



Council Meeting Date: Wednesday, September 21, 2016

<p><u>Officers</u></p> <p>Dave Ryba, President Justina Rivadeneyra, Vice President Susan Bautista, Secretary Paul Swatzel, Treasurer Brian Waddington, Past President</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 (P) Bruce Grossman Mathematics (P) Steve Odrich Health Sciences (P) Noemi Barajas Career/Technical (P) Jeremy Clark Proctor: Greg Lipp Counseling (P) Rafael Herrera Fine & Performing Arts (A) 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) Badieh Farahani Social/Behavioral Sciences (P) Gailyn White Negotiations Team Members (P) Stephanie Yee (P) Terry Miles</p>

Call to order by CCFA President at 2:45 pm on September 21, 2016

Approval for August 31, 2016 minutes. Motion made to approve minutes by Gailyn White, seconded by Steve Hartman. Council approved minutes.

I. Officer Reports:

A. President's Report – Dave Ryba:

1. **Meeting Dates and Places:** The faculty lounge is now open until the end of the semester. CI building felt too rushed and not conducive to association meeting due to time constraint. Future meetings will be on a month to month, to-be-determined meeting place, but hopefully the faculty lounge will work until the end of the semester.
2. **Hot Issues:**
 - a. **FTE's and funding:** Dave Ryba has met with Claudette Dain and Sam Lee to discuss the current situation with FTE's for this semester on campus. D. Ryba feels the college still might be "somewhat in trouble" going forward, although his meetings with the aforementioned were to get a clearer explanation on FTE numbers.
 - b. **FTE projections, Enrollment Management Committee:** State apportionment is based on the amount of the previous year's FTE's plus growth. If the college makes half of the growth the state

allows, plus our previous base, this now becomes our new base for the following year. If the college exceeds the growth, we may or may not receive money for that. If the college goes under its base, that is when stabilization may occur. Stabilization occurs because the state has already committed to allocate what your intended base was, and now possibly the college is in a position to owe the state monies, due to insufficient FTE's. Since the state does not want the college to be in a situation wherein it owes the state money, it allows the college a year to "stabilize" to make up those FTE's. If you do not make up the FTE's within a year, eventually the state will stabilize which essentially resets your base amount. Growth deferral can be used in which the college will be cautious in its predictions of allocated money projections.

The Enrollment Managements Committee is largely lead by Sam Lee although, there has been recent confirmation that a consultant has been hired for this committee.

c. Class caps and student add-ons: The International Student office and VP Arvid Spor have agreed on their commitment and diligence for better communication with faculty on their approval regarding the adding of students to classes.

d. Meetings with BOT members: Dave Ryba has met with most board of trustee members and describes them as "more than cordial" and says he feels that they genuinely appreciate faculty views. They have also agreed to meet more often and talk about real issues affecting faculty: family, perceived rumors, concerns.

CCFA does not have an assigned position/time on the Board of Trustee's agenda to speak at the meetings. It is a goal of CCFA board to receive a speaking time; some BOT members are supportive of this suggestion while some are not. Alfie Swan reminded the group that if this association is allowed to speak at board meetings as part of their agenda, then we fall under the Brown Act.

B. Vice President's Report – Justina Rivadeneyra:

1. Member Involvement:

a. CTA Organizing Committee: Membership Engagement Committee are now being implemented to get folks to reconnect, understand and become engaged in the association group. VP Justina Rivadeneyra passed out a hand-out describing the duties and goals of these committees. The purpose is to create opportunities for members to get involved in small ways, exchange ideas, set goals and seek training from CTA/CCA.

b. CCFA Occasional Meetings: The first gathering was through a two-way informational meet/greet – coffee and donuts, held prior to the board of trustees September meeting. These are opportunities to engage members and have discussions related to member activity and achieve solidarity. J. Rivadeneyra wants other member activities such as: yoga in the park, casual get-togethers to simply chat with folks. Also, the goal for membership engagement is to turn passive members into active members, appeal to millennials and get trained as future leaders. J. Rivadeneyra encouraged the council to seek out members who can become future leaders by "tapping on their shoulder" and encouraging participation. Steve Hartman asked if new faculty members have been asked to serve/participate on some of these new committees? Lisa Villa stated that generally first-year faculty members are asked to "lay low" but, that the second-term faculty members are being sought after by Academic Senate to participate on a committee. S. Hartman reiterated that "every faculty member should be asked to serve on a committee".

c. Paycheck Corrections: Recently, there has been some incorrect paycheck deductions or inaccuracies they may have affected some members. If someone has incurred charges due to these inaccuracies, we can go back to payroll to correct these charges.

C. Chief Negotiator Report – Dave Brown:

1. Contract Committee: Memo hand-out regarding the formation of a contract committee which will consist of three committees: the contract negotiating team, the contract writing subcommittee and the contract research subcommittee. Dave Brown asked the council to take this document to their division members to share and procure faculty to get involved in the involvement of the next contract. An electronic memo will also be sent out to the faculty at large. The first meeting will be Wednesday, October 5th in TE 114. The first task will be to draft an effective tool for surveying the faculty at large to address the needs of faculty and draft an initial proposal to utilize for our upcoming contract which is set to expire at the end of December, 2017. D. Brown expressed his desire to address "faculty rights" in which faculty should not be led to believe that their rights are not important.

