

October 20, 2006

1:00 p.m.

AAUP Office
Conference Room

CCC-AAUP EXECUTIVE COMMITTEE MEETING

Meeting called by:	Edward M. Foley, President	Type of meeting: Executive Committee
Attendees:	Bernatowicz, D., Boyko, M., Brown, V. S., Conner, N., Durkin, E., Foley, E., Hawkins, C., Judge, L., Leidich, S., LiPuma, S. Long, D., Pegman, A., Ringle, B., Washington, K., (Lauer, A.)	
Absent:	Hovanec, M.	

MINUTES-CCC-AAUP EXECUTIVE COMMITTEE

Initiator		Item #
Ed	Action Register Review <ul style="list-style-type: none"> All items completed; follow-up reports on new hires at West pending. 	1

SECRETARY'S REPORT

Valerie	Approval of Minutes October 6 <ul style="list-style-type: none"> <u>Motion</u> by N. Connor: To accept Executive Committee Meeting Minutes of October 6, 2006 with correction of "M." Boyko; Seconded by S. LiPuma; <u>motion passed</u> unanimously. 	2
Valerie	Commemoration/Sunshine Update <ul style="list-style-type: none"> Congratulations to Ben Davis on his marriage, greeting card sent. 	3
Valerie	Appointment to CADRE – Mary Thompson <ul style="list-style-type: none"> <u>Motion</u> by B.Ringle: To accept appointment of Mary Thompson to CADRE; Seconded by C. Hawkins; <u>motion passed</u> unanimously Confirmed to District. 	4
Dave L.	Faculty Greeting Card Contest – Reproduction Issue <ul style="list-style-type: none"> Entries to be submitted to AAUP in final form for reproduction without editing; no need to amend contest guidelines already distributed. 	5
Valerie	AAUP Treasure Hunt/Open House Update <ul style="list-style-type: none"> Treasure Hunt/Open House proclaimed a success, many visiting the office for the first time. 	6

	<ul style="list-style-type: none"> • Very festive, congenial atmosphere with decorations, refreshments, door prizes and a special birthday celebration with cake for Chris Hawkins. • Faculty received the message that the office exists for them and they are welcome anytime. 	
TREASURER'S REPORT		
Ed D.	Check Register Approval <ul style="list-style-type: none"> • Pres. Foley explained that check register is actually submitted for acceptance for audit. • Ed. D. explained business phone billing and charges. • <i>Motion</i> by V.S. Brown: <i>To accept Check Register for audit; Seconded by B. Ringle; <i>motion passed</i> unanimously.</i> 	7
Ed D.	Update on Adobe Acrobat <ul style="list-style-type: none"> • Program installed and working well. A. Pegman tested the new system. October 6, 2006 Minutes sent out as pdf; secretary will continue to work on minutes in Word for editing purposes. 	8
PRESIDENT'S REPORT/COLLEGE-WIDE ITEMS		
Ed	CONCUR System Update <ul style="list-style-type: none"> • Pres. Foley met with Lindsay English re: CONCUR, current system is disadvantageous to faculty development. • Dr. Radtke and Mr. John Habat to meet re: CONCUR enhancement • Dr. Joseph-Silverstein considers it an option to have staff complete CONCUR for faculty travelers. 	9
Ed	8-Week Summer Schedule <ul style="list-style-type: none"> • Pres. Foley met with Dr. Joseph-Silverstein who wants to run 8-Week Summer Schedule one more time in Summer 2006 as a pilot to understand and document its impact. • <i>Motion</i> by M. Boyko: <i>To authorize Pres. Foley to write letter to Dr. Joseph-Silverstein agreeing to offer 8-Week Summer Schedule one more time in Summer 2006 as a pilot to understand and document its impact; the courses are to be same ones in schedule for Summer 2005; and AAUP is to be notified if any new courses are to be added; Seconded by D. Long; <i>motion passed</i> one abstention.</i> 	10
Sam	Digital Recorder – status <ul style="list-style-type: none"> • S. LiPuma provided new, sleek digital recorder; EC will assess if external mic needed; • Deep appreciation expressed by EC to Sam for bringing us into the 21st C. • V.S. Brown will test recorder for reliability and gain familiarity with its many features with tech assistance from A. Lauer. • Pres. Foley complimented S. LiPuma and A. Lauer on their collaboration to purchase and implement use of the recorder. 	11
Ed	Third Party Attorneys during Grievance Process <ul style="list-style-type: none"> • Pres. Foley emphasized that AAUP has ownership of grievances per 	12

