



Council of Representatives Meeting

Adopted Meeting Minutes

August 24, 2023, 3-5 p.m.

Meeting in Zoom

Applied Behavioral Sciences (3) Elisabeth Deswart-P Cherie Moore- P Sebastian Ferrada- 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) Anne Schreiber-P	Social Sciences (3) Fionnuala Butler-P Victor Krulikowski- Mark Weber-P
Business Education (2) Randy Scovil-P	Library/Learning Resources (1) Carina Love/Laurie Buchholz-A	Student Development & Success (2) Amy Kayser-P Laura Harris-P
Engineering & Technology (4) David Fernandez-P	Mathematics (2) Shelby Burnett-P Robert Schwennicke- P	Student Success and Support Programs (2) Kat Gritton- A
English (2) Roland Finger-P Jude Rock-P	Nursing/Allied Health (3) Heather Tucker-P Monica Millard-P Nicole Gualtieri-A	Workforce Development (1) VACANT
Fine Arts (2) Brittany Mojo-P Douglas Highland-A	Performing Arts (2) Idona Cabrinha-P John Knutson – A	Non-Voting Members Elizabeth Lobo- P Tom Patchell-P Mike Mogull – P Galadriel Bree Highhouse-P

1. Approval of agenda

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

2. Approval of minutes

Motion to approve the 4-27-23 minutes made by Jude, 2nd by Heather, no objections, 1 abstention.

3. President’s Report (Baxley)

- Dr. Stearns has been in touch with corporate Barnes & Noble.
 - All books for fall '23 have been ordered. Faculty will be notified by Anthony when books are available.
 - Online access- no update.
- Basic Needs Coordinator resigned, so Basic Needs Center is understaffed. There is a two-week delay in getting back to students.
- Student conduct/incident reports (handled by Dr. Coria) are also delayed in getting processed.
 - Donna Howard recently left Cuesta, but her position will be replaced.
 - Concern about students with mental health issues needing to wait for assistance, but a counselor is on the team and can work with students on an immediate basis.
- Pilot program- the district agreed to allow PT faculty to evaluate other PT faculty.
 - Current CBA article about evaluations state that FT faculty do evaluations. We would need to rewrite the contract language.
 - MOU will state PT can do evaluations on a limited basis, so we can see how it goes and identify what ramifications it has to the contract before and if we change the CBA.

- For students who need DSPS accommodations, refer them to Jamie Bettencourt, interim Director of DSPS, to arrange assessment, which can no longer be done in-house.
- When faculty take FMLA they no longer have access to Cuesta email. It might be possible to set up automatic forwarding to a personal email account.
- Early retiree benefit- the district will extend to prior to the start of the 2024 academic year if faculty submit paperwork by 9/12.

4. The new contract and pay expectations for next year (Baxley)

- Next year salary increase will depend on traditional credit FTES. If FTES grow by 2-2.9% it will be 1% increase, and 2% increase if FTES grow by 3% or more.
- Our enrollment is down about 1000 FTES since before COVID.
- Dual enrollment and CMC are not counted due to different funding sources.

5. Negotiations (Members of Negotiation Team)

- Mike Mogull and Greg will be on the Negotiations Team; Nancy Steinmaus and Heather Tucker are also interested. Looking for a Student Services faculty member.
- Items to be negotiated: Service faculty hours (Counseling), 16-week compressed calendar, NCC Coordinator duties, coaching evaluations- current tool not specific to coaching.

6. New peer observation form (Shellhorn)

- Peer evaluation form was revised to a fillable PDF format responding to faculty feedback. Some of the changes include:
 - Consolidated for all teaching modalities (e.g., DE, F2F, hybrid, correspondence)
 - Can be completed digitally or by hand
 - There is an extra page if the comment box is too small.
 - Once the document is signed, it is locked, so no more changes can be made. The textboxes had to lock as well, so extra pages were added to compensate for this.

7. Bookstore Issues

- 114 class sections were without books in stock, and textbooks weren't available for students (73 titles total were affected).
- Bookstore couldn't get the books - some requests were submitted past July 12th, and B & N corporate didn't know the new manager was struggling.
- Dr. Stearns has been talking to B & N corporate, concerned about the effect on instruction and student success. She will request audit of the contract/assessment.
- Overall concerns:
 - Lack of communication and timely response and customer service.
 - Not delivering materials to NCC.
 - Basic things have not been in stock (e.g., goggles for Chem labs, scantrons).
 - It makes Cuesta look bad, b/c bookstore items have Cuesta logo.
- Late adoptions will always happen due to hiring, and PT faculty not knowing if they have a section.
- Discussed option and support for OER materials, mainly Senate issue. Wes is the new OER /ZTC Coordinator.
- OER link was shared: <https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Educational-Services-and-Support/ess-23-04-ztc-01-a11y.pdf>

8. Handwritten student evaluation comments, rather than transcribed ones (Baxley)

- No consensus at Opening Day about this topic.
- CoR discussed the option of scanning the handwritten student comments and giving those to faculty to save time on transcribing.
- We should bring this topic to ASCC to get student feedback for future terms.
- Office of Instruction will have a quicker turnaround by just scanning the student evaluations.

