**MINUTES**

**Representative Council Meeting**

November 7, 2022

**Officers Present:**

Melanie Haeri, President

Lewis Long, Past- President

Robert Melendez, President-Elect

Marianne Wolfe, Secretary

Frank Gonzalez, Treasurer

Jenny Langrell, Membership Chair

Christine Granillo, Part-Time Chair

**Grievance Chairs Present:**

Kathy Schmeidler, IVC Grievance Chair

Bill McGuire, IVC Grievance Chair

**Representatives from Irvine Valley College present:**

Javier Valdez, Guidance and Counseling

Daniel Vernazza, Humanities

Kathy Schmeidler, Life Sciences and Technologies

Adam Ghuloum, Social and Behavioral Sciences

Amy Stinson, Physical Science and Technology

Ted Weatherford, Kinesiology, Health and Athletics

Amanda Jerome, Language & Learning Resources

Massimo Mitolo, IDEA

**Representatives from Saddleback College present:**

Bill McGuire, Fine Arts and Media Technology

Matt Sherman, Kinesiology and Athletics

Jenny Langrell, Online Education and Learning Resources

Janine O’Buchon, Health Sciences and Human Services

Allison Camelot, Social and Behavioral Sciences

Jill Ibboston, Extended Learning

Paris Peck, Counseling Services

Sam Abbas, STEM

Don Bowman, EWD and Bus Science

**Part-Time Representatives present:**

Susan Bliss

Nancy Allah

Jo Ann Noyes

**Guest:**

Kurt Meyer

1. Call to Order: 3:05pm
2. Meeting Items
	1. Introduction of Guests
		1. Kurt Meyer
	2. Adoption of Agenda
		1. Motion: Don B, Second: Sam A
	3. Approval of Minutes:
		1. October 3, 2022
		2. Move to adopt the minutes: Kathy S; Seconded: Sam A
		3. Minutes are unanimously approved
3. Officer and Committee Reports (3:12pm)
	1. Secretary’s Report—Marianne Wolfe
		1. Communications Advisory Committee
			1. Mid-semester update was sent out
			2. Seeking CCA Delegates for Winter 2023 Conference
	2. Organizing Committee Report—Robert Melendez
		1. Text Banking for Election
			1. 2 different text campaigns were run through text service, Hustle
				1. 900 CTA and NEA members in the area
				2. 17,976 to all high propensity voters
			2. SOCCCD FA Endorsed candidates: Ryan Dack – Area 6; Terri Whitt Rydell – Area 4
	3. Part-time Committee Report—Christine Granillo
		1. Upcoming Workshop: How to apply for unemployment – TBD
		2. Are there any workshops with information for How to Apply for FT Positions? Could we hold an informational meeting during spring flex week or share out the information to the PTs for newly hiring positions?
		3. How can we get the packet of information to the faculty who missed the presentation?
			1. Have them email Daniel V for the information - dvernazza@ivc.edu
		4. If we shift to in-person workshops, we have a budget to provide lunch, etc for the workshops
			1. Frank, could the budget be used to create a permanent presentation on the FA website? (i.e. use the money for a permanent presentation that we can refer people to)
				1. Yes. We could do that with the funds. Daniel and Christine will follow up about this
	4. Treasurer’s Report—Frank Gonzalez
		1. Budget Advisory Committee
			1. Local dues have increased from $20 to $25 a month starting October paycheck. Last year we voted to raise the local dues that goes to our SOCCCD FA and it is now reflected in the paycheck deductions.
			2. IVC Gala is Friday, March 10th – if you are interested in going to the IVC Gala, we can get 8 to 10 seats. Let Frank or Marianne know if you would like to attend.
	5. Negotiations Report—Claire Cesareo
		1. Articles 15 and 17 – Implementation Update
			1. New changes for evaluation process
				1. Dean and Directors/Administrator completes the evaluation – **effective immediately**
				2. Peer evaluations (required by ed code) – you get to select the faculty member who will evaluate you. **Not implemented until Fall 2023**
				3. Student surveys – student results are now part of what a Dean/Administrator can use as part of the evaluation. **Not implemented until Fall 2023**
				4. If you have questions about evaluations and/or process, please let FA know.
			2. Discussion:
				1. Q: Mentioned there is a minimum number of students evals that are to be completed. What is the number?
				2. A: It should be 8 student evals to be used. Also, if there are fewer than 8 students who respond and there is a contractual issues brought up, this must be corroborated through other means. (i.e. my teacher never shows up, then there will be an additional follow up for the claim).
				3. Q: Is it 8 per class?
				4. A: Yes, it is 8 students per course you teach.
				5. Q: Is the peer evaluation going to be a mandatory component of faculty evaluation process? so faculty will now be evaluated by an additional person?
				6. A: Yes, but you get to select which peer evaluator.
				7. Q: It is not a good idea to have students involved.
				8. A: We agree and tried to hold off on this as long as possible. Regarding the student evals: The team tried to create a situation in which student responses would have to be authenticated or verified through other means, and so that they would be purely advisory, for the purposes of improving instructional practices.
