



Executive Board Meeting  
Thursday, October 2, 2008, 2:15 p.m.  
Room 4043, Cuesta College

### **Approved Minutes**

*Present:* Kevin Bontenbal, Victor Krulikowski, Steve Leone, Ron Ruppert, Jill Schubert, Mark Tomes, Peggy Wright

*Absent:* Allison Merzon

*Guests:* Ken Burt (CFT Political Director)

The meeting was called to order at 2:17 p.m. by Andrea Devitt.

#### **1. Introductions & Approval of Minutes**

Devitt announced that Merzon had asked her to chair this meeting, as Merzon was home with an ill child and CCFT has no Vice President at this time. She introduced Ken Burt, CFT Political Director, with whom she and Tomes had met earlier that day to discuss CCFT political strategies. The EB members introduced themselves.

A motion was made (Wright/Schubert) to approve the minutes from the September 18, 2008 meeting; it was approved unanimously.

#### **2. Fiduciary Duty and EB Confidentiality**

Merzon is moving the EB towards using myCuesta groups for accessing meeting agendas, related documents, EB-specific email, etc. Devitt noted that confidentiality of information shared at EB meetings is very important.

#### **3. Joint Union-Senate Report**

Leone reported on a variety of issues, including that the district had proposed replacing all of the email listservs with myCuesta groups by December 31, 2008. There are some features of listservs that are not available on myCuesta, including using off-campus email addresses, but there are many useful features on myCuesta that listservs do not have, such as posting agendas and documents in one place without having to search through emails to find later. The Academic Senate has proposed using parallel systems this semester and assess how myCuesta groups are working on January 31, 2009, with a possible later listserv removal date, if it is deemed appropriate to remove them at all. Dave Pelham has agreed to the Academic Senate's timeline.

Tomes reported that he had attended a meeting on the issue this past week and that it appears to be primarily a workload issue for the district: maintaining the listserv email addresses for an ever-changing employee group, especially part-time faculty members, is burdensome. Tomes had suggested a mid-spring semester timeline at the earliest.

The Academic Senate has changed its term of office for President and Vice President to begin on July 1 and end on June 30. An Elections Committee has been formed to coordinate elections to occur this fall semester for Academic Senate President and Vice President. An

email will go out to recruit candidates for the Academic Senate Part-Time Faculty and North County Campus at-large positions.

A Shared Governance Task Force is being developed to look at how shared governance should be defined and implemented in the district; a CCFT liaison is needed for this task force.

The “Sizzler” name has officially been changed to “Summit.”

Leone distributed a handout listing potential Senate issues and activities that require discussions with CCFT, including updating the faculty manual and revising the distance education instructor evaluation process (the Senate Distance Education Committee did not discuss evaluations). Instruction with distance education courses, in particular, is not addressed in much detail in the collective bargaining agreement; there are many issues that have come up that need addressing. In addition, the Senate is looking at how to train faculty who are new to distance education courses.

#### **4. COPE Report**

Burt began a discussion of political strategies by introducing himself again, saying that he is responsible for coordinating CFT activities related to state and federal elections, as well as helping local unions with their political strategies and activities. Burt noted that most California community college Boards of Trustees have a majority of faculty-friendly members, and he described a number of activities that CCFT can do to work towards a faculty-friendly Cuesta College Board of Trustees.

Devitt led a discussion regarding whether to endorse (or not) either of the District 5 Cuesta College Board of Trustees candidates. She reported that the Council of Representatives advisory vote on September 25 was split almost exactly evenly three ways between the two candidates and the “no endorsement” option. There was a motion (Wright/Ruppert) for CCFT to make no endorsement in this particular race this year. A discussion of the candidates’ qualifications, their history on campus and on the Board of Trustees, the current election timeline, and various options ensued, and the motion passed unanimously. Devitt will call the candidates to let them know of the EB’s decision and will announce the decision on the ccftall listserv.

An AFT flyer comparing the Democratic and Republican party candidates’ stands on education was distributed. Extra copies were given to EB members to give to faculty members, noting that, despite recent emails to the contrary, it is legal to personally put political material in faculty mailboxes (when no district personnel or funds are used). Buttons and a letter from Marty Hittelman, CFT President, supporting Barack Obama for President also were distributed. Devitt has more of these materials, if anyone needs any.

#### **5. Treasurer’s Report**

Tomes started his Treasurer’s report by noting that there are over 85,000 emails (nearly all spam) in the [ccft@ccft.org](mailto:ccft@ccft.org) email box. This email address is on some old CCFT letterheads, notepads, and literature. Schubert said that the email account was set up automatically when CCFT leased its website, and no one has checked the email since she has been the webmaster. She has recently turned off receiving emails to the account after Tomes reported receiving nine pages of junk emails within a few hours of the email being forwarded to his Cuesta email account.

