

**SCCC Faculty Federation AFT Local 4780**  
**Executive Board Meeting Minutes**  
**Thursday, July 12, 2012**  
**11 a.m. in the SCCC Diversity Center**

Present: Melanie Arpaio, President; Joanna Reed, First VP; Jim Rawlins, VP of Communications; Dominic Carbone, Secretary & Joanne Taylor, Treasurer

- **Call to order**
  - Time – recorded by Secretary, Secretary- 1 hour
  - Minutes were taken and distributed by Secretary
    - Committee agreed that minutes would be distributed two weeks after meeting
- **Old Business**
  - None
- **New Business**
  - **Reviewed meeting procedure(s)**
    - Each committee sets own procedures and quorum, subject to agreement by 2/3 of the member votes cast
    - Quorum for the Executive Board will be 4 members
    - For Board: Informal version of Robert's Rules of Order
    - Discussion and vote
  - **Reviewed Board member roles and responsibilities (see handouts)**
    - **President, Melanie Arpaio**
      - Co-signer with Treasurer & First VP on bank accounts
        - Work with Joanne, Joanna, and Bonnie on bank info
      - Work with Joanna to set up secure filing system for records in Federation office
    - **First Vice-President, Joanna Reed**
      - Co-signer with Treasurer and President on bank accounts
        - Work with Joanne, Melanie, and Bonnie on bank info
      - Work with Melanie to set up secure filing system for records in Federation office
    - **Vice-President for Communications, Jim Rawlins**
      - Prepare communication, in coordination with Kathleen, to NJ Herald announcing new Federation leadership
      - Communicate same to AFT
      - Set up secure filing system for records in Federation office
    - **Vice-President for Coordinators, Sherry Fitzgerald**

- Review CBA and communicate duties to all relevant parties
  - Stress the need to work as closely to the contract as possible in order to avoid negative past practice
  - Set up secure filing system for records in Federation office
- Treasurer, Joanne Taylor
  - Co-signer with President and/or First VP on bank accounts
    - Work with Melanie, Joanna, and Bonnie on bank info
  - Receive and review all documents and reports from Bonnie, including annual budget
  - Prepare financial report for first membership meeting in August
  - Contact AFT Financial Services Department about becoming bonded
  - Coordinate annual financial report to AFT with Bonnie
  - Work on tax exempt status with Bonnie
  - Set up secure filing system for records in Federation office
- Secretary, Dominic Carbone
  - Send out call for Agenda items, announce meetings, send out Agenda in advance, and distribute minutes after meetings
  - Complete update on Faculty List
    - Copy completed list to Melanie
  - Work with Melanie to set up effective, positive communication system with membership
  - Set up secure filing system for records in Federation office
- Grievance Chair, Stacie Golin
  - Set up secure filing system for records in Federation office
  - Become familiar with current Grievance Procedures in CBA and, if applicable, in Faculty Handbook
- **Adjunct course load update**
  - Adjuncts are not limited to the number of courses they are permitted to teach; this is not a change in any way
  - Administration has right of assignment
  - Administration has expressed that they only use this in emergency situations such as arose during recent semesters (deaths, injuries)
  - Administration stressed that, as always, full-time faculty schedules would take precedence
  - Discussion
- **Federation President office**
  - By contract, the Fed President is entitled to a private office
  - Requested C-018 for file cabinets and private meeting space
  - This office is currently vacant

- **Subcommittee for Bylaws Revision**
  - Call for committee volunteers at first membership meeting
    - Committee elect their own chair
    - Committee to work with Joanna McAvoy
    - President serves ex-officio on this committee
- **New department structure update (handout)**
- **Implementation of contractual obligations**
  - Stress to our colleagues to limit “volunteer” service outside of contract
    - Uncompensated work by department chairs, coordinators, and faculty can establish negative past practice
  - Stress to our colleagues to fulfill their duties as required by the contract
    - Administration seems of a mind to enforce certain aspects of the contract
    - Faculty who do not adhere to the spirit of the contract are subject to censure without much recourse from Grievance
- **Federation meeting schedule for Fall 2012 (handout)**
- **Other**
  - Payroll error in deducting union dues from summer paychecks
    - This is being corrected by HR on a case-by-case basis
    - Members should contact HR directly as soon as possible
      - I will contact membership with this request
    - Procedures to prevent this error from occurring next summer are being implemented by HR
  - Time Sheets and compensation schedule for Board Members
  - Trustee Board Minutes
- **Set next meeting date**
  - November 12, 2012 unless needed earlier
- **Adjourned**

**Submitted by: Dominic J. Carbone, PhD**