

**APPROVED
EXECUTIVE BOARD MINUTES
AUGUST 27, 2009
DVC LC-109**

The meeting was called to order at 2:33 P.M.

PRESENT: Emmanuel Akanyirige, Glenn Appell, Milton Clarke, Vern Cromartie, Katrina Keating, Bruce Koller, Stuart Lichter, Jason Mayfield, Jeff Michels, Steve Padover, Dionne Perez, Mary Ulrich, Donna Wapner, Rudy Zeller, Michael Zilber.

GUESTS: Michael Anker, Paul Guess

ABSENT: Terri Adame, Casy Cann-Figel, Deborah Dahl-Shanks, Licia Morrow.

1. ANNOUNCEMENTS –

- Michels welcomed back all of the present members of the E-Board and thanked them for attending meetings consistently.
- Michels reported that DVC appears to be on track with its accreditation work. The accreditation committee returns to DVC in October.
- Michels reported that he met by phone with Andrea York from FACCC to discuss coordinating efforts to press for changes related to SLOs. Michels related that faculty complaints about SLOs are increasing, and soon FACCC will call for hearings at the state level. Michels has agreed to join FACCC's policy committee and to help in this effort. The UF also plans to meet soon with Assemblymember Tom Torlakson, State Senator Mark Desaulnier, and Congressman George Miller to discuss issues related to accreditation, accountability, and the increasing administrative and bureaucratic demands on faculty.
- Michels passed out documents from this week's DGC meeting related to state and district budget updates. A lengthy discussion ensued regarding the list of categorical cuts, schedule reductions, and the budget.
- Michels reported on part-time staffing issues and communications, noting that one of the biggest issues facing the UF is the impact of schedule cuts to our part-time members. Michels presented a letter for Executive Board approval to be sent to deans and department chairs reviewing relevant contract language and reminding schedulers that they need to work as transparently as possible during this difficult time. After some discussion about the content of the letter, motion by Zeller, seconded by Lichter to approve sending the letter. MSC, with 1 no vote and 1 abstention.
- Michels presented plans for the enrollment management committee road shows. He stated that he and others are working on a program involving committee members, Deborah Blue, Kindred Murillo, and a few others to go to each campus to discuss issues related to

enrollment management. Michels related that he hopes the Enrollment Management Committee will help communicate to the CCCCD division deans that decisions about scheduling need to be made collaboratively with faculty and that there should be a balance between academic and financial priorities.

- Michels announced that he had worked with former UF presidents Sue Shattuck, Marge Lasky, and Brendan Brown to produce a history of the United Faculty for the District's 60th anniversary book. Michels stated that the books will be published soon and will be available for purchase.
- Michels announced that the United Faculty's Contract Appendices have been reviewed and added to the District's website on August 27th. Michels stated that we will add them to our website within 2 or 3 days.
- Michels reported on the yearly FSA letter that is mailed to all faculty recommending that they consider adding an FSA (faculty service area) to their portfolio if they are eligible. The FSA letter is generated by a United Faculty vice president or a faculty representative from each college. The letter will be revised and sent in mid-September. Michels noted that we need to stress the importance of adding FSA's in this time of program cuts and funding reductions.
- Michels announced that he has discussed holding rallies again this year with Andrea York from FACCC. FACCC has offered to co-sponsor events on each campus, but Michels asked them to delay them for a few months due to time constraints. Michels stated that we might consider some end-of-the-year rallies or holiday parties with FACCC, as well as helping with a FACCC membership drive.

2. EXECUTIVE BOARD MINUTES –

Following a motion by Appell, seconded by Lichter, MSC with 3 corrections and 2 abstentions to approve the meeting minutes from the Executive Board meeting on 05/21/09. Corrections including adding Cromartie's name to the list of those present at the last meeting; noting that Akanyirige had recommended two accountants from each college to be present at the meeting on UF accounting practices; and adding the meeting room number to the minutes.

