



AFT Local 6262, Part-Time Faculty United

AFT Executive Board Meeting, March 26th, 2016

Attending: Amy Foote, Kerry Osborne, Dan Portillo, Ruth Rassool, Robert Wonser, Frank de los Reyes, Patricia Medina, Dr. Diane Fiero, Dr. James Temple, Board of Trustees Steve Zimmer, and Chancellor Dr. Dianne Van Hook.

Item 1, Call Meeting to Order:

The AFT Executive Board Meeting was called to order at 8:39 a.m. on Saturday, March 26th, 2016 by President Amy Foote in HSLH-215.

Item 2, Approval of the Agenda:

Robert made the motion to approve the agenda as amended (move Items 8 and 9 completely to closed session), Ruth seconded the motion, and the motion carried when it was approved by all.

Item 3, Approval of the Draft Minutes for February 13th, 2015:

An electronic copy of the draft minutes had been sent to all Executive Board members in for review. Ruth made the motion to approve the minutes as amended; Robert seconded the motion and it carried; six officers in favor, one abstained.

Item 4, President's Report – Amy Foote:

a. Welcome any guests

The President welcomed Chancellor Dianne Van Hook, Diane Fiero, Jim Temple, and Steve Zimmer. They were invited to present information on the importance of the 350,000-dollar bond, Measure E. A list of Frequently Asked Questions and handouts are included with these minutes. The professional presentation provided a wide range of detailed information regarding the current and future (by year 2030) critical needs of the college; for instance, the current student enrollment of 20,000 would increase to about 30,000 students in just ten years; this means that, within 10 years, we would need about 50% more faculty than we have now. Measure E would

help generate \$230 million in revenue and it would support the greatly needed updates to the Canyons Country Campus (CCC), such as construction of the science building (ground breaking was projected to be in March 2017 with official opening in fall 2018). The college district representatives also showed that the college has already been preparing for an unsuccessful outcome regarding this bond measure; in a situation in which Measure E did not pass, 85% of the resources needed for construction at CCC are already available in the district's budget. Nevertheless, the future looks promising; in a survey given to more than 600 people, 62% supported the bond measure (main opposition was given by California tax payer groups). In addition to voting, the district pleaded for our Local's help to spread the information on the current status of the college and the positive impact of this measure. Amy moved to support Measure E on behalf of Local 6262; Ruth seconded the motion, and the motion passed by unanimous votes.

b. CFT Conference

The experience at the conference was fantastic for Local 6262: we received 3rd place for the largest percentage growth; the Local's website received an award (Kerry developed the website); Kerry, Patricia, and Robert were recognized for their continuous support in Union's activities; the success of Local 6262 was mentioned in the AFT President's speech, as well as in the National CFT speech; in addition, Amy was invited to participate in a general panel and in the workshop "Capital Contract Campaigns". Local 6262 proved to be on the radar for state and national levels of the union organization movement.

c. El Torito

Total attendance was 71 people, 46 of which were union members and 3 were new sign ups. The new dinning set up worked well, the food was great, and non-alcoholic beverages prevailed by omitting alcohol beverage tickets. Per union policy, alcohol beverage tickets will no longer be offered in future gatherings. Faculty members gave a standing ovation after listening to the negotiation update from the President; a retiree adjunct faculty spoke up to say that since 1982, this was the largest raise ever received by part time faculty at COC.

d. Building Power Team/Membership

Approximately, six new memberships have been received weekly. The current membership was 64% with a new goal of 70% by the end of April. The BPP team will continue its fantastic work; for the purpose of maintaining accurate and complete records, members whose forms were missing from the files will be contacted to sign a replacing membership form. A workshop on how to obtain financial support will be offered before summer; two faculty members who have applied during times when no assignments were received said to be willing to explain this procedure at the workshop. Our BPP was awarded the SCI grant for \$15,000; this will be used for workshops, for professionals to come and talk to our members (healthcare), etc. The Local's contribution will be \$5,000 to be equally distributed between fall and spring.

e. Membership Updating

Dan will inactivate anybody who is not an active member in Toolkit to ensure that voting for the contract will be available to active members only. Mass emails can only be done through Toolkit, KNACK does not have such application, yet. Kerry will speak to Michael Mota to have the “reply to” address be set to automatically reply to the sender.

f. Linda Cushing passing

The recent passing of Linda Cushing will not terminate the scholarships available to students. This scholarship will be in place for the future.

