KCCD CCA Executive Council

Minutes for March 12, 2018, 1-3 p.m.

Fourteen voting members—the quorum is eight (Kathy Freeman, Gloria Dumler, Sherie Burgess, Ann Marie Wagstaff, Isabel Stierle, Joe Slovacek, Tom Greenwood, Nick Strobel, Michael Harvath, Terry Crewse, Ann Tatum, Pam Boyles, Robert Boyles, Dawn Ward, and Melissa Bowen.)

Present: Joe Slovacek, Kathy Freeman, Gloria Dumler, Isabel Stierle, Tom Greenwood, Michael Harvath, Ann Tatum, Pam Boyles, Robert Boyles, Mary O'Neal, Terry Crewse, Ann Marie Wagstaff, Melissa Bowen, and Nick Strobel.

Absent: Sherie Burgess, Dawn Ward, and Ann Tatum.

Open Session:

Meeting called to order, agenda additions, and approval — Tom. The meeting was called to order at 1:05.

Approval of Minutes for February 26 — Gloria. Pam moved/Isabel seconded that the minutes be approved. The minutes were approved.

Treasurer's Report – Sherie. No report

Grievance Update — Mike. Friday, Mike met with Liz Rozell about the faculty member who says he has non-factual information on his evaluation. Today, Mike sent in a request for an informal grievance meeting on the councilors' issue. There will probably be mileage grievances upcoming.

PC Safety Concerns – Ann Marie. Ann Marie had a meeting and the safety committee on campus will be working with a consultant to update all of their plans. There will be mandatory training later this semester. The campus lock system has been checked (she has not heard what the outcome was). Overall, faculty are satisfied that their concerns are being take seriously.

Kathy suggested that the KCCD CCA invite Joe Grubbs, head security person for the district, to a meeting to discuss what to do to prepare for active shooters. We believe that actual drills—not just training—be done at each campus twice a semester so that we know what to do with an active shooter. We have three possible dates that we could meet with him. Tom will extend this invitation.

Ann Marie thinks that it would be a good idea if every building on every campus have a plan for what to do in the event of an active shooter.

Fingerprinting Adjunct Faculty – Tom. There is a possibility that adjuncts are no longer being fingerprinted when they start work.

WHO Awards. Kathy nominated Tom as the recipient of the WHO award because of his excellent work as president and negotiator. Robert seconded. All approved.

CCA Prison Faculty Workgroup – Tom. Matt Crow and Melissa Bowen will be part of a group to come up with language about the program.

Election Timeline – Isabel. Kathy moved/Robert seconded that the 2018/2019 election committee be composed of Isabel Stirle, Mary O'Neal, and Richard Goode.

Isabel sent out the election timeline. See appendix. Isabel moved/Kathy seconded that the election timeline be approved as corrected.

CCA District D Rep Visit – Tom. Tom will invite Vincent Devlahovich to a meeting and lunch—perhaps April 20.

CCA Spring Conference – Tom. The conference is April 20-22. We are allowed four delegates. Tom will go. He asked if anyone else would be interested in going. We do not know the deadline for registering yet.

College Reports:

- **Bakersfield College** — Isabel. No report (other than election timeline).
- **Cerro Coso College**— Joe. No report.
- **Porterville College** — Ann Marie. No report (other than what was stated about safety concerns).

Faculty Raise—Tom. The raise this year for full time faculty is 3.59 % based on our comparables. That will be an across the board raise applied July one, which faculty will see in the August paycheck.

We went into closed session at 1:48.
<u>**Closed session**</u>:

New Proposed Departments (BC) – Tom.

Counselors and Educational Advisors – Ann Marie.

Update on Negotiations — Tom & Kathy.

Adjournment — Tom. The meeting was adjourned at 2:20.

Important Dates

2017-18 CCA Exec Council Meeting Dates: (All meeting times 1-3 p.m.)

Fall: ~~Aug. 28~~, ~~Sept. 11~~, ~~Sept. 25~~; ~~Oct. 9~~, ~~Oct 23~~; ~~Nov. 6~~, ~~Nov 20~~, ~~and Dec. 4.~~
Spring: ~~Jan. 29~~; ~~Feb. 12~~, ~~Feb. 26~~; Mar. 12; Apr. 2; Apr. 16; and May 7.

