

## AHE SENATE MEETING MINUTES

January 14, 2025

In-Person and Online Via Zoom



### Attendance:

#### In Person

Amstadter, Logan  
Anselmo, Paula  
Bagwell, Geoffrey  
Bem, Greg  
Buckley, Michael  
Campbell, Holly  
Carlson, Bobbi  
Clark, Sam  
Condon, Jill  
Daily, Bev  
Deyo, Robert  
Dimick, Susan  
Dubois, Rick  
Edwards, David  
Eggerman, Jason  
Flock, Barb  
Franklin, Jackie  
Goffinet, Renee  
Hein, Bradley  
Kier, Laura  
Lopez-Schindler, Lenora  
McCoy, Jennifer  
Megow, Lyn  
MitmaMomono, Christina  
Moorhead, Ronda  
Morrow, Corrine  
Nelson, Thomas  
Newcomer, Tybre  
Nix, Jason  
Pearson, Michelle  
Phillis, Cozette  
Rambo, Bill  
Roe, Timothy

Satake, Katie  
Satake, Scott  
Stack, Brian  
Throop, Judith  
Trujillo, Cindy  
Vogel, Rob  
Wanke, Colette  
Williams, Lisa  
Woods, Laura

#### Online

Anthony, Jared  
Bailey, Ian  
Bishop, Adriana  
Browning, Kristen  
Cartwright, Ben  
Cary, Chris  
Case, Emma  
Christman, Zachary  
Clemons, Katie  
Coffey, Jeff  
Connolly, JoAnne  
Cosner, Rebecca  
Cuisinier, Eddy  
Cusack, Jessica  
Dalsanders, Christie  
Deffe, Cindy  
Doyle, Diamond  
Drake, Leigh Anne  
Eikum, Kim  
Fadeley, Megan  
Fick, Karen  
Gamble, Anna  
George, Kathy

Green, Sabina  
Grover, Michelle  
Hain, Ronda  
Ham, Tyler  
Hanson, Callie  
Hawkins, Jennifer  
Henry, Chad  
Johnston, Landon  
Jones, David  
Kagan, Chelsea  
Lahr, Andrea  
LaPlante, Roger  
McLean, Scott  
Michel, John  
Moore, Michele  
Morgan, Heather  
Moser, Heidi  
Murphy, Helen  
Nemri-Webber, Rabab  
Nemri, Kamilia  
O'Sullivan, Mikey  
Osborne, Diana  
Rasmussen, Angela  
Roewe, Liz  
Smith, Angela  
Steele, KayDee  
Ugaldea, Ben  
Vosen, David  
Weaver-Forsman, Britni  
Whitmire, Kami  
Wizner, Angela  
Wolfsen, Amy  
Zirotti, Laurent

**Call to Order:** The meeting was called to order at 2:45 p.m. by Bev Daily.

### Minutes

#### Approval of Minutes

Bill Rambo motioned to approve the minutes; Scott Satake seconded. The motion passed.

**Treasurer’s Report**

	<b>Income</b>	<b>Expenses</b>	<b>Total Assets End of Month</b>
November	\$9,091.52	\$758.12	\$238,339.91
December	\$9,188.71	\$5,097.89	\$242,430.73

Rick Dubois motioned to approve the November treasurer’s report; Scott Satake seconded. The motion passed.

Bobbi Carlson motioned to approve the December treasurer’s report; Scott Satake seconded. The motion passed.

**Old Business**

**Bargaining**

The bargaining team met with administration on Friday, January 10 and received their most recent offer related to the salary schedule. Salary is always a back-and-forth process, and we will be meeting again tomorrow (January 15) to continue the discussion. Of importance for now is that the administration’s current offer involves ongoing increases to the salary scale, not just a one-time payment, which was their initial offer. This is a move in a positive direction, and we will let membership know specifics as soon as we reach agreement at the table on the details. We appreciate your patience with this process and look forward to making some long-needed improvements to our salary scale beyond just applying the COLAs each year.

