

## **SCFA Minutes**

9/22/2016

Rare Book Room, LRC 212  
Rocklin Campus

Present: Johnnie Terry, President; Paul Cooper, Treasurer; and Board members Wayne Barbee, Debby Carter, Jennifer Kattman, Judith Kreft, Susie Le, Alistair Moles, and Kara Perry. Joe Farrelly, acted as secretary.

Visitors: Mike Robinson and Mithia Mukutmoni.

A quorum was declared and open session began at 4:07pm.

### I. Visitor Comments:

- a. Mike Robinson expressed concerns about multiple faculty performance evaluations in the same semester. Members explained that the latest version of the contract calls for separate faculty evaluations for each of the teaching modalities they perform (onground, online, lab, hybrid, counseling, and coaching). Evaluation visits and forms must be completed for each modality, including faculty self-evaluations for each modality. This is based on a policy change in the contract made two years ago, and it was cited as an example of information that needs to be better explained and disseminated to the faculty. A suggestion was made that faculty who teach in multiple modalities should have their evaluations spread over two semesters to reduce workload and anxiety.

### II. Review of minutes of the last meeting

- a. Some minor changes were made to the draft minutes of the September 8 meeting. They were then approved by unanimous vote, and will be posted on the SCFA website.

### III. Reports:

#### Treasurer's report

- a. Paul Cooper distributed a written report and pointed out that the most recent faculty breakfast cost more than the previous one. He reported that he was able to cancel the reservations at the Rocklin Community Center for the 2017 Faculty Breakfasts and expects at least a partial, and perhaps a full, refund of the deposit. He circulated a brochure of Sun City's Orchard Creek Lodge, the site for the 2017 breakfast events. The possibility of hosting a social event for the membership will be discussed at the next Board meeting.
- b. Re: stipends, the Treasurer requested that Board members indicate on the meeting sign-in sheet whether or not they are on campus for other official duties either before or after the SCFA Board meeting so he can determine whether or not members are eligible for mileage reimbursement.
- c. Paul said he has begun the month-long preparations for the Hudson audit, which involves gathering and collating paperwork and all meeting minutes prior to the auditor's visit. Johnny agreed to request from the Immediate Past President copies of the final versions of amended minutes of some prior Board meetings to ensure accuracy and completeness.

- d. Paul said he received some new membership applications, two of which were unsigned applications that had to be returned. He was pleased that over 150 membership cards had been distributed at the Faculty Breakfast, which saved a lot in labor and postage. There was a brief discussion of how SCFA should handle situations where part time faculty members teach at multiple colleges and may be paying duplicate dues to CCA/CTA. There was consensus that SCFA needs to create a formal policy on dual membership, that conforms with CCA/CTA policies and procedures. The Treasurer agreed to draft some wording to send to Johnnie to place on the agenda of the next meeting. It was also agreed that the policy, once finalized and approved, needs to be communicated effectively to the membership, especially part timers.
- e. There was a wide-ranging discussion about documenting up-to-date membership information, with non-college email addresses and phone numbers. The Treasurer will look into whether the CCA's "Myfalcon" database can be accessed for comparison to the latest membership list provided by the Sierra College Administration. Members discussed whether these matters should be handled by the Membership Committee or the Election Committee. It was also noted that the College's HR Department will begin distributing union membership applications in all new employee orientation packets upon hire, and HR needs SCFA to provide them with hard copies of the membership application form. Johnnie agreed to contact CTA to obtain the forms, and/or will use a printout of the digital membership application to have copies printed locally to be certain it has the correct mailing address.

#### IV. President's Report:

- a. Johnnie discussed an email he had recently sent out informing members about EAP benefits, and a second follow-up email he sent to emphasize that part time faculty are eligible. Debby Carter will post the same information on the SCFA website. HR will be asked to add EAP eligibility information to all new employee orientation packets upon hire.
- b. Johnnie praised the way a recent grievance was handled.
- c. He also reported that CCA invited him to run as a candidate for a (currently unopposed) vacancy on the CCA Board as the Region C2 Director, representing the Sierra, Solano, and Delta College districts.
- d. There was some discussion of an email Johnnie recently sent to Board members regarding the appropriate way to handle issues involving violations of overload teaching limits. He emphasized that such grievances should not be handled by faculty on other faculty, and emphasized that such matters needed to be brought to the appropriate Dean rather than to Department Chairs for resolution. Members also discussed the tentative schedule of classes that gets posted on the College website before final decisions are made about which faculty will teach those courses. It was acknowledged that the initial class schedule is subject to change, depending on faculty's responses to accept or refuse offers of class assignments. Classes get added or dropped and reassessments are common. The topic was mentioned as a possible item for the negotiating team to consider in the wording of the next contract. Debby agreed to send Jennifer some examples of problematic situations for clarification.

#### V. Executive Board Member Reports:

- a. Jennifer Kattman gave a general update on Omniparty and said that they were discussing ways to utilize unspent funds from the last budget year, but she was unable to offer any specifics at this time.

VI. Agenda Items:

- a. Regarding agenda item IV.E, Johnnie said that, that no appointment would be made to the Sabbatical Committee since no one had volunteered. And regarding agenda item IV.F., that he wanted to move the issue of the appointment to the vacancy on the Executive Board to closed session.
- b. Johnnie said that his announcement that the SCFA Board would be making two-year appointment terms for future appointments triggered a swarm of email responses from members.
- c. Regarding agenda item IV.D., appointment of members to the FERC Committee, Johnnie reported that he had heard back from six people who expressed interest in serving on the Committee. There are six applicants for the six seats: Patrick Marasso, Emine Gunham, Char Von Vogt, Sayda Postiglione, Ishtar Thomas-Lane, and Sandy Muraki. Following a brief discussion, Jennifer moved to name all six applicants and Judith seconded. The motion was approved unanimously. It was acknowledged that some committees have a high learning curve for new members, and that staggering terms might be appropriate. Since the meeting was running late, the Board agreed to postpone that discussion.
- d. Agenda item IV.B, academic freedom and textbook selection, was tabled to a future meeting, so there can be some preliminary discussions with the Academic Senate.
- e. Regarding agenda item IV. H., a request for a \$100 donation to SC4, Johnnie said he liked a proposal made by Mike Robinson to use an application form with a simple set of questions for all groups requesting SCFA charitable contributions. Johnnie distributed a draft that also included a question he had added to Mike's proposed list. After some discussion, members expressed support for using a question format, and Johnnie agreed to edit the draft and develop some new language to bring to the next meeting for approval. He asked Board members to email him any comments or suggestions in the meantime. There was also some discussion of the union's role in recommending the awarding of honorary degrees and whether or not faculty and/or the union ought to get involved in political issues. Debby moved for approval of the request from Josh Breese for a \$100 donation to SC4. Kara seconded, and it was voted and approved unanimously.
- f. Regarding agenda item IV.G, compensation for summer work, Johnnie circulated a first draft of a proposed policy and procedure for compensating Board members for work performed outside of the regular semesters. The draft described a way to handle compensation of official union duties that are anticipated and/or which are typically conducted during the holiday break or summer months, as well as a way to handle retroactive reimbursement of important but unanticipated work tasks. It was noted that unexpected things can happen, such as the resignation of the Board president, that necessitated two "emergency meetings" this past summer. In situations like that, members are compensated automatically. Further discussion was postponed to a future meeting.

Open session ended at approximately 5:28pm

Closed session began immediately after.

*Submitted by*

*Joe Farrelly*

As amended and approved at the October 20 2016 meeting