

**Citrus College Adjunct Faculty Federation, AFT-6352**  
**Executive Board Meeting Minutes**  
**of May 17, 2019**

Linda Chan called the meeting to order at 5:35 PM.

**ATTENDEES**

Present at this meeting were: Linda Chan, Bill Zeman, Cecil Brower, Mark Wessel, Veronika Delvaux, Barbara Young and Robert Stubbe, Antonio Valdez, Martha Figueuroa, Laura Wills and Anne Battle arrived late.

**ANNOUNCEMENTS AND INTRODUCTIONS**

none.

**AGENDA APPROVAL**

Mark moved and Barbara 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**

A) Robert said a full time faculty member is being hired in ITIS, but the position was not well publicized. Only one person knew about it in advance of what seemed rushed interviews. It was agreed that CCAFF should be informed by the administration of upcoming full-time positions.

B) Antonio said there may be some resolution to his desire to be included for assignments during summer and fall, according to Laura's communication to him.

B. Newsletter (for Spring) - Mark No articles have been submitted so far. He said he'd be looking into AB 302, homeless community students being given access to campus parking lots for their cars, with access to showers and restrooms. Antonio may be able to make a contribution about the Cosmetology Department. Linda and Bill will be contributing.

C. Workshops: *There will be no May workshop.*

D. Retreat dates: The last weekend in July at "Blue Lagoon", Big Bear.

E. New Member packets: If Linda can simply get the Emails of the members we're trying to recruit, she can use the electronic membership form via the CCAFF website.

F. Status of APs and BPs not approved at last meeting: 1) Oversight of Robert Sammis falls to the Human Resources Committee. 2) *AP 7303 (A concern over part 5e that addresses "professional experts" and their status as adjunct employees seems murky and warrants clarification.)* This is still being discussed.

G. Other: Governor's Budget on Community Colleges. Linda provided a handout summarizing the State April Budget Revision for California Community Colleges.

**NEW BUSINESS / DISCUSSION ITEMS**

## RECESS TO COPE

There was no COPE report.

## CFT FIELD REP REPORT:

Martha said Josh Pechtalt is now retired and Jeff Frietas is encouraging local officers to take advantage of treasurer training. About 800 educators are marching and protesting in Sacramento. It was good that our negotiations ended already, because a lot of other locals who haven't solidified contracts are a bit nervous now with the new state budget revisions.

## COMMUNICATION COMMITTEE REPORTS

Cecil Brower attended the following: Board of Trustees Meeting, May 7, 2019 and the College Information Technology Committee, May 13, 2019. He submitted reports from these meetings for which highlights follow:

### **Board of Trustees Meeting, May 7:**

#### **ROSS L. HANDY CAMPUS CENTER DEDICATION AND GRAND REOPENING**

At the conclusion of the roll call portion of the meeting, the Board, as a group, departed AD 109 and walked to and/or was transported to the Campus Center for the dedication and grand opening. Members of the public were invited to join the Board during this campus visit. The Board returned to AD 109 and continued the meeting at approximately 4:15 p.m.

#### **REPORTS:**

The staff and Board Members gave various reports on meeting, trips and college progress. Joanne Montgomery was recognized for her 20 years dedication to Citrus. Dr. Ortell commented on the new proposal for the State College on-line instruction and the possible impact on community colleges.

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

The Board approved the following Adjunct personnel actions:

There were 45 Academic Employees, Adjunct Extra Duty, Hourly, Stipend Assignment, were hired for various 2019 dates hourly as needed, 8 for Summer 2019 and 15 Lab Supervisors for July 1 to December 31, 2019.

#### *Personnel Recommendations:*

There were 7 items were approved this included the approval for the employment of Mr. Shawn Jones beginning May 8, 2019, as Director of Business Services and provided a five percent (5%) salary stipend to Mr. Michael Wangler, Dean of Mathematics and Business, for the purpose of assuming additional duties and responsibilities as the Acting Dean of Career, Technical and Continuing Education, beginning May 8, 2019, and continuing until the position is filled.

#### *General:*

The Board honored the contributions made by the classified employees of the Citrus Community College District to the educational community and adopted a proclamation declaring the week of May 19-25, 2019, as Classified School Employees Week.

### **College Information Technology Committee, May 13:**

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.

Bob asked all committee members to introduce themselves since there were new persons present. Bob then introduced Ryan Tang who has been hired as the IT Security Analyst. Ryan has extensive experience from the Air Force and college studies.

