



Council of Representatives Meeting

Adopted Minutes

April 26, 2018, 3-5 p.m.
Room 3134 with Polycom to N3213

Fine Arts (2) Jarred Pfeiffer -P	Languages & Communications (2) Tony Rector-Cavagnaro – P Ann Schreiber = P	Health Center (1) VACANT
Biological Sciences (2) Deborah Barker – p Laurie McConnico - P	Counseling (2) Dana Gough - A Susan Gossard - P	Kinesiology, Health Sciences & Athletics (2) Nancy Steinmaus - P
Student Development & Success/ESL (2) Donna Bower -A	Nursing/Allied Health (3) Antonia Torrey -P Heather Tucker -P	Performing Arts (2) Idona Cabrinha -A
Library/Learning Resources (1) Jessica Gonsalves - P	Business Education (2) Gary Rubin - P Robert Sfarzo -A	DSPS (1) VACANT
WEXP/PEDS/PDS (1) VACANT	Student Life and Leadership (1) Anthony Gutierrez -A	Applied Behavioral Sciences (2) Don Norton -P
Engineering & Technology (3) Bret Allen -P	Mathematics (3) Julie Hoffman -P Kyi Zin -A Greg Lewis -A	Physical Sciences (2) Greg Baxley -P Debra Stakes -P
English (3) Tom Patchell -P Roland Finger/Wes Simms - P Stacy Kimmey -P	Social Sciences (3) Victor Krulikowski -P Mark Weber -P Anthony Koeninger -A	Non-Voting Members Ed Conklin, CCFT Secretary -P

1. Approval of agenda and meeting minutes

Agenda: Add to the agenda a conversation about a stipend for treasurer training. Motion to approve made by D. Stakes, seconded by B. Allen. Motion approved unanimously.

COR March 22 minutes: Motion to approve with edits regarding wording on items 6 and 8, made by B. Allen, seconded by N. Steinmaus.

Member meeting April 19 minutes: Motion to approve with edits regarding wording on item 3, made by T. Torrey, seconded by B. Allen. Motion approved unanimously, with abstention of those who were not present.

2. Review insurance decision—New SISC rates and changes—Frank Ha

Renewal rates are good - about 1% increase on average for the plans. On PPO plans, some procedures will be limited to ambulatory surgical centers rather than hospitals.

There was a question about retirees buying insurance. There are Medicare wrap around policies, and you can contact the Benefits office in HR.

Motion to accept the recommendation from the benefits committee that we stay with SISK this year, made by M. Weber, seconded by T. Torrey. Motion approved unanimously.

3. **Misreporting of PTF employment status after semester assignments end—Deb Barker**
An unauthorized HR employee answered a call from EED, and indicated that Deb's teaching reassignment was guaranteed, which was not the case for any part-time faculty. Deb consequently had to attend a hearing about her right to unemployment benefits. She prevailed at the hearing, but HR needs to ensure that unauthorized employees do not confer with EED in the future.

Because PT faculty load is always temporary, they always qualify for unemployment.

4. **Chair selection process, next steps—Deb Stakes**
(see attached language). This language has consensus support from the division chair group.

With the exception of the first paragraph, all old language was struck out, and the rest of the language is new.

Council member input is requested by Monday 4/30 midnight so we can submit our edited version to the chairs. After that, we can share it with the divisions and bring back input from the membership at the last council meeting.

Secretary's note: the last council meeting was substituted with an EB meeting, so this item will be brought back to the COR in the fall.

5. **Constitutional changes pending negative Janus decision—Deb Stakes**
The Janus decision effects just public unions. If Janus prevails, then we will have remove all language regarding fair share payers from our constitution.

There was conversation about a new process for managing requests to revoke one's own membership. The council decided to table this discussion until after the Janus decision has been released.

For now, we need to get union membership to be a lively part of our professional culture, and focus on presenting the many benefits to both members and non-members.

6. **CCFT update forms completion—Ed and Greg**
We have 74% of part-time members and 95.5% of full-time faculty members accounted for at this point in time.
7. **Membership drive—Greg**
We should plan for a membership drive in the fall, especially for part-time faculty. A membership drive after the Janus decision would be most effective.

It was noted that regardless of the Janus decision, we have to give non-union members the same services as members. There may be details in the Janus decision to offer different levels of services to non-members but that remains to be seen.

Debra has agreed to announce the approval of the TA to all faculty, and to also attach a membership form to the email.

It was discussed that the non-credit Community Programs faculty are not in our union, so they are not getting a raise, but they are included in the all-part-time faculty email list, and some have already asked Nancy if they are also getting a raise.