D. Secretary's Report – Susan Bautista: S. Bautista pointed to the new formatting of the minutes which allows for easier reading and pinpointing of specific discussions that faculty might want to reference. The minutes will be sent out electronically one week prior to CCFA council meeting, in

addition, the faculty at large will also be receiving an electronic agenda, prior minutes memo and any other related documents.

- E. **Treasurer's Report – Paul Swatzel:** See attached documents – Treasurer's Report plus Proposed Annual Budget Report
- F. **Senate Liaison – Lisa Villa:** Academic Senate Executive board met and had a special presentation by Dr. Lan Hao to present the current CESEE report which will be made public soon. Christine Garcia also attended to speak of the anniversary Foundation Dinner coming soon. L. Villa stated that faculty seats are needed for the following academic senate committees: program review, student equity, SSSP, enrollment management and calendar committees.
- G. **Past President's Report – Brian Waddington:** B. Waddington commended the current executive board on the good energy and current work well done.

II. Committee Reports:

- A. **Grievance Committee:** D. Ryba stated that most faculty do not know their rights and that we have a responsibility to let faculty know what they are, plus support our members. For example, if a member wants to start a grievance, they should know how and where to begin the process. J. Rivadeneyra also reminded the council that these processes are time sensitive and members should be aware of this.
- B. **Contract Committee:** A. Swan asked whether a part-time faculty member can be “bumped” by a full-time faculty member as per their contract, in regards to class assignments? D. Ryba stated that it depends on whether the full-time faculty member needs to complete their required workload. D. Brown chimed in with more details – according to our contract, specifically Article 5.8.9.6 specifies, “changes to an assignment will be made only by mutual agreement of the unit member and the dean”. J. Fincher asked whether the Amdon decision no longer applies; D. Brown referenced an old contract pertaining to this language and stated that yes, the Amdon decision no longer applies.
- C. **Social Committee:** Stephanie Yee agreed to lead this committee in hopes of getting more faculty engaged and excited with planned social events throughout the year. S. Yee is surveying members to see if a more informal social gathering is what is desired for the majority of faculty.
- D. **Constitution and By-law Overhaul Committee:** D. Ryba stated that for the rewriting of the association's by-laws are necessary. For example, elections for this body should be more clearly stated and less ambiguous. More specific, some of the committees described in the current by-laws have merged, some are not clear, the function of the council needs specification, etc. The faculty at large and executive board members have defined descriptions, whereas the representative council members do not. Also, the by-laws speaks of “departments”, which our college no longer acknowledges, instead it uses the terms: divisions and programs. This committee wishes to clarify the language of the association's documents, especially regarding representatives and the duties assigned to executive members.

III. Old Business:

- A. **President's Workshop:** Justina Rivadeneyra attended two workshops, one in San Jose and another at UCLA this summer, which focused on leadership skills, organizing, pragmatic skills and essentially a survival guide on the upcoming position. Dave Brown also attended the San Jose workshop which is sponsored by CTA which focused on leadership building.
- B. **Advanced Bargaining Skills Workshop:** Stephanie Yee attended a five-day workshop at UCLA this summer which focused on skills such as leveraging, power building, strategies. Stephanie stated that her with take away from this conference – “you must organize before you bargain”.

IV. New Business:

- A. **Newsletter Committee:** D. Ryba stated that a newsletter to address association activities should be revised and if anyone is interested in this undertaking they could contact S. Bautista. Dave also stated a need to have an insurance committee that addresses queries and information for members; Terry Miles is the contact member for this committee.

- B. **Sick leave data update:** Steve Hartman inquired on the annual updating of faculty sick leave data. He asked if someone could find out from HR when that will occur?
- C. **Fifty percent Workload:** Steve Hartman inquired on the details of a faculty members desire to take a 50% workload deduction, specifically, can a member take such a deduction and later return to 100% workload assignment? D. Brown replied that they cannot return to 100%. In addition, STRS must approve the option of the reduced load, plus, the district may have to contribute to the STRS contribution difference.

Meeting adjourned: at 3:50 pm

CCFA Treasurer's Report 9/21/16 by P. Swatzel

Operating Statement: 8/30/16 to 9/19/16

Checking Account Balance on 9/19/16 \$23,814.67

Revenue:

Description of Income: Amount:

Total Revenue \$ 0.00

Expenses:

Description of Expense, Budget Code: Amount:

Operations 4-100 \$ 15.95

Programs 5-100 \$ 517.76

Total Expenses \$ 533.71

Beginning Cash Balance in checking as of 8/30/16 \$ 24,348.38

Excess of Revenues over Expenses \$ (533.71)

Savings Account Balance \$ 80,030.49

TOTAL NON-RESTRICTED GENERAL FUNDS: \$103,845.16

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

Revenue: Description of Income: Amount:

Member Contributions \$ 0

Total Revenue: \$0

Expenses: Description of Expense: Amount:

Total Expenses: \$ 0

Excess of Revenues over Expenses: \$ 0

Balance on 9/19/16 \$ 10,580.05