



# Yosemite Faculty Association

## YFA REPRESENTATIVE COUNCIL APPROVED MINUTES

**Wednesday,  
December 3, 2014**  
Faculty Lounge, East Campus

respectfully submitted by  
Iris Carroll, YFA Secretary  
to the YFA Representative Council

Meeting is called order at 3:50 p.m.

Quorum [   x   ]

## YFA REPRESENTATIVE COUNCIL

(\*indicates positions up for re-election in spring 2015)

	Division/Area Representative	Name	Present
1	Agriculture & Environmental Sciences	Dale Pollard	X
2	Allied Health*	Jill Ramsey	
3	Arts, Humanities & Communications	Haleh Niazmand	
4	Family & Consumer Science*	Pam Guerra-Schmidt	
5	Behavioral & Social Sciences*	Becky Ganes (Alternate)	
6	Business	Vacant	
7	Library*	Brian Greene	X
8	Physical, Recreation & Health Education*	Demitrius Snaer	
9	Literature & Language Arts (A)*	Sam Pierstorff	
10	Literature & Language Arts (B)	Dimitri Keriotis	
11	Science, Math & Engineering / MATH*	Elzbieta Jarrett	X
12	Science & Engineering	Tom Nomof	
13	Special Programs (EOPS/DSPS)*	Donna Louie	X
14	Student Services / Counseling	Hanna Louie	X
15	Technical Education*	Adrian DeAngelis	
16	Columbia College Rep A at-Large	Vacant	
17	Columbia College Rep B at-Large*	Vacant	

## YFA EXECUTIVE BOARD

	OFFICERS	NAME	Present
18	President*	Debi Bolter	X
19	MJC Vice President / Grievance Officer	Sarah Curl	X
20	CC Vice President / Grievance Officer*	Gene Womble	
21	Secretary	Iris Carroll	X
22	Treasurer*	Linda Kropp	X
23	Budget Analyst	Vacant	
24	MJC College Council	Ross McKenzie	X
25	MJC Member-at-Large / MJC*	Larry Scheg	X
26	MJC Member-at-Large / MJC	Jim Stevens	X
27	Columbia College Member At-Large*	Vacant	

## NON-VOTING YFA POSITIONS

	TITLE	NAME	Present
28	Faculty Liaison to the BOT	Brian Sinclair	
29	Adjuncts at Large	Columbia Adjunct: Vacant* MJC Adjunct: Monique Vallance	

### MINUTES

Approval of the November 5, 2014 minutes.

**M/S/A** – Ross McKenzie moved with Dale Pollard seconding. The minutes passed on a voice vote.

### OLD BUSINESS

1. Check In
  - Winter Social – occurred before the Council meeting. Thanks to Kathleen for the Holiday social. We had about 42 people attend.
  - Faculty Liaison – There is no update. We need a nominee.
  - Clarification of EER – no update.
  - Feedback for Part-Time article - no update.
  - Death – Debi followed up with the District regarding being able to provide the campus some general information alerting the campus to a death or serious injury. District’s response was that they may be able to release something very general but that it's tricky without the family’s consent. In the latest case, a crisis counselor was brought in as a resource for the campus community.

2. Surveys for students (Asking students what issues cause them to have difficulties at school):

Ross presented an update: He talked to Brenda Thames about sending out a survey. Jill Stearns is reluctant to have us mass survey students. In an effort to contribute to student success, faculty would like data regarding what issues keep students from succeeding. The Council discussed effective ways to get this data from dropped and failing students. It was suggested that the survey that is being used for Business & Office Administration classes could be used as an example.
3. Negotiations
  - Approval of stipend D. Bolter for Sept. 18 - Nov. 10 (11.75 hours) – Ross introduced a motion to approve that Elzbieta seconded - Motion Approved.
  - Interest Based Bargaining - Both negotiation teams will be receive training in IBB and traditional bargaining. Each training will be one day.
  - Part-Time Article - We've tabled this article until after our training.

### **NEW BUSINESS**

1. Minimum Enrollment Guidelines

As part of negotiations last fall each college agreed to create Minimum Enrollment Guidelines (a.k.a., guideline regarding lowest number of enrollees for a class to make). Consensus for Columbia is that fewer than 15 students must be justified. Standard minimum enrollment is 18. MJC's standard minimum enrollment currently is 20. Lab classes are different (15 for them to go and fewer than 15 would have to be justified). Current guidelines can be found on the Office of Instruction website at MJC and on the Vice President of Instruction at Columbia College.
2. Sabbatical Applications

Debi reported the number of sabbaticals available for fall 2015 – spring 2016 for the colleges and how many applications were received. MJC has 12 semesters available with 2 unused. There were no applications made at Columbia. Debi encouraged us to take sabbatical.
3. Faculty Liaison Position

No one has expressed an interest in filling this vacant position yet.
4. Budget Analyst Position

This position has been vacant for 1.5 years. YFA has a line-item amount in the budget for it. Therefore, the Council agreed to hire an external consultant to assist in the current round of negotiations, using the set aside line item funds.
5. Grievances/issues

We were given a very broad overview of ongoing issues.

6. Enrollment Update  
Columbia College is in decline and MJC could be in decline because we've been borrowing from summer. The enrollment management committees from both colleges have met and are probing difficult kinds of questions. For example, because we're in a demographic decline of High School seniors in this area, perhaps we should look at our strategy and restructure how we're doing things. Ideas generated so far are to break down our current 16 weeks into two 8 weeks. As of this meeting, we're down about 700 for this semester.
7. YFA Audit  
Linda reported that we're using a new audit firm and they should be finished by the end of November. Next year we'll get the completed audit by the end of September. We passed the audit with flying colors. Everything was chargeable. We are rebuilding our cash reserves. Our goal is to have \$500,000 in reserves now we're at \$120,000. We have also developed petty cash and conference reimbursement processes based on recommendations from audit.
8. Debi explained the Faculty Obligation Number (a.k.a., FON). She told us that the FON is set externally, and that 286-289 is the range of our FON. We will not know our final FON until January or February. We anticipate averaging about 5 growth positions.

#### **CHECK OUT**

1. YFA Positions – The following positions are vacant: faculty liaison and budget analyst
2. Institute Day YFA Sessions - YFA will be hosting two sessions on January 8. Contract 101 will be at 9:30 AM and Negotiations 101 at 10:45 AM.
3. Part-Time Article – This article has been tabled until spring and we're moving toward revised language
4. Negotiations – We are making progress and have scheduled two training sessions for January. One session will cover traditional bargaining and the other will cover Interest Based Bargaining.

#### **ADJOURNED**

The meeting adjourned at 5:05 PM on a motion by Ross McKenzie that was seconded by Donna Louie.