

**Council of Representatives Meeting****Adopted Meeting Minutes****October 23, 2025, 3-5p.m.**

Child Development, Education & Ethnic Studies (2) Debi Ikenador-P Michele Gordon Johnson-P	Movement & Health Sciences (2) Elisabeth DeSwart- P Greg Enloe- P	Earth, Engineering, and Physical Sciences (2) Jennifer Shellhorn-P
Biological Sciences (2) Laurie McConnico-P Lisa Schicker -P	Languages & Communications (2) Anne Schreiber-P	Social Sciences (3) Fionnuala Butler-P Victor Krulikowski-A
Business Education (2) Neil Higgins-P Katharine Kinsman-P	Library/Learning Resources (1) Carina Love – A	Student Development & Success (2) Amy Kayser-P Laura Harris-A
Skilled Trades & Technology (3) David Fernandez-P	Mathematics (2) Shelby Burnett-P Robert Schwennicke-P	Student Success and Support Programs (2) Heidi Webber-A
English (2) Roland Finger-P Jude Rock- P	Nursing/Allied Health (3) Heather Tucker-P	Workforce Development (1) VACANT
Fine Arts (2) Leah Halliday-P Douglas Highland-A	Performing Arts (2) Idona Cabrinha-A	Non-Voting Members Tom Patchell, Greg Baxley, Galadriel

1. Approval of agenda

Jen shared an updated agenda.

Motion to approve agenda made by Jude, 2nd by Debbie, no objections.

2. Approval of September 25th minutes

Motion to approve 9-25 minutes made by Roland, 2nd by Michele, no objections.

3. Feedback from Reps regarding criteria for PT office hour pool (Baxley)

Greg drafted criteria from last discussion and shared with council for feedback:

- Faculty with PT instructional assignments may request from their dean an additional paid student help time in spring 2026 according to the guidelines:
 - Request made by December first (an additional .5 to 1 hour/week)
 - If there are more requests than the pool amount, it will be prioritized by:
 - loads of 40% or higher
 - 60 student enrollments
 - office hour held in the SSC or virtual tutoring.
- Some feedback from reps and their division PT faculty:
 - One division would like to prioritize lab-based faculty.
 - It can be inequitable requiring students to come to SSC. Would like DE to be an option.
 - Another division's feedback was that large lecture classes should have priority.
 - Discussed adjusting the number of students enrolled because some classes have smaller caps.
 - Because it's a pilot, we could use a lottery system. This would help us see if criteria are necessary. Some feedback is that faculty do not support a lottery system.
 - We could divide the amount of time available among all the applicants.

4. Social/community events:

a. October 30, CCFTea 3:30-5 pm – in PDC, join for treats and social conversation.

b. November 18, Movie Night at the Palm Theatre 7 pm

- Rented theater for showing of movie *Thelma* (got the most votes from council).
- Should we allow CCFT members bring someone? We have 89 total seats available. Estimated concession cost to be \$200.
- Council decided to allow member to bring guest.

5. Treasurer Update (Higgins)

- Savings \$200, 614. Checking \$57,977, COPE \$5,857 of which \$2,140 is for BOT.
- 714 academic employees, 567 are PT, 140 FT, roughly 120 FT and 118 PT are members.
- Mechanics Bank account has been closed.

6. Confirmation of election committee Kerry Bailey, Rachael Barnett, Niki Santisteven (Kayser)

EC committee members from last semester would like to serve again this spring.

Motion to approve elections committee members Kerry Bailey, Rachael Barnett, Niki Santisteven made by Jude, 2nd by Roland, no objections.

Amy to communicate to them and express gratitude from council.

7. Lab loading hours (Baxley)

a. Is the current formula working (1/18 load per hour)? Faculty in some disciplines want to bring this closer to lecture (1/15). Some disciplines did not like the change from 1/20 (less time for students).

