



Council of Representatives Meeting
Adopted Meeting Minutes
October 26, 2023, 3-5 p.m.

Table with 3 columns and 6 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 Shelby, 2nd by Monica, no objections.

2. Approval of minutes

Motion to approve 9-28-23 minutes with corrections made by Nancy, 2nd by Greg, no objections.

3. President's Report (Baxley)

- CCFT and Office of Instruction agreed that written student comments on evaluations this year would be scanned and not transcribed. However, the directions given to faculty to read to students in the evaluation packets stated that student comments would be transcribed.
- Directions need to be modified for the future to avoid incorrect messaging to students.
- Greg to send out a message to faculty regarding this topic.

4. Negotiations (Members of Negotiation Team)

- CCFT requested that the district compensate PT faculty who participate in Promise Day.
- District response: Level 3 PT leads should participate.
- Lead faculty needed preapproval to be Level 3.
- Level 3 faculty was negotiated in spring '23.
- Level 1 and Level 2 extra duty stipends include program review/APPW work.
- Promise Day is an important day to help enrollments.
- The district is encouraged to notify faculty earlier so they can plan to participate.

5. Update for Service Faculty Salary Schedule (Baxley)

- Service faculty noted that the ratio of service to instructional faculty is listed at 1.096 on the salary schedule whereas it should be 1.10 because service faculty work 11 months and instructional faculty work 10 months.
- Greg and HR investigated this discrepancy. They traced it to 2019 when CCFT membership voted to apply an equal dollar salary increase to all faculty.

- This was a way to apply salary increase so those at the lower end of the schedules benefitted more with a very small cost to high-earning faculty members.
- The application of an equal dollar increase altered the ratio between 10-month instructional and 11-month service faculty schedules.
- It had the same effect on NCC coordinator and Division Chair salary schedules.
- Since 2019, we have been given percentage raises.
- If the council recommends that the ratio be restored, we can put that forward for a membership vote.
- The original 1.10 ratio was based on months and not days, which is an additional issue to be addressed.

6. Bookstore Issues (Highhouse)

- B & N still has issues. There have been extensive discussions and faculty have documented problems.
- Greg suggested we make it clear that it's B & N and not Cuesta College bookstore.
- If students purchase texts through the publisher, then financial aid can't be applied.
- Recommendation to faculty: document bookstore issues and inform your dean and request follow up.
- The Senate may be able to make a recommendation regarding the B & N contract.
- Process is problematic:
 - PT load is not guaranteed, but textbook submissions and welcome letters are expected in advance.

7. PT Faculty Handbook (Shellhorn)

- Joint senate and CCFT workgroup to create PT faculty handbook: item going to Senate on November 3rd.
- Helpful to have a document and something to reference such as understanding PT loading and healthcare.
- Reach out to faculty to see if they are interested in joining or providing input.
- Jen to come up with Google Form or Google Doc to elicit input from CoR.
- Handbook could be a document on CCFT website or Canvas shell.

8. Baccalaureate Degree(s) at Cuesta (Baxley)

- Cuesta is interested in applying to the Chancellor's office for approval in offering BA in Education. It addresses the local preschool-6 grade teacher shortage.
- Submission date in January or August. This requires significant work including changes to class finder, Banner, counseling, tracking students, and ACCJC approval.
- Several things CCFT would need to negotiate for faculty developing and teaching in that program.
- Fall 2025 would be the earliest.
- 10 community colleges offer BA degrees, and more are planning to.
- We can't offer BA in areas where CSU offers them. The BAs at the community college are mainly in CTE programs.

9. Social Event (Shellhorn)

- Faculty encouraged to attend informal social at Dairy Creek after the meeting until 6 p.m.

10. Division and Union Issues or Concerns?

- Health benefit clarification:
 - SISC does not allow FT to opt out of insurance unless their partner or spouse works at Cuesta. In that case, they can get cash in lieu of benefits. This only applies to a few people.
 - To qualify for PT faculty health plan, PT faculty need to have the same benefits as FT faculty.
- Student wellness reports: Greg received three complaints of no response to faculty incident reports and will discuss at next meeting with Jill.
- Technology is being updated right now and is disruptive to classes.
- Frustration with lack of follow-up despite work orders e.g., bookstore, NCC printer not working, faculty feeling demoralized
- The new PDF faculty evaluation form was too large a file for HR to store. There are multiple evaluations in various formats and Office of Instruction couldn't successfully handle all the different formats.

11. COPE Update (Highhouse) - No update

12. Part-Time Faculty Update (Highhouse)- No update

13. Treasurer Report (Lobo) Shared via email:

- Internal financial review is still underway - thank you to Susan Kline; please let Elizabeth know if you wish to participate as a financial review committee member.
- 2022-23 year 990 IRS document preparation is underway.
- The Q1 Budget report was completed. As of Q1, we have spent less than we have brought in.
- Membership: 228 with 118 FT and 110 PT
- Balances:
 - Treasury - \$128,511.01
 - COPE - \$1,914.50 of which, \$744 is BOT
 - Savings - \$130,066.61

14. Grievance Officer Update (Patchell)

- Greg and Tom have met with coaches to discuss creating evaluation forms for coaching.
- Coaches are reviewing sample questions and criteria and will give feedback.

Next CoR Meeting: 11/30/23