

**Citrus College Adjunct Faculty Federation, AFT-6352**  
**Executive Board Meeting Minutes**  
**of March 15, 2019**

Linda Chan called the meeting to order at 5:48 PM.

**ATTENDEES**

Present at this meeting were: Bill Zeman, Linda Chan, Cecil Brower and Mark Wessel, Elaine Jefferson, Donna Philips, Veronika Delvaux, Antonio Valdez, Barbara Young, Ruth Wilson and Laura Wills arrived late.

**ANNOUNCEMENTS AND INTRODUCTIONS**

Those present introduced themselves, summarizing their backgrounds.

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**AGENDA APPROVAL**

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

**APPROVAL OF MINUTES**

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

**OLD BUSINESS**

**A. Member Issues**

Donna brought up the issue of professional development workshop problems with attendance and payment issues, in which payment is withheld if any workshops are unattended, vs. being pro-rated.

**B. Newsletter (for Spring) - Mark** Articles are due in early May. Linda encouraged the new attendees to feel free to submit articles for the newsletter. Cecil said he'd be making a contribution.

**C. Workshops:** *Linda was ill and therefore unable to conduct this past month's workshop.*

**D. Payroll:** Retroactive checks are now available in the student services building.

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

**F. New Member packets:**The *Janis Decision* made it a requirement that we seek out new members more aggressively. The next step is to stuff packets with membership letters and brochures and put them in campus mailboxes. (This chore is being divided between volunteers at the current meeting.)

**G. CFT Convention** 1. Hotel: Bill booked the rooms. 2. Gala - tickets procured 3. Saturday Breakfast - tickets procured 4. Paperwork: Credentials have been filled out and partially distributed. 5. Hotel reservations have been confirmed and distributed to attendees.

**H. CCAFF Elections** Nominations officially close today. Cecil moved that nominations be closed. No other nominees were presented for consideration. All officers are being reinstated by acclimation.

**I. Other:** none.

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## NEW BUSINESS / DISCUSSION ITEMS

- A. Participation in department meetings - Our members are encouraged to participate in their department meetings. If they do, they are eligible to report on the meeting and be reimbursed by the union for submission of a written report. Antonio complained about not receiving notice in a timely way about these meetings. Art and English Department adjuncts don't receive notice either. Linda is going to let Dr. Sammis know that notification of department meetings is not being sent to adjuncts.
- B. Linda reminded the assembly that adjuncts are free to request evaluations by other adjuncts.
- C. Other: Martha's birthday is March 23. Bill moved that authorization of \$50 and a card be approved as appreciation for our staff representative. The motion passed.

## RECESS TO COPE

There was no COPE report.

## CFT FIELD REP REPORT:

Martha was not present.

## COMMUNICATION COMMITTEE REPORTS

Cecil Brower attended the College Information Technology Committee, March 11, 2019

He submitted reports from these meetings. Highlights follow.

Minutes of the December 3, 2018 meeting were reviewed and approved.

All items for first reading for review and discussion were sent to the committee prior to the meeting. Members were asked to review and prepare for comment and discussion.

Tom Cheng discussed the recent technology updates. He went over the status Lab and Desktop Refresh, and Cornerstone software implementation. He also discussed the Technology-Academic Support items resource requests. There are 11 items on the list. Some have been completed and some are in work or in planning.

Leigh Buchwald gave several updates. He discussed the implementation of Banner 9, Single Sign-On, Firewall and Backup System.

Robert Hughes discussed the Infosilem Course Scheduling software project. Infosilem is used to automate and simplify the creation of the academic schedule. Infosilem's software solutions are used to increase operational efficiency and enhance the quality of the schedule produced. More than just a conflict-free schedule, the results improve student access to sections while respecting professors' preferences and needs.

