

# CCC-AAUP EXECUTIVE COMMITTEE MEETING

September 29, 2006  
 1:00 p.m.  
 AAUP Office Conference Room

Meeting called by:	<b>Edward M. Foley, President</b>	Type of meeting: <b>Executive Committee</b>
Attendees:	Bernatowicz, D., Boyko, M., Brown, V. S., Connor, N., Durkin, E., Foley, E., Hawkins, C., Hovanec, M., Judge, L., Lauer, A., Leidich, S., Long, D., Pegman, A., Ringle, B., Washington, K.	
Absent:	LiPuma, S. (Attending PIL Workshop – AAUP Representation)	

## MEMBER MINUTES AAUP-CCC EXECUTIVE COMMITTEE

Initiator		
	<b>Health Care Presentation by Lillian Welch</b> <ul style="list-style-type: none"> <li>Lillian Welch gave an overview of the benefits presentation to the AAUP Executive Committee.</li> <li>Monday, October 16, 2006 deadline to complete online registration for health care benefits; new this year is the default setting of waived medical benefits; therefore, must declare benefits in order to have them enforce and not forfeit health care benefits.</li> <li>AAUP found this preview of the presentation helpful and we believe our comments were helpful to Lillian Welch as well.</li> </ul>	1
Ed	<b>Action Register Review</b> <ul style="list-style-type: none"> <li>Action items for September 8 and September 15 minutes completed or in progress.</li> </ul>	2
Ed	<b>Our Mission in Action</b> <ul style="list-style-type: none"> <li>Executive Committee reaffirmed goal to focus on matters relevant to AAUP-CCC Chapter mission and avoid distractions.</li> </ul>	3
	<b>Compassion/Recognition</b> <ul style="list-style-type: none"> <li>Condolence and Congratulations cards were sent by the chapter.</li> <li>Acknowledge performance of V.S. Brown as new Secretary.</li> </ul>	4
	<b>Update of the Board of Trustees Meeting</b> <ul style="list-style-type: none"> <li>Pres. Foley attended meeting yesterday, September 28, 2006 and will attend all Board of Trustees meetings; he encouraged EC members to attend also if their schedules allow.</li> </ul>	5

## SECRETARY'S REPORT

Valerie	<b>Approval of Minutes</b> <b>September 8</b> <i>Motion</i> by B. Ringle: To accept Executive Committee Minutes of September 8, 2006; Seconded by M. Hovanec; <b><i>motion passed</i></b> unanimously. <b>September 15</b> <i>Motion</i> by B. Ringle: To accept Executive Committee Special Meeting Minutes of September	6
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	15, 2006; <i>Seconded by D. Long; <b><u>motion passed</u></b> unanimously.</i>	
Valerie	<b>Process of Approving Minutes</b> <ul style="list-style-type: none"> <li>• EC members to receive and approve meeting minutes and member minutes to be distributed the following week</li> </ul>	7
Valerie	<b>Contract/Constitution Committee Selection</b> <ul style="list-style-type: none"> <li>• Committee members selected from a large number of volunteers representing a wide range of disciplines.</li> <li>• <b><u>Motion</u></b> by L. Judge: <i>to accept Contract Committee members as selected; Seconded by A. Pegman; <b><u>motion passed</u></b> unanimously.</i></li> </ul>	8
Valerie	<b>Commemoration/Sunshine Update</b> <ul style="list-style-type: none"> <li>• EC members to identify faculty achievements to communicate news to the membership and congratulate the faculty member;</li> <li>• Will do this at each meeting, as appropriate.</li> </ul>	9
Valerie	<b>Happy Birthday to VP West Mike Boyko</b>	10
Valerie	<b>Faculty Greeting Card Contest</b> <ul style="list-style-type: none"> <li>• Draft announcement for contest reviewed.</li> <li>• <b><u>Motion</u></b> by C. Hawkins: <i>To accept Greeting Card Contest draft with monetary prizes as listed and disseminate to faculty; Seconded by N. Connor; <b><u>motion passed</u></b> unanimously.</i></li> </ul>	11
Valerie	<b>Appointment to CADRE</b> <ul style="list-style-type: none"> <li>• Open CADRE position is in the process of being filled.</li> </ul>	12
Valerie	<b>AAUP Open House – Thursday, October 12, 1-4 p.m.</b> EC members signed up to bring decorations and refreshments. <b><u>Motion</u></b> by D. Long: <i>To set minimal budget for the Open House; Seconded by B. Ringle; <b><u>motion passed</u></b> unanimously.</i>	13
<b>TREASURER'S REPORT</b>		
Ed D.	<b>Investment Changes</b> <ul style="list-style-type: none"> <li>• Investment strategy implemented.</li> <li>• FYI: \$500.00 donation given to CCC Foundation Scholarship Fund as approved at previous meeting.</li> </ul>	14
Ed D.	<b>Check Register Approval</b> <ul style="list-style-type: none"> <li>• <b><u>Motion</u></b> by C. Hawkins: <i>To accept Check Register; Seconded by D. Long; <b><u>motion passed</u></b> unanimously.</i></li> </ul>	15
Ed D.	<b>Adobe Acrobat Software</b> <ul style="list-style-type: none"> <li>• Software ensures against unwanted changes made to disseminated minutes and other features to protect integrity of EC minutes.</li> <li>• <b><u>Motion</u></b> by B. Ringle: <i>To purchase Adobe Acrobat Software; Seconded by N. Connor; <b><u>motion passed</u></b> unanimously.</i></li> </ul>	16