The EB decision to waive dues and fees from very low-salaried faculty members has been put on hold while the Payroll office staff looks at how it will affect their workload. The EB gave Tomes authority to notify Payroll of which faculty members will receive the waiver (within the guidelines of the EB decision); he will work with Payroll to determine the best method to use to do so. Tomes noted that there are four faculty members this semester who fit in this waiver-level category. He also said that a straight percentage dues/fees deduction (no minimum deduction, which would require a CCFT Constitution change) would remedy this problem and a few others that have come up.

CCFT has gained 14 new members since the beginning of the semester, many from the Biology division. Likewise, there have been a similar amount of new members in the Catastrophic Leave Bank (CLB) and at least that many current CLB members checking to make sure they are members of the Bank. The open enrollment period for the CLB ended on October 1.

Tomes reported that Dennis Smith (CFT Secretary-Treasurer) has recommended to AFT Financial Director, John Feldman, that CCFT undergo a forensic audit for last year's books. Smith also recommended that CCFT complete a GAAP (Generally Accepted Accounting Principles) audit on its books. The former is an audit to specifically look at whether there have been any improprieties or misuse of funds, while the latter is a comprehensive examination of all the books to determine if the Treasurer is using appropriate bookkeeping methods and to recommend such appropriate procedures that are not in place. Tomes reiterated that he has seen no irregularities or improprieties of CCFT funds.

A motion was made (Ruppert/Krulikowski) to have AFT conduct a free forensic audit. Arguments in support of the motion included that there have been previous Executive Board members asking for a forensic audit, that the current EB has a fiduciary responsibility to the membership, and that CCFT has a different leadership in place and should have a complete picture of our finances. It was noted that a forensic audit could be seen as "pointing fingers." The EB passed the motion (one dissenting – Schubert).

A motion was made (Bontenbal/Wright) to reimburse Merzon for her Union Labor Institute expenses that she incurred last summer. It was noted that the expenses were considerable, were out of her own pocket, and were in preparation for her elected position as CCFT President. The motion passed unanimously.

Another motion was made (Tomes/Bontenbal) to approve reimbursement for reasonable expenses incurred by Jill Schubert to attend the FACCC Education Institute's first Annual Part-Time Symposium at Irvine Valley College on October 25, 2008. It passed unanimously.

(Ken Burt left the meeting. Steve Leone had left the meeting earlier.)

## **6. Personnel Issues**

Wright gave an update on a case set to go to arbitration. Devitt reminded the group of the confidential nature of the case. Tomes was concerned that someone on the EB had shared confidential information regarding this case with someone not related to the case, particularly since this was not the first time this had happened and despite discussions at EB meetings regarding the importance of keeping such information confidential. He said he would immediately start proceedings to remove anyone from the EB who shares any confidential information in the future.

Other issues that were discussed included distance education instruction and workload exchange.

There was consensus that only one Grievance Officer would vote on any particular issue before the EB. It was deemed appropriate for the Grievance Officer who has the most information regarding an issue to be the one to vote on that issue.

## **7. Negotiations**

It was agreed with the district that CCFT would participate in training for Interest-Based Bargaining, but IBB would be used at first on a small scale in the district and not for formal negotiations. Tomes noted that it can be difficult to discern the difference between an interest and a position, a critical aspect of IBB.

The Information Gathering Strategy agenda item was tabled.

## **8. Committee/Task Force Reports**

Due to time constraints, it was moved (Devitt/Tomes) to send revisions of the draft COPE Chair Job Description to Merzon for compilation and further discussion with the EB. The motion passed unanimously.

Part-Time Faculty Committee – no report.

Again, time constraints prompted a motion (Ruppert/Schubert) to have all EB members examine the Part-Time Committee Chair, COPE Chair, Vice-President, Communications, and Webmaster job descriptions and send suggested changes to Merzon via email by Monday, October 13 with a cc: to the other EB members. It passed unanimously.

The Executive Board drafted a letter to the membership regarding its decision to not endorse a candidate for the District 5 Board of Trustees position.

**9. Council of Representatives Report**

Bontenbal and Ruppert reported on the issues discussed and decided upon at the last EB meeting. It was decided that this kind of report will be unnecessary in the future as the EB members attend the meeting and/or can read the minutes. Instead, it was decided that this agenda item would be a good place to bring up items that came up in the Council meetings and need to be addressed by the Executive Board, and vice versa.

**10. New/Revised Job Descriptions – Other**

(Tabled; see above.)

**11. Member Meeting**

There was consensus to move the CCFT membership meeting to November or December.

**12. Other**

The Strategic Planning Retreat and Scholarship Thank You agenda items were tabled.

Wright asked the EB members to let them know of pertinent issues that come up. She gave examples of issues that have come up recently that need resolving before they grow into grievances.

The meeting was adjourned at 4:31 p.m.

Respectfully submitted by Mark Tomes, Secretary-Treasurer.