



Council Meeting Date: Wednesday, August 31, 2016

<p><u>Officers</u></p> <p>Dave Ryba, President Justina Rivadeneyra, Vice President Susan Bautista, Secretary Paul Swatzel, Treasurer Brian Waddington, Past President (A)</p>	<p><u>Included on Executive Board</u></p> <p>Dave Brown, Chief Negotiator Lisa Villa, Senate Liaison</p>
<p><u>Representatives</u></p> <p>Business/Accounting (A) Bruce Grossman Mathematics (P) Steve Odrich Health Sciences (A) VACANT Career/Technical (P) Jeremy Clark Counseling (A) Rafael Herrera Fine & Performing Arts (P) Cherie Brown</p>	<p><u>Representatives</u></p> <p>Kinesiology (P) Steve Hartman Language Arts (P) John Fincher Library Science (P) Lanette Granger/Sarah Bosler Physical Sciences (P) Badiieh Farahani Social/Behavioral Sciences (P) Gailyn White Negotiations Team Members (P) Stephanie Yee (P) Terry Miles</p>

Call to order by CCFA President at 2:46 pm on August 31, 2016

Approval for May 18, 2016 minutes. Motion made to approve minutes by Steve Odrich, seconded by Steve Hartman. Paul Swatzel provided an amended document for Treasurer’s Report which was highlighted. Council approved May 18, 2016 minutes.

I. Officer Reports

A. President’s Report – Dave Ryba

1. **Introductions:** D. Ryba acknowledged the current E Board members
2. **Meetings:** Future Representative Council meetings will be held in CI 159 at 2:40 pm on Wednesdays; a hand-out was provided. This is due to the remodeling that will be occurring in the faculty lounge in the near future. One exception to the meeting location is on October 19, 2016 whereas the location will be determined at a later date. Also, the future Spring meetings need to end by 3:30 pm or possibly another location will be used.
3. **Hot Issues:**
 - a. **Enrollment/Budget picture:** D. Ryba spoke of a “somewhat gloomy enrollment picture”. The President’s office, specifically CFO Claudette Dain, is painting a picture that things are okay, mainly that FTE’s are projected to be down 1%, but that we are probably down by 4% enrollment. Also, if the college is down by 4% this Fall, that this might be a bad omen to

what might transpire with enrollment in the Spring. This translates to rather than a projected surplus of between \$1 million to \$1.5 million, the college might be down \$3 million to \$4 million, perhaps. The Association is not sure what implications this may or may not have; there is a “stabilization” clause in which the college admits to the shrinking of enrollment and agrees to receive less money. The college has a reserve of approximately \$20 million in which it can utilize these funds, although there might be reasons that these funds cannot be touched. CCFA is looking into these claims and are “concerned”. A more immediate concern with the Districts admitting to a loss of money this year, makes the Associations concerns – smaller classes, changes to overload pay, a much harder argument. The District legitimately has less money, which will make a more difficult climate for anything happening with finances.

b. Classes cancelled: As of August 23, 2016, the section count was at 1330 sections; the college is down by approximately 30 sections this semester. Some of the cancelled sections had fifteen plus students, some had one or two. One of our priorities this year, is to address how sections get determined for cancellation. Discussions between the Association, the Senate, Human Resources and Instruction have occurred to address better communication, in regards to the timing of cancelled classes.

c. Over-cap events: Recently, certain classes have gone over-cap, a pre-determined maximum amount of students enrolled in classes by Curriculum Senate. Faculty can agree to go over-cap, as long as they guarantee the same quality of instruction. The Association’s view is that only the faculty member can agree to go over-cap. The over-cap that occurred was driven by a glitch that occurred, causing students to get accidentally rolled out, allowing other students to register. The rolled out students were re-admitted which caused the over-cap enrollment in some classes. Neither the Association, the Senate nor the faculty were given any input or notification to be directly involved of this occurrence, ultimately causing faculty to carry larger class sizes. Communication with VP Arvid Spor and HR Director Robert Sammis has occurred to express the Association’s displeasure with that and seeking assurances for better communication in the future. Another related issue with over-cap are classes in areas on campus with some international students being added, allowing over-cap to occur. This has been occurring for some time now but, with the recent glitch, more attention has been given to this issue.

d. BOT meeting: Encouragement is given to council members to attend Tuesday, September 6th Board of Trustee’s meeting.

B. Vice-President’s Report – Justina Rivadenevra:

1. Member Involvement:

a. Committee Work/Shared Governance: In order to build unity and strength for our association, CTA stresses engagement for our members. D. Ryba will be looking into reinstating the prescribed committees in our by-laws. Some of the committees include: contract, membership, grievance, political action, social, bargaining team, organizing team and a health benefits team. There is a lot of work to be done with folks playing a part in all of these, rather than leave the work to a few individuals. J. Rivadenevra stressed that it takes commitment, planning and organizing. There is need to build and train members for engagement; this enables folks to learn their rights and to contribute. Justina asked members to invite/recruit colleagues to attend meetings, learn about engagement and committee participation towards CCFA.

b. Activism/Socializing: J. Rivadenevra stated that engagement will begin with small group activities and building relationships. The first activity is a “Coffee and Doughnuts” meet and greet prior to the board of trustee’s meeting next Tuesday, Sept. 6th. The association will be organizing these meet and greets to build collegiality to “get to know each other”. This is a way to also get bargaining ideas rather than using surveys. The first meet/greet will be in the faculty lounge at 2:45 pm. CCA/CTA can provide staff members to connect with the leaders of our prescribed committees with ideas and advice.

