



Council of Representatives
Adopted Meeting Minutes
October 27, 2022, 3-5 p.m.

Applied Behavioral Sciences (3) Elisabeth Deswart-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) Edith Lopez-P Anne Schreiber-P	Social Sciences (3) Victor Krulikowski-A Mark Weber-P
Business Education (3) Randy Scovil-P Katharine Kinsman- A	Library/Learning Resources (1) Carina Love-P	Student Development & Success (2) Amy Kayser-P
Engineering & Technology (4) David Fernandez-P	Mathematics (2) Shelby Burnett-P Robert Schwennicke- P	Student Success and Support Programs (2) Lisa Curtis- A Susan Gossard-P
English (3) Wes Sims - P Roland Finger-P Matthew Davis-P	Nursing/Allied Health (3) Heather Tucker-P Monica Millard-P	Workforce Development (1) VACANT
Fine Arts (2) Brittany Mojo-P Douglas Highland-A	Performing Arts (2) Idona Cabrinha-P	Non-Voting Members Elizabeth Lobo-P, Treasurer Jude Rock- P

1. Approval of agenda

Motion to approve agenda made by Wes, 2nd by Matthew, no objections.

2. Approval of minutes

Motion to approve 9-22-22 minutes with slight modifications made by Wes, 2nd by Greg, no objections.

3. President’s Report (Baxley)

- District agreed to correct the overload sick leave credit that they stopped accruing for FT faculty in 2018. They will audit and credit all earned overload sick leave to faculty accounts.
- Faculty member with immigration issue last year resolved- permanent visa secured pending interim visa.
- Recent group on campus with posters and demonstrations were overly aggressive with some students.
 - District must allow these groups on campus, but are aware of issues.
 - If someone feels harassed, immediately report activity to admin (dean or public safety).
- Finals week- hybrid or face to face classes will have designated final exam time.
- Expectation that faculty will “adhere to scheduled final” and/or be on campus and available during scheduled final on final exam week.

4. Call for Faculty to Join Elections Committee (Kayser)

- We need two election committee members - must be CCFT member and not EB. Can be PT or FT.
 - This spring EB elections and contract ratification
- Election committee member receives \$500 stipend in semester where there is an election.
 - If FT using for shared governance obligation, then it is not a volunteer position and cannot receive a stipend.
- The committee reviews bylaws for the election rules, solicits nominations, processes the nominations, and informs faculty of candidates, and holds election (most recently online through Election Buddy).
- Erich Tucker may still be on the elections committee.

5. Call for Faculty to Join Compressed Calendar Task Force (Baxley)

- Faculty volunteers needed for taskforce to review compressed calendar.
 - Wes, Brittany, Galadriel, Matthew

6. Call for Word Press Expert for CCFT Website (Kayser)

- Webmaster needed for CCFT- especially in managing hosting site and helping with the technical aspects.
- Check with divisions to see if anyone who has expertise or interest in training would like to work on CCFT website.
- Stipend available for work.

7. Negotiations (Tucker)

- 181 faculty completed survey, raw survey data has been sent to CoR.
- PT parity, lab-lecture parity, increase in salary/fringe, and retirement health benefit are top big items - all under compensation.
 - CCFT's goal is to make progress in all four areas.
- CCFT and district will open up the following articles at November BOT meeting.
 - Compensation/salary (joint)
District:
 - Dual enrollments (clarification sections taught)
 - Service faculty hours- increase
 - Division chair and NCC Coordinator numbers to align to new instructional clusters
 - Evaluation procedures- legislative requirement
- Each side will present proposals to start negotiation, discuss with groups, then redraft proposals.
 - Meet once per week/every two weeks
 - Research to collect data (find out how much money the district has, type of money, reserve funds, etc.)
 - There is ongoing money available – Greg and Heather are on Planning and Budget Committee
- PT/FT pay per unit ratio 81.98%
- Important to bring solid/reasonable proposals that district can pay for.

8. Testing/Proctoring Center Update (Baxley)

- Assessment center was originally designed to administer tests on campus such as placement tests for English and Math.
- In last 4-5 years, it became more of a proctoring center for students who needed to take a makeup exam or DE students to take tests in person.
- Current staff member who runs center is retiring in December.
 - District has agreement to be part of proctoring consortium, where students from other colleges can take tests at our campus.
 - Center will be kept open for online consortium, placement, and makeup tests.
 - Not available for DE faculty to send students on a regular basis.
 - Administering exams is a faculty responsibility.
- Issue for faculty member to set time for DE students to come and take an exam, barrier for some students. Proctoring center- allows more flexibility for students.

9. Legislature's Requirement for DEIA Component in Evaluations (Baxley)

- Office of Fiscal Affairs has changed the Ed Code to include DEIA as part of our job requirements.
- All employees will need to demonstrate ability to work with and serve individuals in a diverse environment.
- Chancellor will create guidance describing DEIA competencies in collaboration with stakeholder groups.
- We will need to use this as part of faculty evaluations (progress towards proficiency in DEIA competencies)
- Call for volunteers on taskforce to look at faculty evaluations and incorporate DEIA. District needs to negotiate with us to get this done. Intent so far has been to include this as a component of self-evaluation. (Jen, tentatively Galadriel & Brittany have volunteered.)
- Matthew to ask for volunteers from recent JEDI participants.

- If we needed something for spring '23, possible create single page addendum.

10. Division and Union Issues or Concerns

- Class action lawsuit at other college: <https://www.cta.org/press-release/part-time-instructors-file-class-action-lawsuit-over-minimum-wage-violations-at-long-beach-city-college>
- English requests that something be done about changes to rosters in faculty self-service tab as result of upgrade to Banner 9.
 - Workload issue
 - A big change was made without much input on how it would affect faculty.
 - Doesn't work well on Chrome or Safari
- New class finder is also problematic – students currently being surveyed about this.
- Task force worked on this and communicated to IT, but administration not willing to make changes.
- Biology – want to encourage administration to hire more FT faculty.
 - Higher PT to FT ratio in division requires more work for faculty (e.g., evaluations, hiring committees.)

11. Part-Time Faculty Update (Steinmaus)

- Greg clarified to deans and chairs about how sick leave is calculated including partial sick leave days.
- Survey for PT faculty about interest in healthcare has been sent out to gather data to inform negotiations. Encourage PT faculty in divisions to complete survey.

12. COPE Update (Highhouse)

- Link for COPE donations to be sent out.
 - \$ goes towards political education, encourage division members to donate.
- Prop 26 and Prop 29- CFT has been neutral.
- District 4- watch the debate for BOT, which will be virtual.
- CCFT has endorsed Adrienne Specht-Garcia and Dawn Addis.
 - <https://www.vote4adrienne.org/> for information about how to support Adrienne's campaign.

13. Treasurer Report (Lobo)

- Treasury \$134,916.25, COPE \$204.50 of which \$50 is BOT, Savings \$100,030.58
- 135 FT and 130 PT members
- COPE was registered incorrectly with CA Secretary of State and needs to be updated because we operate at county level not state level.

14. Grievance Report (Baxley and Tucker)

- Two separate formal student complaints against faculty members for discrimination have been outsourced to investigators and waiting for next steps.
- One faculty against faculty complaint moved from informal to formal and has been assigned an investigator.

~~Next CoR Meeting: 11/17~~ **cancelled**