

## MINUTES OF THE YC-AFT LOCAL 4952 EXECUTIVE BOARD, April 15, 2013

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

**Call to Order** and roll call by acting chair Doug Harris 10:00 AM via CCCconfer (teleconference)

**Additions/Approval of Agenda** The following items were added to Old Business: discussion of stipend payments, centralized email account for archives, scheduling. Motion was made approve the amended agenda. (Benson, Geer) carried

**Approval of Minutes** Motion was made to approve the latest edition of the minutes. (Benson, Walker) carried.

**Treasurer's Report** The Treasurer's Report was read by Doug Harris from the emailed report. A motion was made to accept the Treasurer's Report. (Benson, Cassel) carried.

**Correspondence** None received; Jim Schulte sent emails about summer school for the Union; Heidi reports it is exceptional training opportunity. Last date to sign up is in May; April 15 deadline for a scholarship. Anyone wishing to attend to contact Brian Doyle.

**CFT Report** Brian Doyle reports that the Unfair Labor Practice Charge about the load balancing was filed last week with PERB. Budget cuts at PERB are causing processing delays; no one has heard any response from the administration. Doug reports he got an unsolicited email from an adjunct saying he teaches 4 unit classes, and because of the load balancing, he cannot teach 3 classes 1 semester and 2 classes the next. This is an example of a real person who can be damaged by this policy, but there has not been an existing policy in the past that permitted him to teach 3 classes in 1 semester.

**Membership Update** No changes.

**Grievance Updates** Star was not present and did not submit a report. Annette reported on a situation that arose this week. The interim dean making summer school assignments; he assigned 3-units to an adjunct who had less seniority to

an adjunct who took last summer off. The adjunct who had taken the summer off was only assigned 3 units this summer instead of his usual 6. The adjunct with seniority was upset to not be assigned his two regular classes. Both the dean and the adjunct instructor were not clear on the lack of return rights to specific classes (only unit load). The dean is now clear on that issue; the instructor doesn't seem to be; he seems to believe he has rights to the history class he has taught for 10 years. Annette was cc'd on an email from the dean to the instructor, saying that the class was offered to the person who taught it last year. The email had seemed to imply that the adjunct had lost his rights to that specific class. Annette spoke with Doug and Brian Doyle, and then contacted the Dean, explained the contract to him, told him we only have rights to a load and not a specific class. The contract is not clear about how far back return rights go; the Dean interpreted it to mean that missing 1 summer means you lose your return rights. The dean offered the adjunct 3 additional units, which is all that he has to do. As far as the union is concerned, the administration has fulfilled the contract terms. The adjunct is going to follow up with the dean. The contract needs to be clearer about return rights for the summer. Denise Daniels had told the Dean he was interpreting the contract correctly. Brian concurs with Annette's assessment; but problematic on 2 fronts: Denise Daniels' interpretation, and the Dean's methodology to unilaterally interpret the contract on its own is off base. Brian doesn't think the contract is ambiguous: summer section refers to return rights, with no wiggle room that Denise Daniels seems to be suggesting.

Heidi reported not being assigned summer class at Sutter Center, but she previously taught through the Upward Bound Program. HDiscussion on exclusions for having worked under contracting programs. There seems to be a problem in the application and interpretation of the policy, but not a grievance issue.

**Academic Senate Updates** None provided prior to the meeting.

**Campus Rep updates:**

**Woodland** Bob Cassel reports an issue from an adjunct with the request to fill out a form for the SLOs and the instructor doesn't believe it is within his responsibility. Pam Geer has been in contact with the instructor to explain that the form in question was given to all adjuncts; the form is not about writing the SLOs, but about the assessment piece. Each instructor is expected to fill out the form to assess student learning, and course outlines should include SLOs, which are transferred to the syllabus. The board agreed that it is our job to assess student performance relating to the learning objectives, but we are not to write the SLOs or develop the mechanism for measuring student achievement.

We need a copy of the letter and then make a determination. College is trying to be inclusive, he is interpreting the directive as an order. We will take it up at the May board meeting. Bob Cassel will send out the complaint and the form. Pam will send him a letter "the board is supportive of your interest in this matter and we will address it at our May 4 meeting".

**Marysville** nothing to report

**Lake** Annette reported they have a new campus, but no money for maintenance: bathrooms not being cleaned, weeds growing. There is still conflict between business departments of Lake and Marysville. They haven't yet heard Lake is being moved over to Woodland. Doug has spoken to interim dean regarding the question on class size. Because of the new growth money, the college is going to raise the minimum enrollment threshold in order for classes to go. Implication: with Lake Campus as small as it is, and a smaller community, there will be a lot of classes having a hard time meeting a new threshold of 20 instead of 15. No one else has heard about equating the new growth money with increasing the class size threshold.

