Citrus College Adjunct Faculty Federation Meeting Minutes March 19, 2021

ATTENDEES: Linda Chan, Anne Battle, Bill Zeman, Laura Wills, Jason Elias, Tiffany Williams, Barbara Young, John White, Olufemi Gonsalves, Antonio Valdez, Elaine Jefferson.

The meeting was called to order at 4:40 p.m. Anne motioned and Bill seconded to approve the agenda with flexibility. It was approved unanimously.

A motion was made to approve the meeting minutes by Anne. Bill seconded. One correction was made to the February 19, minutes: Dr. Perry should be changed to Dr. Perri. The minutes were approved unanimously with the correction.

OLD BUSINESS:

1. Member Issues:
	1. Linda received an email regarding a denial of the $500 stipend based on the credentials held by the person requesting that CCAFF look into it. Because the person acquired the credentials prior to the March 2020 school closure, the request has been denied as the intent of the stipend was to prepare people to teach in the distance learning environment.
	2. A level 3 grievance went to Dr. Perri but was denied. The union and the grievant will not pursue the matter because there is non-binding arbitration and it was felt that there would not be a change in the outcome as administration did not have to abide by a decision with which they did not agree.
	3. Cosmetology adjuncts are still not being invited to staff meetings. They get a summary of some of the discussion items, but are not directly participating. Antonio Valdez has emailed Michael Wangler about having an invitation to these meetings, but Wangler has not responded to the emails. A suggestion was made that Antonio email Wangler again with a cc to Robert Sammis.
2. Negotiations:
	1. Linda has received an MOU regarding the intent to provide a stipend to those who had to transition to online teaching last spring. The wording in the MOU reads Spring 2021, but should read Spring 2020. The MOU is being returned to Dr. Sammis. Linda and Bill are planning to set up a meeting with him to discuss the error and to clarify the $500 stipend.
3. Workshop Planning:
	1. The title for the workshop coming up on April 30 at 3 p.m. is “Strategies for Engaging Students in Online Activities.” The structure will include a discussion among those who are doing the online teaching. Further planning of the event will occur at our next scheduled meeting. Linda will attempt to get some advertising through the Public Relations Department.
4. Newsletter: A request was made for submission of news articles so they could be posted on the website. No topics assigned.
5. CFT Convention: There is a link to the resolutions committee meeting: <https://www.cft.org/post/resolutions-committee>. Resolutions will be selected for a first reading on a rotational basis. Once the first round has been read and voted upon, another round will occur if there is sufficient time. Any resolutions that have been passed over can be revisited and brought up.

NEW BUSINESS

1. AP & BP Review: all are part of a desk review that was sent to different stakeholders.
	1. AP & BP 3300 – Public Records –OK as proposed.
	2. AP & BP 3725 – Intellectual Property – Concern that it doesn’t supersede any bargaining agreement. The example cited was the curriculum created by an adjunct automotive instructor which is believed to still be in use at Citrus even though the adjunct was not hired full time.
	3. AP & BP 3510 – Workplace Violence Prevention – No changes recommended.
	4. BP 3050 – Institutional Code of Ethics – no changes recommended.
	5. Bill motioned that the rules be suspended so that these policies couldyoutu.be/ be voted upon at today’s meeting. Anne seconded. All were approved unanimously.
2. Update on Campus Reopening
	1. A video was created for those who wish to see the plans for the reopening of the campus: <https://youtu.be/WjHCcqGfMkA>.
		1. CTE courses, athletics, and performing arts will be among the first areas to reopen.
3. Vaccines:
	1. There are currently several vaccination sites open in and around the San Gabriel Valley for those still needing to set up appointments.
		1. Information can be obtained at: <https://drive.google.com/file/d/1l6flrcrfGXTebV40ZWkDcj1StCkou9M6/view?usp=sharing>
4. How to Increase Membership:
	1. Bill indicated that there has been a loss of approximately 50 members since the fall semester. Barbara prepared an email, but Linda said she would work on a flyer to go to adjuncts to try to encourage new instructors to join the union.
5. Other:
	1. A discussion was held as to which is the best month for our annual retreat: June or August. It was felt that August would be more appropriate as it would be closer to the time school would reopen and we would have more information about whether it would continue online or provide in-person courses.
	2. John brought up the issue of “Zoom Bombing” and was given some methods for helping eliminate that problem through his Zoom classroom setup and going through Canvas.

RECESS TO COPE – there was no report for COPE.

REPORTS

1. Secretary – no report due to absence.
2. Treasurer – loss in membership causing a drop in dues money. Bill was planning to purchase another CD.
3. Representation Officer – Laura said that the level 3 grievance will not advance.
4. Vice President – Still no information on this semester’s adjunct roster. Anne will contact Sandra Coon to see when it would become available.
5. President – Linda gave reports on the Steering Committee and the Academic Senate.
	1. The Steering Committee considered “Online Best Practices” document. Linda wrote a request that the wording be changed to read “share personal phone number and email” to share Citrus phone number and email” as a suggestion to employees. The change in the wording was approved.
		1. Also, the 5-Year Strategic Plan was presented.
		2. The Men’s Basketball team was honored with the California Community College Athletic Association Team Scholarship.
	2. Academic Senate is working on a Diversity Equity Intervention plan. They are trying to flesh out how it will work and then send it on to the Steering Committee.
		1. Another discussion was held on automatic textbook billing. Students are automatically billed once the sign up for a course.
6. CFT Representative – Jason said that the upcoming Convention is in the forefront of their discussions. They are also looking at the budget to see what new apportionments are being given to the Community College through the state.
7. Community Outreach – Barbara and Linda will work on a joint flyer.
8. Communications Committee – Elaine has agreed to be a part of this committee. She is also a part of the committee searching for a new President/Superintendent. Student government leaders are also being tapped for assisting in the interview and hiring process.
	1. Elaine indicated that her committee is reviewing the same Aps and BPs as the ones received by CCAFF.
	2. Looking at the DEI toolkit as Dr. Sammis feels that he would like to make sure the college is open to receiving more diverse applicants. He feels that “Adjunct Professor” is a viable position. Thought included looking at some mentoring for newly hired professors during their first year.
	3. Dr. Sammis is taking cautious steps with regard to the campus reopening. He wants to put safety first. The college would have to be in the Red Tier to enable 25% on campus students, with the Yellow Tier, that would increase to 50%. He mentioned that the HR plan for returning to school could be found on the internet. (link listed above)

FUTURE AGENDA ITEMS

1. Convention Debrief
2. MOU update
3. Forum
4. Retreat
5. Reopening Plans Update

Next meetings will be April 23, May 21, and June 18.

The meeting was adjourned at 6:50 p.m.