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

**MINUTES**  
**Representative Council Meeting**  
**Irvine Valley College, LSB 104**  
**September 14, 2015**

**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

**Representatives from Irvine Valley College Present:**

Bob Urell, Business Sciences  
Ted Weatherford, Kinesiology, Health and Athletics  
Kurt Meyer, Humanities and Languages  
Jefferey Kaufmann, Life Sciences and Technologies  
Brent Monte, Math, Computer Sciences and Engineering  
Martha Stuffer, Social and Behavioral Sciences

**Representatives from Saddleback College Present:**

Blake Stephens, Advanced Technology and Applied Science  
Steve Handa, Counseling Services  
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 3:16 p.m.

2) Introduction of Guests

Fawn Tanriverdi was introduced and it was stated that she will be running for representative for her school.

Christina was introduced as the new administrative assistant for the Faculty Association.

3) Adoption of Agenda

Moved by Blake Stephens; seconded by Bev Wirtz; unanimously approved.

4) Approval of Minutes

a. May 4, 2015

Moved by Blake Stephens; seconded by Margot Lovett; unanimously approved.

5) Membership Report – Loma Hopkins (5 minutes)

The membership reports were distributed. Loma Hopkins thanked Christina and Deyanera for helping her to compile the report. The report was explained to the Representative Council. In May 2015 there was a Membership Committee meeting which was attended by: Lindsey Donaldson, Kurt Meyer, Bonnie Massey Bill McGuire, Josh... Loma stated that Christina will work on updated reports for divisions/schools for full-time faculty that will be provided to the reps and they will be asked to help assist in correcting errors. The part-time faculty reports will be worked on after the full-time report is completed. Communications was discussed at the Membership Committee meeting and it was suggested that more information on member benefits be sent out. Social media was discussed; however it was discussed that we would need someone to monitor this daily. Upcoming workshops were discussed. It was stated that Kurt Meyer has offered to organize the workshop on how to get a full-time position; the workshop will be held in October.

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

The fiscal year is September 1<sup>st</sup> through the end of August next year. The proposed budget for this fiscal year was dispersed. Budget items were discussed. The PAC account was discussed. Reassigned time and stipend amounts were discussed. There was a discussion on the OSH rate paid for stipend amounts. We have a formal payroll system which includes payroll taxes. The Fredrick's case will be discussed at the next

meeting. Motion to approve the budget was made by Brent Monte; seconded by Blake Stephens; unanimously approved.

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

The flyer for the orientation for new part-time faculty and other workshops that will be held this semester was dispersed. Beth Clary asked that representatives post the flyers in their division/school offices. Paula Jacobs stated that the workshop on “How to Apply for a Full-Time Teaching Position” being changed to “How to Apply for a Full Time Faculty Position” to be inclusive to all faculty including non-teaching faculty.

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

Allison Camelot stated that the Communications Committee will begin working on the Fall 2015 newsletter and asked that representatives send any information that may be useful to include. Margot Lovett asked if we can use some of the material from CCA or NEA newsletters, it was stated that we are able to use these materials and just note that it was adapted by the CCA or NEA newsletter.

9) Board Policies and Administrative Regulations (10 minutes)

4309 -Duties and Responsibilities of Faculty was already approved

4310 – Duties and Responsibilities of Department Chairs was pulled due to including that chairs oversee office assistants

4306 – Calendar and multiple academic calendars: this will go forward at the next meeting; there was a discussion on the effects of this and if this would be implemented.

55\*\* - Students’ Rights and Responsibilities – will be altered to a complaint process instead

10) Proposed New Standing Rule – CTA State Council Representatives and NEA Delegates (10 minutes)

Added: CCA, CTA, and NEA

Pre- or post -conference meetings requires pre-approval; Lewis Long asked about the need for pre-approval and asked that it just state “approval”

Anyone who receives funds will report back to the representative council

Jefferey Kaufman asked about other union-related organizations and stated that the title for II. be reworded to “Conference Attendance Reimbursement Eligibility”

Blake Stephens moved to approve; seconded by Bev Wirtz; unanimously approved

11) Special Election for Reps and By-Laws (10 minutes)

Claire Cesareo stated that we should wait to do the elections with the contract ratification vote. We will do an official call for representative nominations.

12) Negotiations Report – Lewis Long (20 minutes)

There was a meeting with the District 9/15 at 3:00 p.m. The status of negotiations was discussed. Frank Gonzales discussed the issue of student evaluations and the mode utilized. Other issues affecting negotiations were discussed.

13) Organizing Committee Report – Mark Blethen (10 minutes)

Mark Blethen discussed issues that can occur if the contract does not get resolved. Jefferey Kaufman discussed the issue of basic aid and asked how students benefit from attending a college in basic aid district.

14) Supplemental Duty Compensation for Department Chairs – Review List of Duties (10 minutes)

Claire Cesareo stated that she will send out the supplemental duty compensation information to representatives tomorrow and asked that representatives obtain feedback from faculty in their school/division in terms of if any other duties should be included.

15) CCA Conferences for 2015-2016 (5 minutes)

- a. October 16-18, San Jose Doubletree/Delegates: Loma Hopkins, Blake Stephens, Kurt Meyer (maybe), Jeff Kaufman (maybe)
- b. February 19-21, Manhattan Beach Marriot
- c. April 15-17, SoCal TBD

16) Political Action Committee (5 minutes)

- a. Board of Trustee Elections in 2016  
The following seats will be up for election/re-election: Bobbi Jay, Dave Lang, Jim Wright, Terry Whit, and Tim Jemal
- b. Encourage members to make PAC contributions  
Every representative was given ten PAC voluntary deductions to give to their faculty and were asked to encourage members to make monthly PAC contributions

17) Announcements (5 minutes)

Loma Hopkins stated that there are member benefits posters for reps to take and put up in their division/school.

Martha Stuffer asked if the chair stipends/reassigned time can be banked. Claire stated the executive committee will look into this.

Paula Jacobs made a motion to adjourn the meeting; seconded by Loma Hopkins; unanimously approved.

Meeting adjourned at 5:05 p.m.

Next Representative Council Meeting is October 5, 2015, 3-5:00pm, Saddleback College, AGB