**MINUTES**

**Representative Council Meeting**

September 11, 2023

**Officers Present:**

Melanie Haeri, President

Lewis Long, Past- President

Robert Melendez, President-Elect

Claire Cesareo, Lead Negotiator

Frank Gonzalez, Treasurer

Jenny Langrell, Membership Chair

**Grievance Chairs Present:**

Kathy Schmeidler, IVC Grievance Co-chair

Bill Etter, IVC Grievance Co-chair

**Representatives from Irvine Valley College present:**

Amy Stinson, Physical Sciences

Carlo Chan, Math

Rick Boone, Business

Adam Ghuloum, SBS

Javier Valdez, Counseling

Pierre Nguyen, LST

Massimo Mitolo, IDEA

Savyonne Steindler, LLR

**Representatives from Saddleback College present:**

Jill Ibbotson, Extended Learning

Allison Camelot, HSS

Matt Sherman, KNES

Paris Peck, Counseling

Janine O'Buchon, H&W

Kathleen Lunetto, B & I

Don Bowman, Business and Industry (Alternate Rep)

**Part-Time Representatives present:**

Karyn Bower

Jo Ann Noyes

Susan Bliss

Nancy Allah

**Guests present:**

Carmenmara Hernandez-Bravo, IL Department

Joanna Kibler-McNerney, part-time rep nominee

Deanna Scherger, FA Negotiations Team

Danelle Huggett, English, part-time rep nominee

1. Call to Order
2. Meeting Items
   1. Introduction of Guest
      1. Don Bowman, Business and Industry (Alternate Rep)
      2. Carmenmara Hernandez-Bravo IL Department
      3. Joanna Kibler-McNerney
      4. Pierre Nguyen, LST rep alternate
      5. Deanna Scherger, English
      6. Danelle Huggett- IVC English, part-time rep nominee
   2. Adoption of Agenda
      1. Kathy S– motioned to approve
      2. Jenny L – 2nd
      3. Agenda was approved
   3. Approval of Minutes:
      1. May 1, 2023
      2. Kathy S – motioned to approve
      3. Lewis L – 2nd
      4. Minutes were approved
3. Officer and Committee Reports
   1. Secretary’s Report—Marianne Wolfe
      1. Communications Advisory Committee – Tabled
   2. Organizing Committee Report—Robert Melendez
      1. Nothing for now, but will be active this year with a meeting in Fall 2023 for sure
   3. Part-time Committee Report— Melanie Haeri
      1. Part Time Faculty Appreciation Event – October 20th
         1. We have received money to hold event and will be to show appreciation to our members. Invitation will be going out soon.
         2. Event will include food, swag, networking, and reps from CTA/other organizations
         3. Event time – 11:30-1:30pm at Saddleback College
      2. New Part Time Chair Election – Frank Gonzalez
         1. Ballets will be sent out this week. Need to review list with Marianne W.
   4. Treasurer’s Report—Frank Gonzalez
      1. Budget Advisory Committee
         1. Link to budget shared: <https://drive.google.com/file/d/11bFopE0HFqUiyrAATRve-0hrbG7ePQIe/view?usp=sharing>
         2. Review overall budget and specific items such as income, expenses, trainings, conferences, and admin expenses.
         3. Part-time faculty should make sure they are only paying once for CTA. If you teach at multiple colleges, make sure to working with payroll to indicate your home school
         4. Frank is available to help with payroll deductions for dues and other budget related questions
         5. Question asked if LHE to part-time faculty impacts their LHE load/assignment. Frank answered that part-time faculty are only paid by stipend and can’t be given release time. Due to this, it doesn’t impact part-time faculty load.
      2. Kathy S – Moved to adapt
      3. Nancy A – 2nd
         1. Budget was approved with 1 abstention
   5. Negotiations Report—Claire Cesareo
      1. Update on Negotiation Process Next Steps
      2. First negotiations happened on Friday. We are getting the 1st set of proposals from the district.
      3. Faculty negotiation team is meeting regularly and preparing drafts of proposals regularly
      4. Faculty should begin to prepare to support negotiation teams efforts
      5. Q – Is part of the negotiations include item on banked leave/load and if it can be done at the start of the class v. start of the semester?
         1. A – Claire stated this was being changed in the faculty proposal.
      6. Q – When are negotiation items sent to the faculty negotiation team from the faculty?
         1. A – Starts with an open forum, followed by a survey to all faculty to identify and prioritize items to focus on.
         2. A – We make sure to focus on the needs as identified by the faculty
