

# **REDWOODS COMMUNITY COLLEGE DISTRICT**

## **Meeting of the Associate Faculty Committee**

**Eureka: 7351 Tompkins Hill Road, \*FM 106\***

**Friday March 8, 2019**

**11:00 am**

### **AGENDA**

1. Call To Order
2. Introductions and Public Comment: Participants are invited to make comments regarding any subject appropriate to the Associate Faculty Committee.
3. Approve November 16, 2018 Meeting Minutes (Attachment)
4. Discussion Items
  - 4.1 Academic Senate Update
  - 4.2 Del Norte Meeting
  - 4.3 Other items
5. Announcements and Open Forum
6. Adjournment

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***Next Meeting:  
TBD***

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**REDWOODS COMMUNITY COLLEGE DISTRICT**  
**Meeting of the Associate Faculty Committee**  
**Eureka: 7351 Tompkins Hill Road, \*FM 107\***  
**Friday February 1, 2019**  
**11:00 am**  
**MINUTES**

Attendees: Stuart Altschuler, April Klingonsmith, Shannon Mondor, Laurel Jean.

By phone: Christine Dobrowolski; Robyn Roberson, Melissa Brisso, Melissa Courtnage, Misa (Lisa?) Smith, Nicola Walters.

1. Call To Order at 11:05 AM by Stuart Altschuler.
2. Introductions and Public Comment: Participants are invited to make comments regarding any subject appropriate to the Associate Faculty Committee.

Attendees in the room and on the phone introduced themselves and shared their departmental affiliations:

- Stuart—Addiction Studies
- Shannon—English
- Laurel—English 1A
- April—GS and Guidance online
- Melissa Brisso—Spanish
- Melissa Courtnage—History Del Norte
- Lisa (Misa?)—Psychology; Pelican Bay
- Robyn—English 1A; Book Of The Year online
- Christine—Nutrition for Health Occupations
- Nicola—Political Science; online, KT, Eureka

Announcements:

- Laurel has the forms for requesting funds for professional development if anyone needs them. These are the Travel Advance Request (TAR) and Travel Expense Request (TER) forms required by the District for attending professional development events outside of the area. These forms are part of the paperwork required for travel to conferences and professional development out of the area, but need to be completed for the District in addition to other forms for requesting funding for the travel. They need to be signed by your Division Dean.
- Hillary Reed is the Chair of the Academic Senate's Professional Development Committee. She is the person to contact for the forms and application process regarding Professional Development funding. She sent an email containing the application forms and describing the procedure for requesting funding at the beginning of the semester. They are currently accepting applications for the second round of funding. There is normally one more round of funding, for a total of three chances to submit.
- Stuart has been elected as a Delegate to Democratic State Convention, Assembly District 2, representing us as a voice for community colleges and

associate faculty. Seven men and seven women are chosen each year.

- Melissa Courtnege: On January 16, Del Norte did an unofficial spring launch party for associate faculty—at least 22 people, including faculty and staff, attended the event. The event organizers handed out material relevant to working at CR, and there were several presentations, including a Pelican Bay meeting and a Distance Learning Presentation.

### 3. Approve November 16, 2018 Meeting Minutes (Attachment)

Motion by Laurel Jean.

Second by Melissa Brisso.

Additions: none.

Minutes Approved.

### 4. Discussion Items

#### 4.1 Academic Senate Update

- Dec. 7 Meeting: professional development funds were approved in the first round of proposals in the amount of \$6,366. After funding the first round, \$15,634 is available for distribution. Submit proposals in the second round. Application materials are attached to these minutes: (The following text was excerpted from Hillary Reed's email re: second round of funding applications):

**“Completed Faculty Development Funds proposals are due **Friday, February 22<sup>nd</sup>, 2019** to the Senate Office in FM107. Completed proposals can also be submitted to [Jessica-frint@redwoods.edu](mailto:Jessica-frint@redwoods.edu), if you are not on the main Eureka campus or you prefer to submit electronically. No proposals will be accepted after the deadline, proposals not meeting the deadline will need to be resubmitted for Round #3 in March.”**

