



Council of Representatives Meeting

Adopted Minutes

November 19, 2020, 3-5 p.m.

Meeting in Zoom

Join URL: https://cccconfer.zoom.us/j/96785226507

Table with 3 columns and 7 rows listing various departments and their representatives. Departments include Fine Arts, Languages & Communications, Library/Learning Resources, Biological Sciences, Counseling, Kinesiology, Health Sciences & Athletics, Student Development & Success/ESL, Nursing/Allied Health, Performing Arts, Social Sciences, Business Education, DSPS, WEXP/PEDS/PDS, Student Life and Leadership, Applied Behavioral Sciences, Engineering & Technology, Mathematics, Physical Sciences, and English. Non-Voting Members include Elizabeth Lobo, CCFT Secretary.

1. Approval of agenda

Motion to approve the agenda made by D. Stakes, seconded by H. Tucker. Motion approved unanimously.

2. Approval of minutes

Motion to approve the minutes (with an edit made to item 3 indicating that 25% of staff as well as students in the described areas are being tested weekly for Covid) made by D. Stakes, seconded by H. Tucker. Motion approved with one abstention.

3. Visitor Troy Reis from Fidelity—Improved and less expensive disability insurance

Open enrollment has already started. If you need to meet with Troy, he is available up until December 10. Here is a link: https://enroll.americanfidelity.com/F2684466

Section 125 Plan allows you to save money in a FLEX account by creating a pre-tax account for items like subscription drugs and day care expenses. Also, over the counter products can be submitted now without a subscription. If you currently have one of these plans, you will have to renew it.

You can also do a Health Savings account which is not a “Use it our Lose it” plan like the FLEX

account. It can be used with high deductible insurance.

There are **Cancer and Accident plans** that are also part of section 125 so they are covered pre-tax. These are supplemental to regular health insurance. If you have one of these plans, we suggest you make an appointment to discuss it because there is now a less costly version available.

They also have **life insurance** that you can get on family members. Also, a retirement fund 403B that you can set up.

The deadline is December 10.

4. COVID updates—Issue of missing masks around campus (Board meetings, the library, etc.) (Baxley and Tucker)

It was noted that some people were not wearing masks at the BOT meeting or in the Library. As of Tuesday, the state mandate is that you wear a mask outside your house. The district has been hesitant to have a mask mandate rather than a mask guideline. Public Safety does not want to get into mask use enforcement. Please communicate with your division this new guideline. This is especially important when on campus outside, and close to buildings.

The Task force is thinking about canceling athletics after Thanksgiving because of travel concerns.

If you need cleaning supplies when you are on campus you can email the safety officer, Jacob Parsons. You can also put in a work order, but that will probably take longer.

Ed. code allows us to remove students for two class meetings for not wearing a mask because it is a classroom disruption. If you feel you need to, you can call public safety to have them deal with it.

Greg will let us know where students can get masks when they are on campus. We had the first Campus covid exposure, but the student did not spread it to anyone. Heather is still working on the mobile testing site for next semester.

5. Update on negotiations—Office hours revision and the CBA (see attachment) (Baxley and Tucker)

Greg will inquire if there may be a SIP for next year. We tried to make office hours language sufficiently vague so that times for office hours can change. The new language gives faculty the latitude to have some of our office hour time be asynchronous.

We have a new set of faculty evaluations to go to negotiations. We must open the contract to do this. CFT produced a budget analysis for the state that looks better than originally thought, so opening the contract should not put us in a position that the District demands salary cuts. We also want to negotiate an extra Covid payment for the fall semester.

6. Revised drafts of the Constitution and Bylaws (see attachments) (Stakes)
Feedback from council members was incorporated into the proposal.

Motion to approve the draft changes to the constitution and by-laws, with minor edits, made by T. Rector-C, seconded by S. Burnett. Motion approved unanimously.

Because these changes were previously approved and/or clerical in nature, the Council has

elected to pass the changes without requiring a vote of the membership.

Motion to approve the changes to the constitution and bylaws without requiring a vote of the membership, made by D. Stakes, seconded by M. Davis. Motion approved unanimously.

7. Proposal: Council of Representatives appoints Amy Kayser to complete Julie Hoffman's term as Secretary and Chair of Communications. (Hoffman and Stakes)

Motion to approve Amy Kayser to complete Julie Hoffman's term as Secretary and Chair of Communications Committee, made by G. Baxley, seconded by J. Hoffman. Motion approved unanimously.

8. Proposal: Council of Representatives ~~approves~~ endorses the Resolution Calling for the Censure and Resignation of Pete Sysak. (see attachment) (Finger)

Motion to endorse the Senate Resolution Calling for the Censure and Resignation of Pete Sysak, made by G. Baxley, seconded by R. Finger. Motion approved with four abstaining.

9. Division concerns?

From Biology, there is a concern about low compensation for technician positions. They are having a hard time retaining technicians due to the high cost of living in SLO county. Debra suggested that the Biology division write a letter about this issue to the Classified Union's executive board. Greg will reach out to CFT, which is also their umbrella organization, as well.