   6. Membership Report—Jenny Langrell
      1. Membership Advisory Committee
      2. Current full-time and part-time members. Happy to share that 8 new members joined. Please reach out to Jenny if you have any questions or need any help with membership.
      3. C – It is difficult to reach out and connect with part-time faculty about the benefits and reasons to become a member.
         1. A – That is a good point and one of the reasons we are having the part-time event to showcase the association, benefits, and to promote membership.
         2. A – We understand this and have done more targeted outreach and promotion efforts to the part-time faculty.
   7. Grievance Committee
      1. Grievance chairs are to support, help, answer questions, and intervene as needed for faculty. Faculty are able to have a grievance chair at any meeting that district, the colleges, or administrators request with the faculty. Please reach out.
      2. C – Earlier is better on any issues.
   8. PAC Report
      1. Not currently meeting, but will come back once Board elections start (Fall semester)
      2. We will have 4 open seats
4. Action Items
   1. Representative Council Members Election updates
      1. Seating of new Representative Council members
      2. Elections
         1. Frank reviewed process and what will be asked for on the ballot.
         2. Q – Asked for clarification on if faculty representative for B&I needs to run or not, would defer to other faculty if someone else has come forward.
   2. Compressed Calendar Review – AR 4010; Academic Senate to create/review first
      1. Reviewed updates on compressed calendar
      2. C – concerns about impact to Nursing faculty and program. Will also be an issue with veterans, we need to keep this in mind and this will be something that will need to be negotiated with the district.
   3. Saddleback Gala – October 6, 2023 – Ritz Carlton Laguna Niguel
      1. If you are interested in attending, please reach out to Frank.
      2. Price is $400 per seat.
      3. Nancy A is interested in attending
   4. Peer Evaluations Update (Claire)
      1. Update is needed to align with Ed. Code. Change will add a peer review to the tenured and part-time faculty evaluations. Was not needed for TRCs as it is already included.
      2. Faculty Evaluations cover the following four areas:
         1. Self-evaluation – Portfolio
         2. Instructional Activity Observation by evaluator
         3. Peer Observation by tenured faculty member
         4. Student Surveys
      3. Both tenured and part-time faculty assigned to classroom and non-classroom assignments will have both activities evaluated. Peer evaluator only needs to do one and will be agreed upon by faculty member and peer evaluator.
      4. Each faculty member up for evaluation will select a list of three faculty to serve as the peer advisor. Dean in consultation with faculty member will choose from the list.
      5. Faculty member and peer observer will mutually agree on the course or equivalent of observation.
      6. Peer observer will turn-in a form with write-up from observation. There is no requirement on length of write-up or content that should be included.
      7. If you are being evaluated by chair or another tenured faculty member, they can also serve as your peer observer.
      8. Tenured faculty members are only obligated to serve (if asked) as a peer observer only once per semester.
      9. Q – If I am observing the P/T as the tenured faculty and they want me to be their peer evaluator, do I just have to fill out the regular eval. form and not the "notes"?
         1. A – Correct, you will not need to do both forms. Only the evaluation form will need to be done.
      10. C – Please let FA know how the process goes and any difficulties that arise
5. Information
   1. Exec Summer Action: Moved COLA MOU to a membership Vote
6. CCA/CTA/NEA Conferences
   1. CTA will pay for full room (not shared), all travel, tips, and some other incidentals. If you put in your reimbursement early, it will come back quickly.
   2. CCA is the organization and conference that focuses on community colleges
   3. If you want to attend, please email Marianne.
   4. Fall Conference, October 13-15, 2023 – San Francisco
   5. <https://cca4us.org>
7. Next Meeting: Monday, October 2, 2023, at 3pm
8. Announcements
   1. No announcements