

**United Faculty of Central
Annual Meeting minutes**
June 5, 2018
Grupe Faculty Center, 4:00 pm-5:00 pm

Present: UFC officers (Matt Altman, Gary Bartlett, Janet Finke, Paul James), Gary McNeil (WEA), and about 40 UFC members.

- Meeting called to order at 4:05 pm.

UFC President Matt Altman presented his annual report:

Officers

The UFC officers have worked well together this year. Although we have different assigned responsibilities, we have regular conversations, both in person and by email, and we reach consensus on all major decisions.

- President: Matthew Altman (Philosophy & Religious Studies)
- Vice-President for Membership: Gary Bartlett (Philosophy & Religious Studies)
- Communications & Grievances Officer: Janet Finke (Education, Development, Teaching, & Learning)
- Financial Officer: Paul James (Biological Sciences)
 - Note: Dr. James was appointed as Financial Officer after the elected officer, Laila Abdalla, left CWU in October 2017.

The following UFC members have also assisted with recruitment, grievances, and investigations:

- Dan Lipori (Music)
- Ruthi Erdman (English & DHC)

General

There are a number of regular activities that the officers engage in throughout the year, such as monitoring and assisting faculty during investigations, pre-disciplinary meetings, and disciplinary meetings; fielding questions and concerns from faculty; and serving as intermediaries to solve disagreements between faculty and the administration.

The UFC President in particular meets regularly with the President and Provost and with the Provost and Faculty Relations Coordinator; gives regular reports at ADCO; and signs immigration and visa documents.

This year, UFC was involved in conversations with faculty and the administration regarding the consolidation of departments and other units, refusal to allow faculty to serve as Chairs if they are “continued with reservations,” green card sponsorship for international TT faculty, and enforcing guidelines regarding just cause and the principle of progressive discipline (CBA Article 4 and Appendix E). As a result of UFC’s efforts, CWU’s labor lawyer (Rod Younker) led a training for administrators on January 23, 2018 regarding just cause and progressive discipline, with the idea that discipline is not to punish but to correct unwanted behaviors.

UFC officers also assisted individual faculty and their departments in composing professional development plans (PDPs).

Negotiating and implementing the CBA

The last Collective Bargaining Agreement (CBA) expired in 2017, so UFC representatives negotiated a new faculty contract. The members of the UFC Bargaining Team were:

- Holly Pinkart (Biology) – Bargaining Team Chair
- Roxanne Easley (History)
- Jason Knirck (History)
- Janet Finke (Education, Development, Teaching, & Learning)
- Gary Bartlett (Philosophy & Religious Studies)
- Gary McNeil (WEA) – Chief Negotiator

After a ratification meeting on September 21, 2017, the UFC membership voted overwhelmingly to approve the new contract, which was signed on September 27, 2017.

Since September, the UFC officers have worked to implement and interpret the CBA. Officers visited several departments to explain what changed from the old CBA to the current CBA. The President gave a presentation at ADCO on key provisions and sent joint emails (with the Provost) regarding:

- Senior Lecturer merit criteria (Nov. 2017)
- Change in status (from “continued with reservations” to “continued”) after review of a professional development plan (PDP) (Nov. 2017)
- Phased retirement application process (Feb. 2018)
- Joint Evaluation Taskforce survey (Feb. 2018)
- Class meeting policy (May 2018)

The UFC officers worked with Deans, Chairs, and several departments to develop appropriate Senior Lecturer merit criteria, as required by CBA 10.6.

Attempted changes to conflict of interest and nepotism policies

In winter 2018, CWU, under the direction of President Gaudino, circulated draft proposals to change university policies on conflict of interest (or “consensual relationships”) (CWUP 2-40-070) and nepotism (CWUP 2-40-260). Because these subjects are addressed in the CBA (Article 14), UFC argued that any changes to these policies must be negotiated with UFC and cannot be changed by fiat by the CWU administration. UFC also claimed that, by soliciting faculty input on these proposed policies, the administration engaged in unfair labor practices. In response, the administration withdrew the proposals. Discussions with the administration on this issue are ongoing.

February members’ meeting

On February 27, 2018, UFC held an all-members’ meeting at which officers updated members on union activities. Bill Lyne, President of United Faculty of Washington State, gave a presentation titled “Your Contract and the Power of Collective Bargaining.”

