1) Call to Order 1:00pm

2) Motion to approve minutes (Schultz/Gutierrez). Unanimously approved.

3) President Report—Dariush Haghighat

4) Dariush further clarified the issue of accruing district sick leave for full time faculty. Dariush suggested that there are three sick-leave banks for full-timers: regular semester, overload, and intersession. Each is calculated differently. Each is used differently—that is, a full-time faculty member cannot use his or her intersession sick leave for absences during the regular semester, nor can he or she use the hourly sick leave for the regular semester. However, all three are calculated together in the end for retirement purposes.

5) Dariush will work with Khaled Khalil to make sure that all the different type of sick leaves will clearly appear on faculty paychecks.

6) The final interview for Vice Chancellor of Educational Services has been completed and the district will welcome onboard a highly competent and diligent Vice Chancellor of the Academic Affairs.

7) Ward Schinke shared with the Association Executive Board his concern about the size of the district. Ward inquired if there been any discussion to determine if the district needs a Vice Chancellor of Educational Services, Chief of Staff or any other additional district Administrators.
8) Dariush indicated that those are very legitimate questions. However, the Faculty Association cannot answer those questions since the Association is not in charge of the college or district strategic planning committees. The latter has to study and address those types of issues.

9) Dariush suggested that he is absolutely confident that this Chancellor is truly committed to shared governance and very inclusive and meaningful strategic planning process.

10) In the past all the decisions for hiring of new administrators and supporting staff members for administrators were determined based on who lobbied harder with the previous chancellors in complete disregard for any vital need for the position or any meaningful connections to the mission of our district or the real tasks carried out at the college level. But Dariush indicated that Chancellor Isaac clearly tied all the administrative positions at RCC to the college’s strategic planning during his tenure as RCC president. Dariush is absolutely confident that as the Chancellor, Dr. Isaac, will remain faithful and committed to a meaningful strategic planning with real connections to the three colleges’ responsibilities in determining the vital function each administrative position will carry out in our district.

11) Having said all of that, Dariush thanked Ward for his thoughtful questions and inquires and indicated that all shared governance committees have to remain extremely vigilant and become truly involved in the three colleges’ and district’s strategic planning committees.

12) This Chancellor, President Reece, President Steinback, and interim President Hendrick welcomes and appreciate stakeholders’ involvement in the collective decision making processes.

13) Then Dariush moved to the subject of the upcoming board of trustees’ election. Dariush spent some time fully explaining his enthusiastic support for Tracey Vackar, the current President of the RCCD Board of Trustees. Dariush indicated that Trustee Vackar has gone beyond the call of duty in supporting faculty, staff, students, and the colleges during her first term as RCCD Trustee. She has shown quality leadership on behalf of the district and as such Dariush submits to the Association Executive Board his recommendation for Faculty Association’s endorsement of Trustee Vackar’s re-election for Area 5.

14) Motion (Taube/Rhyne): The Faculty Association to endorse Tracey Vackar in running for re-election for Area 5. Approved unanimously.

15) Dariush reported a search firm is working for the district to help secure the next RCC president. Dariush is impressed with the initial meeting and President’s Reece’s leadership heading the search committee.
16) Dariush appointed Garth Schultz to represent Faculty Association on the search committee for hiring a RCC administrative assistant.

17) Dariush spent some time explaining the complexity and the significance of the upcoming dual enrollment courses. There are some indications/concerns among some college districts that the High School districts might push that the dual enrollment AP courses become part of college coursework and therefore AP high school students do not need to test on the standards.

18) Dariush indicated that we must be very proactive about Dual Enrollment. Dariush is actively working with Chancellor Isaac, Vice Chancellor Hampton, and CTA point person on Dual Enrollment studying other districts’ agreements with their high school districts to craft a meaningful agreement to be negotiated between RCCD the high school districts in our area.

19) Dariush also indicated that the Faculty Association must reach out to the Academic Senates and especially to our counselors to tackle the issue of AP courses. We cannot and must not compromise our standards in giving credits to quality AP high school courses in the upcoming Dual Enrollment process.

20) Dariush has received some complaints from department chairs that they have received an e-mail from indicating that chairs they don’t have cast a vote during the final stage of the hiring process. That has left some department chairs with the impression that department chairs that represent the hiring committees in the final interview do not play a vital role in the final stage of the hiring process. That notion is extremely troubling. Department chairs do not sign off on the final paper work during the final stage of the hiring interviews but their recommendations, input, and feedback has always played a vital role in the final selection process.

