

CEER Notes
September 8, 2017

Members Present: Vy Anderson, Jennifer Harper, Mark Lieu, Rob Smedfeld, Sandra Ammons, Shairon Zingsheim

Guest: Wayne Takakuwa

- (1) Update: Adjunct Office Hours
 - HR could not add office hours to adjunct faculty contracts as it negatively affected their loads
 - Instead, timesheets will be used through WTE
 - Timesheets are due by the end of the month, but faculty can insert all office hours at once and submit them at any time up to the month's due date
 - Should an adjunct instructor fail to input office hours via WTE, they should submit a time sheet with Adjunct Office Hours clearly marked at the top of the form
 - HR has been asked to put the request to utilize adjunct office hours form online
 - Approximately 80 adjuncts utilized office hours for August
- (2) Update: 10 vs. 12-Month Pay Options
 - No permanent, automated solution has been found for faculty wanting the option of being paid over a 12-month calendar
 - For now, Shairon has directed personnel to manually change faculty pay to 12-month calendars for those requesting this option
- (3) Absence Reports
 - Vy & Chrissy are working on updating the absence report forms to ensure all appropriate leave options are listed on the form
 - HR will evaluate whether or not it makes sense to eliminate "o" or "other" on this form
 - With the exception of "military" leave, all other leave options are available to adjunct faculty
- (4) Social Media
 - Shairon would like to remind faculty the college is not responsible when faculty put themselves "out there" (via social media or the web) and incite reactions
 - Social media is separate from the college
 - Anything faculty post is beyond the college's control
 - AP3050 can be a reference on this issue
- (5) Flex: Fixed vs. Floating
 - Discussion on the history of flex time. Prior to the 16-week calendar, flex consisted of 4 days (2 floating days/1 fixed day in fall and 1 fixed day in spring). Learning College Week (LCW) came after we moved to the 16-week, compressed calendar. The UFO contract dictates 24 hours of flex is required with 12 of those hours being designated as fixed.
 - Discussion of LCW and the needs of counseling faculty. It was determined the Counseling Department cannot close on the Tuesday prior to the first day of school for department meetings. The consensus was to allow the Counseling Department to have their division meeting at another point in the semester when there would be less of an impact to students. It was recommended counseling collaborate with the Professional Development Committee on future LCW schedules to discuss possible student-impact in setting up the schedule and work to ensure fixed workshop topics pertain to all faculty (instructional, librarian and counseling).
 - Rob will look at contract language pertaining to flex
 - Shairon will look at the Chancellor's language on flex as well as previous notes from Deb Parziale
 - Jennifer will look for notes pertaining to counseling faculty and flex time from prior meetings with Deb

- Jennifer will invite the VP of Academic Affairs, Kerrie Kawasaki-Hull and Bob Bradshaw to our next CEER meeting for further clarification of flex.

Future Meeting - Fridays, 10:30 am-12:00 pm in Room 7102 as follows:

October 20th
December 5th