

**APPROVED  
EXECUTIVE BOARD MINUTES  
DECEMBER 17, 2009  
DVC RM. LA-112**

The meeting was called to order at 2:23 P.M.

PRESENT: Terri Adame, Emmanuel Akanyirige, Glenn Appell, Shirley Brownfox, Milton Clarke, Vern Cromartie, Debra Dahl-Shanks, Katrina Keating, Bruce Koller, Stuart Lichter, Jason Mayfield, Jeff Michels, Steve Padover, Mary Ulrich, Donna Wapner, Rudy Zeller, Michael Zilber.

ABSENT: Casy Cann-Figel, and Dionne Perez.

1. ANNOUNCEMENTS –

- Michels announced that he and Katrina Keating served on a hiring committee for a new District CFO to replace Doug Roberts. Kindred Murillo has been doing the job until they can fill this vacant position. Michels went on to say that this is the third time that the District has opened this position for recruitment and that it is a major effort to locate someone of this caliber. There were 30 applicants from a nationwide search. So far, no one has been hired to fill the position, however.
- Michels announced that a faculty member requested a monetary loan from the United Faculty due to some major recent lifetime hardship situations. Michels suggested that with the United Faculty's Executive Board approval, the UF should loan the money to him and arrange with the District to have repayment of the loan deducted from the faculty member's regular paychecks. The District has agreed to do this, if the UF approves. A lengthy discussion ensued, and the Executive Board decided to approve the request. The E-Board agreed to table until a future meeting discussion of a general policy for granting emergency loans. Some members expressed support for the idea, noting that with healthy reserves, the UF could afford to offer this benefit to members. Some members expressed concern that the UF not over-extend itself with loans.

Following a motion by Appell and seconded by Keating, MSU to approve an emergency loan in the amount of \$2,000 to the faculty member with the agreement that the District will deduct the amount out of his next 2 paychecks and forward it back to the United Faculty.

- Michels was presented gifts by the Executive Board: a baseball cap with the UF logo and President embroidered on it and a gavel for use at meetings. Michels was surprised and delighted and thanked the Executive Board for the thoughtful gifts.
- Michels announced that the United Faculty gave out boxes of See's candy to selected classified staff for the holidays and thanked them for their assistance throughout the year.

- Michels announced that plans for the December break include creating a book for departments on staffing and scheduling issues related to both staffing preference and bylaws with some templates and examples. Michels also wants to create a book of UF job descriptions and said he will begin these tasks together over the holiday recess. Michels announced that he will meet with the United Faculty Vice Presidents over the break as well to discuss strategies at each college related to the new District allocation model and to discuss surveying the faculty on a variety of issues in the coming year.
- Michels reported that at the CRC meeting they discussed 2 issues, one of them had to do with the bulk of staff development money getting eaten up by administrative costs. At the District level the money is really spent largely for administrative priorities; even though there is a committee, there is no strategic plan on how to spend the money. The meeting was something of a test case for the new funding model. Lisa Orta made a presentation pertaining to the staff development money and the new funding model. Michels said that the UF team was pleased with the meeting overall, and will return to this issue in the spring.
- Michels announced that he and Appell and Dahl-Shanks met with FACCC's new membership Chair. Michels agreed to help with the membership drive next semester and to coordinate an event in conjunction with the membership drive.
- Michels announced that the United Faculty's auditor will be in the office to conduct his yearly audit on the 6<sup>th</sup> and 7<sup>th</sup> of January. Michels announced that the Budget and Constitution changes were ratified and the only open question for the accountant is to give his opinion on the position changes from the UF's contract workers to regular salaried employees. Michels discussed the issue with the United Faculty's attorney who said he thought the changes proposed were correct.

Akanyirige asked Michels to do some more research before considering the change due to the addition of higher payroll taxes, and workman's compensation fees. Michels replied that although the Executive Board has already approved the changes and the faculty has approved the budget, Michels will speak to the UF Accountant next week regarding any financial problems or concerns and bring the issue back to the E-Board before the implementation.

- Michels announced that the evaluation proposal work group met for the last time with the District. Michels went on to say that there were few recommendations from management and stated that there are no outstanding controversial problems with the new evaluation procedures. The final draft will be presented soon to the E-Board and District and then will go to the faculty for ratification in the Spring of 2010. Michels went on to say that the committee will have a training plan implemented before Fall of 2010 and they will present the plan to the College Presidents for integration at the All College Day events in the Fall of 2010.
- Michels announced that he will join the Equal Opportunity Committee and that Debra Dahl-Shanks will join the District-wide Benefits Committee.

- Michels announced that Deborah Dahl–Shanks will be appointed by Michels to be Part Time Faculty Advocate and will need to be confirmed by a vote of the membership next year. This will leave an open Executive Board spot for a DVC Part Time Representative.
- Michels announced that John Nejedly is running for Tax Assessor which may open a seat on the CCCC CD Governing Board.
- Michels announced that he voiced some concern at the Governing Board Meeting regarding the Allocation Model. Michels stated that we do not want to get in a position where local dollars stop being available for collective bargaining for district-wide priorities because they are earned locally.

## 2. EXECUTIVE BOARD MINUTES –

Following a motion by Zeller, seconded by Dahl-Shanks, MSC, with one abstention, to approve the meeting minutes from the 11/05/09 meeting.

