

MINUTES OF THE YC-AFT LOCAL 4952 EXECUTIVE BOARD, Dec. 17, 2011

 x Julia Green (President); x Jim Schulte (Vice-President, Campus Rep., Woodland);
 Elaine Robinson (Secretary-Treasurer, Campus Rep., Marysville); x Judith "Star" Kreft
(Grievance Officer , Campus Rep., Marysville); x Doug Harris (Chief Negotiator); Heidi
Walker (Campus Rep., Marysville); x Bob Cassel (Campus Rep., Woodland); x Annette
Lee (Campus Rep., Lake); x Mary Benson (Membership Chair);
 Jodi Azulai (Newsletter Editor); Brian Doyle (CFT Rep.)

1. CALL TO ORDER/INTRODUCTIONS – by Julia Green in Clearlake at 12:11 p.m.
2. APPROVAL OF AGENDA after modified to add the FTE audit and Jim Kitchen nomination under New Business (Lee, Kreft)
3. APPROVAL OF MINUTES of 5 November 2011 without corrections (Cassel, Benson)
4. FINANCIAL REPORT –
 - a. Treasurer's report: Motion to pay all back per caps at \$30,589.47 to CFT as soon as money is transferred between accounts at Tri Counties Bank to have enough in checking to cover the check (Lee, Harris); motion carried. Check is prepared and Julia Green will obtain second signature from Jim Kitchen and tender it (with the CFT reconciliation forms) as soon as transfer occurs; Doug Harris to accomplish the transfer via phone call to Tri Counties Bank.
 - b. Stipends to executive board for coming year. Discussion on reducing the number of campus reps, or consolidating the Chief Negotiator and Grievance Chair into one position (no action taken). Reviewed projected operating budget prepared by Elaine Robinson and the recommendation to cut the stipends by 50%. Motion to combine grievance and chief negotiator, cut Marysville to 2 reps, and cut stipends to 65% of current rate (Cassel). Motion died without a second. Jim Schulte recommends that Vice President pick up regional leadership duties; attend leadership seminar, represent us at regional meetings. Motion to reduce the stipends by 50% and leave positions as they are for Spring 2012 (Schulte, Harris); motion carried.

Financial Planning Committee to look at composition of e-board: motion to establish a committee to look at options so we can perhaps change composition of e-board, or ask members for a dues increase, or increase revenues some other way so we can poll members when we poll for contract approval. (Harris, Kreft) Motion carried.
Committee members: Doug Harris (chair), Bob Cassel, Jim Schulte, Elaine Robinson.
Purpose: to present options for adoption by the membership if necessary along with contract ratification. Suggestion to cut e-board positions rather than asking for a dues increase. Committee to meet as soon as possible.

- c. Move our financial accounts to Sierra Central Credit Union: motion to accept treasurer's recommendation to move accounts to sierra Central (Harris, Cassel); motion carried.

- d. Single or double signer: discussion on single signer for smaller checks, double signer for larger checks. Motion to have a single signer for all checks (Schulte, Benson); motion carried. Motion for signers to be President, Sec/Treasurer, Vice-President, and Past President if available and still on e-board (Schulte, Benson); motion carried.
- e. Amount to leave in old account to Tri-Counties Bank when transferring accounts: discussion on checks from Fall 2010 parking passes (ignore: invalid); notify holders of current checks they will have 60 days more to cash them. Motion to leave enough in account to cover the per caps check and \$400 for outstanding checks for 2011 parking passes (Cassel, Schulte)
- f. \$100 upgrade to Windows 7 on Union owned laptop: Motion to spend the money to upgrade from Vista to Windows 7 (Lee, Cassel); motion carried .
- g. Gas reimbursement policy: Discussion on mileage and the reimbursement form is to be re-sent to all members. Suggestion that we try to have Skype meetings at least occasionally—task delegated to the newly established financial planning committee. Discussion on mileage reimbursement being door-to-door, when meeting site is away from your primary instruction area. Motion to reimburse standard IRS rate for meetings outside of primary instruction site (Schulte, Lee). Discussion that Elaine and Heidi will get shorted by this policy; discussion to build system for the organization, not for the people. Motion to table the motion (Schulte, Kreff); motion carried.
- h. IRS status: Julia will follow up with Jim Kitchen. Mary will write a letter to the IRS to change our address so Jim can sign it. Julia will get Jim Kitchen’s signature and send it to the IRS.
- i. Bill for release time: submitted; pending reimbursement for Fall 2011; bill for Spring semester as early as possible.

