

**APPROVED
EXECUTIVE BOARD MINUTES
DECEMBER 4, 2008**

The meeting was called to order at 2:31 P.M.

PRESENT: Terri Adame, Emmanuel Akanyirige, Glenn Appell, Nancy Bachmann, Casy Cann-Figel, Milton Clarke, Vern Cromartie, Deborah Dahl-Shanks, Katrina Keating, Bruce Koller, Stuart Lichter, Jesse Lovell, Jeff Michels, Mary Ulrich, Donna Wapner, Rudy Zeller, Michael Zilber.

ABSENT: Steve Padover

1. ANNOUNCEMENTS -

- Michels reminded E-Board members of the FACCC Advocacy and Policy Conference coming up in Sacramento on March 1-2, 2009. He stated that if we register before December 31, the UF will get the early bird discount of \$35.00 less per person. He asked for commitments so that we may have a headcount. Zeller, Dahl-Shanks, Appell, Michels and Cromartie all stated that they will be attending this conference.
- Vern Cromartie announced that he won reelection to the Los Medanos Community Healthcare District Board. Vern was congratulated by all UF Executive Board Members.
- Michels announced that he and Zilber had met with Jess Reyes, the newly elected District Governing Board Member. Michels characterized the meeting as a success.
- Michels announced that he will attend meetings at the statewide level with Nancy Skinner, who was elected to fill Loni Hancock's seat in the State Assembly, and Joan Buchanan, who was elected to fill Guy Houston's seat. They will be talking about the State Budget and ongoing efforts to protect community college funding.
- Michels reported that FACCC is in the process of organizing a campaign in support of student success. They have one major project in process and are asking for donations to support this and future projects. Michels said he would present details at a future E-Board meeting.
- Michels reported that December 4, 2008 is the takeoff for the District's 60th Anniversary Gala celebration. This begins with a party in Pleasant Hill that is primarily for community business leaders and people that have supported the college outside of the college itself. They will be launching a web page, and faculty has been asked to contribute memorabilia or other facts and stories. Appell announced that he will be playing music at the event on December 4th.

2. EXECUTIVE BOARD MINUTES -

Following a motion by Zilber, seconded by Dahl-Shanks, MSC with 2 abstentions and 1 correction to approve the meeting minutes from the Executive Board meeting on 11/20/08.

3. EVALUATION FORMS AND PROCEDURES-

- A. Michels announced the implementation of training for new hires that will now include diversity training. Appell went on to say that at DVC there is a committee of faculty and administrators who are discussing the implementation of the new-hire training next year and would like to include diversity as one of the major topics. Appell asked the E-Board to recommend or formally approve 2 sessions of training protocol for the new faculty and to call upon experts in the field of diversity. After some discussion, the E-Board agreed that decisions about training could be implemented at the college-level.

- B. Michels announced that the UF plans to call a meeting to review the evaluation process and procedures. Appell stated that the UF will hold an all-day retreat on Friday January 30, 2009, for anyone who would like to participate in this faculty evaluation workshop. Details will be announced soon to all faculty. Some managers will also be invited to participate.

Michels stated that he would like to take the input from this retreat and integrate it into what was done before to come up with some evaluation protocols, forms and procedures to be a starting point for formal negotiations in the spring.

4. ISSUES RELATED TO STRS REPORTING –

Michels reported that he is working with Payroll to resolve some issues related to STRS reporting. Full-timers teach overload earn sick leave hours for A load and sick leave hours for your AC load, and upon retirement, the District is supposed to report both sets of sick leave separately to STRS. In some cases, this was not done correctly, and the District is taking steps to re-report to be sure that faculty is credited accurately for all sick leave.

Michels stated that in 2002 the Union negotiated with the District that part time parity pay would be put on the salary schedule for those part-timers that get to parity and that it would be reported to STRS in that way. The District never did this but instead paid part time parity at the end of the semester as a bonus check after they finally figured out who is owed parity and who is not. This parity pay gets reported to STRS as a bonus or a separate pay event. This has negatively affected some faculty members retirement since 2003 and they are getting less money. The United Faculty is looking into this problem with the District and with STRS.

5. UF FINANCIAL REPORT – Tabled

6. CONTRACT VARIANCE POLICY- Tabled

7. CONTRACT VARIANCES –Tabled

8. UF BUDGET DEVELOPMENT PROCESS –Tabled

9. PROTOCOL FOR APPROVING ACADEMIC CALENDAR –

Michels stated that the situation with the Academic Calendar is not acceptable. The UF has an obligation and a responsibility to review and correct the Academic Calendar every year, but there have been too many mistakes made in the past two years (some caught late, some not caught in time). The calendar for next year has been approved, but for future years, Michels proposes a formal protocol to ensure that the Academic Calendar meets with E-Board approval before it goes to the District Governing Board. At a future meeting, the E-Board will develop a specific protocol wherein we assign a committee to review the calendar before it is submitted to the District.

10. OTHER BUSINESS –

Michels reported on new State Guidelines regarding the basic requirements for “hours by arrangement” or “TBA.” This is an advisory document that is now listed on the UF website under recent news. The E-Board agreed that the next issue of Table Talk should contain a short list of highlights advising faculty of the new rules. The UF leadership has been working with the college vice presidents, deans and department chairs to interpret the document and implement any needed changes. In all cases, Michels stressed, there are multiple options, and faculty should be involved in a collaborative decision-making process regarding compliance with the guidelines.

11. UPCOMING MEETINGS –

- A. 12/10/2008 Governing Board Meeting
- B. 12/11/2008 Next Executive Board Meeting (to be a negotiations strategy session)

The meeting was adjourned at 5:03 P.M.

Submitted by: Terri Adame