

MINUTES OF THE CCFA REP COUNCIL MEETING ON

September 10, 2018

Room BEB - 204 from 12:30 p.m. to 1:50 p.m.

REPS ATTENDING FROM THE FOLLOWING FACULTY GROUPS:

1. PART-TIME FACULTY

- a. Kevin Baccari, absent
- b. Carolyn Ward, present via teleconference

2. BUSINESS, APPLIED TECHNOLOGY & HOSPITALITY MANAGEMENT

- a. Steve Siedschlag, absent
- b. Bruce Osburn, present

3. COUNSELING, EOPS, DPS, KINESIOLOGY, & NUTRITION

- a. Kristen Burlison, absent
- b. *Vacant*

4. HEALTH SCIENCES

- a. Rachel Arciniega, present
- b. Marlene Soto, absent

5. LANGUAGE ARTS

- a. Sean Connelly, absent
- b. Daniel Keener, present

6. INSTRUCTIONAL SUPPORT & LIBRARY SERVICES

- a. Greg Creel, present
- b. Mellanie Reeve, absent

7. MATHEMATICS & SCIENCE

- a. Mark Padilla, absent
- b. Brad Hughes, absent

8. PAC AT-LARGE

- a. Bret McMurrin, present

9. SOCIAL & BEHAVIORAL SCIENCES

- a. Kevin Cameron, present
- b. Vince Nobile, present

10. VISUAL & PERFORMING ARTS, INTERIOR DESIGN & FASHION DESIGN

- a. Erik Jacobson, absent
- b. Sheila Malone, present

EQUITY TEAM REPRESENTATIVES:

1. HUMAN RIGHTS

- a. Deana Hernandez, present via teleconference

2. LGBTQ+

- a. Sheila Malone, present

3. WOMEN'S ISSUES

- a. Rose Ann Osmanian, absent

CHINO SITE REPRESENTATIVE:

Robin Ikeda, absent

FONTANA SITE REPRESENTATIVE:

Ava Nguyen, present

VISITORS:

Jo Alvarez, Communication Studies

Angela Burk-Herrick, Biology

Jin Liu, Language Arts

OFFICERS/COMMITTEE CHAIRS:

1. **PRESIDENT:** Jonathan Ausubel (652-6937), present
Language Arts

2. **VICE PRESIDENT:** Rod Elsdon, present
Mathematics & Science

3. **SECRETARY:** Emily Avila-Teegarden, present
Mathematics & Science

4. **TREASURER:** Diana Cosand, present
Mathematics & Science

5. **MEMBERSHIP CHAIR:** Luke Gunderson, present
Social & Behavioral Sciences

6. **GRIEVANCE OFFICERS:** Jonathan Ausubel (652-6937), present
Language Arts

Bruce Osburn (652-6862), present
Business, Applied Technology and Hospitality Management.
Naomi McCool (add information)

7. **PAC CHAIR:** Marlene Soto, absent
Health Sciences

8. PAC TREASURER: Cynthia Parker,
Social & Behavioral Sciences

9. ALTERNATE NEGOTIATOR: *vacant*

Office	Name	Term expires
President*	Jon Ausubel	5/31/2019
Vice President*	Rod Elsdon	5/31/2020
Secretary*	Emily Avila	5/31/2020
Treasurer*	Diana Cosand	5/31/2020
Membership Chair	Luke Gunderson	5/31/2019
PAC Chair	Marlene Soto	5/31/2019
PAC Treasurer	Cynthia Parker	5/31/2019
PAC At-large	Bret McMurrin	5/31/2019
Grievance Officer	Naomi McCool	5/31/2020
Grievance Officer	Bruce Osburn	5/31/2019
Negotiator	<i>Vacant</i>	5/31/2020
Negotiator	<i>Vacant</i>	5/31/2021
Negotiator	<i>Vacant</i>	5/31/2019
Alternate Negotiator	<i>Vacant</i>	Ratification
LGBTQ+ Representative	Sheila Malone	5/31/2019
Women's Issues Representative	Rose Ann Osmanian	5/31/2019
Human Rights Representative	Deana Hernandez	5/31/2019
BAT&HM Representative*	Bruce Osburn	5/31/2019
BAT&HM Representative*	Steve Siedschlag	5/31/2020
C&KNA Representative*	<i>Vacant</i>	5/31/2019
C&KNA Representative*	Kristen Burleson	5/31/2020
Chino Site Representative	Robin Ikeda	5/31/2019
Fontana Site Representative	Ava Nguyen	5/31/2019
HS Representative*	Rachel Arciniega	5/31/2020
HS Representative*	Marlene Soto	5/31/2019
IS&LS Representative*	Greg Creel	5/31/2019
IS&LS Representative*	Mellanie Reeve	5/31/2020
LA Representative*	Daniel Keener	5/31/2020
LA Representative*	Sean Connelly	5/31/2019
M&S Representative*	Mark Padilla	5/31/2019
M&S Representative*	Brad Hughes	5/31/2020
Part-time Representative*	Kevin Baccari	5/31/2020
Part-time Representative*	Carolyn Ward	5/31/2019
S&BS Representative*	Kevin Cameron	5/31/2020
S&BS Representative*	Vince Nobile	5/31/2019