The reason non-credit faculty are not in our union is because the faculty union was established represent college level instruction. Non-credit Community Programs faculty do not teach at college level which is why they aren't in the union.

8. Computer equipment purchase for new Treasurer/ Training Stipend – Debra

The incoming Treasurer, E. Lobos, will participate in the treasurer training this summer. Ed and Elizabeth have already been meeting to ensure a smooth transition, and she will also need stipend for training done through June, prior to the beginning of her term.

Motion to approve Elizabeth Lobos as incoming Treasurer beginning Summer 2018. Motion made by D. Stakes, seconded by T. Torrey. Motion approved unanimously.

Motion: that the incoming Treasurer purchase needed computer equipment and software, not to exceed \$2500 and that the equipment and software remain CCFT property. Motion made by D. Stakes, seconded by T. Torrey. Motion approved unanimously.

Motion: to approve a \$1000 stipend to cover training done by the incoming Treasurer prior to the beginning of her term. Motion made by D. Stakes, seconded by T. Torrey. Motion approved unanimously.

9. Treasurer's Report—Ed

Today was the last Tenure Arbitration hearing. The decision will be made sometime after July 15. We will also appeal for compensation from the District for the portion of our legal fees not paid by AFT or CFT grants.

Despite the Tenure Arbitration we have about \$83,000 in our account. We are solvent if we stay above \$70,000. We should get some additional money when the retroactive raises are paid out at the end of May.

10. Grievance Report—Stacy and Tom

There is an investigation of a faculty member who moved the time of her final without understanding that the contract prohibits this.

There is a possible grievance regarding a faculty member who received a “needs improvement” on their evaluation and has sought outside counsel instead of contacting the union. The Grievance Officers have reached out to them but have not heard back.

There is an issue in counseling about how leave is counted.

Updated Version – Apr. 17, 2018 – Approved and Proposed by Division Chairs Group

Promotions - Within the Unit:

- 5.16 Promotional opportunities for regular faculty members include Division Chair, Coordinator, or Assistant Director of Nursing. There shall be one (1) Division Chair per Division, and five (5) Coordinators for the North County Campus. Other Coordinator positions may be established by the District as deemed necessary. A regular faculty member may request to be considered for a position within the bargaining unit that would constitute a promotion (e.g., Division Chair, or Coordinator positions within a Division or Cluster). The term of service for each position shall be four years. Division Chair and North County Campus Cluster Coordinator positions shall be held by full-time regular faculty while Assistant Directors may be temporary faculty.

Division Chair Selection Procedure

5.16.1 Only a tenured, regular faculty member of the division may apply to serve as that division's Division Chair.

5.16.1.1 Tenure-track faculty members may apply for the Division Chair position, provided they will be tenured prior to the commencement of their terms of office. In the case of a division where there are no tenured faculty members, any tenure-track faculty member in the division may be a candidate for Division Chair.

5.16.1.2 Divisions with only two (2) eligible tenured or tenure-track faculty shall rotate the position of Division Chair every four (4) years unless otherwise specified by written mutual agreement between the two (2) faculty members).

5.16.2 The Dean's office will solicit interest among division faculty with the job description, and if there is more than one faculty member interested in this position, the Dean will send an application and a copy of the appropriate job description via email to all eligible, interested candidates for the position on or before November 1st of the last academic year of the incumbent Division Chair's term of office. Applicants will have two weeks from the date of the Dean's message to complete and submit a division chair application to the Dean's office.

5.16.2.1 If the Dean receives two or more completed applications from eligible candidates by the deadline and has affirmed the criteria as defined in Article 5.16.1 through 5.16.1.1 inclusive are met, the Dean will notify the applicants and division faculty that the applications have been received and that a selection committee will be formed.

5.16.2.2 If there is only one eligible applicant, then that sole applicant becomes the Division Chair for the next term by acclamation.

5.16.3 The selection committee shall consist of the Dean, three regular faculty members selected by the regular faculty of the department or division, one temporary faculty member selected by the temporary faculty of the department or division, and one classified employee selected by the classified employees of the department or division.

5.16.4 The selection committee appointment process shall be facilitated by the Dean's office subject to the terms below.

5.16.4.1 No applicant(s) shall participate in any part of the selection process.

5.16.4.2 Faculty members who communicate their interest in serving on the selection committee to the division and/or are nominated by other faculty members within the division shall be considered for appointment to the selection committee.

