

**Council of Representatives Meeting****Adopted Minutes****August 28, 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- A	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-P
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-P
Skilled Trades & Technology (3) David Fernandez-P	Mathematics (2) Shelby Burnett-P Robert Schwennicke-P	Student Success and Support Programs (2) VACANT
English (2) Roland Finger-P Jude Rock- P	Nursing/Allied Health (3) Heather Tucker-P	Workforce Development (1) VACANT
Fine Arts (2) Leah Halliday-A Douglas Highland-A	Performing Arts (2) Idona Cabrinha-P	Non-Voting Members Galadriel Bree Highhouse, Tom Patchell, Greg Baxley, Heidi Webber, Lise Mifsud

1. Approval of agenda**Motion** to approve the agenda made by David, 2nd by Elisabeth, no objections.**2. Approval of minutes****Motion** to approve 4-24-25 minutes made by Anne, 2nd by David no objections, 2 abstentions.**3. Action Item: Vote for replacement Co-Chair of the Council of Representatives. Jude Rock is the only nominee we have received. If another person is nominated by 3 p.m. on 8/24, we can postpone a vote until 9/25.**

There was only one nominee for Co-Chair replacement to finish Roland's term this academic year.

Motion to approve Jude Rock as replacement made by Kathy, 2nd by Robert, no objections, 2 abstentions.**4. Negotiations Update, including Fall negotiations for 16-week semester (Baxley)**

- Still working with HR on the final 2025-2027 CBA edits. Lengthy articles edited and revised, format of edits needs to be fixed. All TAs on CCFT website (ccft.org)
- Coach evaluations are pending approval. They are on track and Greg is monitoring the situation.
- Job descriptions are pending. At the end of last year, district wanted us to update these, but we haven't heard back about this.
- ESL FT-TT weekly hours- ESL FT Temp was approved last year but district wanted adjustment to work hours above the 15 standard hours before hiring a tenure track faculty member. Amy has done research on this and believes the hour loading adjustment should be minimal.
- 16-week calendar
 - Article 5: Flex hours from 60 hrs (10 days) to 48 hrs (8 days), possible adjustment of work hours for service faculty if they work on compressed calendar.
 - Article 7 and Appendix G: Evaluation timelines

- One-time stipend for conversion of courses/scheduling for faculty.
 - Give input to Greg about how much time would be required to adjust course and materials to compressed calendar.
 - Active negotiations will be in October, so there's time to get feedback from your divisions. It may be like COVID stipends, could be fixed amount and prorated for PT faculty.
 - Service faculty can provide arguments about why they should be included in the stipend.
- Service faculty would like to collaborate with instructional faculty on the compressed calendar, maybe having a meeting or summit with chairs to give feedback. They want to help with the transition and can offer a valuable perspective.
- Chairs haven't received the spring '26 schedule back yet. Office of Instruction has been giving the schedule drafts late, which causes last minute work.
- Emily in Instruction reported that they are hoping to get the schedules to the Chairs on Sept. 8th and need to have it back on the 19th.

5. PT faculty office hour pool discussion (Baxley)

Criteria for requests ideas: large lecture, serving specific student populations, holding extra time in SSC, random draw?

- Agreed with district to discuss this in the fall semester. Negotiations team worked to increase office hours for PT, but not all wanted an increase.
- We need to come up with eligibility or priority to provide extra office hours and compensation.
 - If it's optional, can faculty who want it just ask for it?
- Reopener needs to go to BOT in September (first read), approval in October. We can't start negotiation until October 3rd.
- All PT faculty are now required to have office hours:
 - Less than 39% load- 0.5 office hour/week
 - 40% and above: 1 hour/week.
- District doesn't want office hours to be optional because it's a fairness issue for students.
- The pool system is a new idea. It would be voluntary, and we wouldn't force it. We need to try it out to see how it works.
 - It shouldn't be just based on load, but on enrollments. That could be one of the criteria.
 - District questions whether faculty teaching less than 9 hours/semester should be paid for office hours.

6. Request for extra office hours for PT faculty with heavy student loads (Schicker)

7. Request for additional compensation for those who manage a high number of embedded tutors (Schicker)

- Now faculty are paid two hours/month if they have embedded tutors. It's more work if you have multiple tutors. Shouldn't the hours be proportional to the amount for tutors you are managing?
 - This is non contractual work, so we can't negotiate for it.
 - Talk to program manager and Academic Senate (there is a taskforce about Success Center).
- Canvas Shell for embedded tutors- timesheets for faculty and log for student when they were in class. Both can be paid up to 2 hours/month on the ancillary pay scale.
 - Jen is on the taskforce. They are now being flexible with how you submit timecards (Canvas vs. email).
 - After tutor has been cleared, you will be invited to join the Canvas shell. You will only have access the semester you have an embedded tutor.

