



P.O. Box 4800, Mission Viejo, CA 92690

MINUTES
Representative Council Meeting
Saddleback College, AGB Conference Room
December 7, 2015

Officers Present:

President: Claire Cesareo
President-Elect: Mark Blethen
Treasurer: Ken Woodward
Secretary: Allison Camelot
Membership Chair: Loma Hopkins
Part-Time Faculty Chair: Beth Clary

Chief Negotiator: Lewis Long

Representatives from Irvine Valley College Present:

June McLaughlin, Business Sciences
Fawn Tanriverdi, Guidance and Counseling
Mindi Wolff, Guidance and Counseling
Ted Weatherford, Kinesiology, Health and Athletics
Kurt Meyer, Humanities and Languages
Rebecca Beck, Languages, Learning, and Library Resources

Representatives from Saddleback College Present:

Blake Stephens, Advanced Technology and Applied Science
Steve Handa, Counseling Services
Zina Boratynec, Transfer, Career, and Special Programs
Jan Duquette, Kinesiology and Athletics
Josh Pryor, Liberal Arts
Jenny Langrell, Online Education and Learning Resources
Jacqueline Bloink, Health Sciences and Human Services
Frank Gonzalez, Mathematics, Science and Engineering
Caroline Gee, Social and Behavioral Sciences

Part-time Representatives Present:

Bev Wirtz

1) Call to Order

The meeting was called to order at 3:10 p.m.

2) Introduction of Guests and New Representatives

Mindi Wolff was introduced as the alternate representative for Counseling at Irvine Valley College.

3) Adoption of Agenda

Moved by Bev Wirtz; seconded by Josh Pryor; unanimously approved.

4) Approval of Minutes

a. November 2, 2015

Moved by Kurt Meyer; seconded by Loma Hopkins; unanimously approved.

5) Treasurer's Report – Ken Woodward (5 minutes)

The budget report was dispersed. The increase in stipends have been noted in the budget.

6) Part-Time Committee Report – Beth Clary (5 minutes)

The unemployment workshop was on Saturday, 12/5. Four new members signed up from the workshop. There were four workshops this fall 2015 semester. There will be two workshops in the spring 2016 semester. Unemployment benefits for part-time faculty was discussed. Claire Cesareo asked about the February workshop and asked that Beth send the information to her for the newsletter.

7) Organizing Committee Report – Mark Blethen (5 minutes)

Mark Blethen stated that he anticipates that in the new year we will be organizing to assist the PAC with the upcoming elections.

8) Communications Committee Report – Allison Camelot (5 minutes)

9) Newsletter – the newsletter will be sent out this week.

10) Membership Report – Loma Hopkins (5 minutes)

The membership report was dispersed. Loma Hopkins stated that the total number of members is over 800. Christina Bolan has membership documents if anyone needs more. Since switching to Workday we are not receiving updated new part-time faculty

information. It is required that the District provide the Faculty Association with new hire information. Claire Cesareo stated that the Faculty Association will be working with the District to get accurate information. The Freidrichs case was discussed briefly.

11) Contract Implementation – Salaries (15 minutes)

Claire Cesareo stated that Human Resources has stated that the new salary amounts and retroactive pay should be in the January paycheck. Loma Hopkins stated that part-time faculty are going to need to report their accurate weekly earnings to EDD.

New evaluation process: an email was sent out to all administrators stating the new evaluation requirements (portfolio) will begin implementation in the spring.

There was a discussion on student evaluations. Claire Cesareo stated that we will be working on student evaluations in an MOU next semester. Ken Woodward stated that the Faculty Association should sponsor administrator evaluations.

Claire Cesareo stated that a letter will go out from her and David Bugay to all the part-time faculty on key issues with the new contract (moving from OSH to LHE, hourly rate, and placement on the salary schedule). The hourly rate is noted in Workday – LHE divided by amount of hours they are working (teaching time, including prep time, and student consultation time) which will look like they are getting less per hour; however, the overall amount is more as the number of hours are more. Placement on the salary schedule was explained and discussed.

Claire Cesareo stated that we still need to work on sick time for part-time faculty and deductions for using sick days.

12) Update on Safety Concerns (10 minutes)

- a. Door Locks – the Faculty Association passed the resolution at the last Representative Council meeting. Both colleges have plans in place for putting locks in. Any new building or remodeled building will have keyless access. Old buildings at Saddleback are being retrofitted, project/plan to retrofit front door and to utilize the new locks. Issues with shades and locks at IVC were discussed. Faculty need to be in on the discussions of the resolutions. Claire Cesareo is meeting with each college to work on these issues. The importance of having multiple methods of alerting faculty and students of an emergency was discussed.
- b. Mandatory Training was discussed.

13) Update on Online Education Initiative and Faculty Concerns (5 minutes)

A resolution was passed at the last meeting. There has been a delay in moving to Canvas and participating in the OEI. Claire Cesareo stated that IVC and Saddleback have decided to wait until April 2016 to make a decision. The issue of paying faculty to move their courses to Canvas was discussed. The Online Education chair has stepped down and the position is open.

14) Board Policies and Administrative Regulations (10 minutes)

- a. BP 4310 – Duties and Responsibilities of the Department Chair – two changes – eliminated sections, administrative duties (rather than administrative position).
- b. AR 6112 – Distance Education – Claire asked that we read this over and we will discuss at the next meeting (instructor qualifications, office hours)
- c. AR XXX – Hiring and Recruitment of Part-Time Faculty – Blake Stephens stated that the Senate responded asking for a complete revision of this regulation as it takes department chairs out of the process. The recommendation to put back in department chair hands or designee. Blake Stephens will send the revisions to Claire.

15) Announcements (5 minutes)

- a. FA luncheon Wed 1/13 at 11:30; speaker is Jonathan Lightman from FAC.
- b. PAC Meeting, December 7, 2015 at 4:30pm
- c. The PAC approved a motion to authorize the expenditures for up to \$40,000 for slate mailers.

16) Other

17) Next Representative Council Meeting

- a. February 1, 2016, 3-5:00pm, Irvine Valley College, A213

The meeting was adjourned at 4:53 p.m.