

<b>CCC-AAUP EXECUTIVE COMMITTEE MEETING</b>		March 7, 2008
		1:00 p.m.
		AAUP Office Conference Room
Meeting called by:	<b>Edward Foley, President</b>	Type of meeting: <b>Executive Committee</b>
<b>Member Minutes</b>		
<b>Guest</b>	<p><b>AAUP Safety &amp; Security on Each Campus:</b> Tom Somerville, Environmental Health, Safety and Risk Management:</p> <ol style="list-style-type: none"> <li>1. Emergency Response Manual currently being rewritten by outsource firm with standardized response protocol;</li> <li>2. emergency procedure guides updated with maps and new building names and will be distributed to faculty when completed; safety concerns to be given to district safety committee for processing, and several were given to him at this EC meeting; college will save \$150-200K when it becomes self-insured for Worker's Compensation;</li> <li>3. fire alarms being replaced and new PA system being added on the three campuses, and expected to be available in fall 2008;</li> <li>4. electronic emergency notification system by outside firm, 3N, has been chosen, same as at Virginia Tech and CSU; next step is to load system with S#, cell phone numbers and other contact points, and then train administration how to use system; it will be fed into BANNER and will be new portal for emergency information; system sign up will be voluntary; will be marketing campaign when ready to roll out the system ; June is target date and will start with employees;</li> <li>5. "Shots Fired" video being updated by company to gear towards school settings; Public Safety has set up training sessions with adjuncts; will later include full-time faculty; emphasized role of Safety Committee to implement and audit plans from District, make recommendations and address safety issues brought to its attention.</li> </ol> <p>Dave L.: East Safety Comm. met today and told emergency system should be in place in two months at East; no safety update from West or Metro; Ed: 353 faculty need same safety comm. effectiveness, union will monitor situation.</p>	
<b>SECRETARY'S REPORT</b>		
<b>Valerie</b>	<b>Approval of Minutes:</b> February 22, 2008 Motion/second: Andy/Ed D. passed with edit: Recorded by D. Bernatowicz.	
<b>Valerie</b>	<b>Meeting Dates for Spring:</b> <b><u>March 28—delayed start time: 2:00 pm due to FMCS training until 1:00 pm</u></b> April 4 April 18 May 2	
<b>Valerie</b>	<b>Spring Chapter Meeting:</b> April date – April 9 <sup>th</sup> ; Place: Mary Jane Horton arranged for Independence Community Center; Dave Long to Chair the Chapter Meeting.	
<b>Valerie</b>	<b>Elections:</b> Balloting for President in progress; counting on March 17. Revised ballot counting date. 3 -Vice Presidents, Secretary, Treasurer, 1- Representative from each campus: call for nominations to go out after process for President.	

## TREASURER'S REPORT

Ed. D.

### Check Register Approval:

Motion/Second: Brown/Dave L., accepted for audit.

## PRESIDENT'S REPORT/COLLEGE-WIDE ITEMS

Ed/Richard/Andy

### Review Keys for Success in 2008:

Travel side letter: see docs provided by R. Ceci; motion/second: Ken/Ed D. Ed to take proposal forward to administration—passed unanimously.

Calendar: Heather and Dr. Franklin met, will survey other institutions; Ed, Dr. Silverstein, Heather and Dr. Franklin to meet.

DL: Andy: large meeting cancelled and faculty group met March 6<sup>th</sup> to review approach to committee work—charges, contract, instructional designers' role and goals; George K. took minutes of meeting; Andy and Tina agree a quorum will be the two chairs, 3 faculty and 3 administrators to hold meetings; meeting to be scheduled soon.

Evaluation of Administration: a department at the Metro campus has used the new evaluation instrument. Plans call for a department at East and West campuses to be done before the end of the semester.

Faculty Evaluation: six deans and six faculty met March 6<sup>th</sup>, for discussion and training, now ready to build pilot for next year using the grid; EC to get initial recommendation and approval of pilot per contract.

Mentor/Mentee: in process.

Dual Enrollment: gathering data, now Chanel must comply with guidelines in place per meet and confer responses.

Advisory Budget Committee: met, J. Thomas, M. Walsh and K. Washington pleased with what's happening.

Counselors: policy grievance sub-group met and ready for conversation with administration.

Mike/Ed

### Mandatory & Flex Days:

Suggest new flex choices to administration.

Ed/Dave

### Dual Enrollment:

Chanel High School-no longer pilot, must follow new protocol.

Ed/Laurie

### Counselor Policy Grievance Team/Members:

See above.

Ken/Richard/Dave

### Travel Side Letter:

See above.

Mary/Ed

### Workplace Environment Core Curriculum Review:

Mary and Lindsay met, almost done with review.

Anna/Ed	<b>Evaluation of Administration:</b> See above.
Ed/Laurie/Dee	<b>Faculty Evaluation:</b> See above.
Ed/Dave B.	<b>200 ESU Pool:</b> Recommendations to committee, committee meets again in May.
Ed	<b>Labor Management Committee:</b> FMCS training scheduled – Friday, March 28.
Ed	<b>Advisory Budget Committee:</b> Meeting this month to go over new budget; See above.
Ed/Valerie	<b>Professional Improvement Leave:</b> With administration, will go to March Board.
Ed	<b>Tenure Applications:</b> With administration.
Ed	<b>Tenure Mentors/Mentees:</b> See above.

## NEGOTIATIONS UPDATE

Ed	<b>Membership Cards:</b> Letter and membership cards to be sent to all faculty.
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## CAMPUS UPDATES – EASTERN CAMPUS

Heather	<b>Grievances/Issues Update:</b> Andy: Faculty member was represented in an issue on campus.
Heather	<b>Meeting with Campus President:</b>
All	<b>General Update:</b> Dave L.: Public Safety mounted defibrillators in buildings and no plans for training yet; E. Bratslavsky to formulate plan for full-time faculty training with “Shots Fired” video; Andy: online safety report for East shows West’s report by error.

## CAMPUS UPDATES – WESTERN CAMPUS

Mike	<b>Grievances/Issues Update:</b>
Mike	<b>Meeting with Campus President:</b>
All	<b>General Update:</b> Richard: Discussions concerning ice conditions on campus.

## CAMPUS UPDATES - METROPOLITAN CAMPUS

Laurie	<b>Grievances/Issues Update:</b> Laurie processed an incident involving the administration through to an appropriate resolution.
Laurie	<b>Meeting with Campus President:</b>

<b>All</b>	<b>General Update:</b>

Meeting adjourned at 3:35 p.m.  
Respectfully submitted,

*Dr. Valerie S. Brown*  
Secretary