



Executive Board December 4, 2025

Adopted Minutes

Greg Baxley, President – P	Galadriel Bree Highhouse, PT Faculty Committee & COPE Chair-P
Heather Tucker, Vice President – P	Jude Rock, CoR Co-chair – P
Amy Kayser, Secretary/Communications Chair-P	Jennifer Shellhorn, CoR Co-Chair -P
Erich Tucker, Academic Senate President –A	Tom Patchell, Grievance Officer – P
Neil Higgins, Treasurer – P	

1. Approval of Agenda and minutes

Motion to approve 11-6-25 minutes made by Heather, 2nd by Jen, no objections.

Motion to approve agenda with addition #8- new student survey (Counseling) made by Jen, 2nd by Jude, no objections.

2. Senate Report (Erich) – no report

3. Negotiations update. ESL, one-time payment, calendar/timeline for evaluations

Negotiations team met with district in morning 12/4.

- Last year FT ESL position was prioritized as #1 through College’s faculty prioritization process. It was provisionally approved by president with condition that ESL faculty and management research ESL programs at other colleges. We got FT temp for this academic year. Amy researched other colleges. District is still resisting hiring FT TT instructor.
 - District indicated they wanted to change the nature of the program and assign faculty higher number of teaching hours per week from 15 to 18 for both existing and new faculty.
 - Concern that they wouldn’t want ESL to remain in the bargaining unit.
 - Changing the nature of the program is a senate issue.
 - Is it appropriate for Greg to have conversation to Jill about her concerns regarding nature of the program?
 - We asked for evidence that the program needs to change and what success would look like.
 - Concerned that district is holding a FT position hiring over our willingness to change working conditions for current faculty. Greg to check with lawyer if this is legal. Concern is it could open practice for them to do with other departments in the future.
- One-time payment: verbal agreement of one-time payment for next year, converting course materials to 16-week calendar. Each FT faculty will get \$1500 in fall 2026, and PT will get prorated amount.
- Calendar timeline for evaluations – still working on it.

4. PT office hour pool criteria

- District agreed to pay for up to 500 hours/semester for optional office hour pool for PT faculty. This comes to \$30, 715.
- Office hour pay is set at D9 on Ancillary scale (\$61.43/hour).
- 29 faculty could get additional hour, 58 could get extra half an hour per week.
- We can gather data about how it’s used, and district recognizes PT office hours are important.
- How are we going to prioritize who gets compensated for the extra office hours?
 - Greg used AI to make tool for criteria (e.g., % load, student count as of Dec. 1, intensity bonus)
 - Survey was sent to PT faculty asking if they wanted to hold extra office hours.
 - Asked faculty about their assigned load for spring, # of students registered for course, type of grading involved in class, where they plan to hold office hours.
 - 10 people responded, requesting between 0.5-2 extra hours/week

- Greg to send reminder to those who haven't responded yet.
- Important to ensure that faculty have offices, so they have confidential place for discussion.

5. Treasurer report (Neil)

- 2024/2025 taxes have been filed with IRS
- CoR stipends- if a rep made 3/4 of meetings, we paid full stipend. We will do that again this semester. A few reps only made 2/4 meetings. Neil would like to propose we pay them a prorated amount depending on number of meetings attended.

Motion to pay PT CoR volunteer reps half the stipend if they attended half the meetings this fall 2025 made by Jude, 2nd by Greg, no objections.

Motion to have volunteer opportunities for PT faculty paid a prorated amount according to number of times they attend CoR starting spring 2026 made by Greg, 2nd by Jude, no objections, 1 abstention.

- Jen and Jude- bring topic of prorated amount of stipend decision to CoR next semester.
- We are a subset of an organization, not a nonprofit. We can relook at amount allocated for stipends next semester. Currently through tax year 2025, anyone who receives stipend of \$600 or more will get a 1099 from our organization. Starting in 2026, the IRS has changed the amount to \$2000.
- We do not pay faculty hourly, and meetings aren't always set amount of time. We provide prorated payment for volunteers for the # of times they participate in meetings and represent their division.
- Do we have a running list of stipends, so we can keep track and consider when we need to make adjustments? We recently adjusted stipends for summer work. Should we publish this on our website?
- Neil tracks all of them in the Quicken account and will send report to person who does taxes. He can share with EB and we can discuss increasing/decreasing the amount and whether we should publish this information.
- Account balances: Total \$335,029, Savings \$290,614, Checking \$35,980, COPE \$6,171 of which \$2,264 is BOT.