## PRESIDENT'S REPORT/COLLEGE-WIDE ITEMS

Anna	<p><b>Polling – Survey Results</b></p> <ul style="list-style-type: none"> <li>Results reviewed and conclusion reached need to improve CONCUR use.</li> <li>President Foley discussing results with District.</li> </ul>	17
Sam	<p><b>Digital Recorder – Options</b></p> <ul style="list-style-type: none"> <li>Results of Rep. LiPuma's research presented.</li> </ul> <p><b><i>Motion</i></b> by V.S. Brown: <i>To authorize purchase of a digital recorder; Seconded by L. Judge; <b><i>motion passed</i></b> unanimously.</i></p>	18
Ed	<p><b>Distance Learning Task Force Follow-up (SIGs) of September 15 Meeting</b></p> <ul style="list-style-type: none"> <li>Make-up of SIGs groups given to us by Tina Royal.</li> </ul>	19
Ed	<p><b>Salary Grade Advancement Level “G” – Task Force Review of Charges</b></p> <ul style="list-style-type: none"> <li>Pres. Foley to meet again with Dr. Joseph-Silverstein October 16, 2006.</li> <li>Agreement has been reached on charges to the committee.</li> <li>Dr. Michael Thomson and AAUP VP M. Boyko on the committee as co-chairs.</li> </ul>	20
Ed	<p><b>Advancement in Rank</b></p> <ul style="list-style-type: none"> <li>We discussed supporting the Faculty Senate Advancement in Rank project next semester, after Salary Grade Advancement Committee charges are completed.</li> </ul>	21
Ken	<p><b>Transitional Work Committee</b></p> <ul style="list-style-type: none"> <li>Rep. K. Washington is on committee.</li> </ul>	22
Ed	<p><b>AAUP Presence in PIL Workshops – Follow-up</b></p> <ul style="list-style-type: none"> <li>Reps. D. Bernatowicz, S. LiPuma and A. Pegman to serve as AAUP advisors.</li> </ul>	23
VP's	<p><b>Tenure Workshop Schedule</b></p> <ul style="list-style-type: none"> <li><b>Metro:</b> Thursday, November 2<sup>nd</sup> 2:30 p.m. – 4:30 p.m.</li> <li><b>East:</b> Wednesday, November 15<sup>th</sup> 2:00 p.m. – 4:00 p.m.</li> <li><b>West:</b> Wednesday, November 1<sup>st</sup> 2:30 p.m. – 4:30 p.m.</li> </ul> <p><b>Additional Action-Mentors</b></p> <ul style="list-style-type: none"> <li>Mentors were solicited and many have responded.</li> </ul>	24
VP's	<p><b>New Hires = New Members - Follow-up</b></p> <ul style="list-style-type: none"> <li>Assigned Reps to follow up with new hires.</li> </ul>	25
Ed	<p><b>Intellectual Property Issue (Copyright)</b></p> <ul style="list-style-type: none"> <li>Agreement between faculty member/AAUP and College has been reached.</li> </ul>	26
Ed	<p><b>Safety Committee – AAUP Participation</b></p> <ul style="list-style-type: none"> <li>AAUP to be involved with each campus Safety Committee.</li> </ul>	27
Ed	<p><b>College-wide Program Management</b></p> <ul style="list-style-type: none"> <li>President Foley will be discussing the College-wide Program Management position with Dr. Silverstein in an upcoming meeting.</li> </ul>	28
Ed	<p><b>CCC Delayed Bill</b></p> <ul style="list-style-type: none"> <li>Pres. Foley to meet Dr. Radtke and discuss billing and payment plan.</li> </ul>	29