Item 5, Report from the Vice President of Negotiations – Kerry Osborne:

a. New Contract Workshops

A clean copy of the contract and a copy with track changes have been received from Jenine. An email blast will be send to active members with attachments of an electronic copy of the new clean document plus the old document for review. The Local’s website will also have links to the old document, the new clean document, and the new document showing track changes. Two workshops to know the contract were scheduled for Monday, March 28th from 5:30 to 6:30 p.m. (5 instructors signed up) and for Friday, April 1st from 3 to 4 p.m. (11 instructors signed up); it was very likely that these activities will be covered by FLEX credit. Kerry suggested offering these workshops also to chair departments before the fall semester in order to inform them of the changes.

b. Brief New Contract Update

- The district will give \$12,000 yearly to conduct union’s business
- Classified and retiree applicants will join the same adjunct pool
- Standardized teaching assignment procedure across all disciplines
- Grievance procedure is in place for failure to provide timely assignments when an adjunct faculty presents a complaint
- Specific academic evaluations criteria for on-ground vs. online classes with a true mathematical ranking average. Since the full time faculty is adopting our evaluation form, Amy and Kerry will determine the most appropriate course of action; MOU vs. adding a new form
- Contract changes will take place on July 1st
- Steps and Ranges for non-credit faculty
- Mandatory workshops do not count as part of the maximum 9-hour FLEX credit
- Adjunct faculty can serve as chairs
- Formal grievance procedure based on “just cause”
- Teaching Certificate Program substitutes the Associate Program- 20 seats will be secured to adjunct faculty, first come first serve basis, FLEX credit offered

- Office Hours will be unscheduled (not paid, not recorded) vs. scheduled (paid and recorded) with an option for virtual office hours; this will be required for classes that are 3 units and up. Pay rate will be \$20/hour, the process of how it will be shown in the paycheck is still unknown
- One adjunct member will have the opportunity to attend any of the following committee meetings: Accreditation (standing committee), Enrollment, PAC B, Curriculum, Safety, and Educational Technology

c. Voting for new contract

The following simple tools will be considered: Survey Monkey, Google survey, or LeaderNet. Voting timeframe will begin after the workshop on Friday, April 1st until Tuesday, April 5th 11:59 p.m. The new contract will be, then, taken to the next Board of Trustees meeting (next one is after Spring break) for ratification.

Item 6, Report from Interim Vice President of Membership – Dan Portillo:

a. Newsletter

Dan was working on the format; Kerry will show him how to make columns using the Microsoft Office Publishers template to have important issues in headlines on the front page.

b. New Filing System in AFT office

File cabinets have blue folders for active members and red folders for inactive members; these forms have to be updated every semester into the appropriate color folder.

c. Knack Training/Updating toolkit active vs. non-active

Amy, Patricia, and Dan have been trained on this program; this is a better program to track memberships than Toolkit, however it does not send mass emails.

Item 7, Report from Vice President of Communication – Ruth Rassool:

a. Constitution

Ruth will work on separating information and placing it under the appropriate category: Constitution (describes who the union is) and By-Laws (indicates how the union operates). The executive board gave a careful analysis to select one out of the three choices prepared for the Outreach officer position (voting Outreach VP [1], non-voting Outreach Director [2], or VP acting as Outreach Chair [3]) as emailed by Deems Morrione. This officer would focus on having constant communication with the members without causing unbalance situations. Kerry called the question to cast votes. Frank move to adopt Option 1, Kerry seconded the motion, Aye (4), Nay (3), and Abstained (0). Option 1, creation of the Outreach VP officer position, passed in the Constitution. The ratification of the Constitution will go out from April 21st through April 26th.

b. Linda Cushing Scholarship

The scholarship will be changed to a memorial scholarship; Amy will get information from Mike Terman about the obituary from L. Cushing. The scholarship will continue to be driven by faculty providing anecdotal information about the student. The deadline for submission will be April 13th, the maximum number of awards will be 4, and the Award nominees will be known by April 15th.

Item 8, Report from Secretary – Patricia Medina:

a. CFT Experience

This was an exhilarating experience, not only because of the amount of information provided but for the opportunity for the union members to grow closer together in a common goal. This conference motivated the executive board members to appreciate what our union is lacking and take as much information as possible and put it to practice to change our current situation into becoming more effective for the benefit of all the adjuncts.

b. Bulletin board

A picture of the AFT bulletin board located in the Valencia mailroom was shown to the executive board members for feedback; Amy will ask Ray Briones about having access to the locked bulletin board located outside the AFT office to post information there, as well.

Item 9, New Business:

a. Future Board meetings

Executive Board Meetings: Saturdays at 8:30 a.m. in HSLH- 215: April 16th, May 14th, and June (TBA, waiting for summer classes dates).

b. Last week's campus incident

As a result of the poor handling of a campus incident dealing with presumptive armed men, Barry Gibbons held a meeting to provide an update on emergency communication across campus. At the end of the day, the final words given at that meeting were that the emergency system was under improvement and further development was coming.

-----*Closed Session*-----

Item 1, Treasurer – Frank de los Reyes:

a. Monthly Financial Statement

Frank handed out checks to the executive board members. The financial report is found in the confidential minutes copy.

- b. Officer Finances**
Confidential

Item 2, Vice President of Grievance – Robert Wonser/Kerry Osborne/Amy Foote:

- a. Potential Department Issue**
Confidential
- b. Department A**
Confidential
- c. Department B**
Confidential
- d. Department C**
Confidential

Item 3, Adjournment:

The AFT Local 6262 executive board meeting of March 26th, 2016 was adjourned at 12:43 p.m. by Ruth's motion; Frank seconded the motion, and it was favored by all.