	<p>Article 33 of the Contract, and as such, the Union facilitates the process and represents the involved faculty.</p> <ul style="list-style-type: none"> • Past and present practice shows that individual faculty have retained private attorneys for due process hearings. • <i>Motion</i> by V.S. Brown: <i>With regard to the grievance process, the AAUP-CCC Chapter provides <u>exclusive representation</u> for all members of the bargaining unit, and third parties are not allowed in the process;</i> Seconded by M. Boyko; <i>motion passed</i> unanimously (roll call vote). 	
Ed	<p>(1) December 1 Meeting (National AAUP) EC Meeting Conflict</p> <ul style="list-style-type: none"> • Pres. Foley to attend National meeting. • Senior VP L. Judge to chair the EC meeting in his absence. <p>(2) Ohio AAUP Breakfast Meeting</p> <ul style="list-style-type: none"> • Pres. Foley to attend on October 31, 2006. 	13
Ed	<p>Distance Learning Task Force Follow-up (SIGs) Next meeting w. Tina Royal and 2000 Report</p> <ul style="list-style-type: none"> • Pres. Foley to verify that correct copy of 2000 Report is in AAUP office, and that it should be available to all faculty who want to see it; furthermore, interested faculty are to request and receive a copy from a SIG chair. • T. Royal to provide EC an update on SIGs in early December. 	14
Ed	<p>Distance Learning/Faculty Evaluation (classroom observation)</p> <ul style="list-style-type: none"> • Pres. Foley discussed AAUP position taken last week with a Dean re: Classroom Observation Visit for DL course; the Dean wanted multiple days in online class for visit; AAUP position is to adhere to the same guidelines for on-campus classroom visit with slight modification, which is, faculty agree to provide one-day access to online DL course for visit; Dean agreed to this condition for online visit. • D. Long raised issue of monitoring of time period for visit; solution is to involve the Webmaster for Distance Learning to set up access to the course for the specified visitation period. • AAUP to be involved in creation of evaluation forms for DL courses. 	15
Mike	<p>Salary Grade Advancement Level “G” – Update</p> <ul style="list-style-type: none"> • M. Boyko: Committee met this week and goal is to complete the charges by end of this semester; need for Grandfather Clause and MFA issues raised; Mike recommends faculty survey to ascertain faculty in progress for doctorate, their doctoral subject areas, and existence of prior written agreement with administration supporting the specified area of study. 	16
Ed	<p>Advancement in Rank Process</p> <ul style="list-style-type: none"> • Correct forms out on all campuses; September 21, 2006, West campus first to have forms available. 	17
Ed	<p>Health Care Committee – need to adjust membership</p> <ul style="list-style-type: none"> • Pres. Foley and Dr. Radtke agreed that to be consistent with contract requirement for equal representation on committee, they can both attend committee meetings along with the two members each provided by AAUP and Administration. 	18
Ken	<p>Transitional Work Committee</p> <ul style="list-style-type: none"> • K. Washington unable to attend October 12 or October 31, 2006 committee meeting at District, 9 until 11 a.m. 	19

