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P.O Box 4800, Mission Viejo, CA 92690

MINUTES

Representative Council Meeting

Irvine Valley College, BST 120

Sept. 9, 2013

**Officers Present:**

President: Paula Jacobs

President Elect: Claire Cesareo-Silva

Past President/Chief Negotiator: Lewis Long

Treasurer: Ken Woodward

Secretary: Allison Camelot

Membership Chair: Loma Hopkins

Part-Time Faculty Chair: Beth Clary

**Grievance Chairs:**

Kathy Schmeidler, Irvine Valley College

**Irvine Valley College:**

Amy Grimm, Fine Arts

Diana McCullough, Guidance and Counseling

Brenda Borron, Humanities and Languages

Ted Weatherford, Kinesiology, Health, and Athletics

Kathy Schmeidler, Life Sciences and Technologies

Tony Lin, Library Sciences

Martha Stuffer, Social and Behavioral Sciences

**Saddleback College:**

Mark Blethen, Kinesiology and Athletics

Elizabeth Horan, Online Education and Learning Resources

Samantha Venable, Health Sciences and Human Services

Frank Gonzalez, Mathematics, Science and Engineering

Margot Lovett, Social and Behavioral Sciences

The SOCCDFA is a local affiliate of CTA, CCA, and NEA.

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(949) 582-4988

## **Part-time Representatives:**

Susan Bliss

Carla Reisch

### 1) Call to Order

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

### 2) Introduction of Guests and New Representatives

Brooke Chu from Irvine Valley College was introduced as a guest.

### 3) Adoption of Agenda

Unanimously approved.

### 4) Approval of Minutes:

#### a) May 6, 2013

The minutes were unanimously approved.

### 5) Treasurer's Report (10 minutes) – Ken Woodward

#### a) 2013-2014 Budget

The 2013-2014 budget proposal was dispersed. Ken explained the three accounts, account balances, and projected expenditures for the Faculty Association. The expenses for equipment/software for computers for the Executive committee, an iPad for the chief negotiator, and software needs were discussed. Elizabeth Horan stated that we should make sure we consider the costs of upgrades and repairs. A motion was made by Margot Lovett to increase the budget for equipment from \$6000 to \$8000; seconded by Kathy Schmeider. The motion was unanimously approved. A motion to approve the budget was made by Kathy Schmeider; seconded by Loma Hopkins; unanimously approved.

#### b) New Reimbursement Forms

The new reimbursement forms were distributed. The forms will be available as fill-able pdf forms and placed on the website.

### 6) Membership Report (5 minutes) – Loma Hopkins

The membership report was dispersed. A sample of a division Faculty Association bulletin board was presented. The information to include on the bulletin board was dispersed to each representative council member. Frank Gonzalez stated the representatives could meet with the new faculty in their divisions to speak with them about becoming a member of the Association.

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

The Communications Committee will be meeting and working on the fall 2013 Faculty Association newsletter. Anyone would like to be part of the committee and work on the newsletter should contact Allison Camelot.

#### a) New SOCCCDFA Web Site – Allison Camelot and Claire Cesareo-Silva

Allison and Claire are working on developing a new website. The website should be up by the next Representative Council meeting in October.

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

There are two part-time faculty representative positions available. Those who are interested should contact Beth. Beth will be a representative for the CCA Part-Time Issues Committee.

9) New Standing Rule/Second Reading – Lewis Long

a) CCA Delegate Selection Priority and Reimbursement

CCA is requiring receipts for all reimbursements (conferences, etc.). The draft of the CCA Conference Delegate Selection Priority standing rule and the Expense Reimbursement Eligibility standing rule were dispersed. There was a discussion on the standing rules. The Executive Committee will work on finalizing the standing rules for approval from the Representative Council.

10) Standing Rule Revision/ First Reading – Claire Cesareo-Silva

a) Rules Governing the PAC

The proposed revisions to the standing rules for the PAC was dispersed. There was a discussion on the proposed revisions.

11) Creation of Ad Hoc Organizing Committee – Claire Cesareo-Silva

a) Request for Official Motion

Claire stated that many other Associations have an organizing committee to help organize and mobilize members when needed. A motion was made by Elizabeth Horan to create an ad hoc organizing committee for SOCCCDFA; seconded by Loma Hopkins; unanimously approved. A new motion was made by Margot Lovett to create an ad hoc organizing committee for SOCCCDFA with the president-elect as the chair of the committee; seconded by Elizabeth Horan; unanimously approved.

12) Approval of OSH Compensation for 2013 - 2014 for the Negotiating Team – Paula Jacobs

a) Request for Official Motion

A motion to approve .5 OSH for fall 2013, 1 OSH for spring 2014, and .5 OSH for summer 2014 per member of the negotiation team was made by Claire Cesareo-Silva; seconded by Lewis Long; unanimously approved.

13) CCA Fall Conference – San Jose, Oct. 11 – 13, 2013

a) The conference theme is bargaining

b) Delegate Selection: Paula Jacobs, Claire Cesareo-Silva, Beth Clary, and Jenny Langrell will attend.

Others who are interested should contact Paula Jacobs.

c) Future CCA Conferences:

1. Winter 2014 - Long Beach, Feb. 7 – 9, 2014

2. Spring 2014 - Manhattan Beach, April 11 -13, 2014

3. Fall 2014 – Sacramento, Oct. 10 -12, 2014

14) MOU Voting Process and Timeline – Lewis Long

The notice should go out via email on 9/16 and will follow the required election guidelines.

15) Representative Council Members' Duties – Paula Jacobs

The representative council representative roles and responsibilities was dispersed.

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16) Other

17) Next Meeting:

a) October 7, 2013, Saddleback College, AGB Conference Room

18) Adjournment

Moved by Elizabeth Horan; seconded by Kathy Schmeidler; adjourned at 4:54 p.m.

