



**Executive Board**

**Adopted Minutes**

**September 19, 2019, 3:00—5:00 pm**  
Room 3134 and N3213

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

1.    Approval of Agenda and September 5 Minutes

Addition to Agenda: add under new negotiations the need to put the division chair selection process in the contract.

**Motion** to approve the agenda made with addition made by G. Baxley, seconded by E. Lobo. Motion approved unanimously.

**Motion** to approve the minutes with typo corrected made by E. Lobo, seconded by D. Stakes. Motion approved unanimously.

2.    Senate Report—(Roland)

We now are part of a BP/AP update task force. Deb Wulff had a spreadsheet for cyclic review.

The task force to revise the grade change AP was approved by the Senate. The task force is looking a documents form College of the Redwoods and Palomar College. There is a meeting scheduled with Donna Howard to go over revisions. The revisions will be vetted outside the Senate even before there is a first read (perhaps with the chairs).

The “inclusive access” resolution got a lot of feedback. The resolution was concerned with biasing students to enroll in courses just because they are cheaper. Current Ed. Codes requires us to inform students which classes are entirely free. The resolution will be coming back to the next senate meeting.

3.    Treasurer report            (Elizabeth)

Not much to report. The account summary was shared via email. Currently getting materials for the internal audit together.

4.    Status of current contract (Greg)  
Late pay of extra stipend for Basketball coaches

HR sent us the signed versions and they have been posted on the CCFT website. Two basketball coaches filed a grievance because they didn’t get full stipend based on the new contract. District agreed to re-assess all stipends. They got a retro. payment which will go in their next paycheck.

5. New negotiations

Increase parking fees for faculty (put into contract)  
MOU for overload process (put into contract)  
Loading issues with >45 students

Article 3-Task force (Debra and Roland)  
AP4231 Grade Change Process  
AP5520 Student Discipline Process  
BP 5530 Student Grievance Process (Stacy/Matthew worked on the AP)  
BP 5045 Student Records

Student evaluation alignment Task Force

Michele Gordon volunteered for the task force as the Senate Representative to align the peer evaluation and student evaluation forms.

Counseling concerns with OEI required virtual meetings

Loading from non-credit ESL (put into contract explicitly)

Revisit Performing Arts stipends?

Ag Coordinator and Lead MOU's

An MOU for a faculty member to add as Ag. Program coordinator was changed after the faculty member signed the initial MOU. Debra is going to talk to the president about it.

Want to make sure that teacher grievances about online students get handled and the process is reviewed by the Article 3 taskforce. Student incidence response team (SIRT) meet on an as needed basis but this is not on our formal committee list. Donna Howard will come to tell us about SIRT at the Council of reps meeting. More faculty are filing incidence reports and working with Donna to resolve issues before they escalate.

We want to add increase in pt. faculty office hours for those loaded over 60% by an extra ½ hour. Its not really clear how much people are getting paid. We need to have our step and column on our paystub. Janeal can go through the pay stub with individual faculty but it is very opaque.

The assembly bill that would allow part-timers to work up to an 80% is in a "suspense file: - it did not make it to the governors desk this year- but CFT is supporting it to come back next year. Dr. Sterns asked Debra is this is something she should support. The E.B. indicated that we should stay in alignment with CFT in our position.

6. Grievances and Investigations– Tom

An issue has come up about potential extra work required to make accommodations for DSPS students. We may need to bring this up as a negotiations issue. The Fundamental Alteration Form was discussed. It documents cases when faculty do not think they can make a requested accommodation because doing so would alter the fundamental nature of the course. We may have to have more faculty fill out this form to show an "undue burden".

7. PT faculty report (Nancy)

At some point we want to do a membership campaign and try to get reps to contact people in their area. Most of the faculty who are not members are part-time faculty. Payroll doesn't know who are in are bargaining unit. Elizabeth said HR sent her an updated file of all current employees.

8. BOT Report

Follow-up:

1. Next EB meeting is October 3 (cancelled)
2. COR meeting is September 26, 3134/N3213  
Invite Donna Howard to next Council meeting