



**Executive Board Meeting Via Zoom**

**Adopted Meeting Minutes**

August 20, 2020

Debra Stakes, President – P Heather Tucker, Vice President – P Greg Baxley, Lead Negotiator –P  
Julie Hoffman, Secretary/Communications Chair – P Elizabeth Lobo Treasurer–P  
Tom Patchell, COR Co-Chair/Grievance Officer – P Nancy Steinmaus, P.T. Faculty Committee Chair – P  
Roland Finger, AS President and COR co-chair– P

NOTE: THIS MEETING WILL BE PRECEDED BY 45-MINUTE INTERVIEW OF DISTRICT 5 BOT CANDIDATES

1. Approval of Agenda and Minutes (5/21)

**Motion** to approve the agenda with the following additions made by G. Baxley, seconded by R. Finger:

- Add as item (2) discussion about BOT candidates.
- Add as item (c) to the Discussion from District Coronavirus Taskforce working conditions issue about availability of open restrooms on campus.
- Add to (ii) Future Negotiations (c) a discussion about the training requirement for faculty who elect to teach synchronously during their scheduled class times because of the imposed restrictions due to the pandemic.

Motion approved unanimously.

**Motion** to approve the 5/21/2020 minutes with one typo addressed, made by D. Stakes, seconded by N. Steinmaus. Motion approved unanimously.

2. Discussion of BOT candidate Interviews

The EB was joined BY CCCUE members prior to the meeting to interview via ZOOM the BOT candidates for the contested North County seat. The two candidates were sent questions prior to the meeting and also answered the same two questions during the meeting, with a follow up Q&A.

**Motion** to endorse incumbent Mary Strobridge jointly with the agreement from CCCUE, and to contribute \$4000 to her campaign, made by G. Baxley, seconded by T. Patchell. Motion approved unanimously.

3. Senate Report—(Roland)

Feedback from the COR and the Senate was incorporated into the Student Complaint Procedure (AP 5530). A corresponding BP will be drafted as well. The Vice President of Student affairs will confer with HR on the document to ensure there are no issues.

The Emeritus faculty will be recognized at the next senate meeting.

The DE committee is going to be considering different training options for faculty at their meeting tomorrow and a first draft will be taken to Senate the following Friday.

4. Discussion from District Corona virus Task force
  - (a) Monthly compensation for server/hardware and Wi-Fi (Question from Doug H, Lisa S, Jeff G)
 

CARES money can't be used for faculty stipends so reimbursements would have to come out of the general fund. The district has purchased some laptops and Wi-Fi hotspots for faculty, but this doesn't resolve the reimbursement issue for faculty who already bought equipment themselves. We will defer this issue to the COR. Roland will put it on the next COR agenda.
  - (b) Request to Defer NC Cluster Coordinator evaluations
 

The new reorganization has caused problems because coordinators may end up being evaluated by faculty they have not served in the past. The coordinators were also left off the new organization chart, which adds more confusion. Greg will contact coordinators who are up for evaluation to discuss their concerns. Debra and Greg will also attend the next coordinator's meeting with the V. P. of Instruction (Jason).
  - (c) Lack of Open Restrooms on Campus (Nancy)
 

There is a problem with not enough restrooms being open for faculty and students taking kinesiology activity and athletics courses on campus. Locker rooms may not be used either due to the pandemic. Greg will bring this issue up with the COVID task force.
  
5. Treasurer report (Elizabeth)
  - (a) Reassigned time reported by September 15 for Spring and May 10 for Fall semester
  - (b) Discuss and decide about Spring assignments (District provides 1.8 FTE)

**Motion** made by D. Lobo, seconded by D. Stakes for the following E.B. Spring release time amounts:

  - President (Greg Baxley) at 60%
  - Vice President/Chief Negotiator (Heather Tucker) at 40%
  - Treasurer (Elizabeth Lobo) at 40%;
  - Secretary/Communications Chair (Julie Hoffman) at 20%
  - Grievance Officer (Tom Patchell) at 40%

Motion approved unanimously.

It was also noted that the Chief Negotiator's workload has continued to be much greater than normal due to having to resolve issues related to the pandemic.

**Motion** made by E. Lobo, seconded by D. Stakes to approve an additional stipend of \$5,500 for the fall semester for Chief Negotiator, Greg Baxley. Motion approved unanimously.

  - (c) Fourth quarter and 2021 budget
 

Because we have spent significantly less on legal fees over the last year, Elizabeth would like to create a Legal Defense Savings Fund. She will bring a proposal back to the E.B. to endorse before bringing it to the COR for approval.
  - (d) Distribution of masks
 

Julie will get the masks mailed out to the membership, together with an informational letter from the EB. Elizabeth will get printed envelopes prepared.
  
6. (i) Negotiations update (Greg)
  - (a) Contract closed and being circulated for signatures
  - (b) Discussion about workload and obligations to add late students up to Cap
 

It was clarified by the E.B. that faculty are not contractually obligated to add students to

their course after the semester begins, even if the course is below CAP. Adding students is entirely at the instructor's discretion.

(c) Faculty not honoring posted online lecture times

New clarification about the designation of DLEC should help for the spring semester.

(d) Which version of Peer and Student evaluation forms for synchronous lectures

**Motion** made by D. Stakes, seconded by H. Tucker to note to the district that synchronous courses will use face to face evaluation forms and if an instructor teaches a course that contains both synchronous and asynchronous components, they can choose which evaluation form to use. Motion approved unanimously.

(ii) Future Negotiations:

(a) NCC Cluster Coordinator Concerns

(b) Revise current criteria for DE certification Article 5.10 –compensation

Talk to DSPS about DE requirements

(c) Training requirements for faculty teaching synchronously.

(iii) Evaluations:

~~Timeline and due date for self evaluation~~

~~Instructional Faculty Dean Evaluation Form~~

~~Instructional Faculty Peer Evaluation form~~

~~Edits to Article 5.7 Workload committee—Jason to take lead—may be deferred~~

~~Substitute pay scale (and timing, see below) presented to district on 2/28~~

~~Compensation for mandatory training—presented to district 2/28~~

~~Student Evaluation form for Mental Health Counselor to District~~

Student evaluation alignment

The student evaluation forms were approved (with suggested feedback) by the COR last semester. Julie is reviewing the feedback and working to create the corresponding DE student evaluation form for review by the E.B, with input from the DE committee chair. Once that process is complete, the peer, dean, and self-evaluation forms will be adjusted to align with the new student evaluation forms.

(iv) Items to be considered by EB for inclusion in the future—deferred to later meeting

7. PT faculty report (Nancy) **deferred due to lack of time**
8. Grievance and Investigations— **deferred due to lack of time.**
9. Role of Communications Chair – **deferred due to lack of time.**

Next EB meeting September 3, 2020

COR meeting on August 27, 2020