- There was a question about the forms and process needed to complete travel and get funding—There's a Travel Advance Request (TAR) to complete 14 days in advance. There's also a Travel Expense Request (TER) to submit upon return from travel. The TAR and TER are hyperlinked within the application materials for professional development funding, available via your Division Secretary, and on the CR website.
- Meeting attendees discussed how AF can and should share their professional development activity with the CR community. For example, Laurel plans to take pictures of her panel at the conference she will attend. We'll look into how to post and publicize documentation of AF conference presentations on the CR website. Sharing these accomplishments with Division Deans is recommended.
- Other Senate Discussion items from 12/7/18—The Senate is considering restructuring the Senate leadership structure, mainly the co-president positions. For the Faculty of the Year award process, the Senate is considering the question of do we do away with these awards or not? A FT faculty member, a PT faculty member, and a staff member typically get awards each year, but last year no nominees were submitted for

consideration.

- There was a suggestion from an AFC attendee that Deans nominate people in each category.
- Look for the email requesting nominations for these awards, and consider making the effort to submit a name this time around, especially if you are at satellite campuses such as KT or Del Norte.
- An AFC attendee proposed that we look at a list of who has received this award in the past. An idea was shared that perhaps the Senate should include this information in the email asking for nominations.
- The Bookstore Taskforce is going to make a decision soon, which will most likely involve an online vendor.
  - Update: at today's Senate meeting (2/1), Angelina Hill informed the Senate that a decision has been made to go with Barnes and Noble's online bookstore. The CR cafeteria will take over selling merchandise, while books will be purchased online with cash, vouchers, or credit cards, and sent to either the campus or student homes. These changes will begin spring semester of 2020.
- Regarding copies of textbooks: AF can request exam and review copies from many publishers, which can be used for putting on reserve in the library or other locations to help students access the necessary course material. AF are encouraged to inquire into individual publishers for how they approach exam and desk copies of books that you have adopted or that you would like to consider for adoption for your courses. Some copies are free, while others can be purchased for review at reduced prices. Additionally, if you continue to use the same book each semester, you can generally ask a publisher for one free desk copy per 20 students who will buy the book, so look into this resource to provide more copies of texts that students can use.

#### 4.2 Upcoming Del Norte AFC Meeting on Thursday, February 14.

- The goal of organizing a Del Norte AF Meeting is to create unity and a feeling of connectedness by meeting together in person. Melissa Courtnage did a survey of associate faculty in Del Norte. She and Levi Gill put together a report concerning AF needs, which was submitted to the Senate.
- Some of the items recommended in the report are already in process and development (e.g. updating the AF material on the CR website).
- This meeting will take place February 14, on Thursday from 3-5 PM. Stuart, Shannon, and Peter Blakemore, Academic Senate Co-President, plan on attending this meeting.
- It will be a meet and greet and involve listening, conversation about improving relationships, and focus on how to make campuses feel more connected.
- In terms of numbers, we (AF) outnumber FT faculty by at least two to one. More involvement on our end equals more power and a voice that gets listened to.
- Melissa Courtnage let the AFC know that people who can't attend the meeting in person will write up and submit their thoughts to be shared at the meeting.

- Melissa will arrange to have CCC confer so that people can call in if they need to.
- When teaching Telepresence courses, Stuart visits all the locations, and meets the students in person. He teaches from each campus where students have enrolled in his courses, so that everyone can meet him as well as feel what it's like to be physically present and interacting via Telepresence.
- It may be something to pursue SARTCO money to encourage more faculty to travel and visit the different instructional sites and reach out to their students there.
- We'd like to see that this kind of meeting happens once a semester, going forward.
- We are hoping Melissa Ruiz can join us from KT.
- In addition to the monthly AFC meeting held at the Eureka campus, this kind of meeting on a satellite campus needs to occur so that the dynamics are in place for the type of connection between people which facilitates working together.
- Stuart sent an email with Melissa and Levi's proposal regarding AF for the Academic Senate that will be discussed today. Look at the 2/1 Senate packet to read the details of this proposal.

