



Council of Representatives

Approved Meeting Minutes

23 Oct. 2014, 3:00--5:00 p.m.
SLO Room 5402 and PolyCom to N1015, Cuesta College

Attendance according to the sign-in page (p = present, a = absent):

Biological Sciences

Nancy Mann (p)

Business Education

Michele McAustin (p)

Counseling

Dana Gough (a)
Irene Nuñez (a)

DSPS/EOPS

No Elected Rep

Engineering and Technology

Gary Villa (a)
Brett Allen (a)
Dave Fernandez (a)

English

Steve Leone (a)
Tom Patchell (p)
Roland Finger (p)

English as a Second Language

(No elected rep)

Fine Arts

Douglas Highland (p)

Human Development

(No elected rep)

Languages and Communication

Tony Rector-Cavagnaro (p)

Library Services/Academic Support

Kevin Bontenbal (p)

Mathematics

Greg Lewis (a)
Jodi Meyer (a)
Kyi Zin (p)

Nursing / Allied Health

Antonia Torrey (p)
Heather Tucker (a)

Performing Arts

(No elected rep)

Kinesiology, H.E., P.E.

Allison Merzon (a)

Physical Sciences

Kathy Jimison (a)
Debra Stakes (p)

Social Sciences

Victor Krulikowski (a)
Aaron Rodrigues (p)
Mark Weber (p)

Student Life and Leadership & Health Center

Anthony Gutierrez (p)

Workforce Development

(No elected rep)

Executive Board (non-voting)

Mark Tomes, Treasurer (p)

Visitors

Stephanie Vieira, Human Resources
Lola Nickell, SISC

Tom Patchell, CoChair, opened the meeting at 3:15 p.m. A quorum was reached soon after the meeting was opened.

A. NEW BUSINESS

1. Minutes (Mann)

Approval of Council of Representatives 25 Sept 2014 Meeting Minutes:

Debra Stakes moved, Tony Rector-Cavagnaro seconded, to approve. Approval of minutes was unanimous.

2. Insurance (Stakes, Vieira, Nickell)

- A. Debra reported on the status of establishing an Insurance Pool and District Supplementation to provide some financial assistance to those faculty enrolling under the family rate. On 16 Oct. 2014 CCFT and the District negotiating teams will meet to discuss insurance benefits.
- B. Stephanie went over Dental insurance options (2 will be chosen by the Benefits Committee 24 Oct. 2014) and provided information on the Vision Plan. For Dental other than the current plan, the main difference between the possible options is how pediatric and adult orthodontia are covered and corresponding deductibles and maximums. Vision rates are actually going down. After discussion the COR voted:
 - a. Debra Stakes moved, Tom Patchell seconded that continuance of the current Vision Plan be recommended to the Benefits Committee. Passed Unanimously.
 - b. Kathy Jimison moved, Toni Torrey seconded that continuance of the current Dental Plan be recommended to the Benefits Committee. Passed unanimously.
 - b. Debra Stakes moved, Tom Patchell seconded that Dental Option 5 also be recommended to the Benefits Committee. Passed unanimously.
- C. Lola gave a powerpoint presentation explaining how SISC oversees insurance programs and an overview of Cuesta College/Anthem Blue Cross Insurance Plans.

B. OLD BUSINESS

1. Council CoChair: Still needed.

2. Peer Evaluations (Stakes) Draft Forms Were Distributed and are Discussed below.

- A. Peer evaluation forms have been modified to essentially as they were pre-summer break after incorporating COR input.
- B. There was extensive discussion:
 1. What should be the role of the Deans in evaluating instruction vs. those areas specifically under their purview such as following district policy and meeting district deadlines?
 2. Continuity in tracking Recommendations for Improvement/Off Cycle Evals from one peer evaluation cycle to the next. Who holds the materials? Perhaps the Chair of the Department (needs verification with HR)?
 3. The purpose of the Self-Evaluation and the role of the Deans in developing the self-eval as well as the purpose of the Pre-evaluation Meeting with the Dean. There was concern over how requesting the Self-Evaluation Form early in the first semester of employment makes it very difficult for new tenure track faculty to include anything meaningful about their performance during that first semester. It was noted that there is nothing contained within a Self-evaluation that can trigger any off-cycle evaluation or needs improvement recommendation. Pre-evaluation meetings are meant to establish criteria and dates for the evaluation process: not to actually begin evaluation (e.g. critique of self-eval). It was recommended that #3 Green be made a separate #9 and should state "where applicable."
 4. Dean Evaluation Form pages 5, 9: There should be nothing in the Dean Evaluation form that triggers an off-cycle evaluation or needs improvement plan. That is the role of the Peer Evaluation only. The Dean Evaluation Form should be a mirror of the Peer Evaluation Form.

