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

**MINUTES**  
**Representative Council Meeting**  
**Saddleback College, BGS 245**  
**May 4, 2015**

**Officers Present:**

President: Claire Cesareo  
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

**Representatives from Irvine Valley College Present:**

Michelle Scharf, Guidance and Counseling  
Kurt Meyer, Humanities and Languages  
Jefferey Kaufmann, Life Sciences and Technologies  
Martha Stuffer, Social and Behavioral Sciences  
Rebecca Beck, Languages, Learning, and Library Resources

**Representatives from Saddleback College Present:**

Blake Stephens, Advanced Technology and Applied Science  
Don Bowman, Business Science and Economic Workforce Development  
Steve Handa, Counseling Services  
Mike Hoggatt, Transfer, Career, and Special Programs  
Jan Duquette, Kinesiology and Athletics  
Josh Pryor, Liberal Arts  
Jenny Langrell, Online Education and Learning Resources  
Frank Gonzalez, Mathematics, Science and Engineering  
Margot Lovett, Social and Behavioral Sciences

**Part-time Representatives Present:**

Susan Bliss

Bev Wirtz

1) Call to Order

The meeting was called to order at 3:14 p.m.

2) Introduction of Guests

No guests

3) Adoption of Agenda

Moved by Margot Lovett; seconded by Loma Hopkins; unanimously approved

4) Approval of Minutes

a. April 6, 2015

Moved by Margot Lovett; seconded by Bev Wirtz; unanimously approved

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

Ken Woodward stated that the fiscal year is from September thru August, that Faculty Association closes the books on the last day of August, and that he will be working on this over the summer. The budget was dispersed to the Representative Council and Ken explained some of the items. The summer stipends for the President, the Chief Negotiator, the Executive team, and the Negotiating team were presented and discussed. Beth Clary moved to approve the summer stipends as requested and noting that they could be adjusted and increased as needed at the September meeting; seconded by Margot Lovett; unanimously approved.

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

The flyer for the unemployment workshop for part-time faculty was dispersed and discussed.

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

Allison stated that the newsletter was sent out in April.

8) Membership Report – Loma Hopkins (5 minutes)

The membership reports were dispersed. Loma Hopkins thanked Josh Pryor for his membership recruitment efforts. The Faculty Association received another plaque at the CCA conference for membership. Loma discussed the issue of agency fee ending

and stated that she is working on a plan to be proactive in membership efforts. Loma is looking for more members for the membership committee and working on increasing part-time faculty members. Jeffery Kaufman asked about ways in which he could contact non-members. Josh Pryor sent out an email to non-members in his department and received a good response. He will share the email with other representatives.

9) Board of Trustee Appointments (10 minutes)

There were eight candidates and the PAC interviewed six of them. Bobby Jay was appointed. There will be an important election in 2016. We need to be prepared for an appointment for Nancy Padberg's seat. Loma Hopkins asked about increasing our contributions to the PAC. Claire Cesareo stated that we need to work on increasing faculty automatic deductions. Allison Camelot suggested that we have someone hand them out during the meeting after an announcement on it rather than placing them on the tables before the meeting begins. Don Bowman inquired about part-time faculty working in more than one district and ensuring that they are informed of the reduction in fee if they work in more than one district. Loma Hopkins explained and asked that representatives have the part-time faculty contact her.

10) Review of Proposed By-Laws Changes – Final Reading (15 minutes)

The following changes were discussed:

Part-time faculty and number of representatives proposed was discussed. Paula Jacobs stated that there is also an issue of attendance at the rep council and making quorum. Beth Clary stated that she supports the proposed chart.

Vice-President/President Elect being the chair of the Organizing Committee.

Grievance Chair elected position or continue to keep as an appointed position. Claire suggested that we keep it as an appointed position. Jefferey Kaufman discussed this issue. There was a discussion on the grievance chair position. It was recommended that under the President's duties that appointing the grievance chair and the negotiation team should be added. Claire Cesareo stated that in the new faculty orientation there can be more discussed on this. Ken Woodward suggested that there be a term limit for grievance chair. Lewis Long suggested a term time frame. It was agreed that the grievance chair would be noted as an appointed to a two year terms to serve at the will of the president in the bylaws.

The issue of grievance chair not simultaneously serving as either College's Senate was discussed. Jefferey Kaufman stated that it may be a conflict of interest. Claire Cesareo stated that she will take it back to the Executive committee to discuss.

Blake Stephens made a motion to approve the changes to the bylaws and send forward to approval to the membership; seconded by Don Bowman; unanimously approved.

11) Special Election for Reps and By-Laws (5 minutes)

We could do the special election this month or wait until the beginning of Fall and include the by-laws. It was agreed that we would wait until the beginning of the Fall semester.

12) Negotiations Report – Lewis Long (15 minutes)

Lewis explained the status of negotiations. The next negotiations meeting is 5/13.

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

Claire Cesareo stated that the next Board meeting is 5/18 and it is a very important meeting. We will meet at Garman's prior to the meeting. We need faculty and representatives to talk to other faculty and encourage attendance. There was a discussion on how many hours of work faculty do unpaid.

14) Supplemental Duty Compensation for Department Chairs (5 minutes)

The list of duties was dispersed and representatives were asked to get input from their faculty. Lewis suggested that the list be compared with Board Policy. Margot Lovett asked that an electronic version be sent out.

15) CCA Conference Report (10 minutes)

The W.H.O. award was given to Susan Bliss. Paula Jacobs is the outgoing Area J representative and Sherry Miller White was elected as the new representative. Lee Haggarty received the Marianne Pacheco award.

16) Announcements (5 minutes)

Ken Woodward is running for CTA State Council.

## 17) Other

IVC pilot project for discipline specific faculty advisors was discussed. Michelle Scharf stated that Irvine Valley College is going to focus on career guidance and not academic advisement. There was a discussion on the issues associated with this and the possible ramifications. Claire Cesareo stated that she will meet with those working on this proposal to discuss the Faculty Association and contract issues.

AB86 Adult Ed at the high schools issue was discussed. The FA position is that they would be paid at the rate of part-time faculty as we do not have another category of faculty.

Margot Lovett made a motion to have the executive officers act as the representative council in the summer; seconded by Blake Stephens; unanimously approved.

The meeting was adjourned at 5:20 p.m.