

CCC-AAUP EXECUTIVE COMMITTEE MEETING	September 8, 2006
	1:00 p.m.
	AAUP Office Conference Room

Meeting called by:	Edward M. Foley, President	Type of meeting: Executive Committee
Attendees:	Bernatowicz, D., Boyko, M., Brown, V. S., Connor, N., Durkin, E., Foley, E., Hawkins, C., Hovanec, M., Judge, L., Leidich, S., LiPuma, S., Long, D., Pegman, A., Ringle, B., Washington, K.	
Absent:	None	

AAUP-CCC MEMBER MINUTES

Initiator	
All	<p>Approval of Executive Committee Appointees</p> <p><i>East Vice President: Dr. Steven Leidich</i></p> <p><i>East Representative: Dr. Christopher Hawkins</i></p> <p><i>Metro Representative: Prof. Nancy Connor</i></p> <ul style="list-style-type: none"> • <u>Motion</u> by E. Durkin: To accept above changes to Executive Committee Appointees; seconded by B. Ringle; <u>motion passed</u> with S. Leidich abstaining.
Ed	<p>Welcome Executive Committee Members</p> <ul style="list-style-type: none"> • All members in attendance for meeting.
Ed	<p>Who are we? (Our role, our process, our oath) Mission and C's</p> <ul style="list-style-type: none"> • Special recognition given to Ann for her diligence and extra effort over the very hectic summer. • Reading from our Constitution, Pres. Foley reviewed roles of all elected members of Chapter's Executive Committee; he stressed focus on confidentiality and remaining six of the seven C's governing his approach to AAUP-CCC Chapter leadership. • Members agreed to accept accountability to fulfill role expectations. <p>Performance Equations</p> <ul style="list-style-type: none"> • Goal is to prevent and eliminate obstacles in our path while representing faculty with distinction and sharing in the success of our institution. <p>Portfolios/Business Cards/Mission Statement/7 C's</p> <ul style="list-style-type: none"> • Above items distributed to Exec. Committee members and orders for business cards taken for new appointees listed above.
Ed	<p>Meeting Format and Communication</p> <ul style="list-style-type: none"> • Reviewed meeting format -- agenda items and initiator, timelines per item, Action Register, and Member Minutes to enhance communication with membership.
Ed	<p>Highlights of Summer Meeting and Action Register Review</p> <ul style="list-style-type: none"> • Demonstrated that all nine Action Items listed at the end of July 27, 2006 Planning Meeting minutes were accomplished in preparation for today's meeting.

SECRETARY'S REPORT

Valerie	<p>Contract/Constitution Committee Request for Volunteers</p> <ul style="list-style-type: none"> • <i>Memo to faculty sent via Campus mail today with return date of Friday, September 22, 2006.</i> • <i>Welcome Back email also sent first week of classes as pre-announcement for committee volunteers.</i>
Valerie	<p>Communication Strategy – Agenda/Minutes</p> <p><i>Exec. Committee (EC) members to submit agenda items to Ann for upcoming meetings as needed.</i></p> <ul style="list-style-type: none"> • <i>Minutes to be distributed to EC via mail.</i> • <i>Pres. Foley to cull Member Minutes. This to be done for each meeting and distributed to chapter members.</i>
Valerie	<p>Guidelines for Condolences and other Supports (Compassion)</p> <ul style="list-style-type: none"> • <i>EC agreement: Donation of \$50.00 and sympathy card to be given to each faculty member experiencing a family member's death.</i> • <i>Cards to be sent for faculty wedding, birth of baby, illness and surgery.</i>
Valerie	<p>Executive Board Members' Birthday Treat Choice</p> <ul style="list-style-type: none"> • <i>Individual choices indicated for upcoming celebrations.</i>
Valerie	<p>Faculty Greeting Card Contest</p> <ul style="list-style-type: none"> • <i>EC agreed to faculty-wide contest to design a birthday greeting card to be sent by AAUP to each faculty member.</i> • <i>EC to determine the winning design(s) and gift to be awarded the creator.</i>
Valerie	<p>Vacancy on CADRE</p> <ul style="list-style-type: none"> • <i>Metro VP Judge and Reps to identify prospective replacement for member resigning from CADRE.</i>
Valerie	<p>Approval of Meeting Dates</p> <ul style="list-style-type: none"> • <i>EC approved dates as listed: September 15, (special meeting), September 29, October 6, October 20, November 3, November 17, December 1, January 26, February 16, March 2, March 23, April 20 and May 4.</i>
Valerie	<p>AAUP Open House</p> <ul style="list-style-type: none"> • <i>EC approval and support of Treasure Hunt to find the AAUP CCC Chapter office.</i> • <i>Schedule for a half day in October.</i>

