

**MINUTES OF THE YC-AFT LOCAL 4952 EXECUTIVE BOARD, January 3, 2014**  
Clear Lake Campus 12:00 p.m.

X  Elaine Robinson (President); ;  X  Doug Harris (Chief Negotiator);  X  Judith “Star” Kreft (Grievance Officer); \_\_\_ Julia Green (Campus Rep., Marysville); \_\_\_ Bill Lester (Campus Rep., Marysville);  X  Bob Cassel (Campus Rep.); Woodland);  X  Pam Geer (Campus Rep., Woodland);  X  Michael Friel (Campus Rep., Lake);  X  Mary Benson (Membership Chair); \_\_\_ Ben Brucker (Newsletter Editor);  X  Brian Doyle (CFT Rep.);  X  Annette Lee (Vice-President);  X  Michelle Schultz (Secretary-Treasurer);  via phone  Heidi Walker (Campus Rep., Marysville);

**Call to Order-** The meeting was called to order by Elaine Robinson at 12:03pm. **Introductions** were made around the table.

**Additions/Approval of Agenda-**

- a. Membership Meeting Agenda under new business
- b. Addition of signatures under treasurers report

A motion was made to approve the agenda with the additional items. (Cassel, Bensen) carried.

**Approval of Minutes-** A motion was made to approve the Oct. 2013 minutes as amended. (Bensen, Kreft) carried. A motion was made to approve the Nov. 2013 minutes as amended. (Bensen, Harris) carried.

**Treasurer’s Report -** Elaine reported that our new Quick Books on line system is operational. All treasury history is now uploaded into the system. She provided Michelle with the checks, and instructions for logging into the system. Release time will be billed after the beginning of the spring 2014 semester.

**Checking Account: \$28,981.03**

All Per Caps have been paid through December 31, 2013. All board stipends have been paid to date. The mileage reimbursements for last semester meeting have been paid. Membership dues payments are up to date.

**Savings Account: \$50,827.67**

**Total: \$70,808.70**

A motion was made to accept the treasurer’s report. (Cassel, Bensen) carried

**Stipend/positions** discussion Elaine led a discussion regarding the switching of the Vice President (Annette) and Secretary/Treasurer (Michelle) for the duration of the semester. The decision was made to not make any changes to the Executive Board at this time with the following conditions.

- The secretary/treasurer would provide minutes of the meeting as the constitution requires.
- The secretary/treasurer will increase communication with the group.
- That a definition of the scope of work required and a duty statement would be developed between Elaine and Michelle.

**Signatures for Sierra Central Credit Union-** As Julia was not present, a date was not made to meet.

**President's Report -**

**The CFT Convention** is March 21-23, 2014 in Manhattan Beach. Our group will fund 2 persons to attend. We will announce this opportunity to the upcoming Newsletter.

**Adjunct Orientation/Meeting** Yuba College has determined that Elaine will be not allowed to address the general meeting as the President of YC-AFT during the Adjunct Orientation/Meeting on Wednesday, January 8, 2014. Union business will only be allowed at the "official" union meeting at the end of the evening.

There was discussion in regards to this practice at Woodland (included) and Clear Lake (included) and the effects to our members and membership participation. Brian suggested that Elaine send a note to Lisa Jensen-Martin (Interim VP), letting her know that our participation and inclusion in the agenda has been the practice and to request a copy of the policy that states the union is not allowed to speak during "flex time."

**Correspondence-** Elaine reported that she received an e-mail and phone call from a part-time instructor who had received a "Needs Improvement" on her evaluation. She felt that this was unfair for the following reasons: The evaluator stated that she did not provide adequate instructions for the assignment she was discussing during the evaluation. (This was an on going journal assignment). She feels that her students knew the assignment. She was not provided with an appropriate response time to the evaluation. She noted that she had received "Exceeds Expectations" from Sierra College during the same course and the same semester. Elaine will have her follow up with Star.

**CFT Report** – Brian reported that the ACCJC lawsuit court date was on December 26, 2014. This is a joint case between San Francisco City/County and Union, who are seeking an injunction against ACCJC to stop the removal of SFCC accreditation. The Judge has indicated that he will release his decision soon.