Motion to approve providing handwritten student comments on evaluations to faculty made by Jude, 2nd by David, no objections. The comments will be separate from the Likert scale ratings.

9. Part-Timer seniority to teach DE classes for those who were DE certified first (Rock)

- Some faculty have asked that DE training prior to COVID be recognized in loading with the idea that these instructors have more expertise.
 - CBA 5.12 addresses the recency of training and level of expertise in how we assign classes.
 - Seniority not in the contract for PT loading.
- Divisions have different ways of assigning classes- up to discretion of Division Chair in consultation with faculty.
- Longevity has value but so does recency and new contributions/ideas.
- Contract- nothing about modality (educational preparation). Not specific to DE.
- 5.12.5- section on PT loading. Flexibility is built in that allows for divisions to best meet the needs of the program in terms of loading.

10. Part-Timer seniority bumping rights (Rock)

- Cases when FT might have to bump PT to make load.
 - If FT faculty doesn't have a full load, required by law to assign a course to meet load (either bumping FT overload or PT faculty).
- Very little support of what PT bumping rights would look like (no support from the Division Chairs, Admin, and even PT faculty), concern that it would cause a cascade effect.
- Possible that PT faculty could have bumping rights over newly hired faculty (e.g., 8 years at Cuesta or Level 2 could bump Level 3). We would have to look at this as a policy. Complicated thing to bargain- not able to until 2 years, so we have time to discuss this.

11. 16-Week Calendar--Logistics Leaders (Baxley)

- 1 FT faculty in English expressed interest.
- \$2,000 volunteer stipend for any faculty. Work includes researching compressed calendars at other colleges, and looking for PT faculty and service faculty to join. If you are interested, contact Greg.
- End product- research and member education e.g., comparable districts- service faculty
- Some programs will have to stay at 18 weeks due to # of hours needed/state requirements. MOUs to be done for those programs.

12. Free parking? This is already on the contract at Hancock (Rock)

AHC offers free parking for faculty, and some faculty believe we should have free parking. Discussion included:

- CCFT should aim for bigger things like parity, some faculty are willing to concede to pay for parking.
- AHC faculty make less \$25-45 less per hour.
- We can put this as an option in next membership survey to see how many support this.

13. Preapproval from deans required for any extra pay assignments (Baxley)

- If faculty member does extra work for college, they need preapproval from the Dean before they start working those hours (e.g., curriculum, evaluation, special project).
- District has made it clear that they won't do retroactive approvals.
- Discussed one standardized form to get preapproval from the Dean for extra pay.

14. Forms for time conflicts between students' classes

- New electronic form for requesting classes with time conflicts.
- District wants it specified how teacher will spend time with student in making up the lost class time.

15. Division and Union Issues or Concerns? Especially regarding workload issues associated with a lack of a division assistant in Bio/Phys Science and regarding loss of staff and lack of diversity

Biology: Workload issues- lack of division assistant, extra work on faculty. Other faculty/staff leaving recently (e.g., Donna Howard, Anthony Gutierrez, Siboney, Lisa Curtis).

Kinesiology: Concerned that the department is no longer able to make decisions regarding hiring. HR/admin deciding on criteria for hiring head coaches. Division Chair will be speaking with the Academic Senate about the division losing its voice in the qualifications for a "faculty" position. Requested DEI training for coaches for years, but didn't happen, which resulted in a lost position.

Math: predictable positions coming up for retirement that aren't getting filled. A lot of support staff, why did this happen? What can Cuesta do? This affects everyone on campus. Concern about hiring system and how it may not be working well.

English: Delta Dental is out of network with a lot of dentists, and costs have gone up significantly for faculty.

16. COPE Update (Highhouse)

- Consider signing the AB938 petition. This would increase pay for K-12 instructors over a 7-year period and was supported by CFT at the state legislature.
- Contribute to COPE fund if you can. Dawn Addis- running again, a senate race will be upcoming.

17. Part-Time Faculty Update (Highhouse)

Request for retired instructors to have access to Cuesta amenities like the swimming pool.

18. Treasurer Report (Lobo)

Treasurer's report (shared via email):

- Membership is 240, with 110 FT and 130 PT faculty.
- Treasury: \$108,577.65, Savings: \$130,056.88
- COPE: \$1,535.50 of which \$610 is BOT
- Thank you to Susan Kline who will complete our Financial Review for the 2022-23 fiscal year.
- If you are interested in looking over those documents, please contact Elizabeth.
- The 2023-24 Budget is still under development.

19. Grievance Officer Update (Patchell)

- Aggressive and inappropriate student behavior during first week of class.
 - Instructor spoke with the student outside of class, and the conversation was recorded and posted on YouTube.
 - Student incident report filed, but admin hasn't done much. Instructor concerned about safety.
 - Recording goes against law- 2-party state.
- College police monitoring situation.
- Cuesta legal team should assist in this matter.

Next CoR Meeting: September 28