#### 4.3 Associate Faculty Webpage

- One thing in the proposal Melissa and Levi submitted was improving the AF webpage. Jessica Frint has been working on the updates, since even prior to that request in the proposal. Susan Weigman and Jose Serrano and Shannon also gave input. Please check out the page. Provide feedback about what is good, what is missing, and any corrections you may find that need to be made.
- The AF contact list is included at the webpage now. The contact list was emailed to you separately earlier this week, but it is also linked on the web page. This list explains what specific staff member is responsible for helping AF with a variety of concerns (HR, flex, paychecks, contracts, etc...), now that there is no longer an AF Coordinator position.
- If you have questions or comments, always feel free to email us: [Shannon-mondor@redwoods.edu](mailto:Shannon-mondor@redwoods.edu) or [stuart-altschuler@redwoods.edu](mailto:stuart-altschuler@redwoods.edu)
- The AF Personal Day Leave Request form is on the website. Personal days do not accrue. AF get one personal day each semester, as per the terms of the current contract.
- Melissa Brisso mentioned that she may have misunderstood something in a previous semester. She said that she thought sick days were supposed to start accruing, yet it didn't appear that way on her pay advice.
- There was a question about online teachers and sick days. How do sick days apply in this situation, or do they?
- Another question related to how sick days get used or credited if they're not used? One way AF can eventually use unused sick days upon retirement is to have them counted as part of final compensation. It was suggested that AF with questions contact Genera Lots at Humboldt County Office of Education to inquire about how sick days can be credited to service as part of final compensation upon retirement.
- An attendee brought up pay stubs (called pay advices in the WebAdvisor Employee section). How we get paid? It was clarified that the AF

percentages are 10/25/25/25/15 of the total semester contract. We generally get paid on the 10<sup>th</sup> of each month, beginning the month after we start teaching for the semester. We get 10% of our contract for the first paycheck. The next three paychecks are each 25% of our contract. The last paycheck is 15% of our contract. Many AF find this variable amount of pay problematic in terms of budgeting and paying monthly bills, especially for the first month of work.

- There was a question about changing the percentages to the same amount each month, so that each paycheck would be 20%. Could this be negotiated?
- It was advised that under the current pay structure for AF, most AF are quite likely still eligible to receive partial weekly benefits from Unemployment, at least through the first month when they are only earning 10% of their pay for the semester, if not throughout the duration of their working in part-time status. Claiming weekly earnings from CR on the Employment Development Department (EDD) bi-weekly continued claim forms accurately as to how we are currently paid in variable installments may help alleviate the financial strain on AF at the beginning of each semester.
- An AF attendee asked if it would be possible to have a representative from EDD come to a meeting to advise us on procedures for workers in our particular positions, which are unique and distinct from K-12 instructors and FT instructors.
- An AF attendee asked what qualifies as a full load? There was a conversation to clear up confusion between having a full load as a part-time instructor and full time work. As per California State law, Part Time faculty are only allowed to teach 67% of a Full Time person's load (which is 22.5 TLU per semester or 45 for the year). Generally, for AF, the limit we can teach is 15 TLU per semester, or 30 TLU per academic year, not including summer classes, which are exempt from the 67% limit. AF have no imposed limit of what number of TLU they can teach during summer session. Basically, when part-time faculty are teaching the full load they can be assigned at CR, they are still considered working part-time, and as such, could be eligible for unemployment even while working.
- An AF attendee mentioned that there was a Court Decision about this— CER—that we can mention to EDD representatives when pressed to declare if we think we're going to have a class the following semester.
- An AF attendee called our attention to a mistake on the website. Under Absence Reporting, it says that AF get 2 non-cumulative sick days per semester. This needs to be corrected to be in line to what is described in our current contract. Sick days are now cumulative.

4.4 Other items: N/A

5. Announcements and Open Forum: N/A

6. Adjournment

Motion to adjourn the meeting at 11:50 AM by Robyn Roberson.

Second by Laurel Jean.

Minutes submitted by Shannon Mondor

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