TREASURER'S REPORT

Ed D.	<p>Investment Changes</p> <ul style="list-style-type: none"> • <i>E. Durkin officially took office as Treasurer on September 1, 2006.</i> • <i>All funds transferred from Fidelity to checking account temporarily over summer.</i> • <i>Reviewed his four investment goals:</i> <ol style="list-style-type: none"> 1. <i>Safety—FDIC or government backed security,</i> 2. <i>Liquidity—short-term (two years) to coincide with contract negotiation schedule,</i> 3. <i>Return—conservative approach and</i> 4. <i>Conveniences—use local institutions, such as Key Bank and Dollar Bank.</i> • <i>Requested authorization to use a ladder strategy for investing.</i>
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	<ul style="list-style-type: none"> • Motion by M. Hovanec: To grant authorization for ladder strategy for investing; Seconded by C. Hawkins; motion passed (unanimous).
Ed D.	<p>Check Register Approval</p> <ul style="list-style-type: none"> • Approved as submitted.
Ed D.	<p>Parking Cards</p> <ul style="list-style-type: none"> • Distributed by E. Durkin.
<p>PRESIDENT’S REPORT/COLLEGE-WIDE ITEMS</p>	
Ed	<p>Distance Learning Task Force September 15 Meeting and Attendees</p> <ul style="list-style-type: none"> • Pres. Foley to confirm meeting for 10:00 am with Tina Royal. • She is to discuss the Distance Learning Task Force objectives, processes, expected outcomes and provide an update of the subgroups’ work thus far. • Pres. Foley to follow up with Dr. Joseph-Silverstein regarding AAUP concerns.
Ed	<p>Service Award Outcome</p> <ul style="list-style-type: none"> • Pres. Foley intervened to have administration replace broken luggage, a service award gift, to faculty members.
Ed	<p>Salary Grade Advancement Level “G” – Task Force</p> <ul style="list-style-type: none"> • Dr. Joseph-Silverstein may not be in complete agreement with criteria previously used for advancement to Level G. • Task Force of five faculty and three administrators (Michael Thompson, Sandy Robinson and Mary Reis) to explicate criteria which will then be taken to Dr. Thornton by Dr. Joseph-Silverstein. • Pres. Foley obtained EC volunteers for the five faculty positions, M. Hovanec—Liberal Arts; M. Boyko—Law Enforcement/Business, N. Connor—Library, C. Hawkins—Counseling, and S. Leidich—Science; he will also ask Michael Longrich—Automotive Tech to volunteer as a sixth member. • Pat Mintz suggested as a possible fourth administrator Pres. Foley could recommend if needed.
Ed	<p>Technology Officer Update – select polling question</p> <ul style="list-style-type: none"> • Anna Lauer making updates to website; survey software purchased and being loaded. • Suggested survey topic: CONCUR; send survey via campus email with results to AAUP computer system only.
Ed	<p>Academic Advising Update</p> <ul style="list-style-type: none"> • Pres. Foley and Tom Schick agreed that the Generalist position description be reviewed by AAUP and counselors before posting to ensure it does not include academic advising duties; Tom assured Ed position is a concierge- type position only.
Ed	<p>Transitional Work Committee – AAUP Representative</p> <ul style="list-style-type: none"> • Committee has been established to review the Workers Compensation system; K. Washington volunteered to serve on committee.
Ed	<p>Academic Rank – Faculty Senate</p> <ul style="list-style-type: none"> • Pres. Foley working to promote collegiality between Faculty Senate and AAUP to resolve Academic Rank Workshop issue: AAUP must review all documents related to the contract before dissemination to faculty; concern over whether timelines will allow this to occur.
Ed	<p>United Way</p> <ul style="list-style-type: none"> • Pres. Foley requested by Dr. Thornton and agreed to serve as one of four Co-Chairs of the

