



**Executive Board**

**Adopted Minutes**

**March 19, 2020, 1pm**  
Conducted Via Zoom

Debra Stakes, President – P    Greg Baxley, Vice President –P    Julie Hoffman, Secretary – P  
Elizabeth Lobo Treasurer–P    Tom Patchell, Grievance Officer – A  
Nancy Steinmaus, P.T. Faculty Committee Chair – P    Roland Finger, AS President and COR co-chair– P

Note: due to change in time and format some members where unable to attend for all or part of the meeting.  
Guest: Cynthia Wilshusen

1. Approval of Agenda and Feb 20 and Mar 5 Minutes (Julie check dates)  
**Motion** to approve the Agenda made by J. Hoffman, Seconded by D. Stakes. Motion approved unanimously.  
No minutes were approved at this meeting.
2. Senate Report—(Roland)  
There was concern expressed that due to the requirement of teaching on-line during the Covid-19 Pandemic that the district would pressure faculty to teach on-line in the future. However, our contract specifically says that faculty can't be forced to teach DE.  
  
There is concern that lab and performance classes (such as arts) may be required make-up requirements outside the normal semester. (This would likely be against our contract and not feasible for students anyway).  
  
The District lawyer has been sent AP5530 and is also looking at AP 3435  
The board policy on Academic Freedom is on its second reading.
3. Discussion about District Response to Corona virus  
MOU from District  
Cynthia Wilshusen attended the EB meeting and reported that there is a need for an additional 30-40 hours/week for support of faculty in transitioning their courses to an on-line format. It could be split by more than one person. An old MOU (help for Moodle) could be a starting place for our new situation.  
  
**Motion:** to support giving faculty compensation for helping train others in on-line instruction, made by D. Stakes seconded by E. Lobo. Motion approved unanimously.
4. PT faculty report (Nancy)  
PT faculty are in a particularly vulnerable situation with issues such as multiple jobs, and the extra time demands in this crisis. PT faculty have given feedback to Nancy that easing of financial burdens could really help. Many PT have come forward to mentor others and do so for no compensation. If PT need technology at home, they need to contact chairs  
District trying to keep something on campus open for students, such as computer lab.  
Greg will start a write-up regarding money for DE help from district.

5. Grievance and Investigations– Debra and Tom  
 A DSPS student complaint against an instructor should resolve in a week.  
 A claim of sexual harassment was not validated due to lack of evidence.
  
6. Treasurer report (Elizabeth)  
 We have decent money in our account, we may have ways can help faculty if they lose load. If student emergency funds run low, CCFT may be able to financially help including possibly supporting chrome book loan.
  
7. Negotiations update from first meeting-**Time allowing**  
 There is access to campus resources for both faculty and students. CCFT's position is if members can work from home, they should. Now, with shelter-in-place, everyone needs to plan to stay online. The idea that face to face classes could resume is unlikely no matter what COVID does.

The viability of some faculty teaching classes such as field studies, is in doubt. The District was allowing a skills study course to occur where the faculty member comes up with a plan using social distancing. However, with shelter-in-place, even that may not work.

An idea was discussed to generate a two unit class to replace a field trip load. Jason is willing to hear ideas for field studies courses. Someone teaching this way needs to contact their Dean or chair. If a faculty with a field class goes to chair and Dean for approval, please inform Greg.

Unsure how to address next year's contract. Everyone is so busy, it is hard to move forward with negotiations. We are unlikely to get a contract ratified by the end of summer. We may use MOUs for now. Greg would like to suspend negotiations for three weeks, then resume. Maybe some proposals put forth can be rolled into MOUs. We will wait on compensation issue for now.

Compensation proposals (Greg) **compensation not discussed.**  
 Article 3-Academic Freedom  
 Edits to Article 5.7 Workload committee

Discussed workload and class caps relevant to Article 5.7, DS and GB will speak with members of the Workload Committee for suggestions. Jason to take lead

Items agreed to be included in Negotiations:

- Division Chair selection process Evaluation Timeline and due date for self-evaluation  
 Julie
- Loading from non-credit ESL (put into contract explicitly) Instructional Faculty Dean  
 Evaluation Form
- Instructional Faculty Peer Evaluation form
- Student Evaluation form for Mental Health Counselor

Items to be considered by EB for inclusion  
 Revisit Performing Arts stipends?

Ag Coordinator and Lead MOU's only in appendix  
Stipend for Paramedic Director (included in MOU)  
Banked load does not have time limit  
Compensation for mandatory training presented to district 2/28  
Sub pay-scale presented to district  
Evaluation cycles per email: Article 5 and Article 7  
Student evaluation alignment Task Force results- Julie  
New forms should be approved by Senate and COR

Follow-up:

1. Next EB meeting is April 2, 2020
2. COR meeting on March 26, 3134/N3213