Robert Hughes went over the Top 10 IT issues from EDUCAUSE. They are 1) Information Security Strategy 2) Student Success 3) Privacy 4) Student-Centered Institution 5) Digital Integrations 6) Data-Enabled Institution 7) Sustainable Funding 8) Data Management and Governance 9) Integrative CIO and 10) Higher Education Affordability.

Bev Van Citters went over the Technology-Academic Support items discussed by Tom Cheng. She covered all items that were open and Tom Cheng discussed the closed items.

Henry Provencher went over the Instructional Support Items. The committee covered the 15 pages with some discussion.

Handouts were as follows:

1. December 3rd minutes
2. 2019 Top 10 IT issues from EDUCAUSE
3. Program Review Technology request for Academic, Institutional, Instructional & Student Service areas.

Next meeting will be Monday, April 8 at 10am in IS 109

## REPRESENTATION OFFICER REPORT

Laura reported on a member who had applied for a full-time position and had a complaint about the process.

## SECRETARY AND COMMUNICATIONS REPORT

Mark had no report.

## TREASURER

1. Bill submitted a report on his activities for the past month:
  - A. Academic Senate Meeting
    1. 200 porta-potties are being installed in classrooms
    2. Glass is not being installed in doors
    3. Students painted murals of women near the Student Center
    4. Teachers like the new website for curriculum
  - B. Converging Issues Committee
    1. Problems caused by disruptive DSPS were discussed as well as proposed solution
      - a. Training in how to handle disruptive disabilities
      - b. Informational sheets for each student with advice on how to handle them
      - c. Getting more responsive leadership at DSPS
2. Bill submitted a STATEMENT OF ACTIVITY and STATEMENT OF FINANCIAL POSITION as of March 15, 2019
  - A. General Fund \$182,041.68
  - B. COPE Fund \$19,884.49
  - C. PIPE Fund \$230.00

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

## VICE PRESIDENT'S REPORT

Anne was not present

## PRESIDENT'S REPORT

Linda described resolutions from the Higher Education Committee that would be submitted at CFT Convention.

Linda provided a written report for the following:

## **Academic Senate Meeting of March 12**

The new Early Alert System was discussed. There is an emergency preparedness button inside each Canvas course. Dave Kary presented information on program review. Information on Guided Pathways was given as a newsletter. (The newsletter for *Guided Pathways* was distributed.) Information about Open Educational Resources (OER) is available at Hayden Memorial Library and access open Spring 2019 workshops and webinars at <https://libguides.citruscollege.edu/oer/workshops>.

President's Steering Committee Meeting February 25 and March 10

The committee approved Program Review Funding Recommendations at the February 25 meeting. Claudette Dain presented information on 2020-2030 Educational and Facilities Master Plan (EFMP) and Lan Hao presented information on Mid-Year Status Report for the 2018-19 Annual Implementation Plan. A committee from steering was formed for the EFMP plan. It includes Nikki Shaw and Dave Kary representing faculty. There are no adjuncts represented.

For the March 10 meeting the committee approved BP 3250 Institutional Planning. The committee considered the corresponding AP 3250. The committee also discussed the college's mission, vision and value. These ideas must include the standards from ACCJC along with Guided Pathways, AB19, the College Promise, Student Equity and Achievement Program, AB705 and the Strong Workforce Program.

Nikki Shaw reported that Citrus College will sponsor the Area C meeting on March 23rd at 9:00 AM in CI-159.

ASCC is celebrating Women's History Month with panels around the quad. People can scan the QR code on the panels to learn more about the women featured on the panels. At noon on March 20th there will be Irish dancers in the quad celebrating Irish Fest and on March 21st Charmaine Craig will be speaking at the Haugh from 11:30 AM to 12:30 PM in recognition of Womens History Month.

The CCFA approved a change of healthcare providers.

Linda advocated for participation in *Campus Equity Week* in the Fall.

## **FUTURE AGENDA ITEMS**

none at this time

Next meeting: 5:30 PM, April 12

The meeting was adjourned at 7:25