The other main issue still on the table is related to alternative scheduling, extended contract days, and summer days for counselors. We have discussed these proposals with the counselors at both campuses, and they are satisfied with where we ended up on these topics. We want to thank the counselors for their ongoing support and brainstorming during this process. Their ability to offer their perspective as professionals and their willingness to offer up alternative solutions allowed us to navigate a tricky issue and end up with a positive outcome for both sides.

The bargainers feel that we are very close to wrapping things up in the coming weeks. Once we feel we have agreement on all terms, we will provide more details about the voting process for ratification. In the future, we will also be scheduling three information sessions for folks to learn about the total bargaining package. We have provided updates along the way, but we also want to provide forums for faculty to come and ask questions before we wrap things up. One of the information sessions will take place in person at SCC, one will take place in person at SFCC, and one will occur on Zoom. The dates and times are still to be determined. We apologize in advance and recognize there are never perfect times we can select that are convenient for everyone.

The team has worked hard to represent your needs and interests as best as we can throughout this process.

**District Budget**

With Governor Inslee’s proposed budget, we are anticipating an increase to the overall budget, not a cut. There are cuts in some areas and increases to others, but overall we come out okay.

Incoming Governor Ferguson has exempted community and technical colleges from his proposed budget cuts. The legislature ultimately has to decide, but the fact that we have support from the incoming governor is a great place to work from.

Rob, Bev, Tim, and Jackie will be going to Olympia on January 29-30 to work with legislators to advocate for the work that we do. The college presidents will be there advocating with us as well. The idea is to have a united

effort from administration and faculty to make sure that we have funding so that our colleges can serve our students.

There is a new allocation model from the state board. This actually hurts SFCC more than SCC this time. Typically changes to the allocation models hurt the districts and benefit the smaller schools in our system. Our chancellor thinks that our district will lose a bit by this new allocation model. The main reason SCC will come out better is because of the grants that SCC is able to get related to their Career and Technical Education programs.

The chancellor has assured us that we are okay overall, and that in the big picture our budgets should be fine.

The legislature is supposed to be done by April 27, but it is possible that they will go into an extended session in order to finalize the budget.

There may be some information that we are not able to share via CCS email, so you may be encouraged to visit the AHE website to learn more information at times.

This month's district budget meeting was canceled, so hopefully we will have more specific information at our next senate meeting.

### **Communications**

Christina Momono and Greg Bem applied for and received a grant for \$5,000 to increase communication and build relationships across campus and with some K-12 partners throughout our region. We will have a brunch coming up to help to build some relationships. Please look for the invitation and consider attending.

There will be a survey launched right after the meeting. Please complete this so that we can know how best to communicate and share information as well as further work on building relationships amongst faculty.

### **New Business**

#### **Sick Leave Cashout**

Each January, some full-time faculty will receive an email from the Benefits Office offering the opportunity to "cash out" their unused sick leave from the previous year. This only occurs after you have accrued at least 420 hours, so folks who are newer and folks with sick leave balances below 420 hours will not receive this email. The offer also only applies to unused sick leave that accrued in the previous year, meaning those who receive the email this January have the chance to cash out any unused sick leave they earned in 2024 (but not all of their sick leave from prior years).

Faculty accrue 7 hours for each month worked, so the maximum number of hours anyone might possibly have from the previous year available to cash out would be 84 hours. That would be if no sick leave was used, and they worked summer. That would mean they accrued 7 hours per month in the last year, and 7 hours x 12 months would be 84 hours. Any sick leave that is cashed out cannot take your sick leave balance below 420 hours. So, if a person had 504 hours, with 84 hours being from last year, then they could cash out the full 84 hours from 2024, since they would still have 420 hours left in their balance. However, if they had something like 450 hours, with 84 hours from last year, then they would only be eligible to cash out 30 of those 84 hours.

Unused sick leave from last year can be cashed out at 25% of a faculty member's hourly rate. The hourly rate can be found by taking your annual salary, dividing by 175, and then dividing by 7. As an example, imagine a hypothetical faculty member currently on Step 10, which currently has an annual salary of \$95,869. Faculty have a contract for 175 days, and a workday is defined as 7 hours. So, take \$95,869 divided by 175 days (to get daily rate) and then divide that by 7 hours (to get hourly rate). That would be a rate of \$78.26 per hour.