8. Library search committee stipend (Baxley)

- A \$599 stipend was authorized by the EB for a PT faculty who was appointed by the Academic Senate to a Director hiring committee (CCFT had already appointed one PT faculty to the committee).
 - During summer, district approved recruitment committee for Library Director. Erich and Greg recruited 5 faculty. 2 PT faculty wanted to participate, one was appointed as CCFT rep. One of the FT dropped out, so Erich was able to appoint the PT faculty as Senate rep.
 - EB met and approved a stipend for the PT faculty with caveat that Senate will work out how to distribute the funds to PT faculty appointed to committees for future senate appointees.

9. Division and Union Issues or Concerns?

- Closure of NCC bookstore and space to be repurposed. Difficult for students to visit the main campus.
- Recent outage highlighted safety issue- communication was difficult. Departments should have emergency phone tree to help communications. Radios should be disbursed throughout campus.
- Reach out to Senator for more information about taskforce looking into how decisions are made about Library.
- Restriction of online load. In Math it's hard to load because classes are 4 units. 7.5 units can be online but not more. Suggestion to have it case by case with more flexibility.
 - Statistics has a higher demand for DE modality.
 - Language in CBA does not establish a cap. Online loads of 50% are not guaranteed, but VPI is interpreting it as a cap. Greg has made this clear to President and BOT. If he's interpreting it as a cap, send messages to Greg and Tom.
 - Deans are treating it as a rule. It's been unclear, but message is they won't approve loads more than 50% online.
 - The TA doesn't have any caveats for fully online or hybrid, but VPI seems to be focusing on fully DE.
 - It seems that it's being enforced haphazardly across divisions. Greg is happy to meet with Chairs group to discuss this.
- Tentative district budget: \$88 million in expenditures, \$45 million ending balance (\$15 million required by state as reserve), \$11 million in separate account (invested, earning interest)
 - District also applied for COVID funds and received \$10 million because they did not lay off staff during campus closure/smaller class sizes.
 - P&B looking at how to spend the \$55 million and wants to consider instruction and ways that help students directly.
 - 16.7% surplus in addition to required reserve. BOT has made it clear that they won't use the one-time money for salaries and ongoing costs.
- Embedded tutors are not staff or faculty and there is concern about who can advocate for them if there are problems.
- If district makes embedded tutors required, then we could negotiate. Right now, it's a voluntary program. It's an academic and professional matter so take it to the Senate.

10. Grievance Officer Update (Patchell)

- Library has reached temporary resolution. New dean hasn't arrived, and director not yet hired.
 - Dean Ruiz redid the schedule Matthew Davis had made. Schedules and loading were changed. Tom worked with librarians over the summer to sort this out.
 - Greg met with her recently, and the hours were calculated correctly.
- Tom asked Jason who oversees the library right now, and he said it was the new dean who hasn't started yet.

- Faculty member made a DSPS accommodation. She provided an enriched outline in lieu of PPT slides in advance of lectures, and student filed a discrimination complaint.
 - Tom filed an appeal so that faculty can have a hearing with the BOT.
 - We don't have to give up the lecture material before the lecture if we don't have it. If you need to change nature or content of your course/unreasonable accommodation- let Tom know.

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

- Asked about getting reduced cost for classes. You can get a discount for Community classes. District doesn't want to pay for classes if then faculty can get a salary increase for advanced education.
- Students in high school who are enrolled in our classes aren't easily identifiable. Student was in detention facility and could only use computer a few hours/day. Can we designate these students when they sign up?
 - Enrichment students don't have to identify as such. Senate issue.
- Open forum on Medicare issue.
- Would like to get PT together to discuss PT issues.

12. Treasurer Update (Higgins)

- All monies are in Community West Bank. Total \$331,539.04, Savings \$250,000, Checking \$75,839.29, COPE \$5699.75
- Neil shared the CCFT Balance sheet June 2024-June 2025.
 - We have money coming in through dues, then money going out for business items, stipends, dues, etc. Goal was to be even, but we brought in more money.
 - In May, Neil forgot to notify payroll that it was no dues month. We reimbursed retirees and will have no dues in August instead.
- Neil will be presenting budget to EB next week.

Jen proposing social hour CCFTea where we can gather and talk about union issues.

Next Council of Representatives Meeting: September 25, 2025