V&PA Representative*	Sheila Malone	5/31/2020
V&PA Representative*	Erik Jacobson	5/31/2019

* 22 voting representatives (1 vacant seat) **Quorum = 11**

I. Call to Order

President Ausubel called the Representative Council to order at 12:38pm.

II. Approval of minutes: August 27, 2018 (handout)

Representative Creel moved to approve the August 27 minutes. Representative Arciniega seconded the motion. The minutes were approved with corrections.

III. Approval of agenda

Representative Osburn moved to approve the agenda. Representative Cameron seconded the motion. After discussion, the motion carried.

IV. Officers' Reports

a. President: Jon Ausubel

i. Rep Council goals & timelines (handout)

1. President Ausubel distributed a graphical calendar of CCFA, CCA, CTA, and NEA for 2018-2019 to facilitate discussion of CCFA's annual goals. Discussion items included when new negotiators would be in place, the recommendation to include all of the PAC activities, the transition to new by-laws, and the timeline for CTA approval for the new by-laws. The discussion closed with Representative Osburn recommending that it be kept as a working calendar.

ii. CCA Fall Membership Conference 10/12-14 in San Jose

1. Delegates: Maria Vitale

The CCA Fall conference in San Jose is approaching; CCFA has six delegates whose allowable expenses are paid by CCA and CCFA. Maria Vitale, who also represented CCFA at the National Education Association's Representative Assembly in July, has asked to serve as a CCFA delegate. President Ausubel asked for more volunteers to attend. Jo Alvarez volunteered.

iii. Coordinator brown bag lunch on 9/28

President Ausubel invited all representatives to attend a brown-bag lunch with coordinators and Health Science directors and AD's. The meeting will take place on September 28, 12:15-2:15pm in VSS-208, and is intended to allow room for discussion of other topics in the October 17 general membership meeting.

iv. SC One Presidents meeting

President Ausubel attended the CTA Service Center One Presidents meeting on Tuesday, September 4, 2018. SC One is based in Ontario but covers a large geographic area from (very roughly) South Pasadena north to the foothills and east to Rialto; four higher education local unions are represented in SC One.

President Ausubel summarized for Rep Council and distributed relevant information and printed materials to CCFA committee chairs and officers.

v. Janus follow-up: Opt-outs contact

President Ausubel reminded representatives that opt-out requests may emerge, and asked that all such requests be directed to Membership Chair Gunderson. Representative Creel asked if it would be possible to correct misinformation on the CCFA website. Many agreed with that idea.

b. Vice President: Rod Elsdon

i. C&KNA Rep Vacancy

Vice President Elsdon reported that Kristen Burleson sent out a call for nominations.

c. Secretary: Emily Avila

Secretary Avila requested that committee and officer reports be submitted in writing prior to the meetings, if possible.

d. Treasurer: Diana Cosand

Treasurer Cosand reported the balances in CCFA accounts, and that no checks were written since the last meeting of the Representative Council.

V. Committee Reports

a. Bargaining:

b. By-law group—Cynde Balent, Rod Elsdon, Manar Hijaz, Bret McMurrin, Vince Nobile, & Marlene Soto

The By-law group report is discussed in Old Business (item VI.b)

c. Calendar: Kim George and Rod Elsdon

The Calendar Committee had nothing to report.

d. Elections: Greg Creel, Luke Gunderson, and Alif Wardak

The Elections Committee reported that there are currently no elections.

e. Evaluations Forms Committee: Bret McMurrin and Erik Jacobson
President Ausubel and Representative McMurrin reported the need to ensure that the evaluation forms for Distance Education (DE) are available on Canvas and are uniform. The district was asked to take the evaluation forms off the portal and only have one set of forms on the Z-Drive which are current and accurate for the Fall semester. In the spring semester, the forms will be taken off the Z-Drive and moved to the portal.