The cash out rate is 25% of a faculty member's hourly rate, so in this example that would be about \$19.57 per hour. So, if the person had 60 hours of unused sick leave from the prior year, that would be 60 hours x \$19.57, which gives you \$1,174.20. If they have 84 hours of eligible sick leave from last year, (84 x \$19.57) they could receive a cash out of \$1,6433.88. That would be the amount they could elect to cash out and receive in a future paycheck. It may take a few pay cycles to show up, depending on how quickly they process the cashout.

This happens each year in January, and only in January. For more details, you can contact your AHE VPs, AHE President, the Benefits Office, or see Article 7, Section 1, Paragraph E of the Master Contract.

### **Screening Committees**

The department determines who the members of the screening committee will be and then shares that information with the dean.

The screening committee should be putting together the job description. Please be sure to work with your department to make sure that you are representing the needs of your department. Also, please be sure to loop your department members in about changes to the documents and also about where you are in the process. As a screening member you are a representative of your department so seek input and keep everyone informed.

There are always three placement options for a successful candidate (Step 1, 2, or 3 for non-high demand, step 4, 5, or 6 for high demand, and step 1, 2, or 3 for nursing faculty).

When completing strengths and weaknesses, the committee should identify which of the preferred qualifications are met to make it clear where an incoming faculty member should be placed. It is important for the chair of the screening committee to know where the committee thinks a candidate should be placed, and the chair should share, hopefully, that information with the president.

People who were hired in the past may not have been placed as intentionally and accurately as new hires are placed today. This is a good example of how AHE supports all faculty and has strengthened the language in the contract to improve salary schedule placement for new faculty. Historically, everyone was placed at Step 1. We can't go retroactive and fix what happened in the past, but we are proud of the improvements to our contract that make the hiring and step placement process better for our recent and upcoming hires..

The screening committee has the right to ask where a new hire was placed. Any faculty member can go to AHE to appeal the placement of a new hire (you can encourage new hires who are placed incorrectly to ask Bev for help with placement on the salary schedule). New hires can appeal their placement within their first year of employment.

A screening committee could include, as a strength, that someone meets all of the preferred qualifications, for example.

Be careful that you don't make it so that there are too many preferred qualifications. Consider grouping of qualifications.

The job announcement process will likely be a little bit different and more streamlined than it has been in the past.

### **Email Signatures**

New email signature templates have been shared, along with guidelines for what can and cannot be included.

There is concern that we cannot have an external link in email signatures. Administration has agreed that calendar links, such as calendly, will be considered internal and are fine to use.

The reason we were told that you cannot link to an external site is that administration is concerned that we could be held liable if an external link that we have linked to is not accessible.

They are fine if the link is in the email; they just don't want it in the signature.

A faculty member shared that there are challenges with getting the signature to work.

The re-branding will not officially be completed for a few months. The separate pieces are being rolled out one at a time. The process is supposed to be completed in April. Administration is saying that there will be some billboards going out for SCC and SFCC.

A faculty member shared a concern that administration is putting re-branding ahead of really important student projects, such as applications for particular programs.

## **President's and Vice Presidents' Reports**

### **AHE President Bev Daily:**

There will be a survey coming out related to the district saving money. Please send in your honest, creative suggestions for how the district can save money.

I have met the new Tribal Relations person and she seems like a good person to work with and we look forward to a productive relationship with her.

Please go through your office managers for any requests for rebranding materials, etc. This is being explained as an 18-month campaign.

There is a remodel related to moving staff in Building 15 over to Building 1 at SCC. There will be more information about that soon. We are concerned with changes to parking structures (meters, for example). AHE will be aware of and working on that.

The SFCC board rep has stepped down and Bev has appointed Jason Nix to complete the remainder of the Board of Trustees term. Please send brags to your board reps. The board appreciates them, so please let the board reps know about the cool things happening in your area.

