Meeting is called to order at 3:00 p.m. Quorum [x]

PRESENT
EXECUTIVE BOARD
President: Jillian Daly; V President/MJC: Emily Malsam; V President/CC: Gene Womble; Budget Analyst: Rose LaMont; Secretary: Sarah Curl; Treasurer: Linda Kropp;
MJC College Council: Debra Bolter; Rep at Large/MJC: Larry Scheg

PRESENT
REP COUNCIL
Steve Amador; Jill Ramsey; David Chapman; Pam Guerra-Schmidt; Elzbieta Jarrett; Sue Adler; Jeff Netto; Tom Nomof;
Donna Louie; Hanna Louie; Barbara Jensen

OTHER POSITIONS
Brian Sinclair, Faculty Liaison

ABSENT
Steve Miller, PAC Chair

GUESTS
VPI Susan Kincade; Mike Smedshammer; Jennifer Hamilton; Cecelia Hudelson-Putnam

MINUTES
December 12, 2012 Minutes: Approved with correction:

p.2: 1. YFA Audit lines 1 – 3 were changed to: Recommendations from the auditor were reviewed and discussed. The auditor had concerns about the security of our petty cash. There is no secure place to store it in Ansel Adams 206. In the future, Molly will have a debit card to use for petty cash expenses.
M/S/A Rose Lamont moved to approve the minutes for December 12, 2012 with correction. Tom Nomof seconded the motion. The motion was passed unanimously by voice vote with no abstentions.

DISCUSSION ITEMS/UPDATES

1. DISTANCE EDUCATION ISSUES

VPI Susan Kincade and Mike Schmedshammer discussed the following issues regarding DE classes:

   i) Complaint process: ACCJC requires that we have a complaint process for students and for faculty. The complaint process for students is the same as for “face-to-face” classes – the student contacts the dean, the dean sends the student back to the faculty if possible.

   ii) Training:
      a) “At-One” training is not mandatory. However, faculty teaching a DE course for the first time must be up to speed. ACCJC requires self-assessment and accountability, and there must be verification that faculty knows how to use the equipment required for DE.

      b) Training has not been negotiated, and of yet there is no way to compensate faculty for this. Compensation may be funded through Title 5 or with course credit. There is an MOU with HR that “At-One” course units are equated with Academic Units.

      c) Mike is available to help faculty get started and for peer mentoring.

      d) Rep council members expressed concern that faculty teaching “face-to-face” classes are not required to get training. Susan and Mike emphasized that the training is on equipment only, not pedagogy.

   iii) Evaluation:
      a) Classes will be reviewed prior to “going live”. Mike will verify that first-time teachers classes are ready.

      b) Administrators will not go into an online class without permission or due cause.

      c) Reps suggested that an instructor teaching a DE class for the first time is like a new hire and should be evaluated more frequently.

   iv) Blackboard: Use of Blackboard will be encouraged, but not required. Susan is looking for other vendors.

   v) The DE Committee will release a new rubric soon.

2. YFA BYLAWS REVISION APPROVAL

Reps will vote on approval of the Bylaws revisions by email next week.
3. DUES DISCUSSION  
   Handout: YFA Dues Increase Proposal (draft)

The Dues Increase Proposal was reviewed.

There are two options for dues – a flat rate or dues as a percentage of salary.

   **M/S/A** Donna Louie moved that we continue to use a flat rate dues structure. Hanna Louie seconded. The motion was approved by a show of hands with 2 abstentions.

The amount of dues increased was discussed next.

   **M/S/A** Debi Bolter moved that the Fair Share Service Fee for part-time faculty be increased from $10 per semester to $20 per semester. Elzbieta Jarrett seconded. The motion was approved unanimously by a voice vote.

Treasurer Linda Kropp urged representatives to consider increasing dues to $1000 per year, as an appropriate amount to rebuild reserves within 3 - 5 years.

   **M/S/D** Elzbieta Jarrett moved that the annual dues for full-time faculty be increased from $550 per year to $780 per year. Jill Ramsey seconded. The motion was defeated.

   **M/S/A** Steve Amador moved that the annual dues for full-time faculty be increased from $550 per year to $750 per year. Barbara Jensen seconded. The motion was approved by a show of hands with 12 in favor and 1 abstention.

YFA General meetings will be held at the end of February to discuss the Bylaws revisions and Dues Increase Proposal. Ratification will be held in March.

**REPORTS** President’s Report (Jillian Daly)

1. The Feb. 13 Rep Council meeting will be held in Forum 110 and will be open to all faculty. Guests Rich Hansen, CCCI President, Jeffrey Michels, CCCI Vice President and David Balla-Hawking, CCCI Lobbyist will discuss political advocacy and being an independent union.

2. The Budget Analyst gets 40% reassign time. The District will now pay half.

3. Negotiations: Allied Health load issues will be on the next agenda. The Workload Committee is discussing lecture vs. lab hours. Class size is negotiable and will be discussed in negotiations.

4. Contract: President Jillian Daly suggested that we should have a DE article in the contract.

5. Budget: The Governor’s budget was good but there are concerns about some policies, such as mandatory cap on units and funding based on retention. We will get $197 million in
restoration funds and a 1.65% COLA. There is concern that we are below our Faculty Obligation Number (FON).

6. STRS will be raising the percentage of salary that goes to retirement.

7. We need a YFA rep on the “Policies and Procedures” Committee.

ADJOURNED 5:20 p.m.