**Membership Update** –no changes to report.

**Grievance Updates** – Star reminded the group that it is very important to provide members with her phone number. The group discussed that this is appropriate, should the campus representatives exhaust their means for supporting a member. She reported that the Math instructor who had several attempts to cooperate with his department has not been re-hired for the spring semester. She informed him that she was unable to provide further assistance because he had not complied with the department requirements. She led a discussion regarding the current evaluation process. She believes that anecdotal records would inform best practice.

Doug stated that a part-time instructor had been given a one-day notice before his

evaluation. Michael noted that he was evaluated at Clear Lake and due process was observed. He asked if instructors are allowed to have a second opinion or a union representative present. Doug stated that only enrolled students are allowed in class. Elaine suggested that during negotiations, it be voiced instructor's undergoing evaluation would not be reviewed by the same person consecutively.

**Academic Senate** –no meetings to report

**Campus Reps Updates-**

**Clear Lake:** Michael reported that a long-time member retired after being assigned classes, he questioned his Dean as to what the process is to replace the teacher and give the class to another part-time instructor. He asked the board for clarification as to what the protocol is filling the vacant class. The “group’s” discussion included that the hiring of a full-time staff member negates any part-time faculty’s seniority rights, and if the class is to be filled by part-time faculty, then seniority rights apply whether or not the course catalog has been published.

**Woodland** nothing to report

**Marysville** nothing to report

**Old Business-**

Doug provided the group with an update on the 3hour block classes issue. The proposed scheduling plan for Fall 2014 was distributed. Yuba College, including Sutter and Beale are the only campuses that will make this change. The purpose of the block schedule is to provide ease of scheduling. Discussion included that HR was not notified of this change. This structure does not accommodate our part-time faculty or students. This action is a significant change to our existing education system and is disturbing. The needs of our students are an important consideration for the administration to consider. Our group feels strongly that this block schedule will negatively impact our students.

Elaine stated that this schedule was released during a Full time faculty meeting, before Thanksgiving break. There was no adherence to due process. The instructors were told that if students/staff could not meet the schedule, than they could attend elsewhere. On behalf of the AFT, she notified the administration of our position on this matter. We will revisit the 3hour block schedule.

**Negotiations update** - Doug stated that he would make a flier with bullet statements to share at the membership meeting.

Pam asked we continue to keep track of changes in the evaluation process both in negotiations and at future board meetings. Doug reported that evaluation is in the negotiation process at this time, as the entire district is undergoing a change in the focus of the evaluation process. It has been agreed upon that class SLO performance would not be used as a means to evaluate an instructor. The term of the next contract (July 1, 2014-June 30, 2017) is being negotiated. The current round of

negotiations usually involves twice a month meetings. **Newsletter-** After discussion the group decided to make no change to the name of our newsletter. Elaine asked for article suggestions. Negotiation Update-Doug; Upcoming Election of Officers; Affordable Care Act- Star; Seniority List; Member invitations to participate in the CFT Convention; FLEX Update- *Elaine and Star reported there are still challenges in our current system. Elaine will ask Karston (Flex rep) to write an article.* Office Hours Program- *Elaine reported on the changes that occurred this semester and the possibility of seeking a policy statement from the Administration;* Top 10 Stress Reducers for Freeway Fliers- Michelle; Syllabus tips – Annette.

#### **New Business-**

**Twitter account** Annette has volunteered to create a Twitter account for the YCAFT to include all members of the bargaining unit. This mode of communication will deliver information that our members can quickly view through brief announcements. After a pilot period, we will include a piece in the newsletter asking members to participate.

**Membership meeting** Doug stated the following items would be included on the agenda for the Spring Semester orientation meeting: Seniority List, Block Schedule, Office Hours Program, Parking Passes, and Convention Participation. This will go to Elaine to distribute.

**Member's input, concerns, questions, and other issues-** Elaine asked the group for an updated mailbox count from each campus. Doug will work on the timeline/agenda for the fall orientation meeting, including information regarding running for an elected position for the July 2014 through June 2016 term.

#### **Future meeting schedule**

February: 2/8/14 @ 10:00am, CCCConfer

March: 3/15/14 @ 12:00 noon, Marysville

April: 4/12/14 @ 10:00am, CCCConfer

May: 5/3/14 @ 12:00 noon, Woodland

The meeting was adjourned at 2:15pm

Respectfully submitted,

Michelle Schultz

Secretary-Treasurer