21) Dariush has repeatedly submitted to our colleagues that nothing is more important than faculty take all the hiring committees extremely seriously and play a very active and vital role in the hiring processes at all levels. Dariush’s recommendations to any colleague that has asked the Association’s position on the hiring process has always been that under no condition the hiring committees should forward any candidate to the final stage of the hiring process if the search committee has any reservations about that candidate including the suitability of that candidate for their discipline and department.

22) Dariush indicated members of all the hiring committees have to always bear in mind that once a candidate is moved to the final stage, those who attend the final stage of the hiring process have the right to select any of the candidates that has been forwarded to them.

23) Having said all of these, the representative of the initial hiring committee, which most often is the respective department chair, must be allowed to provide meaningful
input and feedback reflecting the collective sentiment of the initial hiring committee at the final stage.

24) **Moreno Valley College**

25) **Jeff Rhyne.** A faculty member asked Jeff a question regarding sick leave. May a faculty member who was a part timer keep his/her sick leave when he/she becomes a full timer? Does sick leave roll over? If so, how do they know? If they don’t see it, how can they use it?

26) Yes, part time sick leave is rolled over to hourly sick-leave bank if there is not a two-year break in teaching. Dariush asked Jeff to direct the faculty member to payroll. The accrued sick leave is available for use.

27) **Ervin Slavick.** Ervin contacted Rolando Regino about Canvas reimbursement. Apparently, some colleges have been billing professional development but since Canvas training is a district issue, it should come from district Distance Education. Rolando doesn’t have a budget code but is working on the process.

28) **Riverside City College—**

29) **Rhonda Taube.** Rhonda emailed a draft of Active Shooter Classroom Protocol checklist to the executive board for input. The checklist is intended to help faculty with safety guidelines in case there is an active shooter.

30) Rhonda was contacted by a department chair regarding a first year contract faculty member who wants to teach 0.6 of his/her load online. Although the faculty member has the right to request the online courses, it is up to the department chair and dean to make teaching assignments. Standards such as this could easily be put in the department operations document. Many departments discourage contract faculty teaching online. If the chair and the dean have reservations, it is perfectly in their purview to not assign online courses. The administrator should have said no since they have the right of assignment.

31) **Emily Philippson.** The part time workroom issue has been resolved in Quad 117. If supplies are out, faculty should contact their IDS.

32) Ervin suggested that some part time faculty members have asked that their part time rep, Emily to look into lack toilet paper/paper towel issues at the college. Some Executive board members indicated that this is not the proper role or function of part time faculty reps on the Executive board.

33) Emily reviewed the Canvas training process. Once a faculty member completes the Canvas Academy, he/she should print the certificate for his/her records. The faculty member should:
a) Take a screenshot or print the Teaching Assignment History from Web Advisor that shows they have (or currently are) teaching a hybrid or online class within the last 2 years.
b) Fill out the Hourly Timesheet for 3 hours. If you completed an in-person training, include the date(s) of your training.
c) Send to Distance Education (District Office – Distance Education) the forms to Gabriela Estrada-Toro to process.
   i) Canvas Academy Certificate
   ii) Screenshot of your TA History
   iii) Hourly Timesheet (If you completed an in-person training, include the date(s) of your training.)

1) **Norco College**

2) **Peter Boelman.** Norco will be offering community education classes. An email will be sent to the Norco faculty who will vet the community education list of classes to make sure the classes are not in competition with college credit offerings.

3) **Monica Gutierrez.** Monica was asked a question about chair duties. There were no specifics at this time so Monica is waiting for more information.

4) The Norco administration is holding meetings regarding the Norco College reorganization. The process has been very inclusive and transparent.

5) **Secretary: Shari Yates.** No report.

6) **Treasurer: Leo Truttmann.** Leo received the first draft of the budget audit. Our Faculty Association came out with flying colors.

7) Leo distributed next year’s budget.

8) **District Academic Senate:** No report.

9) **Open Hearing.** None.

10) **California Community College Association (CCA).** No report.

11) Closed Session: Six items discussed.

12) Adjourned 3:10 pm.