



Executive Board Meeting Minutes
 February 4, 2021

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| Greg Baxley, President- P | Elizabeth Lobo Treasurer -P |
| Heather Tucker, Vice President- P | Tom Patchell, COR Co-Chair/Grievance Officer-P |
| Tonya Leonard, Negotiator - P | Nancy Steinmaus, P.T. Faculty Committee Chair-P |
| Amy Kayser, Secretary/Communications Chair-P | Roland Finger, AS President and COR co-chair-P |

1. Approval of Agenda and Minutes

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

Motion to approve minutes from EB meetings 11-05-20 and 1-21-21 and All Member Meeting 12-3-20 with edits made by Greg, 2nd by Heather, approved unanimously

2. Senate Report- Roland

- A taskforce is working on how to improve implementation of AP on prerequisites and corequisites. Currently there are three different forms and one is discipline specific. It would be better to have one universal form to streamline the process.
- Equity and Professional Development committee is planning on Justice Equity Diversity Inclusivity (JEDI) intensive academy for faculty based on Long Beach City College training.
 - The institute will run in spring and consist of 3-4 hours/day online similar to faculty retreat. Registration info to come. PT faculty participation encouraged.
 - District to hire three faculty to be the JEDI Academy leaders who will get a stipend and attend the Long Beach training and adapt it for Cuesta.
 - Scope of work and stipend TBD- historically this work has been paid at D10 2/3 lab rate, and based on hours. This is similar to how BSSOT positions were funded.
 - Those who attend the academy might also receive a stipend.
- Joint CCFT/Senate task force has been established to review the recent cluster/division reorganization.
- There was a resolution for faculty to undergo diversity training. This will affect workload but was put forth by faculty.
- A taskforce will be formed to assess the faculty prioritization process.

3. Follow-up discussions: more reassign time for Senate

4. AP 3725 and related document (Greg)

- a. Process for required trainings in AP?
- b. Should APs have a commitment to legal requirements, or best practices?

This went to senate for second read last week and there were several concerns. The approval of this AP has consequences that need to be carefully considered.

- This requires annual training for faculty, which is a workload issue. Committees can't require training with no compensation.
- There is a list of software packages to use but it is not clear which are to be used to check current materials and which might be needed to retroactively change course materials.
- This AP came from CCLC group- and we often change the league templates to fit what is more student/faculty focused.

- There is also a workload issue with producing materials that are fully accessible. We used to have a strong DSPTS program, but that has been cut so severely. The work of making materials fully accessible should be done by trained DSPTS professionals.
- Overall this AP states that we are to be committed to best practices for accessibility, which is problematic because best practices change and evolve. We should be held to legal requirements of DE accessibility instead. We can strive for best practices.

Action-take this issue to CoR meeting to discuss and request that Cynthia incorporate our feedback in revising the AP.

5. Discussion from District Corona virus Task force (Heather)

CARES Act balance \$780,000 New Federal money (\$8 million)

According to state budget report the CARES funds will be more specified but substantial amount still remaining. Discussion on how we should structure stipend for faculty:

- Last spring stipend was \$1800 per 100% load, prorated by percent load, PT received at least \$300. This cost a little under \$500,000
- Suggestion to have same amount per each semester this year, PT faculty prorated based on load for each semester.
- The online work during COVID has required us to be a lot more responsive to individual student needs with more frequent communication.

On campus testing site

- County has faculty receiving vaccine, but state might mandate that it's done by age and not profession.
- There aren't enough student workers to monitor site, which has stalled the startup. Students paid \$15/hour. There's a flyer that was sent out to recruit student workers.

6. Treasurer report (Elizabeth)

Stipends and gig worker rules (no budget report)

- Current Balances: Treasury: 202,425, COPE: 2,142, BOT: 280
- 1099 Form issues
 - If someone is paid more than \$600, we need to file a 1099 form with the IRS.
 - This year, the form was changed and under Assembly Bill 5 there are new regulations, which affects stipends we pay to PT council members and election committees.
 - We will look for guidance from CFT in how to move forward in paying members so that we are in compliance.

Motion to pay accountant to file forms this year made by Greg, 2nd by Tom, approved unanimously.

7. Negotiations update (Heather)

Fringe and retiree health proposals, 2 year compensation package?

CCFT Proposal for Fringe Increase

- The proposal that went to district included three components: 1. Increase fringe contributions from District, 2. Increase PT fringe contribution, 3. Retiree benefit (limited in scope)
- District wanted to separate out #3 from the first two, and CCFT agreed.
- District also asked if CCFT would consider a compensation package that included fringe and possible COLA.

NCC Cluster Coordinator Concerns

- NCC coordinators were left off the organizational chart in the cluster reorganization.

- Coordinators liaise between faculty and staff and advocate for needs of everyone at NCC.
- Coordinators will be meeting with deans about scheduling for fall and clarifying their duties.

One-time stipend proposal- proposal to be written with ideas from today's meeting.

Evaluations: Proposal sent to district

- The evaluations include correspondence and are ready to be approved.
- It's unclear which form to use if faculty teach DE and SLEC. The wording on evaluation form needs to be clarified.
- District suggested some changes, CCFT to bring back Instructional Peer evaluation with edits.

Service faculty, base workload hours and definition of "other and growth" hours

- The discussion with Student Service faculty is more positive. They are looking at CBAs from other colleges for guidance.
- There's a more collaborative approach, and next meeting with District is 2/19. They will work together to clarify language regarding duties performed in additional hours.

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

- Greg revised and removed gender specific terms.
- Some issues still need to be resolved (e.g., majority for elections, who gets to change the bylaws.)
- Committee roles should be specified more clearly so that CCFT reps serving on various committees are clear on what their role is.

Action: This item to be discussed at next EB meeting and then at CoR.

9. Communications Report (Amy)

Send pictures for website if you want.

10. PT faculty report (Nancy)

- Service faculty have concerns about how hour change will affect their hours/pay.
- PT member with split assignment was denied mileage pay. It needs to be clarified about why that happened.

11. Grievance and Investigations– Tom

- A student complained about language included on a faculty member's syllabus. Tom to meet with HR and faculty member to start investigation.
- PT faculty member grieving evaluation because the division didn't follow the process. Reassignment rights are after 2 successful evaluations and the 4th semester, so it's up to the division to offer future assignments.
- Faculty who got DE certified on their own were never compensated. They want to know whether it's possible to get legacy trainings compensated.

Meeting Adjourned at 5:13pm, Next EB meeting: 2-18, 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?