Bob continued to emphasize the importance of the CITC for the College.

Tom Cheng discussed the installation of equipment in the new Student Services Building. He also stated that all Lab refurbishes have been completed. He indicated that faculty software will be refreshed this year.

Leigh Buchwald discussed the new wireless access points and a new guest login that will allow guests to be logged in for 24 hours. Leigh also discussed the new Citrus Secure and two factor login. Bob Hughes also indicated the importance of 2 factor login will be outlined in the next newsletter.

A discussion on the importance of keeping passwords secure and a methodology for creating a lengthy password utilizing a sentence that a person can remember that includes words, numbers and random characters. This will be outlined in the next newsletter.

The major discussion once again was centered on the Information Technology Master Plan for Year 1 2017-2022 with emphasis on Year 3 – 2019-2020. The role and responsibilities of the CITC are outlined in this document were further discussed as indicated in my April CITC report. The 2017-2022 Technology Goals were discussed with emphasis on the Implementation Objectives for 2019 – 2020. Bob outlined the new classroom teleconferencing equipment and how it performed.

The discussion closed out with the 2017–2018 Technology Planning Accomplishments and indicated that 95 percent of the Goals developed by the CITC have been completed with the others in progress. Bob asked the Committee to start looking at new goals for 2021-2022.

The meeting was concluded with a video of a CBS 60 Minute show presentation on computer hacking.

*(end report)*

*Barbara Young* is interested in the *Community Outreach Organizing* position, and put together some ideas for introducing the organization to potential members. Copies were made for input from those present at the meeting. She and Anne are going to be brainstorming on member outreach.

## REPRESENTATION OFFICER REPORT

Laura recapped resolution of Antonio's scheduling issues during a meeting with Dr. Sammis. Reinstatement of summer and fall classes is taking place.

## SECRETARY AND COMMUNICATIONS REPORT

Mark had no report.

## TREASURER

1. Bill submitted a STATEMENT OF ACTIVITY and STATEMENT OF FINANCIAL POSITION as of May 16, 2019

A. General Fund \$203,922.67

B. COPE Fund \$20,081.49

C. PIPE Fund \$0.00

## VICE PRESIDENT'S REPORT

Anne said we've received two new membership forms in the last three weeks, which is a 200% increase over the previous month!

## PRESIDENT'S REPORT

Linda provided a written report for the following:

Academic Senate of April 24 and May 8th, Presidents Steering Committee Meeting of May 6th.

### **Academic Senate of April 24 and May 8th:**

On April 24th during public comment the CCFA alerted the Senate to the homeless student bill AB 302, which allows students to sleep in their cars overnight if they are homeless. There was discussion regarding AP 7100 Equal Employment Opportunity, AP/BP 7108 Communicable Diseases and AP/BP 7100 Fingerprinting.

AP/BP 7108 only refers to tuberculosis testing and so the discussion is to change the title. AP/BP 7100 Fingerprinting does not address student workers on high school campuses. Who is liable? Nikki Shaw discussed the Academic Statewide Senate Plenary. There will be a new universal code (CB) that will be used to distinguish student support classes. The concern is over disaggregating data down to the instructor level without being a part of an evaluation that could lead to other problems. She also noted that she voted against resolution 6.04 which supports AB 302 and she was the only representative to do so.

On May 8th the Senate voted and approved AP7100 Equal Employment Opportunity, AP/BP 7108 ~~Communicable Diseases~~ Tuberculosis and AP/BP7110 Fingerprinting. The Guided Pathways have seven paths. A PowerPoint was used to show which program areas are grouped together.

### **Presidents Steering Committee Meeting of May 6:**

The steering committee continued discussion on the Mission, Vision and Values statements. Dr. Spor discussed the Locally Aligned Goals as set by the ACCJC which are:

1. Local goals should be aligned with the system-wide goals in the Vision for Success
2. Local goals should be numerically measurable
3. Local goals should specify a timeline for improvement

A workgroup was formed and then the goals were vetted through the affected constituency groups. CCCAFF was not on that list.

The committee approved the Student Services Revised Board Policies, BP 3310 Records Retention and Destruction and BP 3900 Speech: Time, Place and Manner, and the Financial Services Revised Board Policies, BP 6320 Investments and BP 6330 Purchasing. The corresponding AP's will be considered at the May 20 meeting.

## FUTURE AGENDA ITEMS

Next meeting: 4:00 PM, June 7

The meeting was adjourned at 7:23