Upcoming CCA Conferences:

April 20-22, 2018: CCA 2018 Spring Conference, Hyatt Regency, LAX: Theme is lobbying and contract enforcement.

Appendix: Election Timeline (prepared by Isabel):

Summary of Election Timeline

Monday, Apr. 2	Deadline for Eligibility to vote
Tuesday, Apr. 17	Notice of Election
Tuesday, Apr. 24	Current Membership list needed by colleges
Monday, Apr. 30	Deadline for Declaration of Candidacy
Wednesday, May 2	Ballots distributed (online)
Wed./Thurs., May 2/May 3	Voting by email
Friday May 4	Ballots counted and announcement to Leadership and Candidates and Members
Monday, May 7	KCCD CCA meeting to transfer between outgoing and incoming Exec
Wed./Thurs., May 9/May 10	Run off election, if necessary
Friday, May 11	Deadline for filing challenges

KCCD CCA Elections Timeline for 2018-2019 Annual Election

Exec need to appoint/approve - Election Committee: Isabel Stierle – Chair & BC: Mary O'Neal, CC; Richard Goode, PC

> Section 1. There shall be an appointed Elections Committee. The duties of the Elections Committee shall be to: ensure that all KCCD/CTA/NEA election codes and timelines are followed; establish election timelines; develop and carry out timelines and procedures; prepare ballots for election of officers and such other elections as may be necessary; count the ballots and certify the results; handle initial challenges. (KCCD CCA By-Laws, Oct 17, 2007 – on KCCD CCA website)

Standing Rules (2010)

> V. **NOMINATIONS AND ELECTIONS**
>
>> A. Elections Committee. There shall be an Elections Committee. The Election Committee oversees all elections. Election Committee membership is outlined in Article VI.A.1 of the Standing Rules.
>>
>> B. Election Requirements

1. The chapter shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself).

2. Every member shall be assured of voting by secret ballot.

Tues, April 2   3. **Eligibility for voting** shall be established by the Elections Committee with the approval of the Executive Council at least fifteen (15) but nor more than twenty-one (21) days prior to the announcement of an election.

Membership Chair (Kathy) provides Rules & Elections Chair (Isabel) with current membership list, sorted by college, no later than Tues, April 24, 2015

Tues, April 17   **Notice of Election** 4. There shall be at least a fifteen (15) day period between **notice of election** and the actual voting. There shall be an all member vote. A member who is on leave shall be sent election information by mail to his/her last known residence.

Online Elections

7. All elections shall be decided by a majority vote, unless otherwise specified. In the event no candidate receives a majority vote, a run-off election shall be held between the two candidates receiving the highest number of votes.

C. **Announcement**

1. The announcement of election shall include the offices, length of terms, and the election timeline.

2. The announcement shall be publicized in a manner that every member has an opportunity to file a declaration of candidacy.

D**. Timeline**

1. Schools on alternative calendars shall be considered when setting election timelines.

2. The timeline for the election shall include dates for:

Mon, April 30   a) Time, date, and place where **declarations of candidacy** are to be received. Literature shall include information that date is receipt date and not postmark date.

b) Date for acknowledgment of declarations from candidates.

c) Date for preparation of ballots

Wed, May 2 (online)	d) Date on which **ballots will be distributed**.
Wed, May 2 & Thurs, May 3	e) Date(s) when **voting will take place**.

f) Deadline date for requesting absentee ballot. (N/A, online)

g**) Deadline date, time and place for return of ballots**, including absentee ballots.

Fri, May 4	**h) Date, time and place where ballots will be counted.**

Fri, May 4	**i) Date(s) that announcement of results will be made to leadership, candidates and members.**

Wed & Thurs, May 9 & 10   j) Dates and timelines for run-off election, if necessary.

Fri, May 11   k) Deadline for filing of challenges.

Mon, May 7	**1:00-3:00 p.m. Outgoing and incoming KCCD CCA Executive Council members attend transfer Executive Council meeting.**