

CCC-AAUP EXECUTIVE COMMITTEE MEETING		September 5, 2008		
		1:00 p.m.		
		AAUP Office Conference Room		
Meeting called by:	Ed Foley, President	Type of meeting: Executive Committee		
MEMBER MINUTES				
Agenda Register Review				
Initiator	Agenda Items	Category	Time Allotted	Item#
PRESIDENT'S INTRODUCTORY COMMENTS				
Ed	Welcome: Welcome back Executive Committee and Welcome new Executive Committee member Dr. Phyllis Dukes, Metropolitan Campus; Steve and David B. in new roles as Campus VPs, East and Metro, respectively; added this year are leadership strategy sessions with Campus VPs and first one was August 30, was a non-official meeting; need new copier, last purchased in 11/92 (see action item for E. Durkin).			1.
Ed	Review Constitutional Roles and AAUP Mission: Continue to advance profession, ownership of CCC and as equals; representation with distinction; highlighted roles of EC members and the importance of implementation of election process with professionalism and integrity.			2.
SECRETARY'S REPORT				
Valerie	Approval of Minutes: See minutes of May 16, 2008. Motion/Second (Andy/Mary): Motion carried unanimously.			3.
Valerie	Member Minutes: Distributions of Member minutes; minutes are sent email to AAUP members from the Representatives of the Executive Committee via AAUP office.			4.
Valerie	AAUP Representative: Vacancy exists on East Campus for a rep. – appoint. Motion/Second (Ed D./David B.) : To appoint Chris Hawkins to complete term as Representative for one year (vacancy created by election of S. Leidich to Campus VP); motion carried unanimously.			5.

Valerie	<p>Proposed Meeting Dates for Fall 2008: September 5, September 19, October 3, October 17, October 31, November 14, December 5.</p> <p>Dates agreed upon, and noted for calendar along with November 21 meeting of Labor Management Committee.</p>	6.
Valerie	<p>Chapter Meeting Date: Select Date to hold Faculty. Campus VPs to have dates by next meeting date.</p>	7.
Valerie	<p>AAUP CADRE Appointment: AAUP appointee on PIL (J. Barker), 1-year appointment needed.</p>	8.
Valerie	<p>Contract/Constitution Committees: Volunteer form will be sent to all members. Solicit members for all nine (9) regular committees and the four (4) new ones created with the current contract.</p>	9.
Valerie	<p>Committees of Governance: Procedure for Joint Committee Appointments. Agreement is that in spring 2010, AAUP and JFSC will staff committees together prior to a regularly scheduled EC meeting at the union office.</p>	10.
Valerie	<p>AAUP Campus VP's: Make office visit to new faculty. Campus VPs to conduct with list provided by Ann.</p>	11.
<p>TREASURER'S REPORT</p>		
Ed D.	<p>Check Register Approval: Motion/Second (Dukes, P. /Long, D.): Accept Check Register for audit; motion carried unanimously.</p>	12.
Ed D.	<p>Investment Update: End of Sept. Key Bank CD matures; will transfer funds from Key Bank to Dollar Bank.</p>	13.
Ed D.	<p>Technology Update: New computer was purchased. Still needed: copier, printer, camera. Dell computer with large screen installed.</p>	14.
<p>PRESIDENT'S REPORT/COLLEGE-WIDE ITEMS</p>		
Ed	<p>Keys for Success/Fall 2008 Reviewed; See Keys for additional comments.</p>	15.
Ed/VP's	<p>Parking: AAUP President, 3 VP's meeting on Thursday (9/11/08) from 1-2 p.m. with Dr. Craig Foltin. Ed read Dr. Foltin's conciliatory letter to Ed and AAUP; requested that EC gather all open questions.</p>	16.
Ed	<p>Executive (District) Meetings: Review Agenda Items for Meeting with Dr. Jacquelyn Silverstein: College has</p>	17.

