

Chairs Council

TO: Members of the Department Chairs Council
FROM: Daniel Hernandez, Academic Affairs
DATE: April 02, 2019
SUBJECT: **March 28, 2019 Minutes of Chairs Council Meeting**

Members in Attendance:

| | |
|-------------------------|---------------------------|
| Amy Holzgang (Co-chair) | Sociology |
| Ni Bueno (Co-chair) | Health Education |
| Dean Mellas | CIS |
| Mageya Sharp | BCOT |
| Bruce A. Greenberg | Paralegal / Law |
| Julie Bathke | PTA / Health Occupations |
| Matt Covill | Biology |
| Debbie Jensen | Physical Education |
| Dara Worrel | SEM |
| Christian Brown | Mass Communications |
| George Jarrett | History |
| Ruben R. Gomez | Administration of Justice |
| Linda Waldman | Chemistry |
| Chuong Vo | Machine Tool Technology |
| Susan McDonald | SLPA |
| Janet Ramirez – Han | Cosmetology |
| Kimberly Rosenfeld | Speech |

1. Welcome

- a. The committee co-chairs Ni Bueno and Amy Holzgang introduced themselves and welcomed the committee to the meeting. The meeting began at 11:05 AM

2. Changes Impacting Department Chairs – Kimberly Rosenfeld

- a. CCFE Chief Negotiator Kimberly Rosenfeld presented the committee with a discussion of items from the Bargaining Agreement for part time faculty evaluations / seniority, and full-time summer load. She began the presentation with **Article 13 – Part Time Rehire Rights**.

Article 13 begins with the changes to the scheduling availability forms. Deadlines changed, which now state:

- Fall: Friday of the first week of the prior spring
- Spring: Friday of the first week of prior fall
- Summer: Friday of the first week of prior Fall

Human Resources will notify PT Faculty each semester 30 days prior and then 7 days prior of the availability form due date. There was changes to the Seniority List and Same Hire Date. Part-time faculty are encouraged to assess SLO's but are not required.

Rosenfeld continued onto **Article 38 – Working Conditions, Safety, and Welfare**, which states that the District must address all non-emergency safety matters within two business days and **Appendix C: Explanation of Salary Schedule**, which states the maximum initial placement on the salary schedule, is step 10; one step will be allowed for each year of full-time paid employment.

Rosenfeld finished the presentation going over Article 11, and 14.

Article 11 – Department Chair starts with load discussion. Rosenfeld stated those who would like to balance their chair release time load might do so through their dean up to 140% average over fall and spring semesters.

Non-tenured full time faculty might be eligible for the chair role at the discretion of the Vice President of Academic Affairs.

Summer duties: End of the first week of May, Department chairs need to inform their dean if they will be working in the summer. If there are co-chairs, or sitting and a new chair, stipend will split evenly. For assignments, faculty may teach up to 12 units split over two sessions. They are able to teach additional classes if they become available. However, this does not mean PT faculty will lose their assignments.

Article 14 – Office Hours discusses summer office hours. Faculty will receive one office hour per 6.67% load for lab classes. AED classes are compensated based on their course weekly class hours. One office hour will be allowed for every contact hour.

Rosenfeld thanked the committee for their time and let them know that if they have any questions or concerns, to please contact her.

3. Items from the Floor

- a. Amy told the chairs that the Transfer Center will come to their classes to give a transfer 101 to students and asked that they tell their faculty. The committee is set to meet next semester in fall. Co-chair Ni Bueno will send out an email during the beginning of the semester with the exact date.

**Meeting Adjourned at 12:00 PM
Next Meeting is in Fall 2019**