



Council of Representatives Meeting

Adopted Minutes

October 28, 2021, 3-5 p.m.

Applied Behavioral Sciences (2) Elisabeth Deswart-P	Kinesiology, Health Sciences & Athletics (2) Nancy Steinmaus-P	Physical Sciences (2) Greg Baxley -P Jennifer Shellhorn-P
Biological Sciences (2) Laurie McConnico-P Lisa Schicker-P	Languages & Communications (2) Tony Rector-Cavagnaro-P Anne Schreiber-P	Social Sciences (3) Victor Krulikowski-P Mark Weber-P
Business Education (3) Randy Scovil-P Gary Rubin-P	Library/Learning Resources (1) Carina Love-P	Student Development & Success (1) Amy Kayser-P
Engineering & Technology (4) David Fernandez - P	Mathematics (3) Shelby Burnett- P Robert Schwennicke- P	Student Services and Support (2) Anthony Gutierrez-A Susan Gossard-P
English (3) Tom Patchell -P Roland Finger -P Matthew Davis-P	Nursing/Allied Health (3) Heather Tucker-P Monica Millard-P	Workforce Development (1) VACANT
Fine Arts (3) Brittany Mojo-P Marcia Harvey-P	Performing Arts (2) Idona Cabrinha-P	Non-Voting Members Elizabeth Lobo, Treasurer-P Wes Sims-P

1. Approval of agenda

Motion to approve agenda made by Matthew, 2nd by Shelby, no objections.

2. Approval of minutes

Motion to approve 9/23/21 minutes with minor edits by Nancy made by Greg, 2nd by David, no objections.

3. COVID issues, concerns, and updates—including HR memo (Baxley and Tucker)

- Cleared4 checking has been left up to individual departments and faculty.
- Suggestion to send message to students that there is a vaccine requirement before the start of the spring semester so messaging is clear- either via email or text.
- Cleared4 keeps data on individuals for a year in the system.
- HR memo sent to all campus employees “recalling” them to campus in spring ’22.
 - Intent to change mindset that everything might not be online e.g., Brown Act meetings. To date, there is no guidance regarding expectations for on-campus activities or meetings.
 - This does not change spring ’22 schedule.
 - CCFT still working on service faculty issue, advocating that they can do assignments remotely.
- Some instructors concerned that they may be held legally responsible if students get sick and they haven’t checked Cleared4.
 - We have an obligation to do what’s reasonable. Checking is a suggestion not a requirement.
 - It would be hard to trace an exposure to a class or single faculty member.

4. Discussion: New faculty hiring, state money, and position control (status of replacing retirees) (Baxley)

- The state offered money to community college districts to hire new FT faculty with the goals of 1.) increasing diversity and 2.) improving the ratio of FT/PT. Districts had to apply for funding, which Cuesta did and was awarded approximately \$700,000.
- State claims this amount would allow 8 new FT faculty, but considering benefits Dan Troy said it would support 7 new positions.
- Taskforce on Planning and Budget (P&B) recommends how many faculty positions should be hired every year. It is made up with FT faculty, administrators, and classified staff.
 - Concern that classified and administrators are part the taskforce. Faculty are not part of their hiring recommendations.
 - Despite the state funding, this year the task force is recommending hiring only 4 FT faculty, 2 of which are already in process from previous year (Nursing and Auto Mechanics).
 - This recommendation is to maintain “position control”.
 - Considers 20% decrease in enrollments over the last 3 years.
 - Greg sent email 10/29 clarifying that this recommendation from the task force to remain at position control hadn’t been approved by P& B Committee yet.
 - Greg has advised Dr. Stearns to go above P& B recommendation to hire more faculty, and she has the final authority.
- The CoR discussed the following:
 - There are critical needs in many areas in the college.
 - At the Statewide Equity in Hiring Conference, other colleges planned to use the money from the state to hire new faculty.
 - Discuss this issue with faculty and colleagues, and positive advocacy for using this money to hire FT faculty as is intended is encouraged.
 - Our state senator John Laird understands the community college system.