Grievances and complaints

UFC has formally challenged several decisions made by the CWU administration by filing grievances, which allege violations of the CBA (27.2.1), and complaints, which challenge substantive academic judgments (27.2.2).

Grievances

The following grievances were originally submitted by the previous UFC officers:

- Grievance 17-01G: Merit and “Continued with Reservations” (Level II) (May 2017)
- Grievance 17-02G: Use of Only SEOIs in Evaluating Teaching Effectiveness (Level II) (May 2017)
- Grievance 17-03G: Faculty180 and Evaluations (Level II) (May 2017)
- Grievance 17-04G: (Re: Disciplinary action against a tenured faculty member) (Level I) (May 2017)

Current officers received responses from the administration and decided whether to pursue them further, with the following actions:

- Grievance 17-04G: (Re: Disciplinary action against a tenured faculty member) (Level II) (June 2017)

The following grievances were initiated by the current UFC officers:

- Grievance 17-05G: (Re: Disciplinary action against a tenured faculty member) (Levels I and II) (Nov.-Dec. 2017)
- Grievance 17-06G: Base Wage Increases for New Faculty (Level II) (Nov. 2017)
- Grievance 17-07G: (Re: Disciplinary action against a tenured faculty member) (Levels I, II, and III) (Nov. 2017-April 2018)
- Grievance 18-01G: (Re: Disciplinary action against a non-tenure-track faculty member) (Levels I and II) (April-May 2018)
- Grievance 18-02G: Documentation in Professional Records (Level II) (May 2018)

UFC officers are considering writing two other grievances, regarding the exclusive use of SEOIs in faculty teaching evaluations and the process to become a Senior Coach.

Complaints

The following complaints were originally submitted by the previous UFC officers:

- Complaint 17-01C: (Re: Refusal to count a piece of documented research toward promotion to full professor) (Level I) (May 2017)
- Complaint 17-02C: (Re: Refusal to count a piece of documented research toward PTR) (Level I) (May 2017)

The following complaint was initiated by the current UFC officers:

- Complaint 17-03C: (Re: Minimum 10% pay increase for faculty who exceeded expectations in all three categories) (Level I) (Aug. 2017)

UFC officers are considering writing three other complaints, regarding standards for teaching, scholarship, and service that were applied during the most recent review period.

In addition to these grievances and complaints, there were a number of other cases that we considered in order to decide whether they merited a grievance or complaint.

Labor-Management Council

The CBA includes the following provision: “The University and the Union will maintain a Labor-Management Council to provide a forum for communication between the parties and to promote constructive labor-management relations. Council meetings will be used for discussions and shared problem-solving only, including the University’s efforts to eliminate barriers to equal employment opportunities and workplace equity encountered by the protected groups identified in Article 7. The Council shall have no authority to conduct any negotiations or modify the provisions of this Agreement” (26.1).

The members of the LMC are:

- UFC representatives:
 - Four UFC officers
- CWU representatives:
 - Katherine Frank, Provost
 - Charlene Andrews, Faculty Relations Coordinator
 - Kathryn Martell, CB Dean
 - Martha Kurtz, COTS Associate Dean

LMC met on the following days: Nov. 28, 2017; Dec. 11, 2017; Feb. 7, 2018; and April 18, 2018. Meeting agendas are available on the UFC website.

At the meetings, we discussed several issues, some of which resulted in the joint emails described above:

- Senior Lecturer merit process
- Just cause guidelines
- Phased retirement application
- When/how files can be locked/unlocked in Faculty180 during a review period
- Whether to separate Chair merit from PTR merit review process
- Defining interdisciplinary program director positions
- Standardizing service workload
- Compensating overload with faculty development funds
- Extending review times because letters were unavailable on Faculty180
- Graduate assistants as instructors of record
- Class meeting policy

Membership

Currently, we have 197 dues-paying union members. Membership is approximately 50% among full professors, 40% among associate professors, 30% among assistant professors, 30% among senior lecturers, and 5% among lecturers. (Of course, UFC is recognized as the exclusive bargaining unit for all faculty [CBA 2.1 and 2.2].)

UFC representatives have been having lunch meetings this year with new TT assistant professors and others to answer questions and offer assistance as needed.

