



**Executive Board**

April 17, 2025

**Adopted Minutes**

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

1. Approval of Agenda and minutes

**Motion** to approve agenda made by Neil, 2<sup>nd</sup> by Heather, no objections.

**Motion** to approve 3-6-25 minutes made by Greg, 2<sup>nd</sup> by Jen, no objections.

2. Negotiations (Greg)

- Contract ratification election results announced this week.
  - 90% approval for TAs, which aligns historically.
  - In the last two elections the approval rate was similar.
- CCFT agreed with district to delay a few items to put in MOUs so we wouldn't hold up negotiations and the ratification vote.
- Job description not part of contract.

a. Job description

- Greg shared a draft of an updated/redline faculty job description.
  - Currently we have two job descriptions- one for FT and one for PT. Discussed whether there still should be two or combined. Description will differ for service faculty.
  - Office hours now required for PT faculty.
  - Difference between FT and PT:
    - College service /committee requirement
    - Change curriculum development to course content for PT
  - We can have essentials that are the same and then include additional requirements for FT. Discussion led towards keeping the descriptions separate.
- Discussed eliminating Physical Ability category because most current items are eligible for accommodations.

b. DSPS

- Difficulty with appendix defining student contact hours for DSPS faculty
  - Currently DSPS has 23 hours/week student contact.
  - New agreement with District has 28 hours/week for service faculty.
  - DSPS Faculty advocating for fewer than 23 hours/week and wants to include community support groups as part of contact hours. Unable to find other contracts that support this.
- Related to bigger issues-why do we only have one DSPS specialist now?
- Suggestion to look at what was advertised when the faculty member applied for the job.

c. Coach evaluations

Draft will be sent to Coach group, and they are already working on job description.

3. Elections results discussion (Greg)

- TA ratification and 16-week semester

- 16-week vote is advisory only.
    - Finals week is only advisory for Academic Senate. They have launched a taskforce.
    - All calendar changes are pending Board Approval.
  - Discussed ways to communicate changes we have negotiated that affect faculty:
    - Summary for opening day
    - Post on CCFT website
  - More intrusive way of relaying information- hanging up visuals with QR codes around campus where faculty congregate.
4. Spring Newsletter (Amy)
- Amy shared draft of newsletter and made suggested edits.
  - Discussed adding announcement about All Member Meeting.
    - Forums were well attended this semester, and we could keep momentum going by offering them more regularly.
    - Meeting to be scheduled Friday between JEDI and Senate over lunch May 9<sup>th</sup> 11:30-1pm, 2609 (online and in person).
5. Elections Committee stipends
- Elections Committee had to do two elections: paper mailing for President election and one for TA ratification and 16-week calendar.
  - They also had to change the timeline so we could get the contract to Board meeting for approval.
  - Propose to increase the stipend or give two stipends. In the past, the stipend was larger when there were multiple elections.

**Motion** to award \$500 stipend to each election committee member per election this semester made by Neil then amended to \$599 per election for each EC member and 2<sup>nd</sup> by Greg, no objections.

- Moving forward, the understanding is that \$599/election held will be awarded for each EC member. \$599 is consistent with the stipend amount for other CCFT activities.

6. Treasurer report (Neil)

Balances: checking \$ 180,044, COPE \$5,094 of which \$1,813 is BOT, savings \$130,116

a. Switch to Community West Bank

- Neil met with Community West Bank – they do a lot of work with schools and school districts.
- We had previously approved a move of banks to Coast Hills, but we are not listed in California State nonprofit organizations, so Coast Hills won't open account for us.

**Motion** to change the previous bank move to Community West made by Greg 2<sup>nd</sup> by Roland, no objections, 1 abstention. Neil to send paperwork to signatories.

- Changes in college organization- Agriculture dept is being moved out of Business Ed. Current Chair is only FT Agriculture faculty- she will be moving with Agriculture department. Business Ed doesn't have Chair, and Neil is only one able to step into that role.
- Planning on staying as treasurer.
- Any reassigned time loads above 60% need to be approved by the VP.

7. PT faculty discussion (Galadriel)

8. COPE (Galadriel)

- Galadriel wants to get committees started by fall of this year.
  - Can we offer stipends for participation on these committees and secretary to take minutes?
  - COPE- more about education about local political events/gatherings.
  - Galadriel to make an application and bring to CoR for approval. Intent is for PT faculty.
- CCFT could provide snacks for in-person meeting.
- Best not to divide union FT vs. PT in terms of roles such as treasurer.

## 9. Senate Report (Alex)

- Based on results of recent election where strong support for 16-week semester is evident, the taskforce has decided to move a recommendation through. First read next week. 3 separate proposals as it moves through College Council and Senate. Send feedback to reps.
- Discussed lack of food on campus and allowing culinary to cook and sell food such as running coffee carts.
  - New building will have a small food area/service.
  - Budget request- convert cafeteria to culinary space for students.
- Credit for prior learning is one of Senate priorities. Negotiating CPL Faculty Coordinator.
  - Discussed evaluation and what that would look like.
  - Admin push back on coordinator positions because they don't think they are doing their jobs.
- 2 senate meetings left this semester.

## 10. Grievance Officer updates (Tom)

- A couple of complaints – 1 student against faculty related to DSPS.
  - There was accommodation provided, but complaint was filed. HR is moving slowly.
  - Social Sciences – evaluation that faculty believes included items outside of evaluation scope. This was used to trigger an off-cycle evaluation.
- Tom is working with lawyer and Heather to file appeal for faculty member subject VPI comments.
- Tom met with Debra Stakes and discussed communication between admin and faculty.
  - Student Success Center
    - English lobbied to get instructional aide and Writing Center.
    - They want more embedded tutors.
    - Advised to have electronic communication.
  - Discussed remodel and reorganization. Right now it is a proposal and faculty still have time for input.
- Alex- pitched proposal for funding for Leadership conference at Planning & Budget.
- Campus climate survey: need to have better communication. Admin felt that the faculty walked away from discussions about library.

Next EB meeting: May 8, 2025

Next COR meeting: April 24, 2025

Parking lot: Catastrophic Leave Bank ADA accessibility and mandated DE training, DE certification Article 5.10 –compensation, Compensation for mandatory training, Can Legacy faculty be required to take DE training and compensation? More control over dean-initiated off-cycle evaluation, like VP of HR approval or some kind of just cause clause? FSA review Rotation for PT serving on district hiring committees. CMC compensation, additional Health care plans, and Engr & Tech