Following a motion by Lichter, seconded by Dahl-Shanks, MSU, to approve the meeting minutes from the 11/19/09 meeting.

The E-Board agreed that the December 3, 2009 minutes will be reviewed, corrected and brought back to the January 28, 2010 Executive Board Meeting for approval.

## 3. UF SECRETARY POSITION–

Michels announced that the United Faculty requires a Secretary per the UF Constitution, and he asked for a volunteer to act as Secretary to review, verify and sign off on the United Faculty meeting minutes.

Following a motion by Zeller, seconded by Akanyirige, MSU, to elect Shirley Brownfox as the Secretary of the United Faculty.

## 4. VARIANCE REQUESTS–

Following a motion by Lichter, seconded by Dahl-Shanks, MSC, with one abstention, to approve the following requests for adjunct instructors to exceed the 67% load limit for the Spring 2010 semester.

**CONTRACT VARIANCE for SPRING 2010**

<b>College Campus</b>	<b>No. of Times Within Six Semesters</b>	<b>Adjunct Professor</b>	<b>Area of instruction</b>	<b>Amount</b>	<b>Executive Board Approval</b>
CCC	First	Valerie Sullivan	English	90%	A
CCC	First	Kathleen Donlan	English	75%	A

**5. RETIREMENT INCENTIVE FOR FACULTY–**

Michels passed out documents regarding the District Retirement Incentive and stated that he attended a meeting on the subject which included all college presidents and vice presidents along with the chancellor and representatives from Union Local One.

Michels announced that Contra Costa Community College District is offering a retirement incentive for eligible employees, assuming certain cost savings conditions are met. The retirement incentive program provides up to six “points” toward eligibility for District-paid retiree benefits and reduces the ten years service requirement to seven years for eligibility at the 70 points level. The 80 points level requirements do not include a minimum years of service requirement.

Michels announced that Local One was motivated to offer the incentive before the winter break, and Michels discussed a meeting he had with Gene Huff to go over the details of the retirement incentive MOU. The E-Board also reviewed input from faculty on this issue, and a lengthy discussion ensued, centered mostly around concerns that the colleges would not replace retiring full-time faculty.

Following a motion by Appell, and seconded by Koller, MSC, with 1 no vote and 2 abstentions to approve the Retirement Incentive MOU between the Contra Costa Community College District and the United Faculty.

**6. SPRING EXECUTIVE BOARD SCHEDULE–**

Following a motion by Keating, seconded by Akanyirige, MSU, to approve the United Faculty Executive Board meeting schedule for the Spring 2010 semester as follows:

<b>Dates</b>	<b>Time</b>	<b>Location</b>	<b>Room</b>
<b>01/28/10</b>	<b>2:15</b>	<b>DVC</b>	<b>LC-109</b>
<b>02/11/10</b>	<b>2:15</b>	<b>DVC</b>	<b>LC-109</b>
<b>02/25/10</b>	<b>2:15</b>	<b>LMC</b>	<b>SC-131</b>
<b>03/11/10</b>	<b>2:15</b>	<b>DVC</b>	<b>LC-109</b>
<b>03/25/10</b>	<b>2:15</b>	<b>DVC</b>	<b>LC-109</b>
<b>04/15/10</b>	<b>2:15</b>	<b>CCC</b>	<b>LA-103</b>
<b>04/29/10</b>	<b>2:15</b>	<b>DVC</b>	<b>LC-109</b>
<b>05/13/10</b>	<b>2:15</b>	<b>DVC</b>	<b>LC-109</b>
<b>05/27/10</b>	<b>2:15</b>	<b>DVC</b>	<b>LC-109</b>

## 7. UF SURVEYS AND ISSUES FOR NEGOTIATIONS –

Michels announced that the UF wants to survey the faculty for negotiations openers and requested Executive Board input and suggestions on content as follows:

- General Survey for Full-Timers
  - a. Distance Education
  - b. Backfill parity money
  - c. Family leaves
  - d. Sabbaticals
  - e. Compensation
  - f. Load
  - g. Department Chairs
  - h. Program leads
  - i. Benefits
  - j. Identify an ongoing source of money

Michels referred to a survey document that Dahl-Shanks created called the PT Survey UF/CCCCD and mentioned that she has included some very good questions. Michels went on to suggest that some of the following issues might be included in the PT survey:

- General Survey for Part-Timers (include SDI)
  - a. SDI
  - b. Parity money
  - c. Health Benefits
  - d. Retirement
  - e. Scheduling Preference
  - f. Member or non-member of the UF
  - g. Suggestions for UF improvement

Michels announced that there will be a first draft of the surveys presented at the next Executive Board Meeting in January.

## 8. OTHER BUSINESS–

Michels announced that he would like to coordinate a retreat or a flex day so that the Executive Board has more time to talk about budget issues, contracts, benefits options, and what other districts are doing with regards to leadership and other issues of importance. Michels stated that the Executive Board members will discuss the event at their next meeting in January.

Akanyirige announced that there were no Financial Statements presented for the months of November and December 2009 and felt that it was not prudent to have them overlap due to internal control issues.

9. UPCOMING MEETINGS –

- A. 01/25/10 BFA
- B. 01/26/10 DGC
- C. 01/27/10 Governing Board Meeting
- D. 01/28/10 Next Executive Board meeting at DVC in LC-109

The meeting was adjourned at 5:04 P.M.

Submitted by: Terri Adame