5. AB 375 and part-time faculty load increase (Schicker, Steinmaus, and Baxley)

- The governor vetoed AB 735, which would have increased possible PT load to 85% FT load. The bill passed legislature almost unanimously, so it was a surprise.
- Governor’s reason was that it would open districts up to health care and ACA requirements, and he wanted to ensure that health care is funded first.
 - CFT did not agree with this argument because bill was written so that it didn’t include healthcare.
 - This bill has gone through 2-3 times, which is not unusual before finally being passed.
- CFT, parent organization to CCFT, hired PT Campaign Coordinator, Chase Golding to advocate and organize PT faculty issues. Chase will be setting up meetings with locals and will be invited to talk to Cuesta PT faculty in future.

6. Part-time faculty parity throughout the salary schedule and the need for more steps (Schicker and Steinmaus)

- Salary schedule has more steps for FT than PT faculty. Nancy to survey PT faculty to see if they support pursuing the issue of FT/PT parity, and the ability of steps and columns to be equal. Links:
 - [Faculty Salary Comparison Studies - CFT](#)
 - [cft_part-time-faculty-salary-comparisons-2020-21.pdf](#)
- Encourage PT faculty to join union and vote on these issues. 92-95% FT faculty are members whereas 60-62% PT faculty are union members.

- Greg shared documents showing how the PT faculty salary schedule at Cuesta compares to 10 districts.
 - PT salary is higher than average where FT salary ranks toward the middle to lower end.
 - Greg provided context that we almost have the maximum number of steps in PT faculty salary schedules compared to other community colleges in the state.
 - PT get paid for office hours, which is not the case in all districts.

- 7. Clarification of office hour policy (Schicker and Baxley)
 - January agreement hasn't changed and will be incorporated in CBA.
 - Faculty teaching in an online modality, may, at their discretion, conduct online office hours as follows: Faculty may hold up to one (1) online office hour per three (3) units taught online.
 - Faculty teaching six (6) or fewer units online may hold up to two (2) online office hours per week. The remainder of any required office hours shall be held on campus.
 - PT faculty with any online assignment can hold their office hours online.
 - At least fifty percent (50%) of any online office hours will be synchronous (real-time) communication between the instructor and students, with the rest being asynchronous communication with students.

- 8. Action item: CCFT endowed scholarship proposal (Lobo and Baxley)

Proposal: Award goes to a student from a historically underrepresented group who is in the teacher prep pathway. The screening process weighs the following student-submitted information:

 - Specifies interest in K-12 teaching
 - Identifies as a specific ethnic group (e.g., Black, Latinx, Native American)
 - Participates in Cuesta Pride, Latina Leadership Network, other clubs
 - Demonstrates financial need or economic hardship
 - Greg met with Jessica Strano to discuss scholarship ideas, and based on scholarship application, this proposal was drafted.
 - There was language discussion about historically unrepresented vs. excluded groups.
 - Business faculty were divided and some wanted to award to CCFT family member or open up to areas other than teaching.
 - College wide scholarship committee will review applicants. They try to make sure every eligible student receives a scholarship. If we had a CCFT family member as a recipient, then CCFT would need to review and select the applicants.

Motion made by Marcia to approve scholarship proposal as written, 2nd by Tom, no objections.

- 9. Please review equity-based interview questions and pick several to share with/discuss with your division. (Baxley)

<https://app.box.com/s/pq4jnvamog7xvcasi5np18iixua29kvl/file/872401593676>
- These questions came from Equity in Hiring Webinar. You can consider adding some questions while hiring in your division. Other ideas:
 - Interviewees review a syllabus or webpage to see if they could improve it and make it more equity-minded.
 - PT faculty can be part of hiring committees for divisions.

10. The Equity and Student Success Committee has created a Call to Action Feedback JotForm that can be filled out and submitted electronically to the Equity and Student Success Committee Co-Chairs. The JotForm is linked below. The Jot form can be used by divisions, workgroups and individuals. Thanks for your commitment to Cuesta's Call to Action for Racial Equity and Social justice and our Racial Equity Priorities. (Love) <https://form.jotform.com/212726467757063>

- Every committee, division, and workgroup on campus may submit this jot form and talk about the work they are doing in responding to the Call to Action.
- Greg has done a draft for CCFT.
- If people have other suggestions (edits, additions, subtractions, etc.) let Greg know.
 - To be added: advocated for hiring additional faculty with the new ongoing state FT hiring funds in attempt to increase diversity of the faculty.