Our district does not currently have any policies surrounding immigration enforcement and what happens if a federal immigration agency shows up on campus. We have made recommendations for a CCS policy for how to deal with these issues. We hope that there will be a policy related to immigration to support CCS employees and students soon.

### **SCC VP Jason Eggerman:**

The committee members have been selected for the Vice President of Instruction screening committee. All members have been notified, as have those who volunteered but were not selected. There are six faculty on the committee, with one representing each division. There are also two deans, one exempt employee, and one classified employee. Jason Stariwatt of DAS will serve as the Search Advocate and VPSS Patrick Tanner will be the chair. President Martin will be sending out the full list of committee members in her Friday email this week.

We will have eight screening committees working in the coming months for faculty positions. They are in ESL, English, Business Technology, Agriculture/Horticulture, Nursing (LPN), Counseling, Aviation, and Heavy Diesel/Equipment. Please keep in mind that faculty members chosen to be on screening committees should

consult with their departments in order to make sure the wishes of the department are represented when creating the minimum and preferred qualifications for the job posting.

The unofficial courtesy deadline for having draft applications for Professional Leave reviewed by your Dean and the Chair of the Professional Leave Committee is Tuesday, January 21. The final deadline for submitting applications electronically to the Professional Leave Committee Chair is Monday, February 3. Please contact Jeannie Isern or other members of the Professional Leave Committee if you have questions.

For those in the Arts & Sciences Division, President Martin will be putting out meeting makers for listening sessions related to the idea of possibly reorganizing the Arts and Sciences Division into two divisions. No decisions have been made, and the goal would be to discuss pros and cons as well as to answer questions and look at data. The plan is for those listening sessions to happen in February.

Those in the 2<sup>nd</sup> floor hallway of offices in Building 1 have noted that there are cameras going up directly outside of faculty offices. This is different than what we were initially told, which is that cameras were going up and main entry points and traffic points such as stairwells, main entrances, or hallway intersections. We have inquired why there is now a need to have cameras directly outside of faculty offices.

**SCC Extension VP Rob Deyo:**

SCC Extensions is excited to have a couple of people on the VPI screening committee.

I am also really excited about lobby day and reporting back on the connections that we will make in Olympia.

Information has been added to the AHE website about Public Service Loan Forgiveness. Please see the website for more information from NEA about student loan forgiveness. You can sign up to receive alerts/updates about this as well.

We just found out, unfortunately, that we will lose some significant WIOA funding, which supports our Adult Education division. I don't believe these funds impact instruction in terms of faculty positions as it is soft money. We will be looking to find something to supplant those funds.

**SFCC VP Jackie Franklin:**

Tenure committee report - these reports are written and approved by the committee. There should be NO changes after the report has been signed by the committee. Make sure that your signatures are on the same page as the actual report. Please contact Bev or me if you see this happening.

We also launched new student evaluations and were made aware of one issue that has been corrected. Please let us know if you have issues or concerns.

The new branding has launched and Spokane Colleges is being promoted. How does SFCC Promote our programs, students, etc?

The Board loves student presentations. Please share information about what you are doing with your board rep and you can also recommend students for potential presentations.

Grants - do you have any ideas? Talk with your dean.

**Adjunct Representative Lena Lopez Schindler:**

There are adjunct learning events on both campuses. Adjuncts earn \$50 for attending these events. Look for emails with invitations to these events.

**Good of the order:**

A faculty member asked if probationary faculty can be on faculty screening committees. The answer is that it depends. If someone is in their 8th quarter it would likely be okay because they would be tenured before the discussion portion. We want anyone on a screening committee to feel like they have a full voice, which can be hard if they are on a committee with their supervisor or tenure committee. You must be tenured to serve on administrative search committees.

At this point search advocates are still required on committees, but we know that this is being looked into.

A faculty member asked if they are re-branding the new website tomorrow night? There should be some changes to the site related to accessibility.

Rob Vogel made a motion to adjourn. Scott Satake seconded. The meeting adjourned at 4:13 p.m.