C. Chief Negotiator Report – Dave Brown:

1. Overload Grievance: Arbitration has been slated for October 27th for our current grievance regarding overload. The grievance pertains to the language in Article 8.2.4 in our current contract. Faculty overload is calculated as followed: “The overload and intersession lecture rate is derived by multiplying the corresponding rate on the Full-Time Faculty Salary Schedule by 0.0185. Placement on these schedules shall be the same as the instructor’s placement on the Full-Time Faculty Salary Schedule.” However, looking at the Appendix, the overload schedule maximizes at Step 7 which translates to fewer steps than the full-time faculty should be getting compensated. Arbitration will hopefully have a decision by the end of October which will have implications for our future contract negotiations.

2. Cancelled Classes: There has been some cancelled classes that the district cited as due to “low enrollment reasons”. D. Brown passed out a hand-out which shows policy that speaks to member’s rights. According to BP 4270, this is an interpretation that is largely shared and validated with the District. Minimum class sizes for all classes at Citrus College with the exception of some criteria cited in BP 4270. According to our contract, specifically 5.8.9 - Assignment of Classes: faculty member’s classroom load for Fall/Spring, assigned classes to fulfill said required load, members will be offered remaining classes for overload, adjunct faculty will be offered assignments, changes to an assignment will be made only by mutual agreement of the unit member and the dean. D. Brown stressed that this language is powerful, whereas no cancellation can occur without mutual agreement of the faculty member and the dean. This also stresses a possible conflict with the language written in the contract of part-time faculty members specifically CCAFF Contract – 6.5 “A full-time faculty member may bump the assignment of a Unit member only if the class or classes are needed to fill out his/her full-time teaching load”. This creates an awkward position for the district because a violation can occur in either a full-time faculty members contract or a part-time faculty members contract when classes are cancelled. Dave supplied three possible remedies for cancelled classes. John Fincher suggested that faculty distinguish their load from their overload when accepting an assignment/s. D. Brown stated that if anyone is a “grieved person” or knows someone who is, due to the cancellation of classes without a mutual agreement with their dean, steps can be taken and they should not go unchecked. Discussions continued regarding this issue. Cherie Brown spoke of problems with add codes and stated that most deans work hard to keep classes, and that possibly upper management might be behind cancelled classes. Also, Steve Hartman spoke of networking with students on the first meeting day with students in a low enrolled class to push other students to take the class or it might be cancelled. Plus, S. Hartman stated that some faculty members are being told that a late start class could be cancelled, even though there could be sufficient time to raise the number of students because the start date is at a later date. D. Brown stated that a meeting has been set with Academic Senate and CCFA to speak of these issues. Terry Miles pointed out that some colleges start one week later than Citrus, which allows them to pick up some of our students with cancelled classes. Discussions continued regarding this issue.

D. Secretary’s Report – Susan Bautista: S. Bautista asked council to read the provided minutes which were sent out electronically. Susan asked if council preferred a hard copy of the minutes along with an electronic distribution? Council agreed electronic distribution was fine. She also asked the council to let the new faculty members know about the CCFA website, and remind them to register.

E. Treasurer’s Report – Paul Swatzel: See attached document

1. Standardizing Representation: Paul Swatzel stated that in our constitution it speaks of “department” representation but, the college no longer has departments; it has programs and divisions. Paul asked folks to consider how we want to move forward in the near future regarding representatives. We could mirror Academic Senate’s representation, use divisions or any other suggestion.

F. Senate Liaison – Lisa Villa: Academic Senate Executive board met and had similar discussions regarding class cancellations, over-cap and enrollment. Senate is working on achieving better communication and addressing these issues at Big 5. Also, there has been some revisions on a AP/BP.

G. Past President’s Report – Brian Waddington: absent

H. Old Business: none

I. New Business:

- 1. Fall CCA Conference:** Four members will be attending on October 7-9, 2016 and a CCCI independent conference occurring the following weekend, October 14-16, 2016.
- 2. Committees:** Our by-laws prescribes 8/9 committees with past practice having some individuals acting in these capacities, CCFA wants to legitimize and build these committees.
- 3. Access to the train station:** The train will be officially opened on September 19, 2016.

J. Meeting adjourned: at 3:49 pm

CCFA Treasurer's Report 8/31/16 by P. Swatzel

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Operating Statement: 5/18/16 to 8/29/16

Checking Account Balance on 8/29/16 \$24,348.38

Revenue:

<u>Description of Income:</u>	<u>Amount:</u>
Member Dues	\$ 3,084.00
Payments for 2016 End of Year Meeting	\$ 1,526.00
Total Revenue	\$ 4,610.00

Expenses:

<u>Description of Expense, Budget Code:</u>	<u>Amount:</u>
Conferences 2-100	\$ 2,226.98
Meeting Expenses 3-100	\$ 4,312.62
Operations 4-100	\$ 115.73
PACFund	\$ 589.77
Total Expenses	\$ 7,245.10

Beginning Cash Balance in checking as of 5/18/16 \$ \$26,983.48

Excess of Revenues over Expenses \$ (2,635.10)

Savings Account Balance \$ 80,026.90

TOTAL NON-RESTRICTED GENERAL FUNDS: \$104,375.28

PAC FUND Balance on 5/18/16 \$ 9,990.28

Revenue:	<u>Description of Income:</u>	<u>Amount:</u>
	Member Contributions	\$589.77
Total Revenue:		\$589.77

Expenses: Description of Expense: Amount:

Total Expenses: \$ 0

Excess of Revenues over Expenses: \$589.77

Balance on 8/29/16 \$ 10,580.05