- A Division Chair contacted Greg and is opposed to any further changes in lab loading. It will prevent PT faculty from teaching other classes. It could cost them their benefits.
- We can keep as is, negotiate parity for all lab loading, or come up with a tiered system that would differ by area. About 23 districts have a tiered system.
- We could look at activities that are done in the various labs to see what different needs are.
- If we can't go for full parity, feedback was that would prefer to revert back but with higher rate of pay so they could teach more lab classes. PT max load is dictated by state legislation. Could we add a stipend? If we try to adjust pay instead of load, it would be an issue with the 67% rule.
- Nursing wants full parity, and everybody should be brought up.
- Usually outside of STEM discipline, more concern about having faculty max out their loads.
- If it negatively impacts faculty in other disciplines, we could find a way to support them.
- If it's a curriculum decision in certain disciplines, could look at workload.
- In Childhood Development labs work differently.
- This would be part of negotiations next year. There are many divergent opinions.

8. Make-up exam hour for PT faculty (Schicker)

- Faculty are required to complete a Google Form to schedule make-up exams at SSC. It's not working or syncing with home computer system. It's taking extra time and work. Can we reduce this work or standardize some of it?
- This relates to Ask a Librarian that now requires a login because of ConnexEd tracking.
- Suggestion to take topic to College Council for feedback.

9. Part-Time Faculty and COPE Updates (Highhouse)

- Starting PT committee.
- Movie- recruitment event. We could have QR code for membership form. Greg can send to faculty- if you want to come sign up to be a member.

10. Feedback for job descriptions, see attached documents (Baxley)

District wants to update faculty job descriptions. We've been working on draft edits. Greg shared it to see if there were any updates/comments.

- Major changes: tone changes, remove language like "requiring excellence in teaching", eliminate need for driver's license.
- Suggested using regular and substantive interactions to align with ACCJC terminology.
- FT position needs to include non-teaching responsibilities like CPPR, committee work.
- Suggested adding duties "as defined in CBA".
- Participate in professional activities in accordance with the requirements of the CBA.
- After this group, Greg to bring to Academic Senate for their feedback.

11. Next COR meeting date suggestion: December 4?

Next meeting date falls on Thanksgiving, and we won't have one in December. We could have an all-member meeting. Do we need to decide on the PT office hours before then?

Motion to approve off cycle CoR meeting on 11/20 made by Galadriel, 2nd by Lisa, no objections.

12. Division and Union Issues or Concerns?

- Most colleges have grades in Canvas and it imports to the system so faculty don't need to enter grades twice. Cuesta's system is inefficient. Is it a workload or Academic Senate issue? Suggestion to start with asking Cynthia about it.
- Senate received funds for PT faculty. They put out a call at the beginning of the semester. Jen submitted but hasn't heard back. Check in with PT faculty. If they are doing something within senate, make sure they are being compensated. CCFT can work with them to establish a process.
- Student evaluation comments that are written in Spanish haven't been translated – is it on the faculty to translate it themselves? This was brought up to the CoR before. Greg to bring it up to Office of Instruction to see if they can translate them. Likely not for this semester.
- Parking- CAPSLO vehicle parks near Math building in a staff spot. Michele confirmed that it was for Head Start, and they have purchased staff parking spot.
- Bio is concerned about lack of faculty/staff parking by 2300/2600.
- CCAP classes- pressure to have faculty involved, and it's a lot of work. The amount of money faculty gets paid is not that much. It's important to admin and a source of income. We should bargain for additional compensation. Faculty goes to the HS, evaluates, checks the curriculum, and there are a lot of sections.
- This fall, we are only negotiating a few items. We can get an idea of how much time is required, and we can put it on agenda for future negotiations.
- Phasing out of eLumen. Advocate for a system with more institutional support.

13. Grievance Officer Update (Patchell)

- Case of faculty with DSPS student complaint was closed today. The letter of discipline has been rescinded. Faculty was treated unfairly.
- People have been interested in the grievance committee.

Next Council of Representatives Meeting: ~~TBD~~ 11/20