 2, 2019, Human Resources Advisory Committee, March 20, 2019, and the College Information Technology Committee, April 8, 2019. He submitted reports from all these meetings for which highlights follow:

Board of Trustees Meeting, March 19:

INFORMATION AND DISCUSSION:

Gerald Sequeira, J.D., Acting Vice President of Student Services, and Ivon McCraven, School Relations

and Outreach Supervisor gave an update on Student Services Update: K-12 Outreach, Early Decision, Dual

Enrollment, I Will Complete College Program (IWCC) and Citrus College Promise Program.

The Office of School Relations and Outreach is responsible for coordinating and conducting the college's outreach and recruitment activities throughout Citrus College's feeder high school districts and surrounding communities. The program is responsible for implementing student outreach services to promote Citrus College as the first choice for perspective high school students. These activities promote access to Citrus College, foster strong relations with the community at large and align with the 2016-2021 Strategic Plan.

Victoria Dominguez, Mathematics faculty; and Natalie Desimone, Counselor gave a presentation on Guided Pathways.

The California Guided Pathways project was modeled from the Association of Community Colleges (AACC) Pathways Project and adapted for implementation in California. The model helps students clarify pathways to complete their educational goal, select and stay on course and ensures quality learning. Citrus College assembled a team of faculty, staff, students and administrators to discuss and complete a self-assessment tool to facilitate implementation of a Guided Pathways model at the college.

Personnel Recommendations: (Adjunct)

The Board approved the following Adjunct personnel actions:

There were 22 Academic Employees, Adjunct Extra Duty, Hourly, Stipend Assignment, were hired for various 2019 dates as hourly as needed, and 10 Academic Employees Adjunct for Spring 2019 were approved for hiring and 10 Academic Employees lab Supervisors hired for various 2019 dates.

Board of Trustees Meeting, April 2:

INFORMATION AND DISCUSSION:

1. The Above and Beyond Classified Development (ABCD) was presented to Mr. Sean Osborn Instructional and Administrative System Development Lead Technology and Computer Services (TeC Services) Department.
2. Robert Hughes, Chief Information Services Officer presented the 2018-2019 Technology Update. Included in this presentation were the improvements for the last year highlighting the dramatic change for WingSpan from Banner 8 to Banner 9.
3. Dr. Marianne Smith, Director of the Institute for Completion, will provide a brief overview of Institute activities over the past year.
4. In December 2016, Citrus College entered into partnership agreements with five high school districts and a sixth one in May 2018 to provide educational services as authorized by Assembly Bill (AB) 288.

In accordance with these provisions, Citrus College renewed its partnership with five high school districts and one charter school to provide educational services as authorized by AB 288:

- Azusa Unified School District
- Claremont Unified School District
- Duarte Unified School District
- Glendora Unified School District
- Monrovia Unified School District
- California School of the Arts, San Gabriel Valley District

Human Resources Advisory Committee, March 20:

Dr. Sammis passed out 11 Board Policy and Administrative Procedures for review. He had requested the committee review these and submit recommendations prior to this meeting, with BP/AP 7100 being the most important. He requested our comments and recommendations be sent via email prior to this meeting. These AP/BP's are:

- A. BP/AP 7110 – Fingerprinting
- B. AP 7100 – Equal Employment Opportunity
- C. BP/AP 7108 – Communicable Disease
- D. BP/AP 7303 – Professional Experts
- E. AP 7403 – Leaves: Academic Administrators
- F. AP 7407 -- Salary Guide: Academic Administrators
- G. AP 7503 – Leaves: Classified Administrator/Managers and Supervisors/Confidential
- H. AP 7507 --Salary Guide: Classified Managers, Supervisors and Confidential

BP/AP 7108 was changed because there is no longer any requirement for tuberculin skin tests, and AP 7403 and AP 7503 were modified because of new rules regarding paternity leaves.

Dr. Sammis recommended that modifications be made to AP 7100- Equal Employment Opportunity Plan and BP/AP 7110-Fingerprinting. All of the other policies and administrative procedures do not need to be modified. As stated all were emailed to committee and he further had said, that if we saw any need to modify any of these policies and procedures, we were to also bring such recommendations to the meeting.

College Information Technology Committee, April 8:

The major discussion was centered on the Information Technology Master Plan for Year 1 2017-2018. The role and responsibilities of the CITC are outlined in this document and are as follows:

“The College Information Technology Committee (CITC) develops the Information Technology Master Plan. CITC ensures that the technology master plan respond 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. In addition to considering the College planning objectives, CITC completes a strengths, weaknesses, opportunities, and threats (SWOT) analysis to ensure that new opportunities provided by technology advancement are appropriately included in technology planning.

The CITC also evaluates and revises the Information Technology Master Plan on an annual basis. The Information Technology Master Plan is therefore a living document. As projects are completed, as new priorities arise, and as strategies change the objectives contained in the plan will be modified to reflect the needs of the Citrus College.

Once the technology needs are defined and prioritized via this planning process, the implementation of the projects and the resources needed to support them are coordinated between the college-wide functional areas and the Technology and Computer Services Department (TeCS). This inclusive method allows the college to most effectively apply funding sources (general budget, instructional equipment, matriculation, construction, bond and grants) to comprehensively meet technology needs.”

REPRESENTATION OFFICER REPORT

Laura said there has been no movement on an ongoing member issue.

SECRETARY AND COMMUNICATIONS REPORT

Mark said he entered 2019 minutes to the website but needed Linda’s assistance on setting up a new position within the minutes column.

TREASURER

1. Bill submitted a STATEMENT OF ACTIVITY and STATEMENT OF FINANCIAL POSITION as of April 12, 2019

A. General Fund \$208,161.64

B. COPE Fund \$19,884.49

C. PIPE Fund \$0.00

Linda received a PIPE grant of \$197.00 from CFT to be used as we choose.

VICE PRESIDENT’S REPORT

Anne requested email addresses for those Linda had bounced back.

PRESIDENT'S REPORT

Linda provided a written report for the following:

Academic Senate of March 27, Presidents Steering Committee Meeting of March 25 and April 8, CFT Convention.

Academic Senate of March 27: The members of the new Board were elected by acclamation since there was no contest. Nicki Shaw - President, Gino Munoz - Vice President, Patty Glover - Secretary, Paul Swatzel - Treasurer. Nicki read her open letter addressing the failings of the Academic Senate leadership on campus. Members of the Senate filled out a survey to determine how the Academic Senate can move forward. The Senate also reviewed its calendar for the next academic year.

Presidents Steering Committee Meeting of March 25 and April 8: For the March 25th meeting the committee approved Program Review Funding Recommendations which included \$10,500 for Campus Safety and \$3,000 for Career/Transfer Center. The Committee approved changes and updates to various AP's and BP's and continued working on revision of the College's Mission, Vision and Values statements. For the April 8th meeting more changes and updates to various AP's were approved and the committee was presented with the new *Citrus College Fact Book* and the implementation plan.

CFT Convention: The CFT celebrated 100 years as a union at the downtown Millennium Biltmore Hotel in Los Angeles. The Part-time committee held a workshop on Shared Governance. Among the resolutions that were passed was a resolution on shared governance that allows part-time faculty to participate and be compensated, compensation for part-time faculty when they are locked down (and that they be held harmless from any other employment during a lockdown), and lockdown kits for all academic areas.

FUTURE AGENDA ITEMS

Stuffing new member packets.

Next meeting: 5:30 PM, May 17

The meeting was adjourned at 7:20