	combined HR and IP&E committees into one; AAUP not in agreement; instances exist where a course is given two CRNs for Honors and regular class designations, but faculty member is only being paid for one CRN—need to clarify and correct the compensation, is occurring at East and Metro; would like to share with AAUP the administration's grid used to tenure evaluations.	
Ed	Faculty Evaluation: Next steps in process reviewed involving deans and faculty volunteers for pilot; to be full, college-wide pilot with one member per dean/director; date to implement Oct 10 or Oct 21, using tenured and tenure-track faculty; by week of Sept. 22 need names, and will take place at CCE; all evaluation forms will need to be revised and that will be a charge to the committee; Dee, L. Judge, J. Barker and Ed involved on this committee.	18.
Ed	Student Success Specialist Update: Administration wants to post position as SEIU job with description different from what was agreed upon with Policy Grievance resolved last AY; David and Laurie to work on this; Kevin Reynolds and Marge Burke need to explain soon why need to change the description.	19.
Ed	Evaluation of Administrators: Fully developed, ready for use as appropriate.	20.
Ed/All	Tenure Workshops: Select dates for workshops on each campus. VPs to set dates for no later than mid October. New process for mentoring. Suggest tenure mentors attend also; East to be on a Monday, Metro on a Tuesday and West on a Wednesday.	21.
Ed	Intellectual Property Board: Committee to meet next week with Ed Foley, AAUP and Sandy Robinson/Administration, as co-chairs to set up and agree on terms used; AAUP gave committee extension of May 15, 2008 until January, 2009.	22.
Mike	Mandatory & Flex Days: 180 days total? Mike will verify that this is the case.	23.
Ed	Scheduling (Calendar) Committee: AAUP will select co-chair from the Executive Committee and begin moving this effort forward again.	24.
Ed	Salary Grade Advancement: Coming up.	25.
Ken/Richard/ Dave L.	Travel Fund Side Letter Update: Need to track process for remaining contract years; will not need to track with next contract.	26.
Ed	Constitution Review: July 2010 same year hold new contract negotiations also will have election of AAUP Pres., could be disruptive to bargaining process. This may be the time for review of our constitution as called for in our constitution.	27.
Dave B.	ESU Reassignment Committee: Memo to go to all faculty. Proposals due end of October and committee to meet in November.	28.
Mary	Workplace Environment Core Curriculum Training: Concern about timing of offerings, especially online curriculum.	29.
All	Campus Safety Committee: Dave L.: East committee is healthy and met over the summer; David B.: obtained notes from Metro committee; Mary and Dave: Monitor training done at West and East.	30.

Ed	Advisory Budget Committee: Received Report of Meeting – July 18, 2008. Need to determine what is the fund amounts allocated for instructional and non-instructional components in the budget and their ratio. Is there a trend of a decreasing portion for instruction?	31.
Ed	Health Care Committee: Richard: committee to meet next Friday, September 12, 2008.	32.
Ed	Full-time Staffing Level Analysis: Critical is 60:40; full-time/part-time ratio. This will be addressed in an upcoming November Labor Management Committee meeting.	33.
Ed	Role of Coordinator: Being reviewed with Dr. Silverstein.	34.
Ed (Anna)	AAUP Web Site: Web site plans, continue history update.	35.
All	Identify Award Recipients for Recognition: Be alert to identify appropriate faculty.	36.
Ed	Presidential Scholarship Luncheon: (Donation) Bob Costos speaker; Motion/Second(Andy/Mary): Donate \$500.00 to the Presidential scholarship Luncheon in lieu of AAUP attendance, motion carried unanimously.	37.
All	Faculty Photo Shoot (Jonathan Wayne): West Campus Commercial Studio Techniques Class, Friday, October 10. Volunteers (7) from the EC Committee.	38.

NEGOTIATIONS UPDATE

Ed	Labor Management Committee: 39. Upcoming meetings: AAUP to set Agenda. Select Dates. Meeting Friday, November 21, 2008.	.39
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CAMPUS UPDATES-WESTERN CAMPUS

Mike	Grievances/Issues Update: Accommodation was made for faculty member by administration.	40.
Mike	Meeting with Campus President:	41.
All	General Update: Mike: Two members with IP issues need to be addressed. Survey Monkey to be used re: faculty offices and for another issue in the future re: counselors.	42.

CAMPUS UPDATES-METROPOLITAN CAMPUS

David	Grievances/Issues Update: Dr. Schoop has agreed to bring in consultant to assist with addressing issues in the nursing department.	43.
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David	Meeting with Campus President: Campus Retreat in Oct.3 – 5 th with 15 faculty identified by AAUP and 10-12 by MFS.	44.
All	General Update: David: New Dean over Hosp. Management got part-time Prog. Manager for the area, and will work 20 hours/wk temporarily; Ed: met with new Academic Dean Bradford and good relationship established.	45.
CAMPUS UPDATES-EASTERN CAMPUS		
Steve	Grievances/Issues Update: 1) IP issue resolved during summer; 2) General Studies issue in counseling involves Cleve. Hts. and Brush dual enrollment students was also addressed.,CCC counselors' concerns about this and purpose have been resolved; 3) faculty schedule form issues resolved; 4) campus safety issue re: student and safety leaderships conduct to be addressed in meeting on Monday with Steve, Dr. Miles, Chief Harris and those involved.	46.
Steve	Meeting with Campus President:	47.
All	General Update:	48.

Meeting adjourned at 3:47 p.m.

Respectfully submitted,

Dr. Valerie S. Brown

Secretary