



**Executive Board**

**Adopted Minutes**

**May 4, 2016, 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– A

1. Approve Agenda.  
**Motion made by D. Stakes, seconded by S. Hendricks. Motion approved unanimously.**

Review and Approval of March 17 EB Meeting Minutes.  
**Motion made by D. Stakes, seconded by M. Tomes. Motion approved unanimously.**

2. Senate Update Lara Baxley.  
**See the Attached report. It was also noted that the revised DE Addendum form should be reviewed to determine what criteria is included regarding the selection of an LMS.**

3. Update on Canvas and OEI requirements

**It is noted that we need to revise in Article 3 (Academic Freedom) to protect a faculty member's right choose a Learning Management System (LMS) to support their course and not be limited to the LMS supported by the District, provided that the LMS meets the standards outlined on the DE Addendum curriculum form.**

**It is noted that Canvas will replace at the least the MyCourses feature of MyCuesta.**

Update on BP/AP 3270  
**We will ensure that there is language in this policy so that nothing supersedes the CBA.**

4. Revision of Article 3 (academic freedom)  
HR suggestion that there needs to be a Board policy.  
**Lara and Debra are looking into it.**
5. Grievance Update (Tom)

**The District did not follow the proper policy on a current grievance. We are now forcing them to follow the grievance process. It is noted that if there is any ADA compliance complaint, a faculty member should inform CCFT's grievance officer so we can assess the situation.**

Another grievance case involves the District trying to garnish a faculty member's pay to get money back for payment made for a class that was cancelled. This is illegal. It is noted that a faculty member should let the Grievance officer know if the District tries to recoup money paid for a cancelled course.

This raises the issue of paying part-time faculty members prep time for work done on a course that is subsequently cancelled.

Based on an MOU, counseling must have the counselors' work schedule for Summer and Fall available prior to the end of the Spring semester. To date, this has not yet been done and Tom will look into it.

6. PT Chair report (Steve)

S. Hendricks shared a list at the COR meeting regarding issues that the Part- Time faculty would like address during the next academic year.

- Define and make progress toward pro-rata pay
- Increase office hours , both in number and rate of pay
- Increase payment for SLOs for PT faculty
- Bumping rights for senior PT faculty (over 5 years of service)
- Accelerate step advancement for PT faculty
- Two hours of pay for preparation before the semester begins if course canceled or PT faculty is bumped
- Increased pay for subbing (currently the lab rate).

7. Treasurer Report

Bank balances: CCFT: \$83,776.15; COPE (non-BOT): \$664.50; COPE(BOT):3309.50;

AFT COPE: \$100.00

Stipends:

**Motion: Stipends for work to the union are agreed to as follows:**

- \$500 a semester for non-officer negotiators, beginning retroactively for Jan 2016 semester.
- Summer Stipends: \$3,000 for Treasurer; \$2500 for President; \$2,000 for the Grievance Officer; TBA based work hours logged for the VP Secretary.
- Winter Break Stipends: \$1,000 for Treasurer; \$800 for President; \$650 for Grievance Officer; TBA based work hours logged for the VP Secretary.

**Motion made by J. Hoffman, Seconded by T. Patchell. Motion approved unanimously.**

Release time for Fall 2016.

Release time will remain the same except the President will be at 80% for negotiations in the fall (60% + 20%).

8. COPE

a. Endorsement of Dawn Ortiz Legg .

**Motion:** Debra, Tom: moves That CCFT endorse Dawn Ortiz Legg for Assembly district 8035. Motion opposed by M. Tomes. Motion carried.

Comment: M. Tomes thought Ms. Ortiz-Legg was too business oriented; she had her heart in the right place but he not sure she would follow through with social justice issues.

**Motion:** The CCFT contributes \$500 in COPE funds to the Dawn Ortiz Legg campaign. The motion passed unanimously.

b. Board of Trustee elections

There are at least two and maybe three open seats up for election in the fall (Districts 1, 2, and 5). CCFT will need to consider endorsements as soon as we know who is running.

9. Plan for all-member meeting

- a. Distribution of PT/FT votes
- b. Survey to establish negotiation priorities
- c. New PT chair

The COR will meet at the beginning of the meeting. Debra will send out a potential agenda.

Follow-up:

1. All-member meeting on Thursday May 12, 3-5 pm room 5402/N5006

## Academic Senate Report to the CCFT 5/5/16

### Announcements

- Roland Finger is ending his two-year term as Student Learning Outcomes and Assessment Co-Coordinator. Susan Iredale-Kline is in her first year and will continue next year. The new SLOA co-coordinator to join Susan in the fall is Neil Higgin s from the business division.
- The Faculty Lecture by Megan Debin on Iconography at Teotihuacan last Thursday and the ASCCC President David Morse's presentation on April 15 were a success. Both talks were video recorded for those who missed them.

### ASC Meetings March 25, April 15 and April 29.

#### A. Items in progress: We provided feedback on the following

1. AP 5520 student Disciplinary Procedures
2. BP 2410 Administrative Procedure, Purposes and Objectives
3. Report from Deb Wulff regarding Dual Enrollment, particularly how instruction is evaluated in dual enrollment courses.
4. Program Viability Process and a Program Discontinuance Process, and changes to IPPR documents
5. Provided direction to the Curriculum Committee for the timing of updating all DE courses with the new DE addendum by the end of Spring 2017.

#### B. We have approved the following:

1. AP and BP 3900 Speech: Time, Place, and Manner
2. AP and BP 4010 – Academic Calendar. This will have to be revised if the college changes to a compressed calendar.
3. AP 4101 – Independent Study
4. Academic Senate Cluster Priorities for Planning and Budget prioritization
5. Resolution in support of open education resources for students.
6. Syllabus Standards that to mirror the DE Syllabus Standards that were approved by the Senate in Fall 2015
7. Submission of an HSI grant for STEM and articulation
8. Proposal requesting that the Planning and Budget Committee develop a process for budgetary review of proposed new and reclassified staff and management positions, so that participatory governance and budgetary scrutiny would be involved before such positions were presented to the Board of Trustees. As requested by the Academic Senate, I forwarded this proposal to the Planning and Budget Committee and it was discussed at yesterday's meeting. We were informed that it is not the purview of the P & B committee to oversee such approvals, but that much could be done to improve communication in this regard so that everyone has the chance to understand the reasoning behind any new and reclassification of positions and so that people would understand how each position is being funded.
9. Faculty Emeritus Status for nine faculty retirees. They are,
  - Eleanor Smith – PT Faculty

- Susan Wulfeck – PT Faculty
- MaryAnn Ambrose – FT Faculty
- Betsy Dunn – FT Faculty
- Irene Nunez – FT Faculty
- Tricia Bramsen – FT Faculty
- Barbara Cakshiri – PT Faculty
- Robin Powers – FT Faculty
- Julie Smith – PT Faculty