



AGENDA  
Representative Council Meeting  
3-5 pm, December 7, 2020

<https://cccconfer.zoom.us/j/98623829224?pwd=T0lxREN1TXNBSG4zVDdYTVd0cGw0UT09>

Password: 639088

**Officers Present:**

Lewis Long, Irvine Valley College  
Melanie Haeri, Irvine Valley College  
Kurt Meyer, Irvine Valley College  
Frank Gonzalez, Saddleback College  
Marianne Wolfe, Irvine Valley College  
Jenny Langrell, Saddleback College  
Claire Cesareo, Saddleback College  
Karyn Bower, Saddleback College

**Grievance Chairs Present:**

Margot Lovett, Saddleback College  
Kathy Schmeidler, Irvine Valley College

**Representatives from Irvine Valley College present:**

Amy Stinson, PST  
Parisa Soltani, GS  
Carolina KuSSoy, BS  
June McLaughlin, BS  
Carlo Chan, MCSE  
Kelicia Galvan, LLR  
Massimo Mitolo, IDEA  
Ted Weatherford, KHS  
Daniel Vernazza, HUM  
Kathy Schmeidler, LST

**Representatives from Saddleback College present:**

Mike Long, GC  
Janine O'Buchon, HSHS  
Christina Ghanbarpour, SBS  
Kathleen Lunetto, ATAS  
Don Bowman, BSEWD  
Josh Pryor, LA  
Michael Hoggatt, TCSP  
Jennifer Rohles, KHS  
Jenny Langrell, OELR

**Part-time Representatives present:**

Nancy Allah (SC)  
Susan Bliss (SC)

- 1) Call to Order (3:04pm)
- 2) Meeting Items
  - a) Introduction of Guests
    - i) William Reinhardt
    - ii) Carolyn Rath
  - b) Adoption of Agenda
    - i) Mover: Don B., Second: Kathy S.
    - ii) Add Janine O. (SC HSHS Rep) to the agenda under “other” for a question at the bottom
  - c) Approval of Minutes:
    - i) November 2, 2020 (attachment A)
      - Mover: Kathy S., Second: Amy S.
      - Add (LS) for Kathy S’ title and also change to all previous minutes, Kathy S. will send formatting updates to Marianne
- 3) Officer and Committee Reports (3:09pm)
  - a) Membership Report—Jenny Langrell
    - Membership Advisory Committee: Gained 2 members
    - Sent email with the updates
  - b) Secretary’s Report—Marianne Wolfe
    - i) Communications Advisory Committee
      - Release date: Dec 18<sup>th</sup>! if you want to contribute, let me know!
  - c) Organizing Committee Report—Melanie Haeri
    - i) January 25<sup>th</sup> Board of Trustees meeting: Welcome Carolyn Inmon
      - Dec 14<sup>th</sup> meeting – originally planning to attend this meeting to welcome the new board member but have decided to push that to January date. Please try to encourage your school’s members to attend the Zoom meeting. It is important to attend to show a strong show of support to the BOT. If you want to make a statement/comment, you would need to email Grace Garcia. New appointee of Carolyn Inmon and retirement of Dave Lang will make a big difference in board decisions. 6:30pm is the start time. Carolyn was very thankful for the support and all the work we did to contribute to her success.
      - Faculty Assoc Flex Week meeting: Jan 12<sup>th</sup> at 1:00pm-2:30pm. We will be doing updates from negotiation, IVC covid team, and a time to remind people to attend the Jan 25<sup>th</sup> meeting. Mark Blethen will also be presenting on SC COVID team information.
      - COVID IVC meeting: reminder to ask for all the supplies you need (chairs and technology).
  - d) Part-time Committee Report—Karyn Bower
    - i) Zoom Workshops: All workshops have had a good turnout (about 30-40 show up). During the Nov 13<sup>th</sup> workshop, there was great feedback and a handful of FT were there giving tips. During the Dec 4<sup>th</sup> – How to apply for unemployment workshop, there were 30 attendees.
    - ii) Upcoming workshop: Jan 29<sup>th</sup> for Health Benefits workshop; questions about eligibility and what documents suffice to submit. Claire and Lewis will be attending the workshop as well.
    - iii) Karyn is the COVID task force for SC too
  - e) Treasurer’s Report—Frank Gonzalez
    - i) Budget Advisory Committee

- Continue with 20% for now, build up PAC funds to be prepared for next election? Yes, and also has a good option to show we have means to support the challenger or the incumbent
- See updates on excel spreadsheet.

f) PAC report—Lewis Long

- Election is over, Carolyn Inmon, Timothy Jemal and James Wright won their seats again, and Barbara Jay also ran unopposed. Each will be sworn in on Dec 11<sup>th</sup> and they will be able to meet on Monday being sworn in.
- Financing: \$112,000 budget, spent a little less than \$70,000. Lewis needs to check with Hustle to see if they have any additional costs, but that is how much we have spent at this time.
- Elections are every 2 years, each term lasts 4 years. The 3 seats not in this election will be next. That election will be area elections and during a midterm election time. We can target specific areas the next time around and it should make things a little easier to do the outreach and promotions. Discussion regarding special elections versus appointing someone in case any of the current BOT members cannot serve their whole term.

g) Negotiations Report—Claire Cesareo (3:35pm)