11. Lab/Lecture parity: Q and A regarding lecture and lab loading. (Baxley)

- To be discussed at future meeting. Share information below with divisions.
- Greg helped to push conversation statewide and is getting advice from other colleges.

Are all classes equal in terms of loading?

Historically at CA community colleges, class time coded as Lab or Activity has been devalued in terms of loading. Faculty teaching a lab/activity course need to work more hours to earn a 100% load compared to teaching a lecture course. At Cuesta College, faculty teach 15 lecture hours per week for a full load, but faculty teaching labs must teach 20 weekly for the equivalent percent load.

For faculty teaching **lecture-only** courses, calculating % load is based on a 15-hour teaching week.

- Each lecture hour counts as 1/15th of a FT load, so 15 hours of lecture per week equals a FT load.
- Each lecture hour also counts as one unit, so a FT load of 15 hours per week is sometimes thought of as a 15-unit load.
- If you're teaching a class with 3 hours of lecture (or 3 units), that is a 20% load (3/15).
- PT faculty would reach their maximum load set by the state (67%) with 10.0 hours of lecture.

For faculty teaching **lab/activity** courses, calculating load % load is based on a 20-hour teaching week.

- Each lab hour counts as 1/20th of a FT load, so 20 hours of lab per week equals a FT load.
- Lab hours don't equate to units very well and can vary depending on time spent in lab. A one unit lab is often 3 weekly hours.
- If you're teaching class with 3 hours of lab (usually 1 unit), that is a 15% load (3/20).
- PT faculty would reach their maximum load set by the state (67%) with 13.3 hours of lab.
- Lab faculty must teach 33.3% more hours per week for the equivalent load compared to teaching lecture.

Loading for faculty

Course type	Base hours per week 100% load	units for FT load	% of load for 3 hour of class-time
Lecture	15	15	3/15 or 20%
Lab or Activity	20	varies	3/20 or 15%

Do lab/activity courses get less in apportionment?

No, the state calculates apportionment based on WSCH, or Weekly Student Contact Hours. WSCH is calculated based on time in class and doesn't differentiate between lab or lecture. The state pays the same regardless of a lecture hour or a lab hour.

What do other colleges do? (*Cuesta is 20 weekly lab hours*)

- At least 16 of 72 districts have equal lab loading (15 weekly hours), meaning that a lab counts just like a lecture. This is the ideal situation.
- At least 29 districts have lab loading that is better than at Cuesta, somewhere between 15–20 weekly hours. Many of these districts have a sliding scale for lab loads depending on the amount of grading and prep.
- About 15 districts are similar to Cuesta at 20 weekly hours for lab loading.
- About 6 districts are lower than Cuesta (21-25 weekly hours).
- We're missing about 10 districts if you're keeping score at home.
- Allan Hancock is 16-17 weekly hours, and SBCC is at 18.75 weekly hours.

Does this only affect science faculty?

No, there are labs in Business, Architecture, Engineering, Auto, ECE, Education, Fine Art, Music, Drama, KINA and KINE, Culinary, Welding, Anthropology, Nursing, Paramedicine, and more!

Isn't it easier to teach labs?

Ask a lab teacher. Many lab teachers are guaranteed a stack of lab reports to grade every week. Many labs require observing students for safety, extra training, risk of injury, prep time, and direct student interaction for 2-4 hours at a time.

Are PT faculty affected more than FT faculty?

In certain divisions or disciplines, it's common for the FT faculty to teach more lecture hours while PT faculty are assigned the labs, so PT faculty are likely more affected by having to work more hours.

Can labs just be recoded as lecture?

Not in many cases. Science labs need to be considered labs for articulation, for example.

Does it matter if FT overload is designated as lab or lecture?

While the rate of pay is different for lab time, the hours per week for the same percent load are greater for classes coded as lab. Any FT overload pay will be calculated as the same dollar amount whether coded as lecture or lab (provided there are no Banner/payroll errors).

12. Division concerns? - **Email Tom and Roland for Division Concerns.**
13. Part-Time Faculty Update (Steinmaus)- **Updates are incorporated into above agenda items.**
14. Treasurer Update (Lobo)
 - **Treasury Balance: \$175,420.84, COPE: \$2,962.50 of which \$504 is BOT. Savings: \$100,000.58.**
15. Grievance Update (Patchell) - **No updates**

Next CoR meeting: November (11/18/21), All-member meeting in December TBD