

**United Faculty of Ohlone
Minutes from Executive Committee meeting held at Ohlone College, Fremont,
Room 7102
12 September 2016 at 2 p.m.**

Present:

Rob Smedfjeld, President
Ralph Ballart, Secretary
Susan Myers, Chief Negotiator
Ray Buyco, Part-time Rep at Large
Carmen Madden, Past President
Jennifer Harper, CEER Committee Chair
Isabel Reichert, Web Administrator

Absent:

Sheryl Einfalt, Chair of Committee on Committees
Darren L. Bardell, Vice President
Janice Jones, Treasurer
Heather McCarty, Full-time Rep at Large

PROCEEDINGS:

Call to order:

Meeting was called to order by Rob at 2:10 p.m.

Meeting Agenda. Rob emailed an agenda on September 8.

1. Meeting Notes

The UFO activity summary from May 2016 was unanimously approved (Ray motion, Rob second). Ralph will forward approved documents to Isabel for posting on the UFO website.

2. UFO Constitution and Bylaws

The revised UFO Constitution and Bylaws are in final draft. Rob will send these draft documents to the faculty for their review and comment. After the comment period, a final version of the Constitution will be ready for faculty vote. Assuming UFO contract negotiations wrap-up in the middle of October, a faculty election will be held in November for both the Tentative Agreement and the Constitution. The online election will use "Election Runner." It was noted that the Bylaws can be approved by the Executive Committee and no faculty vote to approve them is required.

3. Release time

The UFO receives 30 semester hours per year from the administration for release time. Currently Rob receives 18 semester hours (9 as UFO President; 9 as a

member of the negotiations committee), Susan receives 9 (as Chief Negotiator) which leaves 3 semester hours left for allocation in 2017. In 2016, Janice received the remaining 3 semester hours for her work as Treasurer. After discussion, Rob agreed to check with the administration to see if release time was allocated on a calendar or academic year. It was also unanimously decided to defer allocation of the 3 semester hours (motion Ray, Susan second).

4. UFO files

Rob reported on his review of the UFO's paper archives stored in Building 6. He reported that he shredded some non-essential older files that contained private information (social security numbers, signatures, and other possibly sensitive information). Tax returns and other older financial records will be delivered to Janice for storage.

Rob is reviewing retention policies for our records and will continue to organize the files as time permits. He noted that it has been several years since the UFO has kept paper records and it is many years since anyone has gone through the paper records we have.

5. Confidential Faculty Matters (closed session)

Rob reviewed an issue concerning evaluations of 3rd-year full-time faculty. There is a potential discrepancy between UFO contract language and current education code (law). Rob intends to email the affected faculty about this issue, which will require negotiation with the administration.

Rob reported on issues concerning PT faculty residing out-of-state who teach Ohlone online courses and full-time classified employees who teach part-time at Ohlone. The issues were discussed and referred for negotiation with the administration.

Rob pointed out that the full-time faculty healthcare open enrollment period will be before the UFO faculty votes on the contract tentative agreement. After discussion, it was agreed that it would be desirable to share the status of negotiations concerning District contributions to faculty healthcare before the open enrollment period begins.

The draft student evaluation forms previously shared by Heather were discussed.

The part-time faculty evaluation and rehire process was discussed as a potential topic for future negotiations.

6. Next Meeting

The next UFO meeting is scheduled for October 17 at 2 pm in Room 7108.

The meeting was adjourned at 3:45 p.m.

Respectfully submitted,
Ralph Ballart, UFO Secretary