



Executive Board

Adopted Meeting Minutes

September 7, 2023 3:00 p.m.

Table with 2 columns and 5 rows listing board members: Greg Baxley, Michael Mogull, Amy Kayser, Alex Kahane, Elizabeth Lobo, Galadriel Bree Highhouse, Roland Finger, Jennifer Shellhorn, Tom Patchell.

1. Approval of Agenda and minutes

Motion to approve agenda made by Jennifer, 2nd by Roland, no objections.

Motion to approve 8-17 minutes made by made by Greg, second by Jennifer, no objections.

Additions: FMLA,

2. Senate Report (Alex)

- Jill Stearns and Allan Hancock College President, Kevin Walthers working together to develop and offer BA degrees... CSU strongly opposes community colleges offering BA degrees... Cuesta wants to offer BA in Education to serve local need...

3. Instructional cabinet items CCFT needs to discuss?

- Asking HR if we can keep PT faculty in pool more for than 2 years without teaching a class.

4. PT faculty discussion (Galadriel)

- Going to CFT meeting Sept 30 in San Jose. Many PT faculty have questions about health care. One PT no longer receives cash in lieu of health care... Mandatory training compensation: eligible 3.5-4.5 hours... Some PT faculty having issues with timecards... PT faculty person, HR needs to know faculty load before they can determine the rate of pay.

5. Treasurer report (Elizabeth)

23-24 budget discussion
budget line item for member care?
increase stipend for PT on search committees?

- There is maximum cap of \$600 for stipends, at this point it's better to keep stipend at \$500. Current membership: 231 members, 116 FT, 115 PT

- Treasury \$94, 935.49, COPE \$1535.50, BOT \$677, Savings \$130,056.88
- Financial documents submitted to Susan Kline for review
- Reviewed proposed budget:
 - Dues from members lower
 - Membership lower (by 30 members), overall around 8% decrease
 - Proposed budget doesn't add to endowment scholarship and legal defense because we have a lot of reserves.
 - Added to donations to help faculty in need.
 - Possibility of dues-free months

Motion to approve budget proposal made by Jennifer, 2nd by Galadriel, no objections.

Motion to retain the 22-23 dues structure and not pass through the dues increases levied by AFT and CFT for 23-24 academic year made by Elizabeth, 2nd by Greg, no objections.

6. 23-24 goals, ambitions, issues (discussion for all)

- Already accomplished: Cal Cards for culinary- confirmed this was an issue and Greg communicated with the Dean and VP of Administrative Services. Faculty expected to get cards soon.
- MOU- pilot program to allow PT faculty to evaluate other PT faculty in two divisions with a stipend to be reevaluated next year.
- Delta Dental: There are openings on the Benefits Committee.

7. 16-week calendar team for 2026-2027 3 applicants for the volunteer positions, \$2,000 stipend

- Wes Sims, Alex Espinosa-Kulik, Galadriel and Chris Machado interested. Wes and Galadriel were on previous calendar taskforce, and Galadriel is PT. Important to have Sciences represented on the committee.

Motion to appoint Wes, Galadriel, and Chris made by Amy, 2nd by Tom, no objections.

- Greg to communicate with Alex that there are other opportunities such as serving on district hiring committees.

8. Peer evaluation form update (Greg)

HR has software with file size limits and Jennifer's PDFs were too large. Once the form is done it doesn't need to be protected. Instructional specialist stated they will need to test it.

Motion to postpone decision about form until it is tested made by Greg, 2nd by Jennifer, no objections.

9. Financial Webpage (Amy)

- Financials page is now password protected. It can be changed every semester.
- Add instructions the page: If you are a CCFT member, contact Amy for password.

10. COPE (Galadriel)

- Gavin Newsom- executive order to perform analysis of AI – potentially provide training for us, vulnerable community (low income)
- Republican debate- attack on education and unions, important to stress to everyone how important we are.
- Students recording in the classroom, can take it out of context, see more of fringe radical, pushing boundaries.
- Some disciplines, touching students might have been appropriate 5 years ago, not OK anymore. We don't know student triggers (ask first, be respectful of sensitivities).
- Syllabus that emphasizes safety/respecting each other in class.
- Newsletter ideas: helpful tips for syllabus from CCFT perspective (recording is only by permission, we shouldn't be touching our students in any way.)

11. Fall member social hour(s)

- Discussed possible socials at Milestone, Dairy Creek, Mustang Lanes, Elks.
- Dairy Creek most practical, open it up to membership 9/28 at 5:15pm.

12. Grievance Officer updates (Tom)
interest in grievance position

- Faculty member who dealt with inappropriate student first week- ongoing issues.
 - Student has filed complaint reports with CPS and the district.
 - CCFT supporting faculty member, and lawyer will probably be consulted.
 - Student has been removed from section but still inappropriately communicating with instructor.
 - College officials considering discipline for student according to student code of conduct.
- PT instructor- health insurance cancelled. Had health crisis and was denied doctor visits. Teaching load was 40% average so should have had insurance, received conflicting info from HR. Has coverage now, but unpleasant experience with HR.

13. Upcoming negotiations (no updates):

- a. Service faculty hours
- b. NC Coordinators (evaluation, # of positions and/or compensation, duties)
- c. 16-Week semester (service faculty weekly hours, finals week, membership outreach)
- d. DEI and mentoring in peer evaluations

Next EB meeting: Sept 21, 2023 Next COR meeting: Sept 28, 2023

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

Other:

- HR policy of cutting faculty off of email if they are on FMLA. Should be their choice to connect or check email. Elizabeth to send email to Greg with pointers.
- Jennifer- concern that faculty have their own space to be heard without admin reacting defensively. Senate issue.
- Faculty member in need was grateful to receive \$250 gift cards from CCFT.

Initiatives for 23-24?

- Pay for training prior to semester starting or onboarding
- College pays for PT serving on other committees and doing other college work
- help faculty feel less encumbered by bureaucracy and paperwork, help simplify procedures and reduce bookstore hurdles. Can CCFT help admin get out of the way.
- Support each other.
- Compensation for personal phones needed for field trips, sporting events.
- Jen: streamline 2 factor authentication, shouldn't need phone. There's always one more thing.
- Galadriel: IT work taking over classrooms in History?
- Include faculty in planning like deciding when changes happen, purchases for furniture and tech getting bought instead of what's needed (lift desks in NC)
- ~~Cal Cards for Culinary?~~
- Contract for faculty checking out laptops
- Switch from Delta Dental to MetLife
- Update website