



Council of Representatives
Adopted Meeting Minutes
September 28, 2023, 3-4:30 p.m.

Applied Behavioral Sciences (3) Elisabeth Deswart-P Cherie Moore- Bailey Drechsler (sub)-P Sebastian Ferrada- A	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-P 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 – P	Non-Voting Members Elizabeth Lobo- P Tom Patchell-P Galadriel Bree Highhouse-P

1. Approval of agenda

Motion to modify agenda made by Elisabeth, 2nd by Shelby, no objections.

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

2. Approval of minutes

Motion to approve 8-24-23 minutes made by Greg, 2nd by Shelby, no objections.

3. Treasurer Report (Lobo)

- Shared via email and briefly discussed:
 - This budget takes into consideration a Dues- Free December and May.
 - Accounts for increases to our affiliate per-capita dues (both AFT and CFT; a combined increase of \$1.30/FT member).
 - Given our strong financial position, we recommend no increase to CCFT member dues (1.2%) despite that increase in affiliate dues and the loss of a number of retiring CCFT members.

Motion to approve budget made by Shelby, 2nd by Heather, no objections.

- 228 members: 116 Full-Time and 112 Part-Time
- Treasury: \$117,617.20, COPE: \$1,722.50 of which \$677.00 is specified for the Board of Trustees, Savings: \$130,056.88
- As a nonprofit designated organization, CCFT needs to provide evidence for officers who act as signatories on account. Every check requires two signatures, so four officers need to be signatories.

- It is proposed that Greg Baxley (President), Mike Mogull (Vice President), Elizabeth Lobo (Treasurer), and Amy Kayser (Secretary) are signatories on the two checking and one savings CCFT accounts with Mechanics Bank.

Motion to approve the four EB Officers as signatories made by Shelby, 2nd by Laura Harris, no objections.

4. Social Hours

- Jen to organize all member social at Dairy Creek after our next CoR meeting.
- Flyer will be sent out to membership.

5. President's Report (Baxley)

- PDF peer evaluation form will not be available this semester. It will remain a MS Word document. There were unresolved technical issues with the PDF identified by the office of instruction and HR.
- Wes Sims, Chris Machado, and Galadriel are part of the 16-week calendar work group.
 - October 13 at 12 pm, the district will hold a 16-week calendar Q & A forum.
 - Scheduled in person but CCFT to request Zoom option.
- Setback regarding PT faculty healthcare program that allows PT faculty with 40% load to have the same healthcare as FT faculty
 - Legacy PT faculty who were hired prior to summer 2006 were able to receive cash in lieu of benefits. One unintended consequence of recent healthcare negotiations, those faculty are no longer eligible to receive the cash in lieu.
 - There was a lack of communication, so affected faculty weren't informed.
 - The cash in lieu was restored for this semester only.
 - Can't continue the cash in lieu and be compliant with state regulations.
- District asked service faculty to pay back office hour money, but after investigation, it was discovered that faculty were actually owed payment for spring semester office hours.
- Newly hired PT faculty were given a deadline of August 15th to sign up for health insurance, so were not given adequate prior notice. SISC requires 30-day window to enroll. PT faculty affected should contact Greg who is working on fixing this issue.
- HR clearing new faculty hires up to the last minute
- Goal: make an onboarding packet for new PT faculty
 - Ability to transfer sick hours from one institution to another
 - Load can be combined from other CA community colleges to reach the minimum 40% load required to qualify for healthcare
- Reach out to new PT faculty who may have fallen through the cracks.
- 23-25 CBA posted on college HR and CCFT websites.

6. Clarification Regarding Lab/Parity Adjustments (Baxley)

- Paystubs are confusing, and clarification has been requested for years.
 - Told that it's a Banner issue.
 - CCFT to develop a guide to interpret paystubs.
- Lab-loading change: lab faculty will have base of 18 hours/week instead of 20 hours/week, lecture load is 15 hours/week.
- 67% is capped at 12 hours instead of 13.5 hours for lab. The lab pay scale will increase from 75% of lecture hour to 83% of lecture hour.
- A few PT faculty are affected (will lose a small amount .5% decrease), but they will be working fewer hours. CCFT consulted Chairs about this. District and CCFT considered effect on PT faculty.
- Lab hour change affects approximately 40% of faculty in many divisions

- Governor has vetoed increasing 67% PT load.
- New salary schedules are posted on HR and CCFT websites except for the new lab rate. That will be finalized for spring.

7. Negotiations (Members of Negotiation Team)

- One big item being negotiated: extended day contract for faculty in certain disciplines that are required to teach year-round.
- Expansion of our nursing program. District wants to start 1-year fast track LVN to become RNs, typically it takes 3 semesters, but wants to condense it to 2 semesters and summer session.
 - Summer teaching will required.
 - Benefits include: more work for faculty, increasing students, the community will have more qualified nurses.
 - More FTES in spring can boost higher pay increase for next year.
- Attempt to compensate summer teaching for those instructors in the “fast track nursing,” in the same way as fall and spring semesters because it will be required. Currently, teaching in summer is optional for most programs.
- They will be highest paid faculty because they will be on 200-day instead of 175-day contract.
- Looking to negotiate for 16- week calendar for service faculty

8. Bookstore Issues (Schicker)

- Bookstore issues have not been resolved or communicated.
- New portal/system for ordering books
- Faculty should consider OER if it’s applicable to discipline.
- Greg to follow up with Jill.

9. Division Concerns

- Faculty in Several departments have not heard back after completing wellness reports. Concerned about losing Donna Howard and that no one is reaching out to students in need.
- Math: Concerned about discussion of requiring hyflex for teaching modality. Assigned one CRN- with subset taking it F2F, subset synchronous, subset asynchronous
 - This would have to be negotiated. Faculty should have the right to refuse.
 - Faculty currently pressured to teach asynchronously. Concerned if one person teaches hyflex that it would put more pressure on others.

10. COPE Update (Highhouse) - Galadriel to look into school board elections.

11. Part-Time Faculty Update (Highhouse)

If PT faculty have insurance or retirement issues, reach out to CCFT.

~~12. Treasurer Report (Lobo)-see#3 above~~

13. Grievance Officer Update (Patchell)

- PT faculty had difficulty with medical insurance and misinformation from HR, resolved now
- Deans and others asking for access to Canvas shells for F2F classes. Unless it’s by mutual agreement, it’s not required. It’s not part of the evaluation process.
- Tom is following up on some issues with hiring committees.
 - HR serious about EEO violations – important to follow EEO rules.
- Student who disrupted class first week was suspended by VPSS.

Other:

- Greg provided a link: [student well being report issues - Google Docs](#) faculty can report if they filed a student incident report, so there are specifics to take to the president. Send link to divisions.

Next CoR Meeting: October 26

Amy Kayser 10/30/23