3. NEW EXECUTIVE BOARD MEMBERS –

Michels welcomed Katrina Keating back as a member of the Executive Board after a long vacation where she and her husband traveled to Asia and India. Michels recollected that Jason Mayfield had filled her spot on the E-Board in her absence. Now, Executive Board member Jesse Lovell has left the E- Board, opening another spot. So Mayfield will keep the spot he has, and Michels asked the Executive Board to approve the appointment for Keating to fill the current vacancy. Keating will fill this vacancy until the next regular election, at which the position will be open to any DVC faculty member.

Following a motion by Zeller, seconded by Appell, MSU to approve Katrina Keating's appointment to the Executive Board.

4. ACADEMIC CALENDAR –

Michels announced that the District has presented the United Faculty Executive Board with a tentative academic calendar for next year. Michels proposed that a work-group from the United Faculty, led by Donna Wapner and Mary Ulrich, review the academic calendar at length and to make any changes as necessary. Michels asked for additional volunteers and/or suggestions. Michels stated that the UF has until October 15, 2009 to reply to the District.

5. NEW UF WEB PAGE –

Michels reported on the progress of the new United Faculty Web page and made a presentation to the Executive Board. The Executive Board made some suggestions and a lengthy discussion ensued.

Michels stated that the new website is not yet ready for prime time. He will keep the old website up and running while incorporating the new website. The webpage will be launched sometime within the next few weeks.

6. VARIANCE REQUESTS –

The Executive Board voted to deny LMC's request for Robert Canchola's contract variance from Spring of 2009, due to the long delay of the request.

Michels stated that the new Contract Variance Policy listed on the website is proving useful and informative, and faculty are utilizing the information when they want to request a variance. The following variances were submitted for approval for Fall of 2009.

Campus	Adjunct Professor	Area	Executive Board Approval
Contra Costa College	Julie LaBrincha	Speech	approved
Contra Costa College	Rachel Dwiggin-Beeleer	Speech	approved
Contra Costa College	Timothy Fish	Mathematics	approved
Contra Costa College	Megan Hansen	English	approved

Contra Costa College	Frieda Rickenbach	Anthropology	approved
Campus	Adjunct Professor	Area	Executive Board Approval
Contra Costa College	Albert Lamons	Nursing	approved
Contra Costa College	Margaret Mackey	Nursing	approved
Contra Costa College	Joan Batiste	Nursing	approved
Contra Costa College	Patrick Robinson	Culinary	PENDING
San Ramon Campus	Marina Crouse	Spanish	approved
Diablo Valley College	Grant Adams	Architecture	approved
Diablo Valley College	Rosita Harvey	English	approved
Diablo Valley College	Julia Miller	English	approved
Diablo Valley College	Naomi Nezuka	Japanese	approved
Diablo Valley College	Michael Quinn	Geography	approved
Diablo Valley College	Sue Shepardson	Early Childhood Education	approved
Diablo Valley College	Bill Schwarz	Computer Science	approved
Diablo Valley College	Les Wright	English	approved
Diablo Valley College	Hillary Commins	English	approved
Diablo Valley College	Daniel DeYoung	English	approved
Diablo Valley College	Dee-Allen Kirkhouse	English	approved
Diablo Valley College	Jayne Stahl	English	approved
Diablo Valley College	Janice James	English	approved
Los Medanos College	Lucy Snow	Art Professor	approved

Following a motion by Mayfield, seconded by Appell, MSC with 1 no vote and 1 abstention to approve the above requests for adjunct instructors to exceed the 67% load limit for the Fall 2009 semester. Cromartie stated for the record that Contract Variances allow management to avoid hiring additional full-time faculty.

The Executive Board has decided to delay CCC's request for Patrick Robinson's Contract Variance request until more information is received. Zeller will contact the Department and report back at the next meeting.

Following a motion by Lichter, seconded by Zeller MSC, with one abstention to approve DVC's request for Marina Crouse and Naomi Nezuka to participate in faculty evaluations contingent upon UF Faculty Advocate Donna Wapner getting approval from faculty that are being evaluated.