5. A consistent date is needed for submission of the self-evaluation: For BOTH the Peer Evaluation Committee and Dean Evaluation and for both tenured, tenure-track, and part-time faculty. Note that for tenure track all materials are due to the ITRC by the first Friday in December.
6. Plan for Improvement Form: The Box for “Initiated by Dean” is to be removed.

3. College Budget (Stakes)

- A. CCFT continues to have grave reservations about the accuracy of the District Budget as well as presentation of that budget to the Planning and Budget Committee. At the request of CCFT, CFT did an audit of the Cuesta College Budget based upon 311 Reports from the Chancellor’s Office. Especially disconcerting is the “boom-bust” cycle used by the college to inflate budget categories and then underspend those categories ending each cycle with a surplus after predicting break-even or deficit spending. Debra has presented a copy of the audit to the District negotiating team. (See memo to COR from Stakes 17 Oct. 2014.)

4. Negotiations, Impasse, Fact-finding (Stakes)

- A. Large lecture loading, Determination of PT Office Hour Pay*, and the 1% on-schedule raise are going to fact-finding. Fact-finding is 2-3 Dec. 2014. (*See 23 Oct. 2014 minutes for more.)
- B. CCFT is still trying to get HR to comply with its formal, written request of 30 Sept. 2014 to supply data for fact-finding regarding payment of PT Office Hour Pay*.
- C. Debra Stakes met with the District 16 Oct. 2014 to discuss establishment of an insurance pool: approximately \$100/month would be made available to eligible family rate payers plus an additional \$85,000 appropriated for another \$100/month.

5. Elections

If Katcho wins, this will be his last term in the Assembly due to term limits.

6. Secretary-Treasurer’s Report (Tomes via Memo)

CCFT \$60,438.89

COPE \$2932.87 (\$1846.00 BOT, \$1935.00 Other)

AFT COPE \$100.00 (now required by Rabobank to maintain account)

- A. Agency Fee Audit: Mark and Debra met with John Pooley Wed. 15 Oct. 2014. He is waiting for officers’ Hudson activity reports. The final report should be delivered to the EB in early Dec. 2014.
- B. CCFT has been approved for another year of CFT Staff Funding Grants. AFT expects staff to attend conferences and training in order to get such funding so conference/travel monies have been added to the 2014 CCFT Budget.
- C. Catastrophic Leave Bank. Mark met with HR Director Melissa Richerson and HR tech Janeal Jones to discuss how the bank works. Both were very open and supportive of the bank and the processes involved.
- D. All CFT Staff Funding, FPPC Form 450 (COPE), IRS 990, and other required reports are being completed and submitted on time.

7. Division Concerns

English: Tom Patchell reported for Steve Leone re: ongoing concerns about the “usefulness” of the current excel spreadsheet that serves as our flex contract. It was suggested that faculty not fill it out until it is revised and approved by CCFT.

The meeting was adjourned at 5:12 p.m.

Minutes are respectfully submitted by Nancy Mann, Secretary, 8 Nov. 2014.

Next Council of Representatives meeting: Thursday, 20 Nov. 2014, 3:00 - 5:00 p.m.
SLO Library Room 3219 and POLYCOM to N3114 (note room changes) Please send agenda items to tpatchell@cuesta.edu

Next Executive Board meeting: Thursday, 6 Nov. 2014, 3:00 - 5:00 p.m., Library Room 3219
Polycom to NC1015