



Executive Board Meeting  
Thursday, December 1, 2011, 2:30 – 4:00 p.m.  
Room 3219 & Skype  
Cuesta College, CA

### **Approved Minutes**

*Present:* Kevin Bontenbal, Marilyn Cleaves, Peet Cocke, Victor Krulikowski, Kathryn Logan, Michele McAustin, Allison Merzon, Tony Rector-Cavagnaro, Debra Stakes, Mark Tomes

*Absent:* None

The meeting was called to order at 2:45 p.m.; a quorum was reached.

#### **1. Approval of Minutes**

Merzon made a motion (seconded by Rector-Cavagnaro) to approve the November 3, 2011 Executive Board meeting minutes; the motion passed unanimously.

#### **2. Senate Report**

Bontenbal reported that the Enrollment Management Committee has endorsed moving the student census date to the Monday of the fourth week of the semester and moving the drop without a W date to the Saturday before that (effectively moving the drop date just two days before census is taken), beginning with the Summer 2012 session (in a pro-rated fashion, with full implementation in Fall 2012). This will help Cuesta College comply with a Chancellor's Office directive that says that no apportionment can be attained if a student does not receive any "mark" for a course (including a W). This procedural change will go to the Senate Council for approval.

Bontenbal was told that the deans had criteria for approving flex activities and a rubric for guiding them on when to cut courses. He has requested both and has yet to receive them.

Cuesta College continues to be out of compliance with the ACCJC's standard of providing equal service to students at all sites, including distance education. Cuesta must apply for "substantive change" approval from the ACCJC for its large amount of distance education courses but is in a quandary because it cannot do so when it is on sanction. We will not know the Cuesta College's accreditation status from ACCJC until the end of January 2012.

The Faculty Professional Development Committee has allocated \$5000 to remodel the Professional Development Center, hopefully making it more inviting for faculty to use. Also, the Sabbatical Committee has received three sabbatical applications and will be reviewing them next week.

Gil Stork reported to Bontenbal that some faculty members have told him that there is a disconnect between the administration's reports on Opening Day and the subsequent faculty meeting. Stork asked whether the faculty meeting could have a more "celebratory" tone. Bontenbal said he reminded Stork that the faculty meeting is a time for telling the truth and that it is supposed to be a professional development time (many activities on Opening Day morning are not professional development for faculty at all). EB members were reminded that faculty members are not required to attend Opening Day morning activities.

The Human Resources staff are ready to implement Equal Employment Opportunity training for five faculty hiring committees, but the Senate has had to postpone it because they have not seen nor discussed the training; there are workload issues involved in the training, including

taking time to view a Powerpoint presentation (online) and take a quiz on the presentation. Bontenbal also noted that Human Resources staff distributed outdated policy information on hiring practices to the five faculty hiring committees; Bontenbal provided current and accurate policy information to the HR staff for distribution to the committee members.

## **6. Tribune Letter (moved up in the agenda)**

A discussion was held regarding meeting with Tribune staff to respond to an article that featured Stork discussing the budget (and ignoring faculty contributions to helping solve the budget problems). Cleeves is in the process of setting up a meeting with Tribune editors and publishers and the Presidents of CCFT, the Senate Council, and the ASCC. It was noted that the focus of the discussion should be how students are affected by the budget problems; faculty are tied directly to the students and are affected in similar manners. One example is the cut in library hours; students are complaining that they do not have adequate access to the library.

## **3. Brief Negotiations Update**

Tomes reported that CCFT and the district has reached impasse on the Counseling loading issues. While CCFT and the district had finally agreed on the data to use in calculating loads (after over a year of trying to get accurate data from the district) and the district showed some flexibility in how they calculated the new loads, there were too many other important issues on which CCFT and the district could not agree, such as on how many hours to base a full-time load, how to calculate retroactive fringe payments, loss of salary during negotiations, and allowing overloads. The next step will be mediation, and if that fails, arbitration. CCFT also will explore filing a PERB complaint for violation of the contract.

Merzon reported that Human Resources has hired a new staff person and assigned her duties that require a technical knowledge of procedures and a history of district practices, neither of which does the staffperson have yet. The result is that the staffperson has disseminated incorrect information to faculty hiring committees, to some part-time faculty members, and to the CCFT Secretary-Treasurer. The result has been much undue work and consternation. Bill Benjamin, Director of Human Resources, said he will look into the situation.

Three grievances have been filed by faculty members who requested to not be represented by CCFT. CCFT has the right to respond to any resolution of these grievances before they are implemented. In addition, grievances going forward without CCFT's assistance cannot be arbitrated; nor will CCFT pay for any part of mediation activities for these grievances.