**HR meeting updates** Doug reported about the question on persons remaining on the seniority list even after 6 semesters of not teaching. The administration sees a 6-semester hiatus as a termination of service. After long debate, YC-AFT conceded that point. For people who teach in multiple disciplines: initially the responsibility of the part-time faculty member to inform the District of all disciplines in which s/he is qualified, after that it is the responsibility of District to maintain that information. It is noted that a newsletter article should include the message that if you feel you are qualified in multiple disciplines, you need to contact your scheduler. If at multiple sites, the adjunct gets to select whether to be on 1 site list based on all units or 2 site lists based on units at each site. Ties are decided based on position on seniority list: there are many people who tie, but in same discipline, there are only a few ties. Preference goes to person with earlier date of hire. HR never raised issue of formalizing with a side letter. The Board decided it was a good idea to write minutes and document the content of the discussion. Doug will do that for this meeting, and alert them to the new question about clarity for return rights for summer. Next HR meeting 4/22 at 2:00 p.m. in Woodland.

Next WCC Managers' Training on Adjunct Contract is 4/29 at 10:30. Elaine, Jim S. and Doug will cover it.

**Newsletter** Jodi will produce another newsletter. Articles: responsibility and benefits of informing District about all possible disciplines one meets the qualifications to teach, and advised in a different article that a 6-semester hiatus without an approved leave of absence constitutes a separation in service

and loss of seniority rights. Article on Lake to Woodland move being proposed; include that the seniority list and the campuses to which they apply will be unchanged by any move of Lake Campus to WCC. Article on search for newsletter editor, include compensation, who to contact, submit resume and writing sample. Summary outcome of the HR items: Doug will write them up.

Article to remind people to include SLOs on syllabi; Heidi will send Jodi a link to the SLOs on TrackDat. Mary to send Jodi the report from last month on the membership numbers. Feedback on article on teacher profile: positively received. Pam recommends Marian Boyles for a profile, who is at WCC, planning to retire this year. Pam will forward to Jodi.

**Sanction Meeting** Annette reported that she attended the Yuba College sanction meeting. Regarding SLOs and the reporting of outcomes of SLOs being part of our official evaluations, the Chancellor jumped in and said this was not going to be reflected on individual instructors, but will address it on program reviews. Then Annette attended a campus-wide meeting, and Lisa Jensen-Martin said the unions were currently in talks in negotiations to have SLO outcomes be part of official evaluation. When Annette questioned her about it, she backpedaled and said she was only familiar with talks with the full time union. We should not be surprised when this comes up in contract negotiations. Brian advises to take a wait-and-see approach. CFT has been doing a lot of homework and will be prepared to help on that issue.

**Centralized email account for archive** Mary gave a list of proposed folders: Minutes and Agendas, Treasurer's Reports, Grievance Reports, Bargaining Issues/Reports, Woodland Campus Rep Reports, Marysville Campus Rep Reports, Lake Campus Rep Reports, HR Meeting Reports. Mary will set up an email account with Yahoo if it allows for this sorting, and will set up the folders. Mary and Annette will come up with initial policies and distribute to the eBoard.

**Stipend payment policy** Motion to pay all stipends at end of semester (Benson, Cassel), carried.

### **New Business:**

**Newsletter** Mary wrote up a draft duty statement; eBoard made edits during meeting. Mary will write up an announcement about the position and email it to campus reps to stuff the mailboxes of adjuncts this week. Heidi: Sutter and Marysville, Pam: Williams, Annette: Lake, Bob: Woodland. Deadline: May 1. Tell Jodi not to put newsletter announcement in next newsletter—too late

**Member input** Annette about SLO assessments being included in faculty evaluations, and the need to address policy for dropping students who have not attended class. There is no specific direction as to whether to drop a student or allow a withdrawal, but student failures will be counted against job performance. Add to next meeting agenda. Heidi brought up concern about Elaine's email about delays in distributing the newsletter. Since the newsletter is time sensitive, there should be a quick turnaround between receiving and distributing it, and we need to be prompt in the future. Bob didn't realize he had a newsletter in his box. Campus reps should include this in their duty statement, but should be notified by editor that it is in their boxes. Doug had a question on the Jim Kitchen articles that Elaine had sent out; Mary reported Elaine is taking care of the award nomination and follow up on the article.

Proposed meeting dates for next negotiating meetings Jim, Elaine, Doug, 4/23 at 10:00 a.m. Woodland.

**Future meeting dates** 5/4/13 Woodland, Osaka Restaurant, noon and August meeting Lake: August 5 at Doug Harris's house. Two meetings in a row in person: first meeting of the semester always in-person.

Adjournment at 11:55

Submitted by Mary Benson, Pro Tem Secretary