

SCFA Executive Board Meeting Minutes

February 2, 2017
Rare Book Room, LRC 212
Rocklin Campus

Present: Johnnie Terry President, Paul Cooper VP-Treasurer, and Board members Wayne Barbee, Debby Carter, Jennifer Kattman, Judith Kreft, Susie Le, Alistair Moles, and Kara Perry.
Absent: Michelle Macfarlane.
Visitors Present: Mithia Mukutmoni and Alex Wong.
Joe Farrelly, secretary.

A quorum was declared and the meeting was called to order by SCFA President Johnnie Terry at 4:07pm

I. Visitor Comments:

Mithia said that Staff Development had sent out a list of part time faculty overload and flex hours. She asked some questions, and it was confirmed that faculty do not get paid or have a flex obligation for their Late Start classes, and that faculty compensation for making a formal presentation includes prep time at a 1:1 ratio. It was also confirmed that full time faculty on a 6-month sabbatical earn 95% of their regular pay for a year, and faculty on a year-long sabbatical receive 80% pay for the year.

Next the board agreed to waive the 3-minute time limit to allow Alex Wong to discuss issues related to compensation of his part time automotive tech staff who are now required by NATEF, the accreditation agency, to have annual continuing education (20 CEUs per staff member per year) for Sierra College to retain its accreditation status. The administration told Alex that the college wishes to retain its NATEF accreditation, but expects the staff to obtain the CEUs on their own and at their own expense. Because this is a matter that may be part of contract negotiations, the Board did not deliberate the matter except to ask Alex some questions for clarification. Alex's concerns were noted by the members of the negotiating team, and Johnny said that he would be looking into the matter further and collecting data the team might need in negotiations. He said he will place the matter on the agenda for the next Board meeting.

II. Members reviewed the draft minutes of the December 8 meeting and two typos were noted. On a motion by Debby, seconded by Alistair, the revised minutes were approved unanimously with the noted typos corrected.

I. Reports:

- a. In his President's report, Johnny Terry discussed a phone meeting with the State CCA-CTA Board. The State Board President and several State Board members expressed concern about the potential loss of fair share payments in the near future, and that unions might be expected to bargain for and represent the interests of employees who do not voluntarily pay dues to the union for providing such representation. The State Board also issued warnings to locals that there may be increased scrutiny of union activities and union expenditures from political groups, government agencies, and anti-union individuals who seek to limit union power and

restrict union activities. For example, new and more detailed accounting records will need to be implemented at all union-sponsored events where food is served, including the names of all persons fed, and an exact match of those names with the number of plates of food served. Locals were also urged to be extra diligent in following every nuance of the relatively complex and detailed union election procedures. A team of three people must serve as an elections committee and there are strict criteria regarding who can and cannot serve on that committee. The Board discussed some possible names of eligible individuals with elections experience whom Johnny can contact to explore their interest in serving on the committee. Johnny said he was already working on creating a year-long calendar of target dates and deadlines specified in the union elections policy manual to help make sure we remain in compliance. The discussion of compensation of election committee members was postponed to a future meeting.

