

**APPROVED
EXECUTIVE BOARD MINUTES
SEPTEMBER 10, 2009
DVC RM. LC-109**

The meeting was called to order at 2:30 P.M.

PRESENT: Terri Adame, Emmanuel Akanyirige, Glenn Appell, Casy Cann-Figel, 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.

GUEST: Paul Guess

ABSENT: Deborah Dahl-Shanks.

1. ANNOUNCEMENTS –

- Michels reported that the Governing Board agreed at their last meeting to the Chancellor's request to commit another \$600,000 from the undesignated reserves and seemed open to spending more reserve money if needed to backfill those cuts to categorical funding that would most impact students. Governing Board members Jess Reyes and John Nejedly both voiced support for the faculty position that we should spend reserve money this year to minimize cuts to DSPS, EOPS and those programs that support our most vulnerable students.
- Michels reported that the evaluation proposals are nearing completion for the next stage. He stated that the target date for submission to the Academic Senates is on or about September 20th. A meeting is scheduled shortly before that with managers from the workgroup and a couple of faculty members where they will proofread all the separate books against the full version of Appendix X. Michels went on to say the workgroup will give the packet to each academic senate and then to the faculty for review, and then will schedule forums at each college for discussion. The timeline is to review the evaluation proposals through October and then to schedule a ratification vote in November.
- Michels reported that the UF webpage is mostly ready; the UF will launch the webpage within the next week or two. Michels stated that he hopes to complete a new Table talk at the same time.
- Michels announced information regarding the State and District Budget updates. The District has not yet committed to backfilling cuts to categorical programs, but the UF has been advocating for reserve money to be spent this year to lessen the impact of State cuts.
- Michels announced that he has agreed to join the FACCC Policy Committee. This is the committee that meets to broadly discuss what FACCC's political agenda should be. Michels stated that he wants them to work on issues pertaining to accreditation and SLO's.

- Michels announced that State Senator and UF Member Tom Torlakson is having a Barbeque on Sunday, September 13, at the Martinez Marina Park. If anyone would like to attend, please contact the UF office.
- Michels announced that he and Appell will attend the BFA meeting which will include the FACCC budget workshop on September 21, 2009. He invited interested Executive Board members to attend as well.
- Michels announced that the 10th annual Labor to Labor dinner will be held this year at the Crowne Plaza Hotel on Friday October 2, 2009. If anyone would like to attend, please call the UF office.
- Michels announced that the United Faculty, working with FACCC, is seeking to arrange meetings with local Legislators to include, Mark De Saulnier, Joan Buchanan, Nancy Skinner, Loni Hancock, Tom Torlakson, Susan Bonilla and George Miller. Michels stated that we will discuss accreditation, SLO issues and the federal proposal to fund community colleges, as well as general budget issues.
- Michels asked Academic Calendar committee for an update. Wapner and Ulrich stated that they were not quite finished with the revisions and updates, however they will complete the task before the deadline.

2. EXECUTIVE BOARD MINUTES –

Following a motion by Zeller, seconded by Keating, MSC, with one abstention to approve the meeting minutes from the Executive Board meeting on 08/27/09.

3. E-BOARD ELECTIONS –

Michels announced that some of the Executive Board members are up for re-election. The members names are as follows: Vern Cromartie, Stuart Lichter, Casy Cann-Figel, Deborah Dahl-Shanks, Bruce Koller, Steve Padover, Mary Ulrich, and Katrina Keating. Michels stated that in Table talk he will announce that there are Executive Board vacancies at each campus. The article in Table talk will say that if anyone is interested in becoming an E-Board member, there will be a nomination form to fill out. Elections for E-Board spots will only be held if there are more candidates than open spots.

4. CONFIDENTIALITY STATEMENT –

Michels passed out a Confidentiality Statement, generated by District HR, saying that the District has proposed that it be read and signed by every member of a hiring committee to relieve the District of liability by disclosing confidential information by an interviewee. A lengthy discussion ensued and it was decided that this document requires further discussion with the

District. Michels and the UF VPs will recommend at the next CRC meeting that the document be substantially revised.