	6. Membership Report—Jenny Langrell
		1. Membership Advisory Committee
			1. Will be sending out the updated PT and FT membership lists to each department. If you see anything that needs to be updated, please let Jenny know!
	7. Grievance Committee
		1. IVC is currently having conversations about the number of department chairs in a school, how that is determined, what do the roles look like, etc. Looks like we are moving forward with this concern. For IVC, if you have issues within your school where you might want to rearrange your department chair situation, please contact Kathy S or Melanie H.
		2. Q: Is this about how many dept chairs each school has or their responsibilities or how they are selected?
		3. A: No, this is about the definition of what a dept chair is/does. SC has a lot of history that details what administration looks like. But, IVC didn’t have deans until 1998 and weren’t allowed to have dept chairs until much later.
		4. Q: Does IVC have term issues?
		5. A: They don’t have term limits. That is not the issue. There are mechanisms to move people in and out of that position but there is not a formal process (at either college) to move a person in or out of a chair role.
		6. C: Some depts have chairs who have been in the roles for many years and are not willing to collaborate or work with others. It is way past due.
		7. A: Because this is an academics specific item, the department chair selection processes would be an Academic Senate issue, anyway, not an FA issue.
		8. A: The issue is more of a compensation issue. Chairs, term limits, etc are academic or department concerns. The wages piece is what FA is trying to work on.
		9. Q: If no one wants to be a chair, the Dean can assign someone. Can the person who is assigned that role opt out or are they forced to do that job?
		10. A: You cannot be forced to be a chair or hold that role.
		11. Q: Schools vote for chairs and there is a process that is followed for some departments. It seems like every schools operate and select their chairs differently.
		12. Q: Significant issue right now in Counseling at SC regarding Success Coaches and their roles. We have been working with the grievance chair. What is the formal process for us to bring this forward? Would we need to do a cease-and-desist letter to our administrator? What should we do?
		13. A: Your role as a rep council rep is to represent the voice of your school/division in issues coming back and forth. If there is issues in your areas, you can bring that up to the grievance chairs. We have all the info and we can talk a little bit after. We are currently working through this now. One thing we have learned is things take a long time. The process takes a long time. Every issue and concern includes multiple parties and processes. But, we are actively working on your specific issue.
		14. A: One of the many reasons it takes a long time (besides the many people involved) is that we are trying to fix things instead of just attacking that one issue. It tends to have chronic pressure rather than sludge hammers.
		15. A: If the District says they don’t view this issue as a problem, then our best shot will take about 3 years to resolve it. We have to rely on CTA to help and they move quite slowly.
	8. PAC Report
		1. SOCCCD FA Endorsed candidates: Ryan Dack – Area 6; incumbent Terri Whitt Rydell – Area 4
		2. Approval for additional funds for Ryan Dack Campaign
			1. Increased from $40,000 to $65,000 for social media, text campaigns, and signage
		3. <https://ocvote.gov/elections/2022-general-election> / <https://ocvote.gov/results>
4. Discussion Items
	1. COVID- 19 - Update- Robert Melendez
		1. Have not been meeting often, indicating that most of the pressing issues are being taken care.
		2. (See attachment) CO2 sensors are in some buildings but that does not mean that every class is getting fresh air in the class. People may feel the stuffiness because of that. They plan to include/install HVAC in all the new buildings. Science buildings do not have CO2 sensors because they get fresh air through the ventilation system.
		3. Q: What was the point of Davit sharing this? The idea was to have the CO2 monitors to provide access to have our own ability to assess our classroom situation/risk. This could be an OSHA violation.
		4. A: We don’t really want to have the faculty be the one in charge of monitoring this but we should bring this up to Davit. Robert to connect to Kurt about the OSHA considerations and regulations. We will take this further in review. We don’t want to take the responsibility away from the employer, but we do want to have options for our own faculty to be able to assess their own work spaces.
		5. A: Experience with OSHA – they were able to provide support to assessing how our District is following/abiding by the regulations. Kurt has connection he will share with Robert and Melanie