5. CORRESPONDENCE – no correspondence

6. CFT REPORT – Brian Doyle out on medical leave; no report.

7. MEMBERSHIP UPDATE – Mary reported that the national member database is updated and future per caps invoices should match our numbers.

8. GRIEVANCE UPDATES – Judith/Star Kreff went to meeting with administration regarding the letter placed into an adjunct’s personnel file. Administration admitted that their own procedures were not followed: 1) manager should have had students meet with faculty member before writing the letter; 2) Administration should have evaluated her; they were remiss in their evaluation—none since 2008; she was due; it was acknowledged that this could not replace her evaluation. They had obligation to do more, some of the problem could have been prevented had they done their evaluation.

We need to let members know if they are feeling uneasy about an upcoming meeting, they should be told why a meeting is going to occur, and bring a rep if they want it. Newsletter article topic: ask for a rep, and ask purpose of meeting; Star will write this article for the newsletter.

Star further reported that Jim Schulte just handed her a violation of EEO re: hiring for a position. Star will look into this. Apparently, inappropriate questions were asked. Issue: is the interview invalid because they were missing EEO rep?

9. ACADEMIC SENATE UPDATES –

YCC – no report; Star volunteered to summarize the Academic Senate minutes, run the summary by Jim Kitchen and then report on it for future meetings.

Woodland Senate: Measure J report: prioritized list of items. HVAC system to be taken care of first—in lab (dissections) vents take the odors to the next lab. Water treatment for the campus is a priority: it ruins the air conditioning units presently. The ag greenhouse is #9 on the list. No money for it yet.

10. OLD BUSINESS –

- a. CONTRACT NEGOTIATIONS – Doug Harris distributed a handout summarizing the current contract changes: please refer to that document for details. Some contract items have been deleted altogether without discussion (Section 7.9 references to the Section 125 Plan, for example); Article 8.3.1 is completely opposite to what was agreed in negotiations.

Conclusion: Doug to respond fairly forcefully and say we do not agree to changes in contract not negotiated; correct the things administration did agree to (remove all references to Tiers, for example). Say that we will approve as a tentative contract and proceed for ratification by the membership once these changes are made. If this is not acceptable, please schedule a meeting ASAP.

11. NEWSLETTER UPDATE – suggestion for article by Star on bringing a rep to meetings and asking purpose of meetings; remind adjuncts there is a process to enter flex time through Trackdat; short article on the FTE audit occurring and to please confirm prior rosters if asked to do so as soon as possible.

12. NEW BUSINESS

- a. FTE audit: members may be asked to confirm rosters from previous years for certain classes because reimbursement to the District is being disallowed
- b. Motion to nominate Jim Kitchen for Ben Rust Award (Harris, Schulte); all in favor.
- c. SLOs on syllabus: Annette reported incorrect SLOs written by full time faculty for her classes; Annette added SLOs so she could have it on her syllabus. Doug reported he received email from his dean saying to be sure to submit syllabus with SLOs; but in going to Trackdat, there is no access for his Sociology curriculum; the Human Services curriculum Trackdat SLOs has a message, “SLO not defined”. Another member was told by the Lake dean to write her own SLOs. Doing so will not be consistent with college’s requirements, and makes the instructor responsible in the audit system, and it is not our job. Decision to write a

letter to the District—communicate in official capacity on behalf of part time faculty that we are committed to implementing the District’s SLO policies and decisions. If we are responsible for the development of the SLOs, this is in addition to the existing work duties and compensation will have to be provided. Doug will write it and Julia will sign it. This was not on the agenda, so we cannot vote on it.

- d. Academic Calendar: discussion that President shall sign off on it in the future; no need for further action.

13. MEMBERS’ INPUT, CONCERNS, QUESTIONS, OTHER ISSUES – Annette discovered a discrepancy in her load calculations (lecture versus lab); suggested we might want to have an audit of classes and their load. This is to be on the next meeting agenda.

14. January meeting: Saturday before orientation: January 7, 2012 at Pad Thai in Marysville. Bring your 2012 calendars so we can schedule for rest of semester.

15. Meeting adjourned at 2:30

Respectfully submitted,

Mary Benson
(Acting Secretary)