



Executive Board

Adopted Minutes

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

Attendance:

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

1. Approval of Agenda.
The Agenda was approved.

2. Review and Approval of outstanding EB Meeting Minutes (Debra).
March 5 and 19 (already approved but look again), April 2, May 7 and August 20 (from Julie).
The outstanding EB minutes were approved. The August 20 minutes were approved with changes noted.

3. Senate Update (Lara Baxley)
The Senate looked at the revisions to the Distance Education AP as a first read. The feedback was to make a distinction between best practices and minimum standards. It will have a second read and approval at the next Academic Senate meeting. The Senate passed a proposal to ask the V.P. of Academic Affairs to request at Cabinet a one year full-time temporary position for an Instructional Designer. The temporary status will allow the college to test out the position before requesting a permanent tenure track position.

The EB requested that the Senate President discuss at Summit a process for vetting changes in course scheduling that includes faculty input in light of possible pedagogical concerns.

4. Negotiations update and progress (Julie and Debra)
 - a. Article 4 expect a counter on September 9.
 - b. Article 5 DE MOU; Chair salary, first read of PT bumping language (Azalea amendment).
We are bringing more revisions of Article 5 to negotiations on September 9.

The new proposal does not include on-line office hours for non- DE instructors. However, if there is a reason that non-DE instructors need to offer on-line office hours, then they can request to do so under Article 5.19, Miscellaneous Provisions.

Articles 5.2 and 5.3 regarding the preparation location of counseling and DSPS faculty was struck. Any concerns about protecting the confidentiality of student records can be addressed by a general statement in Article 3 regarding the requirement that all faculty follow all applicable laws, including FEPPA regulations
There is agreement about the reformulation of large lecture loading credit.

The language regarding training for new DE instructors will mirror the MOU

which will be in effect only until the end of the fall semester in anticipation of contract ratification.

We have introduced a proposal to allow bumping rights for senior part-time faculty.

We have incorporated revisions requested by the Division chairs regarding elections to the position and duties.

We hope to complete negotiations on Division Chair compensation on September 9 which will take the form of an MOU in anticipation of contract ratification

- c. Article 7 District wants MOU to bypass contract closing to use new evaluation forms
The District responded favorably to our Article 7 proposal, with a few minor revisions which we will incorporate and bring to the September 9 negotiations. We have agreed to sign an MOU that will allow the District to use the new evaluation forms for those being evaluated in the DE modality this fall in anticipation of contract ratification. The MOU would be in effect until the end of the fall 2015 semester.
5. DSPS Specialist: 175/190 day conundrum (Mark), salary schedule for overload Specialists.
An issue with one faculty member was resolved by issuing a policy for all faculty members which resulted in an unfair practice. There has been a problem with no regular evaluations for DSPS specialists.
6. PT Chair report (Steve).
 - a. Policy regarding overloading PT faculty.
Legislation regarding the overloading of part-time faculty was discussed. The PT Chair will communicate to Part-time faculty that they can be loaded up to 90% two times over 6 semesters. They should make a request directly to their Division chair if they are eligible to go above 67% during a given time period so that they can be offered more load instead of having the District hire new part-time faculty. Dean's assistants track loading and a part-time faculty member can get a confirmation from them of their eligibility.
 - b. Impact of new large lecture loading on PT-faculty.
The possible effect of the new large-lecture compensation on part-time faculty load was discussed. In anticipation of contract ratification and/or an MOU the Part-time chair will communicate to part-time faculty that they should be aware of how a large lecture may affect their course load.
 - c. Guidance for PT faculty on using uncompensated office hours for FLEX.
After a conversation with administration, it was related that the language that prohibits all faculty from counting office hours as FLEX will remain. Office hours are considered ancillary services and according to reporting guidelines cannot be counted as FLEX. Instead faculty may count otherwise uncompensated student contact hours as **Weekly Tutoring** under the following: **E. Activities related to learning resource services.**
7. Communications (Debra).Website Update presentation from Marilynne Cleaves (3:45).
After a presentation by our web master, Marilynne Cleaves, the EB passed a motion to migrate

the old website to a new content management system. She will move all the old and relevant content. We will budget for \$2500 for migration of content management and new layout, and \$500 for annual maintenance. The Vice President/Secretary (Julie) will work with Marilyne to facilitate the migration.

8. BOT September meeting results.

The BOT approved the budget proposed by the District. The budget to faculty salaries was increased (we assume since salary negotiations are not completed) due to money received from the state to convert part-time faculty positions to full-time faculty positions, and to cover costs of new full-time faculty hires. It is therefore clear that raises to salaries must come from the additional money above the reserve which the district labels as “contingency above reserve” or “account for economic uncertainty”.

9. FT Faculty in cubicles with no walls; no privacy for office hours.

This issue was resolved. Planning and Budget approved Bond money to be spent to construct temporary offices with doors.

10. Survey from State Council President

Tabled due to lack of time

11. AB 1010 defeated and League comments

Tabled due to lack of time.

12. Treasurer report (Mark)

a. Bank Balances: The Treasurer (Mark) shared the current CCFT balances.

CCFT: \$ 62,735.17

COPE: \$ 2,881.50

AFT COPE: \$100.00

b. Signature cards at Rabobank

Debra and Julie will go down with the minutes to sign signature cards.

13. Stipends and Travel to Leadership Conference in February

The EB passed a motion that we provide a stipend for the PT faculty chair of \$2000 per semester (contingent upon submitting Hudson report) and \$500 COR co-chair stipend per semester. A stipend for a communications chair would also be 2500 per semester.

14. Review of Hudson Report form

The EB discussed the requirement that all EB members track their hours by activity using the Hudson Report form that is commensurate with their release time or stipend amount. The reports are due at the end of each month.

15. Grievance update (Tom).

Closing a case regarding a capricious off-cycle evaluation, and ongoing work on a case for back pay. We are watching a case involving a student grievance to make sure the faculty member is appropriately protected.

Follow-up:

1. Next EB meeting at 3 pm on September 17 in Math Conference Room
2. Next CoR Meeting: September 24 at 3 pm in Room 5402; Polycom to N5006
3. CCC Division meeting at 3 pm on Friday September 25; State Council on Saturday at noon
4. Leadership Conference at LAX Sheraton on Feb 11-12.