- b. Paul Cooper gave the Vice-president/ Treasurer's report and distributed a written financial summary page. He recommended the Board place a discussion of the SCFA Annual Budget on the agenda of the February 16th meeting. Members asked questions to clarify the policies on stipends, reimbursements, and reassigned time for part time versus full time faculty. Paul agreed to consult with our auditors on some of those questions and will report back at a future meeting. Paul suggested the SCFA Board may want to discuss a contingency budget if the income from fair share payments are diminished before the end of the current fiscal year. He also reported that some new membership applications had been received, and that he will be reviewing and comparing our membership lists with administration rosters to ensure the lists are accurate and complete.
- c. Individual Board member's reports: Debby Carter said she had posted a link to the new salary schedule on the SCFA website. It was clarified that even though the new salary schedule will be included in the new contract, which to date has not yet been officially ratified, the new salary schedule is in fact in effect as of January 1. Debby also inquired about a full-time faculty member who was told by administration that she would not be paid for teaching a 17-hour lab because the lecture and the lab were being taught online. Jennifer told Debby that it is possible that the lab portion of her compensation falls under a rule that is in place for "odd-number-of-hours" duties in which those lab hours may be paid to her at the end of the semester rather than her regular paycheck, similar to the way office hours and flex hours are compensated. Debby also asked for clarification of compensation levels for faculty who perform duties under grant funding for grant-funded activities that the College has agreed to implement and administer. The College accepts such grants, takes a percentage of the grant to cover its administrative responsibilities, and pays the employees through its College payroll system. But SCFA Board members wanted to ensure that faculty who are paid with grant funding will always be compensated at a level equivalent to what they would earn as a regular Sierra College employee performing that same work. Finally, Debby reported that she is still experiencing some problems with email and is working to resolve those issues.

II. Open Session Agenda Items:

- a. The Board President re-ordered the planned agenda items and postponed some items including the proposed bylaws amendments to future meetings. Two separate requests were presented to the Board for approval of exceptions to the online teaching load maximum. Details of each request were presented to the members in the packet of meeting materials. The first request was from the Fashion department. Board members reviewed the request and the exception was voted and approved. The second request came from Susan Lucyga on behalf of Jennifer Molina-Stidger to teach a hybrid Anthropology course for Fall 2017 and possibly beyond. There seemed to be no one else in the department capable and available to teach the class, and the SCFA Board agreed that cancellation of the class would be detrimental to students. Based on the thorough documentation prepared by the Associate Dean in the formal application, there were only a few questions and a brief discussion of the matter. A consensus emerged that the exception should be granted for Fall '17 but that every effort should be made to have other staff available in future semesters. On a motion by Jennifer, seconded by Alistair, the Board approved the request for the exception to the online teaching load maximum for Jennifer Molina-Stidger to teach a hybrid Anthropology course for Fall 2017, and the department is strongly urged to find a part-time instructor to teach it in future semesters. The Board expressed its appreciation to the Associate Dean for an early and very thoroughly-detailed application.
- b. The Board discussed the appointment of delegates to the upcoming CCA Winter Conference. On a motion by Susie, seconded by Kara, the board voted unanimously to approve Angela Hemming, Darla Jones, Judith Kreft, Jason Roberts, Lauren Velez, Stan Spencer, Joe Farrelly, and Tricia Lord to fill 8 of the 9 available spots, and to authorize the SCFA President to designate a ninth person at his discretion.
- c. Next, the Board discussed the potential adoption of the IBB-derived procedures for planning the Part Time Faculty Caucus as outlined in the handout in the meeting packet. Jennifer asked that the term and acronym be revised to IBP, Interest-based Procedures, to better reflect the application of the principles to caucus planning. A suggested wording revision to item 2. iv. was discussed, to substitute the words "shall have the opportunity to present . . ." With these changes, on a motion by Debby, seconded by Wayne, the proposal was approved by unanimous vote.
- d. Johnnie asked if any of the members had gotten any feedback on the recent faculty breakfast and none had heard any complaints or suggestions.
- e. The Board discussed bilingualism and the possible alteration of self-evaluation forms and compensation regarding bi-lingual skills. One faculty member had forwarded a suggestion that a section or question be added to the College's employee self-evaluation form so that bilingual staff could officially document their bilingual skills in their personnel records. Board members acknowledged that compensating full and part time faculty and staff for performing bilingual duties is a complex matter, and that it will be taken to contract negotiations and discussed in the faculty senate. Andrea Neptune from Academic Senate will be invited to an upcoming SCFA board meeting to discuss the issue.

Open session was adjourned at 5:40 pm and closed session began immediately thereafter.

Respectfully submitted by Joe Farrelly