



Adopted Meeting Minutes

November 16, 2023 3:00- 4:30 p.m.

Table with 2 columns listing meeting attendees: 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 amend agenda by removing #2 and #4 made by Jen, 2nd by Elizabeth, no objections.

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

Motion to approve 11-2-23 minutes made by Jen, 2nd by Tom, no objections.

2. Senate Report (Alex)

3. Fall Newsletter/communications (Amy)

- Aim to have the newsletter ready for early December and try for printed copies before 12/7.
Jen to send information about the PT faculty handbook to include.

4. PT faculty discussion (Galadriel)

5. 16-week calendar update (Greg and Galadriel)

- Met last week and the team suggested two versions of calendar, one with November break, one without.
Team to work on a survey to get faculty input.
Greg asked Jason for information from the Chancellor's office.
Intent is to send out information to faculty ahead of survey, discussing changes e.g., instructional days will get longer.

6. Fall member social hour(s) (Jen)

- Social on 12/7 at Dairy Creek after the All-Member Meeting
Discussed ways to interest faculty: possibly raffle for gift cards, hiring entertainment or inviting political figure such as Dawn Addis to speak.
Ideas for spring: Trivia night (e.g., Bang the Drum) or Drag Bingo

7. Replacement Treasurer appointment process and candidates

- The process when there is a vacancy on EB:
EB nominates someone and sends that nomination to CoR for confirmation.
Next CoR meeting is in two weeks, best to nominate before 11/30.
After sending job duties to the three candidates, only two remained interested.
EB met with the two candidates individually to discuss the treasurer role. Candidates discussed why they wanted to be treasurer, availability for training in spring, and experience with databases.

Motion to approve and recommend Neil Higgins as Treasurer to CoR made by Mike, 2nd by Elizabeth, no objections.

8. Treasurer report (Elizabeth)

- Treasury \$150, 053.41; COPE \$2,116.50 of which \$816 is BOT, Savings \$130, 066.61
- Membership 226, FT 119 and PT 107
- CFT usually pays for travel for smaller unions.
- 6 new members joined this week.
- Taxes have been sent and received by IRS.
- Communicate with Neil about technology he might need, current tech is at end of life.
- Send out notice of Dues Free December.

9. COPE (Galadriel)- no update

PT faculty email to be sent about retirement training. It's at the same time as the All Member Meeting, but Galadriel will set up follow-up meeting.

10. Grievance Officer updates (Tom)

- Concern that DE classes get low turnout for student evaluations because the evaluation forms are embedded in the Canvas class.
 - PT faculty had only one student evaluation returned with negative comments. Evaluator was unsure of how to assess student feedback.
 - Discussed whether we could require students to complete it, possibly as an assignment.
- It shouldn't be the instructor's responsibility to get students to do the evaluation.

10. 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
- e. **NEW:** 12 month faculty in RN/LVN, LVN, Paramedic

Next EB meeting: Dec 7, 2023 Next COR meeting: Nov 30, 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