



Executive Board

Adopted Minutes

**October 1, 2015, 3:00 – 5:00 p.m.
Math Conference Room 3435**

Attendance:

Debra Stakes, President – P Julie Hoffman, VP, Secretary– P Mark Tomes, Treasurer– A
Steve Hendricks, PT Chair– P Tom Patchell, Grievance Officer – P Lara Baxley, AS President– A

1. Approve Agenda
Motion made by S. Hendricks, seconded by D. Stakes. Motion carried.

Review and Approval of September 17 EB Meeting Minutes.
Will be approved next time.

2. Senate Update – Lara Baxley (Sent via email):

Academic Senate Report to CCFT EB 10/1/15

1. Instructional Faculty Dean Evaluation Form and Self Evaluation Form

Passed in the Academic Senate on 9/25/15 with the following feedback

Self eval form- Instructions of when self eval is due are confusing. Is it 2 weeks for before post eval draft due vs 5 days before peer post eval? Both are in the instructions
senate discussed appropriate due date. Evaluators want form in time to review it, new faculty feel uncomfortable writing a self-evaluation when only ~3 weeks on the job. Senate recommends self-eval due with self-maintained file, but evaluators are encouraged to help with content of self eval.

Dean Eval Form- The are 3 sections of evaluation, but overall evaluation and other parts adds up to 4 sections. It was assumed that an old section 4 was deleted. Proposed changes to fix this were sent to Debra (along with other suggestions below).

Section 1 #10- says “Ensure each student enrolled is positively identified and is the same student who completes the coursework.” How will the dean assess this? Change this to say that there is a process in place for this.

Directions for section III says when self-evaluation is due. Make sure this is consistent with self-eval form.

2. DE Syllabus Template

Passed in the Academic Senate on 5/14/15

Proposal: The Academic Senate Council endorses the DE committee's unanimous recommendation that faculty who teach DE are required to include all the components of the DE syllabus template within their DE syllabus, effective Fall 2015.

Lara sent an email on 10/1/15 to Mark Stengel and technology resource instructors asking them to clarify in future communications about the template that components of a syllabus do not need to be in the same format, font, etc as in the template.

3. PT Chair report (Steve)

There was 1 part-time person who is affected by the new loading for large lectures. S. Hendricks sent out an email to gauge part-time faculty expectations in terms of salary negotiations. There is an expectation that the gap between part-time and full-time instructional salaries be narrowed. He let part-time faculty know that we are researching options for some form of part-time bumping rights in certain situations.

4. Grievance update (Tom)

Two grievance matters reached resolution:

One faculty member was able to recoup fringe after it was lost when a dean did not submit the paperwork. HR subsequently agreed to release the fringe.

A dean requested a meeting with a faculty member over a missed class. The problem was one of poor communication and the matter was resolved with no letter of warning being issued.

Other issues regarding loading in the writing lab and student presence on the campus when it's closed were discussed.

5. Negotiations update and progress (Julie and Debra)

Article 4 District to counter on October 14.

Classified was offered another 2% (they got 2% last year after we got 2%).

Article 5 :

- DE MOU
- Chair salary—Negotiation team to go to Chair meeting on 10/6. Article 5.1:
- who is included as faculty (e.g. DE Instructional Designer, Student Health Services Mental Health Therapist)?
- District resistance to bumping language (Azalea amendment)
- Large Lecture implemented as 1 semester MOU (extra \$ in October). I signed MOU to bypass contract closing to use new evaluation forms for Fall Semester and for DE/H only.

The EB directed negotiations regarding a compensation counter offer to discuss with division chairs. Came to consensus in discussion.

Article 7:

- Review input from Senate on Dean and Self Evaluation Forms.
- Differing opinions on when Self Evaluation should be due.
- Proposal from Chris Gilbert to modify tenure track articles 7.14-7.21.

DE Syllabus template and future (?) Face to Face syllabus template.

Motion: The self-evaluation will be due during the same time frame as the class visits are scheduled. Motion made by J. Hoffman, seconded by D. Stakes. Motion carried unanimously.

The task force will only integrate the language for consideration by the EB and then it also needs to be considered by the senate. CCFT won't counter to article 7 until [next negotiations after next]. The task force will only integrate the language for consideration by the EB and then it also needs to be considered by the senate. CCFT won't counter to article 7 until [next negotiations after next].

Motion: EB directs the negotiations team to not pursue the revision of the tenure review process in Article 7 for this year's negotiations due lack of time. Motion made by J. Hoffman, seconded by S. Hendricks. Motion unanimously carried.

Motion: the EB recommends to the senate and the council that they form a new task force to consider revisions to the tenure review process. Motion made by D. Stakes, seconded by T. Patchell. Motion unanimously carried.

Motion: The EB directs the negotiations team to remove any reference to AP 3006 and BP 4105 from the contract and the faculty evaluation forms and replace them with the statement, "Professional Standards for faculty are established by the local academic senate." Motion made by J. Hoffman, seconded by D. Stakes. Motion unanimously carried.

6. DSPS Specialist:
175/190 day conundrum (Mark); salary schedule for overload Specialists; Academic Calendar and committee work. **Tabled.**
7. Treasurer report: **Bank Balances: CCFT Treasury \$68,690.84; CCFT COPE - \$3,055.50; CCFT AFT COPE Transmittal - \$100**

Signature cards at Rabobank. **Need to be completed.**

7. Communications (Debra)
Website Update – request for photographs
BOT and All Member October meeting planning

Follow-up:

1. Next EB meeting at 3 pm on October 15 in Math Conference Room (conflict with EMP meeting)
2. Next Negotiations on Wednesday October 14 (BOT meeting on October 7)
3. Next CoR Meeting: October 22 at 3 pm in Room 5402; Polycom to N5006
4. All-Member meeting on October 29 at 3 pm in room 5402 with polycom to N3213
5. Leadership Conference in Sacramento in Feb.