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

**MINUTES**  
**Representative Council Meeting**  
**Saddleback College, AGB Conference Room**  
**March 3, 2014**

**Officers Present:**

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

**Grievance Chairs Present:**

Lee Haggerty, Saddleback College  
Kathy Schmeidler, Irvine Valley College

**Representatives from Irvine Valley College present:**

Brenda Borron, Humanities and Languages  
Kathy Schmeidler, Life Sciences and Technologies  
Martha Stuffer, Social and Behavioral Sciences

**Representatives from Saddleback College present:**

Blake Stephens, Advanced Technology and Applied Science  
Don Bowman, Business Science and Economic Workforce Development  
Mike Long, Counseling Services  
Mike Hoggatt,, Transfer, Career, and Special Programs  
Mark Blethen, Kinesiology and Athletics  
Michael Channing, Liberal Arts  
Josh Pryor, Liberal Arts  
Samantha Venable, Health Sciences and Human Services  
Frank Gonzalez, Mathematics, Science and Engineering (Karla Westphal, alternate)

**Part-time Representatives present:**

Susan Bliss  
Carla Reisch  
Bev Wirtz  
Gordon Richiusa  
Scott Kim (alternate)

1) Call to Order

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

2) Introduction of Guests and New Representatives

Jenny Langrell was introduced, here on behalf of Elizabeth Horan, she is also on the negotiations team.

3) Adoption of Agenda

Moved by Don Bowman; seconded by Blake Stephens; unanimously approved.

4) Approval of Minutes

a) February 3, 2014

Moved by Blake Stephens; seconded by Lewis Long; unanimously approved.

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

Payments to the Faculty Association are automatically deposited now. The budget and expenses were dispersed to the Representative Council. Postage, survey, and elections fees were under-budgeted, adjustments have been made. All other items are on budget.

6) Membership Report (5 minutes) – Loma Hopkins

a) The membership report was dispersed and discussed.

b) March 14 CTA Conference – “The Educator’s Guide to Saving and Investing for Retirement” flyer was given to all representatives. Loma attended the conference in the past and stated that it was excellent. Don Bowman stated that the retirement experts are a very good resource for members. The information will be posted on the Faculty Association website.

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

The documents and links have fixed on the website and all should be working. The Communications Committee will be working on the newsletter which will go out after spring break. Allison asked that if anyone comes across any information that would be beneficial to include in the newsletter that it be forwarded to her.

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

The Retirement workshop was well attended as 51 people attended. The feedback was positive on the workshop. The flyer for the workshop on unemployment and board meetings was given to the representatives. Beth stated that they are working on organizational meetings, beyond informational meetings. Susan Bliss emphasized the importance of organizing the part-time faculty.

9) Organizing Committee Report (5 minutes) – Claire Cesareo

As many faculty as possible are needed at the March 31<sup>st</sup> Board meeting, the day the sunshine proposal is submitted. Claire emphasized the importance of faculty attending the Board meetings. Faculty are meeting at 4:30 at Garman's before the Board meeting and then attending the Board meeting together. We need to come up with more activities and social events to get faculty together as this will help to mobilize faculty when needed. Bringing each of the unions in the district together, perhaps a yearly BBQ, would be a good idea. Gordon Richiusa stated that he is on the Student Success Coordinating Committee and it was stated that they are not able to have a link to the union on the Student Success website. Claire will speak to Patti Flanigan about this.

10) Negotiations Report (10 minutes) – Lewis Long

Paula Jacobs will be sending a letter to the District stating that they would like to begin negotiating the next contract. Information on the Sunshine Proposal was presented. The sunshine proposal will go to the Board at the March 31 Board meeting. There was a discussion on minimum class size and class capacity.

11) Selection of CCA Delegates for CCA Spring Conference – April 11-13, Marriott Hotel, Manhattan Beach

Claire Cesareo, Loma Hopkins, Scott Kim, Susan Bliss, Jenny Langrell, Beth Clary, Diana McCullough, and Allison Camelot will attend.

Ken, Paula, and Lee will attend as State Council Representatives.

12) Saddleback College Foundation Gala – April 12

Those who are interested in attending on behalf of the Faculty Association should contact an officer of the Association. Frank Gonzalez stated that if a faculty member donates \$100 each month to the Foundation they will receive a table at the Gala for the year.

13) SOCCDFA Officer, Representative Council, and PAC Elections

a) Appointment of Elections Committee

A motion to appoint Brenda Borrón, Zina Boratynec, and Deyanira Gonzalez to the Elections Committee was moved by Susan Bliss; seconded by Loma Hopkins; unanimously approved. Information on the changes to divisions need to be sent to the Faculty Association.

b) Election Timeline

The timeline was discussed. We need individuals to run for officer positions. Representatives were asked to consider running and to speak with their faculty about running for a position.

14) W.H.O. Award Nominee

A motion was made by Samantha Venable to nominate Kathy Schmeidler as the WHO award recipient; seconded by Blake Stephens; unanimously approved.

15) BSL Application

a) Due Date March 7

Susan Bliss stated that she is interested in applying.

16) R.A. Elections

Ballots should be received soon. The elections were discussed.

17) Department Chair Stipends

There was a discussion on the recalculation of the department chair stipends. Lewis discussed that the Faculty Association met with the District and it was agreed that the department chairs will be paid for the original amount they signed for. There was a discussion on department chair stipends and reconfiguring stipends and simplifying the formula. Martha Stuffer asked if the department chairs at IVC were paid according to the formula and discussed the organization of chairs. Claire Cesareo stated that the IVC chairs have some combined departments. Kathy Schmeidler discussed the history of deans and chairs at IVC.

#### 18) Board Policy 4310 – Duties and Responsibilities of the Department Chair

Claire Cesareo presented the suggested changes made by the workgroup to Board Policy 4310. There was a discussion on the changes to the Board policy. There was a discussion about the area of “responds to student complaints”. It was suggested that it be changed to “responds to student complaints as appropriate”. “Performs a variety of other duties as may be assigned by the appropriate administrator” was discussed and it was suggested that “as necessary” be added. It was suggested that “may receive additional compensation...” be changed to “will receive additional compensation...” and “including and not limited to...”. It was suggested that “additional pay for duties not outlined in articles 1-4” and “duties for legal requirements for departments” be added.

#### 19) Other

Frank Gonzalez suggested that we offer a scholarship to faculty who are looking to continue their education. Paula stated that there are funds available through CTA. The Faculty Association will look into this CTA funding.

#### 20) Next Meeting

- a) April 7, 3-5:00pm, IVC – TBA

Motion to adjourn was made by Don Bowman; seconded by Bev Wirtz; unanimously approved.

Meeting adjourned at 5:03 p.m.