



**Executive Board**

Sept 18, 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 - A                                    |
| 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, summer actions

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

**Motion** to approve 8-21-25 minutes with modifications suggested by Jen made by Greg, 2<sup>nd</sup> by Neil, no objections.

2. Senate Report (Erich) – No report

3. Fall Negotiations (Greg)

a. PT office hour pay

- This was settled: MOU to be signed that faculty below 5% load won't be paid for office hours.
  - Those who are loaded between 5-39% will be paid for 9 office hours.
  - 40% load and above paid for 18 office hours.
- No contractual obligation for when you hold the hours. Faculty can offer more during finals week or during weeks that have larger projects.

b. PT office hour pool large class, serving equity students, holding extra time in SSC

- Get feedback from CoR next week about the PT office hour pool.

c. 16-week

- One division gave feedback on the number of hours expected to revise course to shortened semester. There was a large range between 1-8 hours/class.
- It has been difficult to find a date to meet with negotiations team.

d. Coach evaluations

- Plan to have the revised evaluations in place for fall 2026.

e. ESL

- Faculty Prioritization Committee ranked ESL #1 last year. District agreed to FT ESL Temp for this year with the condition of renegotiating hours/loading for ESL to hire FT TT faculty for 2026-2027.
- Amy gathered data from other colleges and shared it with Greg and Heather. There is a large range of hours from parity (15 hours/week) up to over 20/week.
- This may be a more contentious item than the others as district wants ESL to teach more hours (right now they are at parity with credit, which was previously negotiated).
  - Discussed reactivating credit ESL classes and cross-listing them with noncredit as other colleges do, but not student-centered approach.
  - Practicality- it will be difficult to schedule more hours especially with 16-week calendar since classes are long and students have limited availability to take them.
  - Maximum increase to consider 18 hours/week, same as lab loading, but not to apply to current faculty.
  - Amy agreed to join negotiations sessions for this item.

#### f. Performing arts stipend

- TA stipulated a 3% increase in stipends for coaches, choreography, and performance. We thought it included all Performing Arts Stipends, but district said it doesn't. It excludes drama, vocal, and musical performance.
- District will send contract to BOT to approve without including all Performing Arts.
- It amounts to approximately \$1,600.
- CCFT can correct it at next negotiations in 2 years.

Next year's compensation package is good: COLA + 1.3% for FT and COLA+ 2.2% for PT, and additional 1% if we reach enrollment targets.

Negotiations team: Heather, Jen, Heidi, Greg – let Greg know if you are interested in joining or know someone who is. District team usually consists of VPs.

#### 4. Treasurer report/budget approval (Neil)

Neil reviewed budget he previously emailed to EB.

- No dues August, December, and May. Expected income close to \$180,000.
- We have enough in case we have increased legal fees.
  - Previously had CD and called it a defense fund. Right now, it's in money market and return is better than short term CDS (reason for moving banks).
- Operational expenses include elections, committee expenses, negotiations software, postage, training fees.
- Employee Stipends (CoR, summer and winter break officer work) was separated out.
- Total bank balance with budget would give ending balance of \$297,653.25.
  - Expenditures will be approximately \$29,000 more than we will bring in.
  - Proposed increase stipends to \$40,000, which would increase budgeted loss, but ending still \$287,653.25
  - AFT wants to see that we have enough – we are way above the amount that most of unions of our size have.
- Membership is stable. Neil to check # of FT and PT faculty in union. Review new hire list and compare it to membership list.

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

- In closing Mechanics Bank, found three outstanding checks for CoR that no one cashed. Neil to rewrite the checks and send them out. Remind CoR there are tax implications for them.
- Current balances: Checking \$75,839; COPE \$5,700; Savings \$250,250

#### 5. Grievance committee/new officers (Tom)

- Tom to establish a Grievance Committee - Jude and Galadriel interested.
- Look to find another Grievance Officer whom Tom could train. Should we advertise this?
  - One faculty member might be interested but retiring soon.
  - Position should be FT so that the faculty is protected.
  - The role shared among two people worked effectively years ago. Having 2 people allows for more availability and flexibility.
  - Could add reassigned time in spring for faculty member being trained.

#### 6. PT faculty as evaluators (Amy)

- District didn't want to incorporate PT faculty as evaluators into the CBA.
- We would need to bring it up to the district and find out their reservations.
  - Maybe concern is that some divisions with a lot of FT faculty would use it.
  - Discussed extending MOU to divisions with minimum FT/PT ratio.
- Current PT faculty must be Level 2 to do evaluation.
- CMC- some faculty don't want to do evaluation out there. Can union do anything about that?

#### 7. PT faculty discussion (Galadriel) - No report

8. COPE (Galadriel)

- Keep an eye on receiving political emails and not responding to them. Share them with IT and highlight concern.
- Concern that people are targeting schools with certain topics. Faculty should be mindful of current political climate. We need to be aware and careful.

9. Evaluation timeline (Tom)

- FT faculty contacted Tom about evaluation timeline, especially for short-term classes.
  - Usually there is a different timeline for short-term classes, but there have been staffing changes in Office of Instruction, and an alternate timeline was not given.
- Need to renegotiate evaluation timeline and include language for class length variations.
- Bring to CoR to get input. Variety of classes and lengths, difficult to have set dates on the timeline.

10. CCFTea

- 9/30 Tuesday afternoon at 3:30pm. Greg to schedule it and send out to faculty.
- Investigate HiFlex room options to allow participation for NCC and remote faculty.
- Include membership drive/inviting new members.
- Jen to make flyer to promote.

11. Grievance Officer updates (Tom)

- Upcoming Chair election in one division – some faculty were canvassing/questioning eligibility of those who can vote, but nothing against contract.
- Appeal in Social Sciences not yet resolved. Meeting scheduled with HR.
- Group of faculty in one division formed Ad Hoc committee who don't feel they should be limited to 50% DE assignment.
  - District has right to assign faculty classes, loads, etc. Contract has always been that way.
- Discussed if Division Chair needs to be tenured. Contract language includes possibility of tenure-track being Chairs, but in other places states only tenured faculty can apply. Language may need to be revised to be more consistent.

Next EB meeting: Oct 2, 2025      Next COR meeting: Sept 25, 2025

Parking lot: Catastrophic Leave Bank ADA accessibility and mandated DE training, DE certification Article 5.10 –compensation, Can Legacy faculty be required to take DE training and compensation? FSA review additional Health care plans,