



Executive Board Meeting Minutes
February 18, 2021

Table with 2 columns and 4 rows listing board members: Greg Baxley, Heather Tucker, Tonya Leonard, Amy Kayser, Elizabeth Lobo, Tom Patchell, Nancy Steinmaus, and Roland Finger.

1. Approval of Agenda and Minutes

Motion to approve the agenda made by Roland, 2nd by Elizabeth, approved unanimously.

Motion to approve the 2-4-21 EB meeting minutes with edits made by Elizabeth, 2nd by Heather, approved unanimously.

2. Senate Report- Roland

- The college reorganization assessment committee is just starting work, so there won't be recommendations for some time. There are current processes that are affected by the reorganization that are unclear.
- Committee assignment sign-ups for next year were sent out to faculty, but they are based on the former clusters. There was a suggestion to treat the committee assignments the same as in the former organizational structure ensuring that there is representation across disciplines and divisions. This will be proposed in Senate and then brought to CoR.
- Budget/prioritization process will be affected, which is a CCFT/Senate issue.
- AP3725 will be brought to CoR for discussion. Cynthia invited to next CoR meeting, and Greg and Roland to meet with her prior. The AP will also be discussed at the Online Education Committee this week.
- There is consideration about reconfiguring the 1.8 Academic Senate release time - possibly increase this to support Faculty Professional Development and CMC Coordinators.
- Consultation with Academic Senate is not on the New Program form. This form should be revised so that the New Program proposals come to Senate.

3. Treasurer report (Elizabeth)

Stipends and gig worker rules
Accounts summary

- Elizabeth contacted CFT treasurer and controller about the fact that the IRS is requiring a new way of reporting/ a new 1099 form. The guidance from CFT includes:
- Volunteers are provided stipends in gratitude for their commitment and in support of any incidental expenses due to their volunteerism.
- Stipends include PT reps on CoR, extra CCFT work such as negotiations, election committee members.
- There is a document summarizing these guidelines. CCFT lawyer to review this.
- We should minimize positions that receive more than \$600/year.

- Possible to pay \$299/semester that does not have to be reported, or \$500/semester, which is subject to tax and requires a 1099 form. Nancy to discuss with PT reps for feedback.
- We will continue to pay the lawyer, accountant, and Marilyn Cleaves for their work as independent contractors.

**Motion** to approve paying Susan Kline for internal financial review made by Greg, 2nd by Heather, approved unanimously.

4. Negotiations update (Heather)  
 Fringe and retiree health proposals  
 One-time stipend proposal

- Negotiations with District on 2/19 to discuss fringe and one-time stipend.
- CCFT agreed to separate the retiree health proposal out and discuss at later time.
- The stipend proposal is for same rate as last semester but for more hours, prorated for PT faculty. Estimate that it would cost \$800,000. There are new CARES funds and leftover from last year. District to decide how to structure/disperse funds.

Evaluations: Proposal sent to district

- Evaluation forms to be returned to District with edits.
- Rewording included changing “ Ensures that I am aware of my progress in the course in a timely manner.” to “Provides updates of my progress in the course in a timely manner.” on student evaluation.

**Motion** to approve evaluation changes and forward to District made by Roland, 2<sup>nd</sup> by Greg, approved unanimously.

Service faculty, base workload hours and definition of “other and growth” hours

- With input from service faculty- CCFT sent counter proposal to District and it is on 2/19 negotiations agenda.
- Changed “additional contact hours” to “student contact and/or other professional contact”. The language will be same for DSPS and Library.
- There was discussion about supporting Instructional Design with additional staffing.

5. NCC Cluster Coordinator Concerns

- Two NCC Coordinators’ terms are up so the hiring process is supposed to begin. It is unclear what will happen and if the intent is to replace these positions.
- NCC Coordinators have suggested modifications to the job descriptions (e.g., not more than one coordinator from each division and remove the term *cluster*.)
- Greg will get documents and ask to meet with District to get started on an MOU.

6. Ratification of changes to Constitution and Bylaws (Greg)

Debra worked on this throughout 2020 and wanted to get this voted on, but there were several inconsistencies between constitution and bylaws. Greg removed gender specific pronouns from documents.

Elections:

- Inconsistencies - who votes and what type of majority is needed
- There is currently a lot of work for the Elections Committee- elections are being conducted almost every year and the CCFT Master Calendar is complicated.

- Notification of elections information- federal law/regulations (conflicting dates and time periods)- TBD at later date
- Elizabeth proposes simple majority for smaller issues, and 2/3 people present voting for bylaws and constitution- all members agree.
- Greg added language to clarify that a review of election can be requested and that means that CoR would review the results (i.e., printout of electronic records).

#### Committees:

- The list of committees needs to be clarified. According to bylaws, committees are supposed to present budget and plan of action.
- Question was raised whether to have PT Liaison as well as PT Committee Chair.
- Greg suggested separating standing committees from Ad hoc Committees.
  - Communications, Grievance to be on Ad Hoc list.
- Financial Review Committee consists of 3-5 members who complete the review in spring every odd year.
- Question about Peace and Justice Committee since it hasn't been meeting.

7. PT faculty report (Nancy)  
To be discussed at next meeting

8. Grievance and Investigations– Tom  
There was a complaint against a faculty member, and there will be a meeting with HR to discuss this. We should communicate with all faculty that we should be careful not to physically touch students or refer to women as “girls”.

Next EB meeting: 3-4  
Next COR meeting 2-25

Parking lot:

ADA accessibility and mandated DE training, DE certification Article 5.10 –compensation, Compensation for mandatory training Substitute pay scale (and timing), Edits to Article 5.7 Workload committee Can Legacy faculty be required to take DE training and compensation? Can DE certification be used for column advancement?