



Council of Representatives
Adopted Meeting Minutes
January 27, 2022, 3-5 p.m.

Table with 3 columns and 7 rows listing various departments and their representatives, such as Applied Behavioral Sciences, Biological Sciences, Business Education, Engineering & Technology, English, Fine Arts, Kinesiology, Health Sciences & Athletics, Languages & Communications, Library/Learning Resources, Mathematics, Nursing/Allied Health, Performing Arts, Physical Sciences, Social Sciences, Student Development & Success, Student Success and Support Programs, and Workforce Development.

1. Approval of agenda

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

2. Approval of minutes

Motion to approve 11-18-21 meeting minutes with modifications made by Greg, 2nd by Gary, no objections, 1 abstention.

3. President's Report (Baxley)

- District extended option of teaching scheduled F2F classes remotely through end of 4th week.
CCFT is revising faculty service areas (FSA) determination process. FSA required by Ed code, and we haven't updated this at Cuesta since 2004.
New disciplines for equivalency process mostly Senate issue, but FSA will be negotiable item.
Policy needed for faculty who want to teach in other areas at the college or disciplines within their division that they weren't hired for.

4. Membership Drive (Tucker)

- Heather sent out email promoting membership drive 1/24. Most questions from PT faculty.
Reps should talk to faculty within divisions to promote membership. Questions can be directed to Heather to Elizabeth.
New members and recruiter get \$10 Starbucks gift card.
Recruiter is also placed in drawing for \$250 Visa card.
Membership form has been updated to gather information.
CCFT dues rate is 1.25%.
Elizabeth to send list of current CCFT members to CoR.

5. Elections Committee will solicit nominations for CCFT President and will hold an election if there is more than one nominee. (Baxley)

Section 3. Notification of Elections

a. Election of officers:

1. Nomination notice: The Elections Committee will notify all CCFT dues-paying members of the opportunity to nominate candidates of their choice for upcoming officer elections at least 10 calendar days prior to finalizing the ballot. This notification can be delivered electronically or by mail.

- CCFT President election this spring. Greg is currently completing Debra's term.
 - We need to have elections committee inform all members nomination period is open. If there's more than one person nominated, then we need election for president.
 - Tony to check with Erich Tucker if elections committee formed last year is working for a 2-year period or 1-year period.
6. Election of Council of Representatives Co-Chair: If interested in nominating a candidate, please submit nominee's name to Roland Finger and Greg Baxley by February 17. Thomas Patchell is seeking reelection for the position. The election for the Council of Representatives Co-Chair will be held on February 24, 2022.
- Tom's position as CoR co-chair is up for election and is elected by CoR. Co-chairs of CoR develop agendas, conduct meetings, and attend EB. Since this is overdue (delayed due to COVID), it will be a one-year position.
 - Roland's position as co-chair is also up this semester and will be two-year position.
 - We are scheduled to have an election every spring.
7. Action Item: Approval of revised Division Chair Evaluation form (see attachment) (Baxley)
- Classified union contacted HR and CCFT to revise the form to assure anonymity of classified staff in chair evaluations.
 - Greg revised the form incorporating feedback from chairs.
 - The rankings were changed to mirror faculty evaluation rankings (i.e., exceeds expectations, meets expectations, needs improvement, unsatisfactory).
 - "Staff" was added in questions where appropriate.
 - The form is to be discussed at this meeting and voted on next month.
 - Recommended changes: revise "external factors" question to something more positive and add a question eliciting general comments.
 - Greg to send copy of current draft for reps to bring to divisions for feedback.
 - CBA- article 7.13- dean should manage and coordinate the evaluation (not the division chair). Review process regarding how faculty person is selected on the chair evaluation committee.
 - Monica clarified that division chairs select the evaluation team per article 7.13.2.4 in the CBA. However, this process could be better clarified.
8. Action Item: Form a joint CCFT and Academic Senate task force to create a faculty peer-evaluation form for hybrid instruction. Currently, we only have peer-evaluation forms for in-person and online modalities, not hybrid. (Finger and Patchell)
- Some faculty have expressed need for separate evaluation form tailored to hybrid instruction. Currently, we have forms for in person, synchronous and asynchronous DE, and correspondence.
 - CoR seeking volunteers for a task force, in collaboration with Senate, to review the faculty evaluations and consider whether a new form for hybrid modality should be created.
 - The task force could consider separating the different forms or combining forms.
 - CBA needs to be reviewed in relation to hybrid/DE category.
 - Jude Rock volunteered for task force.
 - This semester 117 CRNs are blended or hybrid.
 - Reps should take topic to divisions to find out if members think current eval forms are sufficient or if we need a separate one for hybrid instruction and bring feedback to CoR.
 - Evaluation revision is a long process. The current forms were revised and approved last year.
9. Clarification of office hour requirements, particularly for instructors who have hybrid classes. (Baxley)
- Office hour requirement outlined in CBA 5.1.2.1

- Faculty may hold up to 1 online office hours per 3 units taught online.
- Hybrid- split it (e.g., 3-unit class, ½ hour on campus, ½ hour online).
- If you have F2F class meetings – district expects some F2F office hours.
- There is potential to improve this agreement, CCFT to consider modifications.

10. Discussion of Separation Incentive Plan (SIP) (Rubin and Baxley)

- In October 2021, 19 faculty members expressed interest in SIP. Some considerations included potential of multi-year window to participate, buyout based on percentage of annual salary, health insurance until age 65, option to resign rather than retire, STRS credit, and payment of banked/leave hours.
- CCFT discussed with district, but there is no update and does not seem to be a current priority.
- SIPs are usually initiated by districts, and they seem to prefer shorter window of participation.
 - Most recent SIP was to all employee groups, \$10,000 for FT, \$5,000 for PT.
 - SIP in 2018, 75% of salary paid out over 5-year period.
- Gary to email CoR, requesting that reps consult with faculty in division if they are interested in retiring.
 - Possible that if more faculty are interested, district may reconsider.
 - This could be cost-saving effort with declining enrollments when fiscal safety net is no longer there.

11. Division concerns?

- Bookstore voucher doesn't work for inclusive access. Bookstore was short-staffed so not open at NCC for the first week. The process wasn't set up to work properly and caused problems. Ask senator to talk about this at Academic Senate as it's an academic matter.
- Faculty evaluation – one dean is conducting a faculty evaluation the subsequent semester to the peer evaluation. Both dean and peer should be completed in same semester. CCFT should have been consulted in this case. Faculty can grieve evaluation when process is not followed correctly.

12. Part-Time Faculty Update (Steinmaus)

- Nancy is reviewing CFT document that includes reassignment rights from every district in state. Setting up meeting with PT faculty group.
- Chase Golding, CFT PT Campaign Coordinator is advocating for improved health insurance coverage for PT faculty. Nancy to send out some actionable items.

13. Treasurer Update (Lobo)

- Treasury balance: \$131,242.37 COPE: \$3,291.50 of which \$594 is designated for BOT elections.
- If you received >\$600 stipend from CCFT this year, you should have received a 1099-NEC for your taxes by now.
- The Mid-Year Budget report and internal financial review completion letter will be available on our website soon. The review went smoothly.

14. Grievance Update (Patchell)

Next CoR Meeting: February 24, 2022