All	<b>Purchase Lapel Pins</b>	30
Ed	<b>Photo Class Project</b> <ul style="list-style-type: none"> <li>• EC members and new appointees to Contract Committees to have individual photos taken Friday, October 6, 2006 at Western Campus by photo class students.</li> <li>• Photos to be posted to AAUP-CCC Chapter web site.</li> </ul>	31
<b>NEGOTIATIONS PREPARATIONS</b>		
Ed	<b>Financial Analyst – Advisory Budget Committee</b> <ul style="list-style-type: none"> <li>• Pres. Foley to meet Dr. Radtke and discuss committee's role relative to providing data to AAUP when requested.</li> </ul>	32
<b>WEST</b>		
Mike/ Ken	<b>Non-tenured Faculty Evaluations</b> <ul style="list-style-type: none"> <li>• Concern of non-tenured faculty over inaccurate and incomplete evaluations.</li> <li>• Meeting set up with AAUP Rep. with Academic Dean and involved Associate Dean.</li> </ul>	33
Mike	<b>MATH 0800 vis-à-vis MATH and Counseling faculty</b> <ul style="list-style-type: none"> <li>• This is an open item.</li> </ul>	34
Mike	<b>Notification of ESU assignment to Program Coordinators</b> <ul style="list-style-type: none"> <li>• Deans' Council voted not to change notification procedure.</li> </ul>	35
Ken	<b>Personal Leave Reporting Procedure</b> <ul style="list-style-type: none"> <li>• A potential change in the reporting procedure will be discussed and clarified.</li> </ul>	36
<b>EAST</b>		
Steve	<b>Update on Student Conduct Issue</b> <ul style="list-style-type: none"> <li>• Charges pressed against former student by local police.</li> </ul>	37
Steve	<b>For Credit Program Issue</b> <ul style="list-style-type: none"> <li>• Role of Program Manager at issue re: supervision and evaluation of faculty.</li> <li>• VP Leidich met with Dean and Program Manager, and reached agreement.</li> </ul>	38
D Long	<b>Intellectual Property Principle/Syllabus</b> <ul style="list-style-type: none"> <li>• Decision not to offer class at high school at this time.</li> <li>• Future communications regarding this issue to include Rep. D. Long.</li> </ul>	39
<b>METRO</b>		
Laurie	<b>Security and Faculty Standards</b> <ul style="list-style-type: none"> <li>• AAUP awaiting College response.</li> </ul>	40
Laurie	<b>Nursing Update</b>	41

	<ul style="list-style-type: none"> <li>Grievances have been filed in support of Nursing faculty.</li> </ul>	
Laurie	<p><b>Program – Aggressive Supervision</b></p> <ul style="list-style-type: none"> <li>Dean placed letter of reprimand in faculty member’s file.</li> <li>AAUP meeting with affected faculty.</li> </ul>	42
<p><b>Meeting adjourned at 3:55 p.m. <i>Valerie S. Brown, Secretary</i></b></p>		