

**APPROVED
EXECUTIVE BOARD MINUTES
AUGUST 25, 2011
DVC ROOM L-151**

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

PRESENT: Glenn Appell, Milton Clarke, Vern Cromartie, Doug Dildine, Rachel Dwiggins-Beeler, Marco Godinez, Katrina Keating, Bruce Koller, Stuart Lichter, Jason Mayfield, Jeff Michels, Aminta Mickles, Luis Morales, Steve Padover, Mary Ulrich, Donna Wapner, Rudy Zeller, Michael Zilber and Terri Adame.

ABSENT: Marina Crouse, Deborah Dahl-Shanks

GUESTS: Tina Levy

1. PUBLIC COMMENT – None

2. ANNOUNCEMENTS–

- We plan to close the offsite storage facility that houses most of the UF’s old files, moving the files worth keeping into the UF office.
- The UF has purchased a new crosscut paper shredder per Treasurer Katrina Keating’s advice.
- Executive Board members reviewed the possible scenarios in California’s “trigger” budget.
- Michels reported on the District budget and mentioned that Kindred Murillo, Vice Chancellor of District Wide Services has left and her interim replacement is Mike Hill. Michels and Keating are on the hiring committee for a permanent replacement. The District has hired Jonah Nicholas as Director of District Finance replacing Serena Muindi.
- District payroll has completed the spring 2011 parity payments to part-time faculty, but there were a few errors in calculations that are still being resolved.
- Adame passed out the schedule for the Fall 2011 Executive Board meetings.

Dates	Time	Location	Room
08/25/11	2:15	DVC	L-151
09/08/11	2:15	DVC	L-151
09/22/11	2:15	DVC	L-151
10/06/11	2:15	CCC	LA-104
10/27/11	2:15	DVC	L-151
11/10/11	2:15	LMC	SC-102
12/01/11	2:15	DVC	L-151
12/15/11	2:15	DVC	L-151

- A draft of the new UF Part-time handbook has been reviewed by District HR is now being edited.

- CCCC Governing Board member Tomi Van de Brooke has announced she is running for a seat on the Contra Costa County Board of Supervisors. The E-Board will consider an endorsement at a future meeting.
- Michels reported the DVC Academic Senate has expressed some concern that their budget, which was altered last year, may not be adequate now that there is no longer roll-over money from previous years. Michels will coordinate with the FSCC to discuss funding levels and perhaps revisit the issue of Senate budgets with the District this year.

3. EXECUTIVE BOARD MINUTES–

Following a motion by Keating, seconded by Mayfield, MSC, with one abstention to approve the minutes from the Executive Board Meeting on May 12, 2011.

4. NEW EXECUTIVE BOARD MEMBERS–

The Executive Board welcomed new member Luis Morales who will fill the Part-time Representative position at LMC vacated by Casy Cann-Figel.

Following a motion by Michels, seconded by Keating, MSU, to confirm Morales as a member of the Executive Board and Part-time Representative at LMC until the next regular election.

5. CONTRACT VARIANCE REQUESTS–

College Campus	Semester	No. of Times Within Six Semesters	Adjunct Professor	Percent	Amount	Executive Board Approval
CCC	Fall 2011	1 st	Buccelli, Virginia	English	75	Approved
		1 st	Economides, Eleni	English (Academic Skills)	70	Approved
		1 st	Pointer, Fritz	English & Humanities	70	Approved
		2 nd	Roth, Heather	English (Academic Skills)	100	Approved
		2 nd	Seneferu, Karen	English (Academic Skills)	115	Approved
		2 nd	Simon, Bruce	Mathematics	73.33	Approved
DVC	Fall 2011	1 st	Co, Elizabeth	Biology	126.67	Approved
		1 st	Ferrara, Megan	Humanities	80	Approved
		1 st	Gune, Shamika	Anatomy	106.66	Approved
		1 st	Horeis, Ann	Chemistry	110.01	Approved
		1 st	Klieman,	ESL	70	Approved

			Michael			
		1 st	Miller, Nancy	Biology	126.67	Approved
		1 st	Rogala, Lori	English	90	Approved
		1 st	Sage, Stephen	Music	80	Approved
LMC	Fall 2011	1 st	Gesner, Jacqueline	English	70	Approved
Michele Krup DVC Art Department Chair wrote: May we request a variance for Kristen Koblik to conduct Part-time faculty evaluations for the Fall 2011 semester?						

Following a motion by Keating, seconded by Lichter, MSC, with one abstention to approve all campus variance requests listed above for Part-time faculty to exceed the 67% load limit for the Fall 2011 semester.

Following a motion by Appell, seconded by Dildine, MSC, with three abstentions to approve DVC's request for Probationary full-time Art History faculty member, Kristin Koblik to assist with Part-time evaluations for the Fall 2011 semester. This approval is based on an Executive Board member contacting the Part-time and full-time faculty involved in the evaluations and getting their permission.

6. UF OFFICE ADMINISTRATOR RETIREMENT CONTRIBUTION–Tabled

7. UF QUARTERLY FINANCIAL REPORT–

Treasurer Keating presented the 3rd quarter financial statement for Executive Board members' review and approval. Keating also recommended that the UF go back to a cash-basis accounting system rather than utilizing the current modified cash basis system of accounting.

Following a motion by Zilber, seconded by Mayfield, MSU, to approve the 3rd quarter financial statement.

Following a motion by Appell, seconded by Godinez, MSC, with three abstentions, for the UF to change from the modified cash version of accounting back to the cash basis system of accounting practices starting in the new fiscal year.

Treasurer Keating abstained from the motion above regarding the change in the UF accounting system.

7. SHARON HENDRICKS/STRS BOARD ENDORSEMENT–

Michels suggested that UF endorse Sharon Hendricks for a vacant seat on the STRS retirement Board. Hendricks has been endorsed by FACCC, CFT, and CCCI; she was also the keynote speaker at the UF's benefits conference last year. Hendricks, Michels noted, will be a strong advocate for full-time and part-time faculty on the STRS Board, and is someone our leadership team knows well and trusts.

Following a motion by Zeller, seconded by Mayfield, MSU, to endorse Sharon Hendricks for STRS Board.

9. EXECUTIVE SESSION–

Executive Board members discussed Benefits, a CCC MOU, a grievance denied at Level 2 and an issue related to SLOs.

Michels asked the Board to approve an agreement to allow CCC’s nursing department to use a newly written coordinator evaluation guidebook as a pilot program to evaluate their recently hired Director of Nursing. After a lengthy discussion, the Executive Board voted as follows:

Following a motion by Appell, seconded by Mayfield, MSC, with 2 abstentions, to approve an MOU for a limited pilot program at CCC to use the coordinator evaluation procedure, as agreed to in a UF/District workgroup, to evaluate the new Nursing Director in his first year.

10. ADVOCACY AND COMMUNICATIONS–

After consultation with the Academic Senate presidents, Michels is suggesting the upcoming symposium on the state of the profession begin with full-time-faculty roundtable discussions on each campus in October. Part-time roundtables will follow.

The E-Board briefly discussed the idea of a FACCC membership drive.

11. OTHER BUSINESS –None

12. UPCOMING MEETINGS–

- A. 09/07/11 CRC meeting
- B. 09/08/11 Next Executive Board meeting at DVC, Room L-151

The meeting was adjourned at 5:01 P.M.

Submitted by: Terri Adame