5. VARIANCE REQUESTS –

Campus	Adjunct Professor	Area	Amount	Executive Board Approval
Contra Costa College	Claire Legas	Culinary	120%	<i>Approved</i>
Contra Costa College	Megan Hansen	English	85%	Approved
Contra Costa College	Deborah Belden	Nursing	88.05%	Approved
Contra Costa College	Glenn Scott	Academic Skills	83.33%	Approved
Los Medanos College	Daniel Amare	Chemistry	80%	Approved
Los Medanos College	Julie Ashmore	English	140%	<i>Approved</i>
Los Medanos College	Rebecca Barneson	Nursing	72.92%	Approved
Los Medanos College	Laura Bernell	English	75%	Approved
Los Medanos College	Richard Cartwright	English	90%	Approved
Los Medanos College	Joanne Galvin	Nursing	73.40%	Approved
Los Medanos College	Barbara Hernandez	English	90%	Approved
Los Medanos College	Darcy Horne	Math	106.67%	Approved
Los Medanos College	Kristy Iwamoto	English	90%	Approved
Los Medanos College	Kelly Craig	English	75%	Approved
Los Medanos College	Margaret Kenrick	Biological Sciences	90%	Approved
Los Medanos College	Justin O'Bara	English	90%	Approved
Los Medanos College	Rebecca Payne	Biological Sciences	90%	Approved
Los Medanos College	Nancy Petersen	Speech	125%	Approved
Los Medanos College	Elena Reyes-Juman	Economics	78.89%	Approved
Los Medanos College	Sheila Rodolfo	Speech	125%	Approved
Los Medanos College	Steven Romero	Nursing	72.92%	Approved
Los Medanos College	Sue Shepardson	Child Dev.	93.34%	Approved
Los Medanos College	Barbara Smith	Nursing	72.92%	Approved
Los Medanos College	Julia Wilsie	Biological Sciences	85%	Approved
Los Medanos College	Randy Yang	Biological Sciences	90%	Approved
Contra Costa College	Patrick Robinson	Culinary	155% FROM LAST MEETING	Pending for more information

Following a motion by Keating, seconded by Mayfield, 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.

Following a motion by Lichter, seconded by Cann-Figel, MSC with 1 no vote and 2 abstentions to approve the above requests over the 100% amount for adjunct instructors to exceed the 67% load limit for the Fall 2009 semester.

The Executive Board has decided to delay CCC's request for Patrick Robinson's Contract Variance request until more information is received.

Following a motion by Akanyirige, seconded by Lichter MSC, with 1 no vote and 1 abstention to approve San Ramon's request for Rick Godinez to participate in faculty evaluations pending Executive Board Member, Donna Wapner getting approval from faculty that are being evaluated.

Following a motion by Padover, seconded by Cann-Figel, MSU to approve LMC's request to delay Kellie Conde's tenure review evaluation until the Spring 2010 semester.

6. FINANCIAL REPORT –

Akanyirige gave a presentation on the state of the United Faculty's finances. He reviewed last year's audit and discussed accounting principles and practices. He brought up 3 issues that he felt required attention.

- a. \$11,439 should be adjusted off of the books, as it was a forgiven debt.
- b. The Balance sheet reflects the PAC fund and the Operating Fund on the same page, where he would like them separated on future statements.
- c. The payroll liability check should read IRS as payee, rather than Bank of America.

Akanyirige suggested that the UF Office Administrator directly export financial information from Quickbooks to an excel spreadsheet.

7. EXECUTIVE SESSION –

Michels along with the Executive Board reviewed negotiations issues, Article 20 in depth, Compensation and a proposed change in the Department Chair straw design.

8. UF CONSTITUTION, JOB DESCRIPTIONS, DUES AND BUDGET PROPOSALS – tabled

10. EQUAL OPPORTUNITY PLAN AND UNIFORM HIRING GUIDELINES–

Michels expressed general support for the EEOP plan, but said he remained concerned about delays to the hiring process and increased demands on faculty serving on hiring committees. Paul Guess, who has served on the District's EEO Committee, attended to help answer questions about the plan from the E-Board. Keating expressed some frustration over the plan's narrow definition of diversity. Cromartie asked Michels to clarify the list of monitored groups and report back to the Board. Guess noted that some parts of the plan can't be changed. Michels agreed to support the plan at CRC, while still recommending some changes to ensure that the hiring process remains manageable for faculty.

11. UPCOMING MEETINGS –

- A. 09/17/09 CRC
- B. 09/21/09 BFA
- C. 09/22/09 DGC
- D. 09/24/09 Next Executive Board meeting at LMC in the Science Bldg. Rm. 229

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

Submitted by: Terri Adame