



Council of Representatives Meeting Agenda

Adopted Meeting Minutes

February 24, 2022, 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 with addition of college reorganization item after #11 made by Shelby, 2nd by Matthew, no objections.

2. Approval of minutes

Motion to approve the 1-27-22 minutes made by Nancy, 2nd by Marcia, no objections.

3. President’s Report (Baxley)

- 12 people attended CCFT Virtual Social on 2/16.
o Successful in recruiting new members.
Faculty member with visa issue update:
o There are 6-7 colleges that have sponsored the type of visa Canguo is looking for.
o Greg forwarded that information to HR.
o Senate encourages faculty to attend BOT meeting 3/2 to support Canguo. It’s on the agenda, so faculty can speak during that time.

3. Action Item: Form a task force to create an evaluation form for hybrid and blended instruction (Marini)

- With current evaluation form, hybrid or blended classes (50% online and 50% F2F) are either evaluated as DE or face to face, so half the course is not being considered in the evaluation.
Suggestion to combine current DE and F2F evaluations to make one for this modality.
o Some pushback about having another evaluation form.
o Goal is to have an accurate representation of the work faculty are doing with students.
o Currently-contract puts hybrid with DE, but in English hybrid was treated like face to face.

Motion to form a taskforce to examine current evaluation forms and create one for hybrid modality to bring back to CoR for feedback made by Roland, 2nd by Tom, no objections.

Taskforce volunteers: Amelia, Jude, Brittany, would like representation from STEM

4. Update on using sick leave (Patchell)

- Lack of clarity for PT faculty about accessing and using sick leave.
 - PT faculty are considered temporary employees, and they can't get sick leave if they don't have an assignment, nor can they get unemployment if they are sick and unable to look for a job.
 - Catastrophic leave can only be used if sick leave is exhausted.
 - CBA needs contract language to make this clearer, and possibly make Catastrophic Leave more flexible.
 - Finding your own substitute if you are sick is not contractual obligation.
- If PT is aware of medical condition after they have been loaded with an assignment, they should communicate with HR.
- Creating a document for PT instructors with information about sick leave and other important items would be useful.
 - Consider having a flex activity to discuss parts of the contract and answer questions.
- Colleen, Greg, and Heather to have meeting to discuss specific sick leave case in more detail and consider possible solutions.

5. Election Committee timeline for running the election for the next CCFT President (Tucker)

- The Elections Committee have proposed long timeline for the two EB elections this year:
 - Call for Nominations Announcement – (1 month prior to deadline) February 28
 - Nominations Deadline - (After Spring Break) March 28.
 - Election – (20 days later) April 18
 - Results – Declared April 25
- Concern that the election results will be after spring schedule is published, and the results may affect teaching load/classes. It can be shortened with online voting.
- CCFT Constitution states election dates and they occur every three years for EB members.
 - There is a mistake that states the Treasurer was elected in 2019 and the Secretary in 2020, but the reverse is correct.
 - Official process to change this is to have council reps submit a petition, which is sent to the secretary who sends it to representatives, and we vote on it in next CoR.
 - Petition will request moving dates from the document, and we will keep record of timeline on the Website instead.
 - Google Doc petition created and signed by CoR.

Motion to have COR request that the elections committee do the following: (1) hold an election for President and Secretary in spring 2022 (the cycle in the constitution is incorrect and being amended), (2) that the election conclude by March 31 made by Greg, 2nd by Heather, no objections

- Amy to send amendment proposal to all members inviting feedback and notifying that vote will be at next CoR meeting.

6. Improving key policies at Cuesta (Baxley)

- Public safety shifted responsibilities of key distribution to facilities who then shifted it to division assistants.
 - Policy states that division assistants are to distribute keys to faculty and collect keys from PT faculty every semester. This is in response to district concerns:
 - Faculty leave and take keys with them, so there are security issues.
 - Some faculty and staff lose keys frequently and they have trouble finding locksmiths.
 - Public safety managing keys is expensive.

- Key cards are not being considered because that would require extensive rewiring/remodeling.
- This policy does not solve the problem of faculty leaving employment at Cuesta without returning keys.
 - Possible solutions: require key deposit or offer incentive to return keys.
- Greg to propose incentive policy and possible penalty for those who repeatedly lose keys.

7. Discussion: Part-time faculty serving on peer-evaluation committees for part-time faculty (Steinmaus)

- Item previously discuss at EB and CCFT social: possibility of having Level 2 PT faculty be eligible to evaluate other PT faculty.
 - This would be optional. If PT faculty wanted to be involved, they would let their chair know. Chair could announce eligible evaluators at start of semester.
 - Compensation for work and time involved would be negotiated.
 - Could be valuable for PT experience/professional development, divisions with few FT faculty, and content specific areas where PT faculty have more expertise.
- Our membership is 138 out of a possible 403 PTers and 118 out of 133 FTers.

8. Action Item: Election of Council of Representatives Co-Chair: Thomas Patchell was the only candidate.

Motion to elect Tom as Co-Chair for one-year term made by Roland, 2nd by Tony, no objections.

9. Action Item: Second-Read approval of revised Division Chair evaluation form (see attachment) (Baxley)

- Recommendation for addition of effective communication.
 - Suggested language: “Maintains timely and effective communication with staff and faculty about division matters”
- The evaluation mirrors faculty evaluation more closely with the addition of commendations, considerations, recommendations in parenthesis at the end of the questions.

Motion to allow more time for feedback on form and to discuss at next CoR made by Lisa, 2nd by Greg, no objections.

10. SIP Interest & Update (Rubin and Baxley)

- Greg reported that in recent discussion with HR, any SIP would most likely be similar to last one, which was \$5,000-\$10,000.
- Gary R reported that 21 faculty members have expressed interest for this since informal discussions started October 2021. Since last meeting when Gary R asked COR reps to advise all faculty of this item, COR reps reported few faculty members expressing interest.
- Greg to discuss with HR about possibly having something more substantial like the offer in 2017.
 - This could help with declining enrollments.
 - The hold harmless financial status keeps being extended.

11. Division concerns?

- Math was concerned about recent reorganization of division.
- In College Council this week, VPAA stated that we will most likely have existing divisional structures for the next year and divisional changes need to be discussed.

12. Part-Time Faculty Update (Steinmaus)

- A survey of PT faculty regarding priorities and job satisfaction is in its final draft. There was input from PT faculty and EB leadership. It is being reviewed one last time and will go out shortly. Thanks to Greg B for helping format it into an excel doc.
- CCFT and Nancy organized a Public Service Loan Forgiveness (PSLF) workshop at Cuesta and there has been interest in doing another. She has contacted AFT (who conducts the workshop) to set up another workshop. Nancy will survey faculty about interest and best time slots.

13. Treasurer Update (Lobo)

- Treasury is healthy. Checking \$139,861, COPE \$3,418.50 of which \$624 is BOT. Savings is \$100,008. We have 256 members.

14. Grievance Update (Patchell) – TBD next meeting

Next CoR Meeting: March 31, 2022