6. PT faculty discussion (Galadriel)

- PT faculty subcommittee. Could we get a stipend for secretary for that committee? There is money available, but it would be an EB decision. 1 meeting/month.
- Still looking for participation in committee.

7. COPE (Galadriel)

- Emphasized benefit of using rubrics in classroom.
- Instructor in Oklahoma on admin leave because of grading issue.
- Rubrics are a good idea for instructors to have so it's clear what students are getting graded for.

8. Counselor Student Survey

- Counselors would like to do exit survey on students so they can rate their services. They realize data will be available for administration. Main concern- if student isn't happy with what counselor said, concern if there could be unforeseen issues.
 - CBA- strict criteria of what can be used for faculty evaluation. Random survey does not count as what can be used
 - Faculty who teach online are encouraged to have informal surveys to get student feedback.
- There could be anonymity tied into survey.
- Counselors could give link/QR code in their office. Depends on what they want to do with their data. If it's through ConnexEd, it will be tied to specific counselors.
- ConnexEd- sole purpose is data collection, so need to be careful of what kind of data you are putting in there.
- As we move closer to accreditation and RSI guidelines, we are going to randomly spot check courses next semester. One of the concerns is that it could affect peer evaluations.
- SBCC- up for accreditation in 2028. Many colleges have failed despite having required material in Canvas shell. DE Coordinator- asked if they were willing to drop into Jen's course. It's not part of an evaluation. Similar model

they are doing there. DE Coordinator would be main person for cold drop ins. Cynthia would probably be the lead for this.

- Random spot check is how accreditation will do it. Only need to meet two criteria (announcements, communicating, meaningful feedback, facilitating and participating in discussions).
- Separating online course reviewer from division evaluators is important.

9. Grievance Officer updates (Tom)

- LVN program- associate dean micromanaging LVN faculty (wanting to see syllabi, AI statement, say they need to meet with dean). Talk to representative from this group. Some want to file a grievance. Tom reviewing documents right now. After negotiations meeting, Heather and Greg talked with Jason about this issue, and he plans to talk to dean. Greg to bring up with meeting with Dr. Stearns.
- In online evaluation, one dean looked at more than they were supposed to (e.g., unpublished files, materials not in the scope.) OEI badging course- Cynthia looking at materials not being used.
- Social Sciences- dean is encroaching on evaluation component for peer – ambiguous language regarding required improvements. Line in there “any marks of needs improvement will require written statement from faculty”. Dean is requiring faculty to write something about how they are going to resolve it. It’s a faculty peer evaluation; the dean shouldn’t be directing any of this. Dean pressured team to change some of the ratings. Deans are unaware of power DTC has. Talk to Jason about how deans are overstepping their parts of evaluation.
- WEXP instructor- not hired into step and column. They were paid hourly for courses, and they weren’t loaded for units. CBA only advances on salary schedule based on units not hours. Instructor wants to file a grievance, but chances are slim.
 - Previously paid \$75/student, we increased it to \$250/student. We made progress, but they were still upset that their salaries seemed stagnant.
- It would be good if we had more control over what observers could view on Canvas. You can check access report to see what they look at.
- Cynthia may be able to set access based on a role (e.g., observer). There are ways around it but may take work to make it comparable to F2F.
- Could develop set rubric of what peer can view in the online evaluation. Checklist- so everyone knows what they can and can’t look at. Action item- limiting access on online courses or Canvas courses being evaluated.

Next EB meeting: Feb, 5 2026 Next COR meeting: Jan 22, 2026

Parking lot: Catastrophic Leave Bank ADA accessibility and mandated DE training, DE certification Article 5.10 –compensation, FSA review additional Health care plans,