

Broome Community College
Representative Council Meeting- Approved Minutes
March 14, 2018
Business Building – Room 111, 2:00 PM

Members Present: Alice Caroompas, Tera Doty-Blance (Amanda Hollister), Brian Loy, David Michalak, Ed Evans, Fred Loveland, Howard Streby, Jason De Trani, Kennie Leet (Jason Smith), Joan Lubar, Joe Spence, Judi Dzuba, Anne Haner-Uncapher (Meghan McGuinness), Rob Woods, Suzanne Hickok, Suzanne Shepard

Absent: Christine Duffy-Webb, David Zeggert, Paul Cartie, Regina Eckert, Tom Grace

Excused: Amanda Hollister, Jason Smith, Meghan McGuinness

Meeting called to order at 2:07 PM

New Business:

1.0 Minutes and Committee Reports:

1.1 Approval of Rep Council Minutes from 2/28/18

- a. Motion to approve: Howard Streby, Second: Joan Lubar
 - 1.1.a.1 Approved

1.2 Negotiation Resource Committee: H. Streby

No Updates

1.3 Organizing Committee: S. Shepard

- a. Signing Parties – Please attend both meetings
 - 1.3.a.1 March 22nd in TH101 from 4-6PM
 - 1.3.a.1.1 Light Refreshments & SBFA Bags to all those who have signed. Updated Tallies and Awards
 - 1.3.a.1.2 Presentation by Suzanne & Tred “I Won’t Back Down”
 - 1.3.a.1.3 Meet Your Rep
 - 1.3.a.2 April 19th in D201 from 4-8PM
 - 1.3.a.2.1 Buffet and Polo Shirts Distributed
 - 1.3.a.3 Final Tallies & Awards. Bags are on their way,
 - 1.3.a.4 Shirts will be ordered after the Signing Party on
 - 1.3.a.5 March 22nd
- b. Finish Signups – Especially Adjuncts

1.4 Adjunct Committee: S. Hickok

- a. Recruiting
 - 1.4.a.1 All of Kristin Yetter’s PT Adjuncts in Rad Tech are signed up
 - 1.4.a.2 All Department chairs have lists and materials at this point
- b. Judi Dzuba asked for Mike Lynch to come and do a presentation for adjuncts (non member recruitment). It was suggested to get a date/time before the 4/19 meeting
 - 1.4.b.1 Ed Evans: Suggestions on getting more cards signed for classes taught in the evening by adjuncts
 - 1.4.b.1.1 Try to find out when these adjuncts are on campus, give lists to adjuncts of who needs to sign, and their schedules. Joan has sent letters to their campus mailbox with a card

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2.0 Treasurer's Report: R. Woods

- 2.1 Those who did not pay their dental premium have been sent an email to send in their dental dues
- 2.2 \$1200 in the Scholarship Fund

3.0 Secretary's Report: T. Doty-Blance

- 3.1 Schedule and Location Changes for Remaining Rep Council Meetings
 - a. Our next meeting is 3/26 (Monday) 11AM in WALES 203B
 - b. The 4/11 meeting has been rescheduled for 4/18 (Wednesday) at 2PM – Location TBA
 - c. The 4/25 meeting has been rescheduled for 4/30 (Monday) 11AM – Location TBA
 - d. The last meeting of the semester is currently scheduled for 5/9 (Wednesday) 2PM – Location TBA
- 3.2 Membership Update
 - a. Current Member Total: 316
 - 3.2.a.1 PT Adjuncts: 106
 - 3.2.a.2 FT Adjuncts: 13
 - 3.2.a.3 FT Classroom & Non Classroom Faculty: 197
 - b. Current Remaining Agency Fee Payers: 159
 - 3.2.b.1 PT Adjuncts: 143 (2 have declined to join)
 - 3.2.b.2 FT Adjuncts: 4
 - 3.2.b.3 FT Classroom & Non Classroom Faculty: 12 (3 have declined to join)
 - c. Signed Cards: 243
 - 3.2.c.1 PT Adjuncts Signed: 65 (with 41 remaining of 106)
 - 3.2.c.2 FT Adjuncts Signed: 8 (with 5 remaining of 13)
 - 3.2.c.3 FT Classroom & Non Classroom Faculty: 169 (with 21 remaining – plus 4 who have declined and 3 who are on leave)
 - d. Overall Totals
 - 3.2.d.1 242 Signed Cards of 316 Members = 77%
 - 3.2.d.2 242 Signed Cards of the 475 Faculty Represented by the Contract = 51%
- 3.3 Elections Rep Council
 - a. Elections will take place next month
 - b. Rep Council Member Positions are for 1 year terms
 - c. If you are interested in running for re-election, let Tera know by April 13th

4.0 Vice President's Report: F. Loveland

- 4.1 Dave & Fred met with a Dean to define the function and purpose of an independent study and what an advance study course is (299 course)
 - a. The dean had sent out an edict to the chairs of the division to define how they could use independent studies
 - 4.1.a.1 Per Jason De Trani, the Dean also said his Staff Associate would write a waiver to make sure a student didn't have to do an IS.

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- b. Advanced Study is contractual and will be followed accordingly. Guided Studies are there for the purpose of filling a need (course canceled, etc)
 - 4.1.b.1 Fred sent an email to the Dean saying he needs to notify his chairs of that contractual clarification and it did go out
 - 4.1.b.2 Jason De Trani has 6 students in a holding pattern for 3 weeks because Dean sat on Independent Study forms
 - 4.1.b.2.1 Jason had to sign them up for a trailer course, but because of the late start date of the trailer course, it wouldn't count towards the financial aid. Students were denied financial aid, but billed for 12 credits. One student was able to go to registrar to get it straightened out.

5.0 President's Report: D. Michalak

- 5.1 Dave will send sick bank totals since HR is sending them 11 months at a time (8,495.1 days).
- 5.2 Draft of Promotion Process
 - a. Article doesn't specify the required evaluations.
 - b. Old Checklist on the P&A website, need to remove and make sure the new minimums are on the checklist. We can have the promotion committee reconvene to review minimums
 - c. The question of what happens when a Chairperson is going for promotion? Who does the "Chair" recommendation?
 - d. Dean writes a letter, regardless (Chair letter would go to the Dean under normal circumstances)
 - e. Clarification for 'convening' the P&A committee means notifying the committee first that there is a person up for promotion and having the committee select a chair.
- 5.3 In Fall, we recommended a revision of Article 21 re: Travel and it will go forward with in Negotiations. Mike said we need to revise a few things and Dave will send it out to the Reps for review
- 5.4 Defining Full Release Time
 - a. When someone has full release time, anything they teach is considered as overload that semester with full release.
 - b. It is not subject to guidelines for the year regarding overload and needs to be added in the contract.

6.0 Other Issues & Concerns:

- 6.1 Dave Michalak asked Jason De Trani if some of the PT Media Techs (nonclassroom) are FA members. Jason said yes. Payroll is giving us a hard time about processing them and we will follow up
- 6.2 FSA Board
 - a. Need two new reps from the FA on the board. Usually two meetings per year unless there is an emergency. Budget review for bookstore, daycare, food service. Jason De Trani & Joe Spence were approved to replace Scott Corley and Howard Streby in the Fall. Dave thanked both Scott and Howard for their past service on the committee.

Motion to adjourn: Jason De Trani, Seconded: Joan Lubar

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Meeting Adjourned: 2:57 PM

Next Meeting: March 26, 2018 at 11AM in Wales 203B

Respectfully submitted,

Tera Doty-Blance
FA Secretary