	<i>district-wide campaign kickoff on September 21, 2006.</i>
Ed	<p>AAUP Presence in PIL Workshops – name?</p> <ul style="list-style-type: none"> <i>Lindsey English invites AAUP to attend PIL Workshops to be conducted by Michael Baillis on each campus, to review workshop content; A. Pegman (East), D. Bernatowicz (Metro) and S. LiPuma (West) volunteered.</i>
VP's	<p>Tenure Workshop Schedule</p> <ul style="list-style-type: none"> <i>One per campus and VPs to provide dates at next meeting.</i> <p>Additional Action/Mentors</p> <ul style="list-style-type: none"> <i>Give tenure-track faculty option for 30 to 45-minute conversation with a faculty mentor at 2, 3, and 4 years to discuss progress toward tenure.</i> <i>Include this option in Tenure Workshop.</i>
VP's	<p>New Hires = New Members</p> <p><i>Orientation Session and Follow-up</i></p> <ul style="list-style-type: none"> <i>Pres. Foley split time with Faculty Senate to address new hires during orientation and handed out membership notebooks.</i> <i>VPs to follow up to have them join AAUP.</i>
Ed	<p>Intellectual Property Issue (Copyright)</p> <ul style="list-style-type: none"> <i>Substantial amount of College resources resulted in royalty split as per the AAUP agreement in the contract.</i>
Ed	<p>Health Care Update</p> <ul style="list-style-type: none"> <i>Pres. Foley to share pricing and QualChoice replacement information next EC meeting.</i>
Ed	<p>Financial Analyst – Advisory Budget Committee</p> <ul style="list-style-type: none"> <i><u>Motion</u> by S. Leidich: To empower E. Durkin to authorize funds for CCC financial audit.</i>
Ed	<p>Faculty Contracts</p> <ul style="list-style-type: none"> <i>Resending of erroneous contracts resulted in streamlined contracts with the basics—tenure and benefits, and fostering of good relationship between Dr. Radtke and Pres. Foley.</i>
Ed	<p>Tenure Appeal Process</p> <ul style="list-style-type: none"> <i>Faculty appealing denial of tenure were unsuccessful.</i>
Ed	<p>CCC Delayed Bill</p> <ul style="list-style-type: none"> <i>Outstanding food bill presented; Pres. Foley asked for itemized bill, along with a proposed payment plan; Dr. Radtke to respond.</i>
Ed	<p>Adjunct Coordinator – Resolved</p> <ul style="list-style-type: none"> <i>Adjunct no longer serving as Program Coordinator.</i>
Ed	<p>8 Week Summer Issue</p> <ul style="list-style-type: none"> <i>Dr. Joseph Silverstein to confer with AAUP when requesting 8-week summer term.</i>
Ed	<p>AAUP President-Campus Visits</p> <ul style="list-style-type: none"> <i>President Foley meeting with faculty and administration on campuses.</i>
Ed	<p>Introductory Letter to the CCC Board of Trustees</p> <ul style="list-style-type: none"> <i>Pres. Foley sent letter to trustees and has heard back from one thus far.</i>
Dave B	<p>ESU Memo via Campus Mail</p> <ul style="list-style-type: none"> <i>200 ESU Pool memos to go to faculty by end of September with due date end of October.</i> <i>Administrators on committee unknown at this time because they keep changing.</i>

All	<p>CCC Foundation Luncheon</p> <p><i>Motion by S. LiPuma: Make \$500.00 donation to the Foundation solely for student scholarships in lieu of attendance at the luncheon; seconded by D. Long; <u>motion passed</u> (unanimous).</i></p>
All	<p>ESU's/AAUP Distribution</p> <ul style="list-style-type: none"> • Pres. Foley reviewed new allocation of ESUs for AAUP EC members and Technology Officer. • Motion by VP Judge: To accept the new allocation; seconded by N. Connor; <u>motion passed</u> (unanimous).
All	<p>Distribution of Lapel Pins</p> <ul style="list-style-type: none"> • VPs and Reps to distribute to members on campus who requested pins.
Ed	<p>Wellness Credits – Payment Change</p> <ul style="list-style-type: none"> • Faculty member must be on roll at end of year to receive Wellness payment. Administration agreed that in the future documents such as this should be shared with the AAUP before dissemination.
Ed	<p>Photo Class Project</p> <p>Jonathan Wayne's photo class at West wishes to do a project for AAUP on each campus and place photos on chapter website; EC supports the project.</p>
WEST	
Mike	<p>MATH 0800 vis-à-vis MATH and Counseling faculty</p> <ul style="list-style-type: none"> • At issue among faculty in the department are who can teach the course and what content?
Mike	<p>Notification of ESU assignment to coordinators</p> <ul style="list-style-type: none"> • Faculty member concerned nothing in writing re: ESUs to receive for program coordination before the semester began. • It is on Dean's Council agenda to discuss if they want official form notifying faculty of this assignment and corresponding compensation.
EAST	
Steve	<p>Student Conduct Issue</p> <ul style="list-style-type: none"> • Was confronted and student removed for fall of 2006.
Steve	<p>Faculty Transfer Request</p> <ul style="list-style-type: none"> • Faculty member given improved schedule.
Dave L	<p>Intellectual Property Principle</p> <ul style="list-style-type: none"> • D. Long shared letter from high school counselor requesting course syllabus from East faculty member. • Article 24 of contract identifies syllabus as intellectual property of faculty author.
METRO	
Laurie	<p>Grievance Settlement</p> <ul style="list-style-type: none"> • A grievance that occurred over summer was settled.

Laurie	College Investigations and AAUP Involvement <ul style="list-style-type: none">• <i>The AAUP clarified that in investigations only share observations of events witnessed pertinent to the charges. Nothing between AAUP officers and members.</i>
Laurie	Nursing Update <ul style="list-style-type: none">• <i>A number of Nursing issues being addressed.</i>
Meeting adjourned at 4:03 pm Valerie S. Brown, Secretary	