

JCAC

October 16, 2017

Room CC2-261 – President's Conference Room

9:00 am – 10:30 am

Attendees: Dr. Brian Bansenauer, Founding Faculty
Greg Campbell, Associate Faculty
Terence Hsiao, Vice President for Administrative Services
Martin Logan, Executive Director Human Resources
David Shapiro, Founding Faculty
Dr. Rosemary Sutton, Vice President for Student Learning and Success
Shawn Stephens, Note Taker

Meeting facilitator: David Shapiro

Meeting called to order at 9:05 am

Meeting Notes

Old Business:

- 2019-2020 & 2020-2021 Calendars.
Rosemary handed out two drafts each of the 2019/2020 Faculty Calendar and the 2020/2021 Faculty Calendar. This represented two options for each one. 2019/2020 has an option to start the Fall Quarter on September 23rd rather than the 25th (when UWB starts). Discussion on if this earlier start will impact students at all and seems that only impact would be that the library will not be open until the 25th. It was felt that the 23rd made more sense since it falls on a Monday. The 2020/2021 Faculty Calendar draft #1 might be more preferable as it has the first day of fall quarter noted for September 28th, which is more aligned with UWB (which begins fall quarter on September 30th). If this is the case, faculty planning days should be September 15th through 17th (rather than the 14th through 16th as noted on draft #1).

→ **Action item:** *Shawn to request that Raquel send digital copies of calendars to Dave Shapiro so he can share the 2019/2020 draft calendars with other faculty members.*

- Language about Course Syllabi included in contract.
Rosemary noted that the State Board has taken this language out of its policies and procedures because of difficulty enforcing. Therefore there are currently no state requirements about the language content in course syllabi, it will be up to the individual college to make and enforce their own requirements.
- Tenure Chair has asked us to revisit the language in the CBA that says that a TRC will include a student representative
Discussion that sometimes tenure committees are within a particular department, and therefore it is easier to find a student representative for their committee. At Cascadia College, we ask through the Student Life department. Also, some schools pay their students to serve on the committee. At Cascadia, it can be difficult to retain student reps because tenure is a three year process and is a very difficult role. Rosemary did speak to Becky and asked that she reach out and request a student rep, as the RCW and Faculty Contract both have language that states a student representative is required on the Tenure Committee. There is the feeling that if a good faith effort is made to try to acquire a student rep, we have done our due diligence.

New Business:

- Turnover dollars
HR and Administrative Services are working on turnover dollar amounts over the past few years, and will update the committee once it is all worked out.
- Draft MOUs that update FTF starting salary and promotional raises based on our COLA.
David presented a draft MOU regarding FTF starting salary and promotional raises based on the 2017 COLA. All were in favor of the changes. There was a suggestion that perhaps we could draft language that specifies the calculations for follow on effects from COLA adjustments, i.e., initial salary placement, salary advancements, etc. With a general agreement added to the new Faculty contract, we would not need additional MOU's beyond the FT and PT COLA values, to update the items affected by the increase.
- AF Salary Schedule MOU (Article 9.05 MOU)
All felt it would be a good idea to have this in one place and David agreed to write it up and send out to everyone for agreement. All were in favor of this.

→ **Action item:** David to write up AF Salary Schedule MOU and email to all committee members.

- Exploring the possibility of FTF using some of their remaining professional development funds to fund AF professional development.
The way that professional development funds are structured now, FTF can use their allotted amount until the funds are gone. Wanted to explore if FTF could look at remaining funds and see if they would like to contribute to AF professional development funds once February comes along and if funds are available. This may cause complications as this FTF Professional Development Fund amount is more of a collective fund rather than an individual amount. It was felt that the idea to transfer to AF might not be feasible. Some discussion on it being capped at a limit e.g. \$200 to AF Professional Development pool. Each FTF is allotted \$2800 for their 3 year contract time, and it is possibly impractical to try to transfer from FTF amounts to AF. No consensus reached.

Adjourned at 9:50 am

Next JCAC Meeting: November 13, 2017 Room CC2-261 9:00 am – 10:30 am
Facilitator: Marty Logan