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

**MINUTES**  
**Representative Council Meeting**  
**Irvine Valley College, Room A306**  
**February 1, 2016**

**Officers Present:**

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

**Chief Negotiator:** Lewis Long

**Grievance Chairs Present:**

Margot Lovett, Saddleback College  
June McLaughlin, Irvine Valley College

**Representatives from Irvine Valley College Present:**

Ted Weatherford, Kinesiology, Health and Athletics  
Kurt Meyer, Humanities and Languages  
Jefferey Kaufmann, Life Sciences and Technologies  
Mark McNeil, Social and Behavioral Sciences  
Rebecca Beck, Languages, Learning, and Library Resources

**Representatives from Saddleback College Present:**

Don Bowman, Business Science and Economic Workforce Development  
Steve Handa, Counseling Services  
Jan Duquette, Kinesiology and Athletics  
Josh Pryor, Liberal Arts  
Jenny Langrell, Online Education and Learning Resources  
Jacqueline Bloink, Health Sciences and Human Services  
Patty Evans-Wallin, Mathematics, Science and Engineering  
Margot Lovett, Social and Behavioral Sciences

**Part-Time Faculty Representatives**

Bev Wirtz

1) Call to Order

The meeting was called to order at 3:07 p.m.

2) Introduction of Guests and New Representatives

Patty Evans-Wallin was introduced as an alternate for MSE at Saddleback College.

3) Adoption of Agenda

Moved by Don Bowman; seconded by Bev Wirtz; unanimously approved.

4) Approval of Minutes

a. December 7, 2015

Moved by Margot Lovett; seconded by Kurt Meyer; unanimously approved

5) Membership Report – Loma Hopkins (5 minutes)

a. The membership report was dispersed. Loma Hopkins stated that there are difficulties with the reporting of part-time faculty since moving to Workday.

b. New Form – Less than 1 LHE and 3 LHE: the new form reflecting LHE rather than OSH was dispersed. The new form is posted on the Faculty Association website.

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

Ken Woodward stated that January is a busy month for the treasurer. The 460 form was filed and the audited financial statements/balance sheet was completed. The statement was made available to the representatives to review and was discussed. Non-chargeable amounts are low and it was stated that we could put more in the PAC. Mark Blethen asked about shifting amounts and increasing the percentage of local dues that go to the PAC. Ken Woodward stated that it is something to consider and discuss. There was an increase in voluntary contribution to the PAC after the January Faculty Association luncheon. The budget was dispersed and discussed. Increasing the percentage to the PAC for the remainder of this year was discussed. Claire Cesareo stated that the executive committee would discuss this and bring back to the Representative Council. Margot Lovett thanked Ken for his work over the past two years.

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

This Friday, 2/5, is the "How to Interview for a Full-Time Faculty Position" workshop which is now full. The PowerPoint will be posted on the website after the workshop. In May the Unemployment Benefits for Part-Time Faculty workshop will be held.

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

Mark Blethen stated that there is no report.

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

Allison Camelot reminded representatives to sign in at the Representative Council meeting. It was stated that we need individuals to run for secretary and other positions.

The elections committee needs to be formed, and needs at least three members. The duties of the Elections Committee was explained. The cost of the ballot was discussed. Lewis Long, Paula Jacobs, Loma Hopkins, Mark Blethen and Christina Bolin will serve on the Elections Committee. Claire Cesareo emphasized the importance of individuals running for the officer positions and representatives for the divisions and schools.

#### 10) Negotiations Report – Lewis Long (15 minutes)

The status of negotiations was discussed. There are still three MOUs that are being worked on (department chair, retired faculty benefits for dependents, and the evaluation instrument). Lewis Long stated that he will meet with David Bugay this week. There was a discussion on placement on the new pay scale. Claire Cesareo explained the hourly rate and amount of hours for part-time faculty and full-time faculty teaching overload. Claire stated that she and David Bugay will send out an email to the faculty explaining hourly rate of pay. There was a discussion about full-time counselors and overload. Stipends and additional pay dates were discussed (September 10 and February 10). Mark Blethen stated that the pay rate published on the District website should be the LHE amount and not include the rate of pay. There was a discussion about pay stubs.

#### 11) PAC Report (20 minutes)

- a. PAC Recommendation for Endorsement: there are five seats up for election. Areas 3 and 4 seats were discussed. There was a PAC meeting last week and there were interviews of potential candidates. Margot Lovett moved to approved the recommendation made by the PAC to endorse John Alpay; seconded by Bev Wirtz. There was a discussion on the endorsement and recommendation. Kurt Meyer discussed the importance of PAC member attendance at the PAC meetings. Margot Lovett called the question. Motion approved; two abstentions; motion passed.
- b. Board of Trustee Elections – Important Dates
  - 8/12 – Candidate Filing and Statement Deadline
  - 9/29-10/18 – Sample Ballots Mailed
  - 10/18 – Vote-by-Mail Ballots Mailed
  - 11/1 – Vote-by-Mail Deadline
  - 11/8 – Election Day

Mark McNeil requested cards that state the teachers support specific candidates. Ken Woodward thanked Claire for getting started on the elections early.

#### 12) Proposed Retirement Task Force (10 minutes)

There was a discussion on retirement incentives and the study completed by the District in 2014. Claire appointed Ken Woodward the chair of the workgroup and Beth Clary, Paula Jacobs, Ted Weatherford, and Loma Hopkins on the committee. Lewis Long will act as an adviser on the workgroup/taskforce.

#### 13) Update on Safety Task Force (10 minutes) – will address at next meeting

14) Update on Online Education Initiative and Faculty Concerns (5 minutes) – will address at next meeting

15) Board Policies and Administrative Regulations (10 minutes)

a. AR 6112 – Distance Education

Will address at the next meeting

16) CCA

Kurt Meyer, Ken Woodward, Claire Cesareo, Carla Reisch will attend.

a. Winter Conference – Feb. 19-21 – Manhattan Beach Marriott

i. Focus – Collective Bargaining

ii. Delegates

b. 2016-2017 Building Strong Locals Academy

i. Application Deadline – 2/26

ii. Starts at Spring Conference

17) Announcements (5 minutes)

18) Other

19) Next Representative Council Meeting

a. March 7, 2016, 3-5:00pm, Saddleback College, AGB Conference Room

Moved by Beth Clary; seconded by Paula Jacobs; unanimously approved; meeting adjourned at 5:00 p.m.