Following a motion by Wapner, seconded by Lichter, MSU to approve LMC's request to delay Lucy Snow's evaluation until further notice.

7. EXECUTIVE SESSION –

- a) Negotiations update: Michels related that the compensation formula was negated by the State cuts to our ongoing funding, but compensation talks with the District will continue. The UF would like to see progress towards the top third of the Bay 10 continue, even during lean years.
- b) Article 20: Michels passed out a tentative straw design on Article 20, noting that the teams had made a lot of progress. Michels requested that the Executive Board review proposed changes to Article 20 so that we can discuss the issues further at our next meeting.

8. EVALUATION PROPOSAL UPDATE –

Michels reported on the Evaluation Proposal updates, and handed out copies of related documents to the Executive Board for review and discussion. Michels stated that the evaluation committee will have packets to submit to the Academic Senates sometime in the 3rd or 4th week of September and then will be placed on the United Faculty's webpage.

Michels went on to say that the evaluation updates will be available to faculty throughout the District and that open forums will be held for discussion at each college. Michels said that the Evaluation Committee will ask for a vote of confidence from the Academic Senates to proceed to the next stage, which will be a ratification vote of all UF members.

9. UF CONSTITUTION JOB DESCRIPTIONS, DUES, AND BUDGET PROPOSALS –

Michels presented the quarterly report to the Executive Board and stated that the United Faculty is basically where we thought we would be as our revenues and expenses are on track at 75% of the year. The UF has put \$30,000 into the reserves and plans on adding \$10,000 more before the end of our fiscal year. Michels stated that the Executive Board would need to discuss the financials at length over the next couple of meetings, to discuss next year's budget, release time associated with UF positions, and a possible dues restructure related to overload.

Michels reported on proposed changes to the Executive Board Members and that the basic proposals would be to create several new positions including "Table Talk Editor" (as an additional member of the E-Board); "Part-Time Faculty Advocate" (as an additional member of the E-Board); and "Budget Director" (to combine the work of our Budget Committee Chair and Treasurer). Michels also proposed changing the description of "Secretary" to reflect that fact that secretarial functions are performed by the UF's Office Administrator.

Michels proposed a change of the United Faculty's President's term of office so that it should commence at the beginning of the school year rather than the beginning of the calendar year due to the negotiations schedule starting so soon in the Spring and to have time to get acquainted with the Executive Board Members before the start of the school year.

Michels proposed clarifying that all officer's terms are for 2-years. The Executive Board will discuss these position changes at length at future meetings. Any changes to the UF constitution will need to be recommended by a vote of the E-Board and then approved by a vote of the full membership.

10. PART-TIME FACULTY BILL OF RIGHTS –

Michels announced that he has worked on a statement of principles regarding part-time faculty rights, but this item was tabled for a future meeting due to time constraints.

11. EQUAL OPPORTUNITY PLAN AND UNIFORM HIRING GUIDELINES –

Michels announced that the Equal Employment Opportunity Plan was presented at the District Governance Council several months ago. The faculty representation on the board had some issues with it, and Michels produced a document for DGC outlining some proposed changes. The issue will come up at the next CRC meeting in September. Michels passed out copies of the changes he proposed at DGC and asked the UF E-Board members to read through the report so that at our next meeting, we can discuss the recommendations we will make at CRC.

DVC Professor Paul Guess spoke on behalf of the plan and noted that some parts of the plan are mandated by the State and can't be changed. Guess stressed that the committee structure proposed in the plan empowers faculty and deserves UF support.

12. OTHER BUSINESS –None

13. UPCOMING MEETINGS –

A. 09/01/09 DGC

B. 09/09/09 Governing Board Meeting

C. 09/10/09 Next Executive Board Meeting at DVC LC-109

The meeting was adjourned at 5:10 P.M.

Submitted by: Terri Adame