5.16.4.3 If only three regular, full-time faculty members and only one temporary, part-time faculty member are interested in serving or are nominated to serve on the selection committee, then these four faculty members will serve on the selection committee without a vote conducted by the Dean's office.

5.16.4.4 If more than three regular, full-time faculty members are interested in serving on the selection committee, the Dean's office will conduct a vote to elect three regular, full-time faculty members to serve on the committee by a simple majority of votes of the regular division faculty.

5.16.4.5 If more than one temporary, part-time faculty member is interested in serving on the selection committee, the Dean's office will conduct a vote to elect one temporary, part-time faculty member to serve on the committee by a simple majority of votes of the temporary division faculty.

5.16.4.6 The Dean will serve as a non-voting member of the selection committee and will be responsible for organizing and facilitating the initial organizational meeting of the selection committee and for establishing a time line for the hiring process to be completed during the semester prior to the effective date of the appointment.

5.16.4.7 All members of the selection committee are required to attend each committee meeting. A member who misses a committee meeting will not be able to continue serving on the committee.

5.16.4.8 If there is an insufficient number of regular faculty members in the division to fill one or more of the regular faculty member positions on the committee, additional temporary faculty from the division and/or regular faculty members from other divisions may be selected according to the voting process above in 5.16.4.5 or 5.16.4.4, respectively.

5.16.4.9 If there are no temporary faculty members in the division, the selection committee is not required to have a temporary faculty member serve as a member of the committee.

5.16.4.10 If there are no classified employees in the division, the selection committee is not required to have a classified employee serve as a member of the committee.

5.16.4 The initial organizational meeting of the selection committee shall be convened by the Dean, who will also provide a time line for the hiring process to be completed during the semester prior to the effective date of the appointment. The initial organizational meeting of the selection committee will be conducted as explained below.

5.16.4.1 The first order of business shall be the selection of the committee chair (who must be a faculty member) by consensus or simple majority of the committee members.

5.16.4.2 The second order of business will be the following committee decisions facilitated by the selection committee chair:

- The identification and ranking of selection criteria for the position based on the job description;
- The identification of additional documents or materials, if any, to be submitted by the candidate in addition to the application;
- The format for the division chair interviews, which shall be applied uniformly and consistently to all applicants; and
- The method for selecting a finalist or finalists, such as by secret ballot, by consensus, or by an alternate method as agreed to by the committee membership.

5.16.5 The selection committee chair shall send a description of the selection criteria, the interview format, a description of other requested documents, if any, and the requested document submission deadline to each applicant.

5.16.5.1 Following the close of the period for receiving additional requested documents, the committee members shall review the requested documents, if any, and the division chair applications.

5.16.5.2 The selection committee chair will schedule and facilitate the interview process.

5.16.5.3 Following the interviews, the selection committee will determine the selected division chair with the method established at the initial organizational meeting. The Dean will provide the name of the selected division chair to the Superintendent/President.

5.16.5.6 The district will provide 34 hours of release time for the incoming Division Chair to receive training in the semester prior to the start of their position.

5.16.6 Interim or temporary appointments to posted positions may be made in the circumstances set forth in this section, subject to approval of the appointment by the Superintendent/President.

5.16.6.1 If there are no applicants for the position, or if the selection committee does not nominate a person for the position, the appropriate Vice President, in consultation with the regular faculty of the department or division, shall make a one-year interim appointment to the position. If this does occur, the selection procedure will be initiated for the following academic year (5.16.2).

5.16.6.2 If the position is vacated permanently prior to the end of the term due to illness, resignation, retirement or other cause, the appropriate Vice President, in consultation with the regular faculty of the department or division, shall make a one-semester interim appointment to the position. The selection procedure will be initiated immediately (5.16.2).

5.16.6.3 If the position is vacated on a temporary basis due to a leave of absence (e.g., fellowship, illness, sabbatical), the appropriate Vice President, in consultation with the regular faculty of the department or division, shall make a temporary appointment to the position. The selection procedure will be initiated immediately (5.16.2).

5.16.7 Each Division Chair will be hired for a four (4) year term except in the following circumstances:

5.16.7.1 Per the Division Chair evaluation process as outlined in Article 7, if the Chair receives a "needs improvement," the appropriate administrator shall take action based on input from the faculty. The action will include at minimum a plan for improvement with faculty input and at most a request by faculty for the Chair to resign following the terms of 5.16.8.2.

5.16.7.2 If the incumbent Division Chair takes a leave of absence or resigns the position, a new selection process will be held with use of the above procedure to select a successor who will complete the remainder of the current term or until the expiration of the approved leave, whichever occurs first.