		6. A: Just providing insight into SC’s approach. The people who facilitate this are working with a 3rd party to inspect all the lab spaces and facilities in the next couple weeks. They will look at the indoor air quality. All of those things are done in conjunction with OSHA compliance and we are doing what we need to do so we don’t get cited.
	2. Motion to reorder: 6B to move up after 4A, 4B and subset move to section 5 by Kathy S, Seconded: Lewis L
		1. Motion unanimously approved.
	3. Current Calendar Approval - Robert Melendez
		1. 2024-2025 Calendar Discussion
			1. Went to Senate to discuss 2 different versions of academic calendar
			2. (see attachment) Version 1 and Version 2. Main difference is that the Purple day is either in front of finals week in December or the Tuesday after Veteran’s Day. Please ask your schools what they prefer/what they think.
		2. We are also looking at a COMMON CALEDNAR (see attachments) that is closer to the 16-week semester rather than the 18-week one we currently follow. This could allow for a winter or summer to adjust. Adjusting to this shorter semester would have implications on the contract, which we would have as part of FA’s charge. But also get involved in your senate to share your thoughts that way.
		3. Q: Has there been discussions on the implications that this would impact compensation?
		4. A: Compensation is based on an LHE. Whether that instruction happens in any length of time, an LHE is an LHE.
		5. C: Compensation was never addressed in that way, the amount of hours you are on campus would increase slightly. So, there would not be a compensation difference. For the depts that have extra duty days, they would need to have extra extra duty days to meet their dept needs.
		6. C: The place we need to keep a look out for is a possible changing of 30 LHE to Fall, Spring, and WINTER. The senates will come down strongly that anyone employed for the whole academic year would need to have assignments in the full semesters. But, that is a senate issue about the hours.
			1. When we addressed the intersessions, we wrote it as if it was summer pay. If faculty members wanted to use any part of their intersessions as load, that part of the contract would need to be renegotiated.
		7. C: The change over to this 16-weeks wouldn’t happen for about 3 years. Many other schools around us are already on this calendar, so this helps with the approach to removing academic barriers for students and access, etc. We are talking about a week and a half cutting down.
		8. C: Re: common calendar--Out of the 22 colleges in a 50-mile radius of San Clemente, 73% are on a 16-week calendar, 9% are on a 17-week calendar, and only 18% are on an 18-week calendar
		9. C: The number of flex days is established as part of the district calendar development process. There is no contractual or policy requirement that we have nine flex days, which is the maximum allowed under Title 5. So, if the District calendar committee decides to eliminate flex days from the calendar, and re-allocate those days back to instruction, they can do that at any time.
	4. Faculty Vaccine Mandate – District discussing possibility of removing mandate – discuss at your school/division level to get feedback from faculty
		1. Please discuss this with your schools/areas to find out how your faculty feels about this move.
5. Action Items
6. Information
	1. b) Spring Flex Week – Online or in-person?
		1. Topic: - Townhall for new contract
		2. What is the preference of the group? Having Zoom has allowed for more attendees, but we miss out on the in-person connection along with the sponsored lunch
			1. C: Can we do a hybrid option? Having the breakfast/lunch is a good option to meet others and make the connections.
			2. C: As an organization side, luncheons and part-time dinners were put on at SC by different groups and we could participate in them. From the FA structural side, it was a good way to get new members at those.
			3. C: From a membership perspective, we used to get a ton of PTs from the Flex Week and the PT dinners. We have lower amounts of PT reps.
			4. C: Set up Zoom links to allow for attendance for those who are unable to meet at the in-person meeting. Harder for those who work at other schools to make it in-person, depending on the location.
			5. C: Could we do online and have a link to the membership forms?
		3. 13 voted for online; 2 in-person; 1 hybrid; 1 no preference
		4. Could we do online for Flex and have a separate in-person meeting.
		5. Motion to have Spring online/hybrid if we can figure out technology and then fall 2023 in-person unless there are extenuating circumstances preventing this: Kathy S, Seconded: Allison C
		6. Aye: 9; Nay: 3; abstentions: 0 – Motion is approved
	2. CCA/CTA/NEA Conferences
		1. Winter Conference – Feb. 10-12, Doubletree By Hilton, San Diego, Mission Valley
		2. Delegates: Melanie H, Nancy A, Christine G, Paris P, Jenny L, Sam A
		3. <http://www.socccdfa.net/ESW/Files/SOCCCDFA_CHECK_REQUEST_VOUCHER_FINAL_Fillable.pdf>
		4. <http://socccdfa.net/wp-content/uploads/2019/01/Bylaws_and_Standing_Rules.pdf>
7. Next meeting: December 5th, 2022, on Zoom