- Have met 3 times only, just the start of negotiations. Most of the meetings have been regarding cleaning up the contract. Now they are currently in the substantive issues. Safety is now being discussed. We are trying to change this to “Health and Safety” and they created a proposal that was given to the district who have reviewed it and will discuss on Dec 16<sup>th</sup>. May only meet twice more before the January 25<sup>th</sup> meeting. Positive outlook on the negotiations at this point. We will be talking about the wages towards the middle of the negotiations since that is normally pushed to the end and can lead to taking the most delays.
- What would you recommend the reps to tell the constituents in their departments? Report out where we are and as we move into the more tricky articles, get their attendance and involvement in those meetings that come up. Be on the ready to mobilize because the BOT really pays attention to the public comment and the way we show up at the BOT meetings.
- COVID return to work policies?
  - MOU is in place as long as we are in a state of emergency. <http://soccdfa.net/wp-content/uploads/2020/08/MOU-Art.-XVII-COVID-2020-7-14-PDF-FINAL-Signed.pdf>
  - Would immunizations be forced upon workers? Generally the CDC guidelines would be what we need to follow. Normally if there is some other issue preventing the health then there will probably be some accommodations made. In the return to campus/work, hopefully some of the barriers will be reduced for those who decide to come back to campus or if they prefer to work from home.
  - Campuses requiring negative tests to COVID before coming on campus – COVID MOU guidelines say to follow the CDC guidelines, which do not require negative tests. Why are the campuses using that is part of the return to campus requirements? Cindy Vysocil will bring this to the BOT and Chancellor. What is the faculty association stance? We have not talked about this before but we will be checking more into this now. If they try to not pay you, then the FA can step in, but we need to look more into this issue.
  - Are there any conversations that are happening that are protecting PT faculty members for unanticipated late cancellations of classes (less than 1 weeks before the term) to get compensation? The idea behind that rule was to have them cancel the class earlier so the faculty would not do all the prep work and then have the course cancelled last minute. The contacted course issue will continue into the new negotiations but we would need to review that more in the future. The COVID MOU and the change in curriculum exacerbated the issue. The Academic Senate and FA should get together to revisit this issue.

4) Discussion Items (4pm)

- a) Spring Zoom bombing and virtual classroom safety
  - i) Issue that stemmed from an actual issue happening to our faculty. Now the issue has been raised and made aware. A task force has been created to establish guidelines and steps on what to do if this happens again. There's legal issues that have come up BUT faculty are not the ones who have to figure that out; the District is.
  - ii) AR 4105: Guidance for camera use – Strong suggest that cameras are optional and cannot mandate students to turn it on unless there is some instructional purpose for it. Maybe this is an area that we can add more safety precautions to this.
  - iii) Please let others know that you are not on your own when there are situations happening in your Zooms. The District is supposed to be there to help you and if they are not, the FA will help make sure that they are assisting you. If something happens more than once and you don't feel as though you can handle it, let your DEAN know ASAP. You should be given a response that is along the lines of "this will be handled for you" and not "this is what you should do".
  - iv) Ask part time faculty to also be aware of this and the importance.

b) Office hours contractual obligations (4:11pm)

- i) Still contractually obligated to do the hours; mutually agreed upon between you and your dean how that 5 hours are completed. However you choose to do those, it still needs to be done. Make it obvious to students how the hours are being completed: put in your syllabus, etc. Some students have been complaining about this, so being clear is very important. There can be disciplinary actions taken if we are not meeting the contract requirements along with some faculty are just struggling with their load. If a student is having a problem, go to the Dean. If a faculty member is aware that one of their colleagues are having problems, they could go to the Chair first for support rather than the Dean for disciplinary actions.
- ii) PT have paid consultation time (i.e. office hours) but offered in different ways. Some have offices where they have designated hours but some hold the office hours differently (like through phone calls, emails, etc). 20 minutes per LHE per week (1 hour for every 3 unit class). "Consultation time" is more flexible than "office hours" where they have to be on campus and hold office hours on campus.

c) CTA Board of Directors representation (4:32pm)

- i) Used to be Evangeline Matthews, who is a PT at IVC. It's helpful to have someone from our District to be on that leadership role to be able to communicate everything that is happening. If you know anyone or if you are interested, let Evangeline and the Exec Board know.

5) Action Items

a) Comment in the Chat from Kathy from Instructional Council that will be discussed at Executive Board Meeting:

- i) 1st news from IVC Instructional Council: Overall, enrollment is down college wide by ~13% (Saddleback is even lower). Sections will be cancelled. To compensate, for those sections that have waitlists, caps may be increased or sections may be added.

Chris was very clear in stating that these decisions would not necessarily be made equitably across departments. Instead, cancellations, cap increases, etc, will be considered on a case-by-case basis.

The first round of cuts will be those courses that have fewer than 5 students enrolled by 12/18. I have attached the enrollment status of Bio courses as of 12/3. The two sections in gray are late start and so are not on the chopping block. As of 12/3, Bio does not have any students with fewer than 5 students. However, we will want to keep a close eye on sections that are still in the single digits. As we move forward, sections less than 18 will be cancelled.

6) Other (4:35pm)

- a) Question from Janine about laboratory student contact loads. Any instructional activity is included in the contact hours. Ed Code and Stae of County Manual. Same for someone in a lab as in a classroom. The instructional time is 50 minutes of the hour (minus 10 minutes of non-instructional time per 60 minutes on a scheduled class). So, a 2-hour class is to be held 1 hours and 40 minutes. This can be handled

differently – breaks worked into the schedule, lunch, earlier release time.

7) Information: (4:38pm)

a) Spring PD Week Faculty Association All-faculty meeting: Tuesday, January 12, 2021, 1:00-2:30

i) COVID updates, Negotiations, General Interest Items

b) CCA Winter Conference: January 29-31, 2021

i) Not face to face; will be Zoom conference. If you are interested, there will be announcements coming out to allow participation.

c) Next meeting: February 1, 2021, Zoom address TBA

8) Adjournment (4:47pm)

a) Motion: Kathy S.

b) Seconded: Melanie H.