	<ul style="list-style-type: none"> • D. Bernatowicz to attend. 	
Ed	<p>AAUP Presence in PIL Workshops – Follow-up</p> <ul style="list-style-type: none"> • A. Pegman reported: • He and three faculty attended East PIL Workshop presented by Michael Bailis, who will conduct the workshops and follow-up with faculty on all three campuses. • Faculty concerns raised re: loss of previously assigned course upon return from PIL; and loss of personal office during leave to replacement lecturer. • M. Baillis conducted the PIL workshops admirably. 	20
Ed	<p>Tenure Workshop Preparation – comments from Dr. Silverstein</p> <p>Additional Action-Mentors have been identified for each campus.</p> <p>Western Campus: Wednesday, November 1, 2:30 – 4:30 p.m. WBT Room C235</p> <p>Metropolitan Campus: Thursday, November 2, 2:30 – 4:30 p.m.</p> <p>Eastern Campus: Wednesday, November 15, 2:00 – 4:00 p.m. ELA Room 111</p> <p>Video taping: needs to be set-up</p>	21
All	<p>New Hires = New Members - Follow-up</p> <ul style="list-style-type: none"> • M. Hovanec to provide follow-up at next meeting for West. 	22
Ed	<p>Safety Committee – AAUP Participation</p> <ul style="list-style-type: none"> • Pres. Foley stressed that AAUP must be included in West Safety and Security Committee work; faculty schedules must to be considered when the Chair schedules meetings. 	23
Ed	<p>College-wide Program Management</p> <ul style="list-style-type: none"> • Pres. Foley met with Dr. Joseph-Silverstein who will share more of the college-wide program management strategy as it is being developed. The value of faculty Program Coordinators for CCC in terms of their expertise and cost effectiveness was also stressed. 	24
Ed	<p>CCC Delayed Bill</p> <ul style="list-style-type: none"> • District finance personnel looking for original invoices for charges. 	25
Ed	<p>Photo Class Project</p> <ul style="list-style-type: none"> • Project completed and photos on disk. • A. Lauer to upload photos to AAUP web site. 	26
NEGOTIATIONS PREPARATIONS		
Ed	<p>Financial Analyst – Advisory Budget Committee</p> <ul style="list-style-type: none"> • Pres. Foley met with Dr. Radtke and informed him of AAUP history with CCC re: input to the budget (Advisory Budget Committee) and acquisition of necessary output to conduct AAUP business. • Four-year audit in progress. • AAUP seeks ergonomic workstations for faculty. 	27

METRO

Laurie	<p>Nursing Grievance Update</p> <ul style="list-style-type: none">• Nursing grievances are progressing.• Our chapter attorney is active in a due process hearing.• Pres. Foley emphasized that a grievance is an avenue to learn how our contract works and to protect the rights of members.• AAUP receives a copy of any letter of reprimand placed in a member's folder. <p>Other</p> <ul style="list-style-type: none">• L. Judge concerned re: being wait-listed for training for the new My Tri-C portal required of all CCC personnel; solution is to complete online training.	28
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EAST

Steve	<p>Update on Student Conduct Issue</p> <ul style="list-style-type: none">• Former student expelled for stalking a professor, previously discussed in earlier EC meeting, arrested by Police for telephone calls.• Need to know under what conditions are official police reports made by CCC police; such a report could have been helpful to Police.	29
Steve	<p>Workplace Environment</p> <ul style="list-style-type: none">• Building construction at East possibly associated with employee's health concern; some accommodations have been made.• Other:• D. Long and A. Pegman reported serving on grade grievance involving adjunct instructor; outcome was no grade change; student belligerent towards instructor and implied threat to change grade in order to avoid student continuing to bother the instructor; recommendation that instructor encouraged to consider filing police report.• C. Hawkins: Member complimented AAUP on Member Minutes distribution to membership; other members raised issues re: program review and evaluation between credit courses in engineering, and the credit courses in the apprenticeship programs.	30

WEST

Mike/ Ken	<p>Non-tenured Faculty Evaluations</p> <ul style="list-style-type: none">• M. Boyko and K. Washington will attend meeting October 30, 2006 with non-tenured member, Academic and Assoc. Deans re: faculty evaluation procedure.	31
Mike	<p>MATH 0800 vis-à-vis MATH and Counseling faculty</p> <ul style="list-style-type: none">• C. Hawkins: No co-teaching of course at East but conversation is continuing between math and counseling faculty; highlighted importance of encouraging early dialogue among faculty with vested interest before launching course proposals.	32

Mike	<p>Vacant Faculty Positions</p> <ul style="list-style-type: none"> Rumored that faculty leaving CCC for any reason— retirement, new position, resignation etc.—not to be replaced next year; rumor checked by Pres. Foley with Dr. Radtke, and later Dr. Joseph-Silverstein contacted Pres. Foley to discuss rumor; after discussion she assured him that the current faculty position needs would be replaced with full-time, tenure-track positions which she anticipates will number six or seven for this year. 	33
Sam	<p>Campus Safety and Security Committee</p> <ul style="list-style-type: none"> Committee Chair intends to be considerate of his and M. Hovanec's schedules when planning future meeting dates Other: Suggest removal of blackened text boxes from EC Minutes to conserve printer ink; member concerned re: shower of cold air in office impeding ability to work effectively 	34
<p>Meeting Adjourned at 3:57 p.m. Valerie S. Brown, Secretary</p>		