

Citrus College Adjunct Faculty Federation, AFT-6352
Executive Board Meeting Minutes
of April 17, 2020

Linda Chan called the meeting to order at 5:08 PM. The meeting was held remotely via Confer-Zoom.

ATTENDEES

Present at this meeting were: Linda Chan, Cecil Brower, Mark Wessel, Bill Zeman, Barbara Young, Anne Battle, Laura Wills, Martha Figueroa, Veronica Delvaux, and Olufemi Gonzalves arrived late.

ANNOUNCEMENTS AND INTRODUCTIONS

None.

AGENDA APPROVAL

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

APPROVAL OF MINUTES

Mark moved and Anne seconded approval of the March 27, 2020 meeting minutes. They were approved by unanimous consent.

OLD BUSINESS

A. Member Issues

- I. Class Cancellations: None that are known.
- II. Member cancelling membership:
- III. Assignments -

B. Negotiations

- I. Calendar - Need to start
 - a. Team Meetings: 5:00

C. Newsletter - Spring electronic? Linda had help updating the website by CFT staffers. Bill's Beef is listed at the top of the site. Readers can now post to the site as well. Linda suggested emailing the Newsletter to members. She suggesting a themed Newsletter that might address the new normal with remote instruction.

D. Workshops - Unemployment Workshop dates? Or Webinars? Linda created a poll to solicit interest from members.

E. Elections

I. Nominations

Nominations deadline is April 30. Ballots will be mailed in mid-May. Election Committee will need paper, ink, 1000 envelopes and 700 stamps for both submitted and returned ballots. Cecil and Barbara will be splitting the duties on printing and stuffing. There are 274 members, rounding up to 300. Anne will be sending member addresses. Mark will send return address labels. Bill will be getting stamps. Veronica will be donating a ream of paper to be used for ballot creation.

F. COCAL XIV: A decision will be made by May 1 as to whether the conference will be held.

NEW BUSINESS / DISCUSSION ITEMS

A. The following AP's & BP's were reviewed by the group for approval or recommended changes:

1. AP 3721, Computer and Network Account and Password Management

2. BP/AP 3720, Acceptable Computer and Network Use

A motion to suspend the rules was made by Mark and seconded by Anne. Approved.

Anne moved to approve as a solid group, the above AP's and BP's with Mark seconding. The motion passed.

B. Districts are getting behind on-line training for all employees as a condition for continuing employment. Linda made the argument that Zoom meetings are still face-to-face experiences, and there is the fact that we've been teaching via Zoom already and that should constitute adequate training. The question is whether or not Zoom constitutes Distance Learning. Another issue is whether or not experience should be grandfathered into the requirement.

No COPE Report.

SECRETARY AND COMMUNICATIONS REPORT

Mark had no report.

TREASURER

Bill submitted STATEMENTS OF ACTIVITY and STATEMENTS OF FINANCIAL POSITION and Budget reports for April 17, 2020

Total Assets to date are \$246,317.54.

REPRESENTATION OFFICER REPORT

Laura had no report.

VICE PRESIDENT'S REPORT

Anne had no report.

PRESIDENT'S REPORT

Linda submitted a report from the following meetings she attended: Academic Senate, April 8 remotely via ZOOM and The Steering Committee, April 6, 2020 remotely via ZOOM.

At the Academic Senate it was determined that the Statewide Academic Senate recommends a P/NP option for all classes. Language regarding effects on transfers to UC and CSU's is being worked on. Also discussed was a 3-peat form that Counseling wants to change. They're advocating for a streamlined process in which the Counseling department makes the final decision on allowing students to take the same course a third time, rather than going to instructors.

At the President's Steering Committee meeting there was a review of the ACCJC Annual Report in which no concerns were expressed. There were also reports including memos to be sent out regarding resources on covid-19. A Sustainability Plan has been approved by Fiscal Services that

will be reviewed at the Steering Committee's next meeting. The Financial committee has been dealing with payroll issues, remote procurement guidelines and implementation of student refund requests. "Labster" has been integrated with Canvas for the creation of virtual labs for lab classes.

The CI and PSC buildings were disinfected following CDC protocols after a confirmed case of covid-19 was reported. Restrictions to campus access have been tightened as a result.

(A full report is available upon request.)

CFT FIELD REP REPORT

Martha said webinars are being offered on unemployment insurance Wednesday April 22 at two different times. Due to covid-19, EDD is relaxing rules to a great extent on who qualifies for assistance. *Hustle* might be an option for reaching out to members to inform them about taking advantage of funds available to them. Division and State Council meetings are going to be held via Zoom. Martha is going to take up the responsibility of setting up access to our membership via *Hustle*. Linda already has an *Excell* spreadsheet with member telephone numbers that will be translated into *Hustle*.

COMMUNITY OUTREACH/MEMBERSHIP ORGANIZING

Barbara Young said *Hustle* might be productive in enlisting participation from new members, as well as enlisting new membership.

COMMUNICATION COMMITTEE REPORTS

Cecil Brower submitted a report for his attendance of the Board of Trustees Meeting, April 7, 2020. The report noted that Dr. Perri discussed the impact of covid-19 and the shutdown of the campus. Dr. Spore discussed the Pass/No Pass rules that are coming down from the Chancellor's office. Ms. Dain discussed COLA and a bare bones budget due to the pandemic. Board of Trustee reports were also focused primarily on issues related to the virus.

Cecil encouraged increased adjunct participation at Board of Trustee meetings. There's a Zoom link at the Board of Trustee website for upcoming meetings. May 5 at 4:15 is the next BoT meeting. (A full report may be requested from the secretary.)

FUTURE AGENDA ITEMS

Update on election ballot mailings.

Next meeting: May 29 at 5:00.

The meeting was adjourned at 6:30.