Executive Board

The UFC Executive Board has met regularly to advise the UFC officers and to serve as points of contact with other faculty. Members of the E-Board are:

- Four UFC officers
- James Avey (Management)
- Ruthi Erdman (English & DHC)
- Amy Hoover (Aviation)
- Audrey Huerta (Geology)
- Dan Lipori (Music)
- Sathy Rajendran (Engineering Technologies, Safety, and Construction)

We met on the following days: Oct. 26, 2017; Dec. 8, 2017; Jan. 12, 2018; Feb. 9, 2018; March 16, 2018; and May 4, 2018. Agendas and meeting minutes are available on the UFC website.

In addition to regular updates from the officers about UFC activities, the E-Board discussed a number of issues, including:

- Changing from the Steward system to a group of Liaisons
- Workload planning
- Emergency Assistance Fund
- Requests for charitable donations
- Workload allocation and other demands by Deans, including advising
- Faculty development funds
- Introduction of UFC notice boards on campus
- Whether to separate Chair merit from PTR merit review process
- Gaudino's proposed COI and nepotism policies

Joint Evaluation Taskforce

The CBA includes the following provision: "In Fall Quarter 2017, a committee composed of three (3) faculty members chosen by UFC and three (3) members chosen by CWU will meet to review the policies, practices and software used by the departments, colleges and University to manage the workload planning, tenure, promotion and Post-TR processes. The committee will present recommended improvements to policies, practices, and/or technology to the UFC and CWU by the end of Spring Quarter 2018" (22.6.10).

The members of the Joint Evaluation Taskforce (JET) are:

- UFC representatives:
 - Cynthia Coe (Philosophy & Religious Studies)
 - Audrey Huerta (Geology)
 - Terry Wilson (Marketing/Management)
- CWU representatives:
 - Charlene Andrews, Faculty Relations Coordinator
 - Mike Harrod, COTS Associate Dean
 - Jeff Stinson, CB Associate Dean

The Joint Evaluation Taskforce has met regularly since January 2018. They have gathered information about current deficiencies and inefficiencies in the evaluation process, through conversations with ADCO, the Deans and Provost, and individual faculty, as well as through a faculty-wide anonymous survey conducted in winter 2018. On the basis of that work, they have been formulating recommendations to improve the evaluation process and will present those to UFC and the Provost by June 8, 2018.

Liaisons

To replace the system of UFC Stewards, UFC is in the process of forming a group of UFC Liaisons. We devised the following position description for what Liaisons will be expected to do:

- Serve as a point of contact for faculty with CBA-related questions or concerns, either assisting them or directing them to UFC officers.
- Have a copy of the CBA on hand and have a general sense of its contents.
- Attend UFC meetings, and encourage and recruit other faculty to come to them.
- Attend Liaison meetings, held once or twice a year.
- Engage in light recruiting by sharing the benefits of UFC membership with other faculty, encouraging participation in UFC, and distributing flyers for events.

We have been recruiting Liaisons and will begin holding regular meetings during the 2018-2019 academic year

Financial report (prepared by Paul James, Financial Officer)

<i>Beginning Balance (Oct 2017)</i>		\$24,195.08
<i>Income</i>	UFC dues	\$5,265.97
	Interest	\$7.98
	Total =	\$5,273.95
<i>Expenses</i>	Events	\$1,683.25
	UFC new member lunches	\$93.30
	UFC Website	\$149.00
	Bank charges	\$5.00
	Total =	\$1,930.55
<i>Ending Balance (May 2018)</i>		\$27,195.08

Future plans

In addition to our normal duties, in AY 2018-2019 the UFC officers will:

- Establish a compression taskforce, as provided under CBA 16.8.
- Revise the UFC constitution and bylaws, and submit them to the membership for approval.
- Establish the group of UFC Liaisons.
- Work to get notice boards on campus.

Personnel review numbers

Statistics were presented regarding recent personnel reviews, numbers approved and denied:

- AY 2017-2018
 - 2nd/3rd-year reappointment
 - 4th/5th-year reappointment
 - Tenure and promotion
 - Post-tenure review (PTR)

- Review of professional development plans (PDP) from 2017
- AY 2016-2017 and AY 2017-2018
 - Post-tenure review (PTR)
- AY 2013-2014 through AY 2017-2018
 - Tenure and promotion

Q&A

President Altman fielded questions from members regarding several topics, including:

- Joint Evaluation Taskforce
- Results of grievances and complaints, and the process for advancing grievances and complaints
- Review statistics
- How to recruit new members

Meeting adjourned at 5:20 pm.