f. Equity Team: Deanna Hernandez, Sheila Malone, Rose Ann Osmanian

- i. ASCCC Building Diversity Workshop (action item) Representatives Hernandez and Malone asked for support to attend this workshop on September 11, 2018 in Riverside, and would give a report on the workshop at the next meeting. President Ausubel moved to provide up to \$200 per person for two people to cover registration, mileage, and parking. Representative Creel seconded the motion. The motion carried.
- g. Grievance Committee: Jon Ausubel, Naomi McCool, and Bruce Osburn—Tier list; offer/no offer messages; tier loophole; Improvement plan goals; 0.8 FTEF overage; HS investigation; one-person department issues
- h. Health and Safety Committee: Bret McMurrin
 - i. Class cancellation best practices (Handout)
- i. Labor, Management Committee: Greg Creel, Shelley Eckvahl and Jon Ausubel –Fontana space allocation; FT/PT STRS leave conversion; assignment amount of part-time faculty; EOE in third-level interviews; load factor for PT office hours; PT office hour roll-out; Flex booklet; class cancellation best practices; desk time for PT counselors; reduced workload coordinatorship
- j. Membership: Luke Gunderson
 - i. Membership materials/CCA bulletin boards
- k. PAC: Marlene Soto PAC Chair
 - i. Phone banking (action item)
President Ausubel asked if this was something that the council would like to do. Discussion ensued about the options of how phone banking could be carried out. October 1 is the next deadline to apply to CCA/ABC for funds to support this.

VI. Old Business

- a. 2018-2019 elections timelines (action item)
Discussed in the President’s Report (item IV.a.1)
- b. By-law update (action item) (handout)
Vice President Elsdon shared the newest draft of the by-laws. Template B was followed with very few changes from the template. The Representative Council would be the policy-making body, and the Executive Board would be the governing body. Vice President Elsdon also discussed changes to the selection of negotiators within CCFA. Further discussion ensued. Representative Osburn moved to ask President Ausubel to send the draft of the by-laws to CTA for review. Representative Malone seconded the motion. The motion carried.
- c. 16-week calendar task force--Bret McMurrin & Mellanie Reeve
- d. Dual Enrollment committee—Luke Gunderson & Jon Ausubel

- e. RA Reports: Jin Liu Jin Liu attended National Education Association's Representatives Assembly in Minneapolis, Minnesota. Many different proposals were voted on. She will share her PowerPoint presentation with President Ausubel.

VII. New Business

- a. Communications Committee
- b. Standing rule development

VIII. Floor Items

- a. New Faculty Orientation (NFO) presentation on evaluations
Representative Osburn gave a presentation on evaluations in New Faculty Orientation. It was recommended that CCFA meet exclusively with new faculty. President Ausubel reported that all new hires were sent a welcome letter. Representative Gunderson will also give an NFO presentation this semester.
- b. Representative Gunderson shared a list of non-members with the Representative Council.

- IX. Adjournment:** The meeting was adjourned at 1:50pm.

Next Meeting –September 24

X. CCFA Calendar (Partial)

- 9/10 CCFA Rep Council
- 9/24 CCFA Rep Council
- 9/28 Coordinator brown bag lunch 12:15PM VSS 208
- 10/8 CCFA Rep Council
- 10/8 Pension2 financial planning workshop 4-6PM
- 10/10 SOne Council Dinner 4:30-9PM San Dimas Canyon Golf Course
- 10/17 CCFA General Membership Meeting #1 –College Hour WH-142
- 10/12-14 CCA Fall Membership Conference—San Jose
- 10/22 CCFA Rep Council
- 11/5 CCFA Rep Council
- 11/6 Election Day
- 11/19 CCFA Rep Council
- 11/29 My Retirement Decisions financial planning workshop 2-4PM
- 11/30-12/2 CTA Region 3 Leadership Conference—Applications due 11/9
- 12/8-10 CTA GLBT Conference—San Jose
- 12/3 CCFA Rep Council
- 1/17 SOne Council Dinner 4:30-9PM San Dimas Canyon Golf Course
- 1/18-20 CTA Issues Conference—Las Vegas
- 2/8-10 CCA Winter Collective Bargaining Conference—San Diego
- 3/1-3 CTA Equity & Human Rights Conference—San Jose

3/6 SCOne Council Dinner 4:30-9PM San Dimas Canyon Golf Course
3/22-24 CTA Good Teaching Conference South—Garden Grove
4/26-28 CCA Spring Advocacy Conference—Irvine
5/22 SCOne Council Dinner 4:30-9PM San Dimas Canyon Golf Course