10. COPE--(Stakes)

Prop 15 could still pass because there are some ballots that have not been counted, but that is not likely. We are going to need a new COPE person. It would be great to have somebody who has a passion for politics and would like to take on that role. Please share this opportunity with your division. Greg shared the we have a prospect for the Arroyo Grande BOT position. We will want to get our COPE BOT account replenished by the midterm elections to be able to support this person.

11. Part-time faculty update (Steinmaus)

Some people may not have been paid for the DE certification even if they submitted paperwork already. PT faculty should check on the status of this. Note also that the union is getting clarification that you can also request your DE training advance you on the salary schedule. Some part-time faculty are still unaware that they had to get DE training Lab instructors who aren't lecturing but are doing labs online must also take the minimum course.

12. Treasurer update (Lobo)

\$1870.50 is the COPE balance of which \$50 is specified for BOT

13. Grievance update (Patchell)

Tom is advising that instructors not to give students your personal phone number. There has been a problem with a student's phone being hacked and then an instructor's phone number being used in an inappropriate way.

14. All-member meeting: December 3

CCFT Proposal for change to office hour requirements:

Proposal: Reduce the amount of required real-time office hours.

Information: Currently, FT faculty are required to hold 5 office hours per week described in Article 5.1.2.

When teaching online, faculty are allowed by Article 5.1.2.1 hold a portion of their office hours online. The existing wording and formula is kind of complicated. For FT faculty, one can hold one office hour online for every three units of online assignment, with all 5 office hours online if one was teaching fully DE. There is an allowance to hold up to 2 hours of online office hours if one has less than 6 hours of online assignment (the “2 hours per week, whichever is greater” section).

However, the current CBA (again Article 5.1.2.1) requires that the online office hours “*must allow for regular and effective real-time communication between the instructor and the students.*” In consultation with the DE Instructional Designer, this phrase would mean time where faculty would interact in a live or almost live manner, such as an instant message app, Zoom or Google Meet, or live Pronto Chat. Email and discussion posts would likely not be considered “real-time” since there isn’t a near-instant exchange of communication. For a person fully online, the existing language means 5 hours of scheduled real-time hours

Given the current state of online education, holding 5 hours of live Zoom office hour time is probably not optimal for many faculty or all that useful for many students. Students and faculty are corresponding via email and other asynchronous methods (like discussion posts) at multiple times during a day or week.

PT faculty have an office time obligation of 0.5 hours for a load of 20-39.9% or 1 hour for load of 40%-67%. Under the proposed language (up to 2 hours of office time for any online assignment) a PT faculty could hold their full office time obligation online (with at least half in real-time) with any DE assignment.

Proposal:

CCFT is proposing to alter Article 5.1.2.1 to include asynchronous time as part of required office hours, reducing the current contractual obligation of 100% of online office hours being real-time to only 50%.

We are proposing to change 5.1.2.1 to read something like the following:

Update to 5.1.2.1

Faculty teaching in an online modality may, at their discretion, conduct online office hours as follows:

- Faculty may hold up to one (1) online office hour per three (3) units taught online. Faculty teaching six (6) or fewer units online may hold up to two (2) online office hours per week. The remainder of any required office hours shall be held on campus.
- PT faculty with any online assignment can hold their office hours online.
- At least fifty percent (50%) of any online office hours will be synchronous (real-time) communication between the instructor and students, with the rest being asynchronous communication with students.

Existing CBA:

5.1.2 In the application of the provisions of section 5.1, instructional faculty (including Non-credit Enhanced ESL) are assigned thirty (30) hours per week of instruction, preparation, grading, division responsibilities, program review, student learning outcomes and assessment, curriculum development and professional growth and assigned a minimum of five (5) office hours and five (5) additional hours for committee/governance activities per week. The five (5) hours for committee/governance activities are not assigned during winter, spring, and/or summer breaks or during an inter-session period.

5.1.2.1 Faculty teaching in the Distance Education (DE) or Hybrid modality may conduct regularly scheduled office hours on-line at a ratio of one (1) hour per three (3) units taught on-line or two (2) hours per week, whichever is greater. The on-line office hour environment must allow for regular and effective real-time communication between the instructor and the students.

Previous versions:

“Faculty teaching in an online modality may by their choice conduct regularly scheduled office hours online as follows:

- FT faculty may hold up to 2 online office hours per week for any online assignment, or one (1) online office hour per three (3) units taught online, whichever is greater. The remainder of any required office hours shall be on campus.
- PT faculty with any online assignment can hold their office hours online.
- At least fifty percent (50%) of any online office hours shall be scheduled time when students can expect real-time (live) interactions with faculty, with the rest being asynchronous communication with students.”

Here is a version from Debra that is shorter. It is less detailed about the PT office hours but easier to read. I like it.

“5.1.2.1 Faculty teaching in an online modality may by their choice conduct regularly scheduled office hours online as follows:

- faculty teaching part of their load in an online modality may hold up to two (2) online office hours per week for any online assignment, or one (1) online office hour per three (3) units taught, whichever is greater. The remainder of any required office hours shall be on campus.
- faculty teaching their entire load in an online modality may offer all office hours online.
- At least fifty percent (50%) of any online office hours shall be scheduled time when students can expect real-time interactions with faculty (e.g. Zoom), with the rest being asynchronous communication with students (e.g. email).”