



Executive Board Adopted Meeting Minutes

Aug 19, 2021

Table with 2 columns and 4 rows listing board members: Greg Baxley, Heather Tucker, Tonya Leonard, Amy Kayser, Elizabeth Lobo, Tom Patchell, Nancy Steinmaus, and Roland Finger.

1. Approval of Agenda and Minutes (3x)

Motion to approve agenda made by Heather, 2nd by Elizabeth, approved unanimously.

Motion to approve 5-5-21, 5-13-21, and 8-6-21 minutes (each with minor edits) made by Greg, 2nd by Roland, approved unanimously.

2. Senate Report- Wes

- AP 3725 describes how faculty are responsible for making sure materials are ADA compliant.
• The language of "equally effective" was problematic, and suggestion is to change to other term such as "substantially equivalent".
• The revised document has struck out two other parts that faculty had issue with: best practices and link to detailed standards.

3. Treasurer Report Elizabeth

a. Deactivate credit account and create savings account

Union credit card has only been used once and causes problems.

Motion to deactivate credit card made by Elizabeth, 2nd by Greg 2nd, approved unanimously.

b. Dues and per cap rates

We have a lot of money, and we need to put some in savings. This requires Greg, Heather, and Elizabeth to go to the bank on the same day.

Motion to open a savings account made by Elizabeth, 2nd by Heather, approved unanimously.

- o Amy to print, sign, and scan these minutes to Elizabeth for her to take to the bank.

c. Per cap designation parameters

- CFT and AFT are increasing their dues. In CCFT Constitution, it states that we will regularly apply per capita dues. The change occurs on September 1st.
• We could change the dues rate, which would need to be voted on by the membership.

d. Formula funding

e. 21-22 budget, forward to COR for approval

- Current Balances: Treasury \$253,966.65, Cope \$2749 (of which \$444 is BOT)
• Our reserve is too high currently, so we don't need to collect as much in dues. A healthy reserve is 6-8 months.
• We can consider: cutting rates for dues, establishing a legal defense savings funds (lawyer now requires a retainer and hourly rate increase), and establishing an endowment scholarship.
• Elizabeth presented two possible budget proposals.
o The EB discussed different possibilities considering our raise due to COLA, our substantial balance, and the CCFT Constitution regarding per capita pass through dues.
o Nancy mentioned bringing back the travel fund. However, the statewide Union officer training is virtual this year, so we don't need this.
o EB decided to propose two budgets for CoR members to review and vote on:

1. A budget with a 1.25% dues rate that adds the CFT/AFT per cap increases but drops the rate due to extra revenue from our 4.57% COLA raise.
 2. A budget that maintains 1.31% dues rate that adds the per cap increases and does not account for the increased revenue from our 4.57% raise.
- o The following were recommended with both budget options:
 - eliminating one month of dues collection this semester (possibly another in spring)
 - decreasing the CFT formula funding (due to increased reassigned time from the district). Elizabeth may have difficulty applying for the grant because Fiscal Services have not provided our 2020-21 invoice for Staff Funding.
 - creating an endowment scholarship for Cuesta students
 - creating a legal defense fund
 - maintaining a healthy reserve of 6-8 months.

Motion to send two budget versions (1.31% and 1.25% per cap dues), to CoR to discuss and vote on at next meeting made by Greg and 2nd by Heather, approved unanimously.

f. Scholarship/emergency fund discussion

- An endowment fund of 40,000 or 50,000 should be established.
- CCFT was able to donate \$1,000 to Erich Tucker's medical recovery.

4. Website security and design

- At Opening Day meeting faculty member mentioned security concerns the CCFT Website. Marilyne Cleaves is working on fixing this issue.
- Amy to redesign/update CCFT website homepage.

2. Acronym list [The Julie Rose Cheat Sheet Decoder for ABBA.docx](#)

- List to be put on Website and/or included in next Newsletter.

3. COVID and return to class Heather and Greg

a. Vaccination requirement [Palomar document](#)

Special Board meeting next Wed to institute a vaccine requirement.- 4pm on 8/25 - likely to vote on developing a policy, but maybe not defining what that policy is.

- i. Start date
 - ii. Testing option, esp for those with one class- For a person who doesn't want to get vaccinated, it's OK as long as they do weekly testing. Details of who will do the testing or when has not been established. They are modeling the K-12 system.
 - iii. Reporting for students- unknown
 - iv. Enforcement for staff/students- unknown
 - v. \$250 Incentive and expiration – This will go away once the implementation date of the vaccine requirement has been decided. You can't give incentives when you have requirements.
- The spring '22 schedule is recommended at max 40% online/division. F2f vs. online should be more a department discussion rather than a college wide set number.
- b. Changing from f2f to online, what metric? What metrics will we use to take a class back online? Consult County Dept. of Health. We need a range/metric to establish when faculty can convert their classes to online depending on local virus status.

Other COVID discussion:

- Cuesta will have a vaccine clinic.
- There are at least 12 CCC districts with vaccine requirement.
- There are a lot of details to work out, and there is difficulty in implementing a vaccine requirement.

- Union may want to bargain for more flexibility for faculty who don't want to teach f2f with restrictions.
 - Elizabeth suggests giving the titer/blood test for antibodies as an option to weekly testing for unvaccinated.
 - Greg to set up meeting with District to see what kind of flexibility we can have.
4. PT faculty report (Nancy)- We may need to revisit the idea of Level 2 protections for faculty if class are cancelled. To be discussed at a later date.
5. Grievance and Investigations and Personnel – Tom
- HR has made some mistakes - PERS was coded incorrectly in the system. There may be more cases to investigate.
 - District did PERS audit over the summer, found 8-9 issues with retirement reporting related to stipends – this was system wide and not unique to Cuesta.
 - Faculty member overpaid for a long period of time – district wanted to be paid back.
 - Could we ask HR to explain how paychecks are calculated (document given as a new hire).
 - District has agreed to pay the fringe over 10 months, easier to understand.
 - We need an audit of catastrophic leave bank. Concerned there are errors.
 - Summer- some PT faculty let go for different issues, some related to COVID.
 - English- reprographic situation. Faculty would like to have a person on campus.

Future discussion items: Lab lecture parity, Loading for PT faculty, FT OL, and 'seniority,' eval forms for chairs (classified concerns)

Meeting adjourned at 5:15pm

Next EB meeting: Sept 2

Next COR meeting 8-26

Parking lot:

ADA accessibility and mandated DE training, DE certification Article 5.10 –compensation, Compensation for mandatory training Substitute pay scale (and timing), Edits to Article 5.7 Workload committee Can Legacy faculty be required to take DE training and compensation? Can DE certification be used for column advancement? More control over dean-initiated off-cycle evaluation, like VP of HR approval or some kind of just cause clause?