CCFT is still trying to resolve retirement account discrepancy issues for some faculty members.

## **4. Council of Representatives Issues**

Merzon requested that the census/drop date issue (see above) be discussed by the Council at its next meeting. McAustin and Rector-Cavagnaro agreed. Also, the Council will discuss the Calendar Committee's decision to move the flex day before Thanksgiving to the October flex days, creating a 5-day Columbus Day weekend and three days of instruction Thanksgiving week (yes, classes would be held the day before Thanksgiving), all beginning in 2012. This option received slightly more votes than having no instruction during Thanksgiving week and moving three instructional days to the beginning of the Fall semester.

The reason for the calendar change is a Chancellor's Office directive for all instructional weeks to include a minimum of three instructional days. The Calendar Committee took into consideration classified staff and management concerns regarding the calendar, as well. Kudos were given to Pat Len for his excellent work on the surveys and facilitating a transparent and comprehensive discussion on the issue.

Also, there is dialogue on the Calendar Committee regarding moving spring break to the middle of the semester instead of continuing its attachment to Easter.

## **5. Personnel Issues**

A variety of confidential issues were discussed, including STRS issues, compensation for office hours for long-term substitutes, loading for long-term substitutes, overload loading issues, and the district's lack of response to formal requests for information.

It was reported that a dean in one division has been telling chairs and faculty that there must be two consecutive absences by a faculty member in their class before that faculty member can request a substitute for a third absence; another dean is denying substitutes only for the second consecutive absence. Some EB members reported that they can have a substitute whenever they request it, highlighting the various dean's inconsistency in implementing substitutes.

EB members, however, were reminded that the deans have no authority for these decisions regarding substitutes; faculty members have the authority to cancel a class upon their absence or requesting a substitute, even for only one absence. It was also noted that a recent examination of leave requests showed about a 1% absence rate for faculty, that the substitute compensation budget is a miniscule portion of the overall college budget, and that students are usually served better by having instruction in a class rather than having the class cancelled.

## **7. Secretary's Report**

Tomes reported that he is still waiting for information from Human Resources regarding Catastrophic Leave Bank members.

## **8. Treasurer's Report**

Tomes recommended to the EB that it cancel its affiliation with US Labor Against the War. Although we agree with its platform and activities, the war is winding down. The affiliation has cost CCFT \$100 annually. Cocks made a motion to end the affiliation with USLAW, it was seconded by Cleaves, and it passed unanimously.

Tomes said he is waiting for just two more EB members to submit their Hudson activity reports to him so he can submit them to our auditors, who need the reports to complete the 2010-2011 agency fee audit.

The CCFT treasury currently holds \$46,291.55 in it, the COPE account has \$6108.09 in it, and of the latter, \$1323.00 is allocated to a Board of Trustees election campaign.

## **9. Committee Reports**

*Part-Time Faculty Committee* – Logan reported that a committee meeting was held on November 16, 2011. Issues important to the participants included the ability to earn flex credit over the summer, compensation for office hours when loaded less than 40%, and concern about the district's position on terminating part-time faculty without cause or process. Merzon responded to the second item by stating that CCFT has attempted to bargain for pro-rata compensation a number of times but the district has continually rejected it.

An informal Part-Time Faculty Committee meeting will be held on Thursday, December 8, 2011, 11:00 a.m., at the Top Dog café in Morro Bay. All part-time faculty members are welcome to attend, as well as EB and Council members. Various other ideas for social gatherings for part-time faculty members were discussed, including a pizza party on the Wednesday before Opening Day (to precede the new faculty orientation).

*COPE* – Stakes reported that she has discussed the PIPE program with Jim Araby of CFT. Tomes reported that the AFT rep was going to organize a conference call with Araby and Tomes to discuss the logistics of setting up the PIPE accounts. Since it has been about two weeks since that last conversation, Tomes will contact the parties again to attempt to set up the call.

## **10. Other**

After discussion, it was decided to hold an "After Holiday" party for CCFT, CCCUE, and Senate leadership, tentatively scheduled for the Thursday before Opening Day in January at Merzon's house. We will attempt to maintain a celebratory tone at the party.

McAustin distributed some information on workplace harassment, compiled by Julie Hoffman.

The meeting was adjourned at 4:47 p.m.

Minutes respectively submitted by Mark Tomes.

Next EB meeting: Thursday, December 15, 2011, 2:30 – 4:30 p.m.

Next Council of Representatives meeting: Thursday, December 8, 2011, 3:00 - 5:00 p.m.