

**APPROVED
EXECUTIVE BOARD MINUTES
OCTOBER 6, 2011
CCC ROOM LA-104**

The meeting was called to order at 2:24 P.M.

PRESENT: Marina Crouse, Doug Dildine, Katrina Keating, Bruce Koller, Stuart Lichter, Jason Mayfield, Jeff Michels, Aminta Mickles, Luis Morales, Deborah Dahl-Shanks, Mary Ulrich, Donna Wapner, Rudy Zeller, Michael Zilber and Terri Adame.

ABSENT: Glenn Appell, Milton Clarke, Vern Cromartie, Rachel Dwiggins-Beeler, Marco Godinez, and Steve Padover.

GUEST: Theodora Adkins

1. PUBLIC COMMENT – None

2. ANNOUNCEMENTS–

- Michels reported that the State Chancellor's Office has apparently changed the auditing standard related to Hours By Arrangement (HBA/TBA hours) so that colleges may collect apportionment for students who attend any part of their HBA hours during the semester, rather than only for students who have documented HBA attendance before census date. This is the change for which Michels was advocating at the State level, and because it is a fairer standard, it should minimize the financial impact of the HBA audit on our district and others throughout CA. Michels will work through CoFO and consultation counsel to confirm that the SCO has made the change in the manual.
- Michels, Appell and Keating attended BFA last week to hear a budget presentation from State Vice Chancellor of Finance Dan Troy and FACCC Executive Director Jonathan Lightman.
- The October 5 CRC meeting was canceled due to conflicting schedules.
- Six Executive Board members are attending the CCCCI Conference in San Diego from October 13-15.
- On October 27, 2011 the UF Executive Board will gather at Jeff's home in Orinda from 3:00-4:30 for their meeting. From 4:30-5:00 Jonathan Lightman from FACCC will address the Board, and the house party/fundraiser co-sponsored by the United Faculty and FACCC, featuring Assembly Member Susan Bonilla, starts at 6:00 pm. All faculty are invited. More details of this event will be sent out next week.
- Michels welcomed guest Theodora Adkins, who may be interested in joining the UF Executive Board representing Los Medanos College.
- Michels attended the fundraiser for Tomi Van de Brooke's campaign run for Contra Costa County Supervisor for District number 3. The UF donated \$100.00 to her campaign.

- Michels reported that he is on the panel for the hire of CCC's next Interim College President and future College President. Both Michels and Aminta Mickles are on the hiring committee for CCC's permanent president. LMC is hiring a College President to replace Peter Garcia, and Jill De Stefano is the UF representative on that hiring panel.
- Executive Board member Rudy Zeller is attending Central Labor Council meetings and gave a report to the Executive Board.
- VP Reports: LMC's Vice President Zilber reported that the Box 2A meeting is on October 25, 2011. They will be discussing the hiring of a new College president and full-time faculty hires. The Food drive is almost underway and the full-time faculty symposium is set for October 25, 2011 from 12:30-2:00 in room L-109.

CCC's Vice President Mickles stated that their Box 2A meeting will be held on October 18, 2011. They will be discussing the hiring of a new College president and full-time faculty hires. The Food drive is coming together and the full-time faculty symposium is set to go on October 31, 2011 from 2:15-4:00 in room AA-216.

- The UF has scheduled a full-time faculty symposium for October 25, 2011 at 3:00 pm at DVC in the BFL conference room. The symposium for LMC is on October 25, 2011 from 12:30-2:00 in room L-109 and CCC'S symposium will be on October 31, 2011 from 2:15-3:00 in room AA-216.
- All community college faculty who are active STRS members will soon receive ballots by mail to elect the next community college representative on the CalSTRS Board. The United Faculty along with FACCC and CCCI has endorsed Sharon Hendricks for this seat. Michels will send out a District-wide email to remind faculty to vote. Ballots are due back by November 30, 2011.

3. EXECUTIVE BOARD MINUTES--

Following a motion by Keating, seconded by Zilber, MSC, with 1 abstention to approve the minutes from the Executive Board meeting on September 22, 2011.

4. CONTRACT VARIANCE REQUESTS--

Following a motion by Mayfield, seconded by Zeller, MSC, with 1 abstention to approve the contract variance request for Maura Corcoran to exceed the 67% load for the Fall 2011 semester.

Following a motion by Mayfield, seconded by Zilber, MSC, with 1 abstention to approve the delay of Elaine Rehr's evaluation until the spring 2011.

5. UF FINANCIAL REPORT/OFFICE ADMINISTRATOR'S RETIREMENT--

Treasurer Keating recommended that the Board review the UF financial statement quarterly rather than monthly. All Executive Board members were in agreement with her suggestion.

Keating presented the details of Adame's retirement formula adjustment to the current PERS rate the District pays for confidential employees. The Executive Board agreed that Adame should have a retroactive adjustment for the last 3 years in the amount of \$4,150.87 deposited into her SEP IRA account effective November 1, 2011.

Following a motion by Mayfield, seconded by Zilber, MSU, to approve the retirement formula adjustment to the current PERS rate and to retroactively adjust the rate and pay the difference of \$4,150.87 to Adame's SEP IRA account effective November 1, 2011.

6. UF COPY MACHINE OPTIONS–

Adame stated that the lease on the office copier is up in November 2011 and suggested that the UF purchase the unit rather than upgrading and signing another expensive lease for a new copier.

Following a motion by Zilber, seconded by Crouse, MSU to approve the purchase of the UF's current Konica Bizhub 350 outright for \$2,441.02 and to purchase a service contract for \$0.01595 per copy, or \$74/mo., which comes out to approximately \$888.00 per year based on usage.

7. STUDENT SUCCESS TASK FORCE RECOMMENDATIONS–

Michels emailed information to the UF Executive Board regarding draft recommendations of the California Community Colleges Task Force on Student Success. Executive Board members had a lengthy discussion of this draft. Michels stated that they will be presenting their ideas at the CCCI meeting, the Part-time faculty symposium and to the CC Community College District.

The Task Force meets again on November 9th at which time they will discuss input received in meetings and online.

8. ACADEMIC CALENDAR–

Executive Board members discussed the Academic Calendar and the consensus was that all dates were agreed upon with the exception of Spring Break, which they would like to change from March 25-29, to March 18-22.

Following a motion by Zilber, seconded by Dahl-Shanks, MSU, to approve the calendar with a change of the Spring Break dates from March 25th through the 29th to March 18th through the 22nd. Michels will forward the UF's counter-proposal to the District.

9. EXECUTIVE SESSION–

Executive Board members discussed the Budget and Benefits updates, upcoming negotiations topics, Article 25 issues and an ongoing grievance.

10. FACCC PART-TIME FACULTY SYMPOSIUM–

FACCC (Faculty Association of California Community Colleges) will hold a symposium designed to address Part-time faculty with workshops on advocacy, retirement, unemployment and more on Saturday, October 29, 2011 from 9:00 am – 3:30 pm at De Anza College. Information and online registration available at www.faccc.org, or call 916.447.8555. Dahl-Shanks will speak at the event on the subject of retirement.

Following a motion by Keating, seconded by Dildine, MSU, to co-sponsor the Part-time faculty symposium event with FACCC.

11. OTHER BUSINESS–None

12. UPCOMING MEETINGS–

A. 10/12/11 Governing Board meeting

B. 10/13/11 CCCI conference

C. 10/27/11 Next Executive Board meeting at Orinda

The meeting was adjourned at 5:12 P.M.

Submitted by: Terri Adame