

**ALL FACULTY ASSOCIATION
EXECUTIVE COUNCIL
MEETING MINUTES**

February 13, 2008

(Approved by the AFA Executive Council on February 27, 2008)

Executive Council members present (noted by *):

*Warren Ruud, presiding	*John Daly	*Michael Kaufmann	*Andrea Proehl
*Alix Alixopulos	*Cheryl Dunn	*Reneé Lo Pilato	*Greg Sheldon
*Lara Branen-Ahumada	*Peggy Goebel	*Janet McCulloch	*Mike Starkey
*Paula Burks	*Johanna James	*Dan Munton	Linda Weiss

Also present: AFA Officers & Negotiators: Ann Herbst, Deborah Sweitzer;
AFA Office Staff: Judith Bernstein, Candy Shell.

The meeting was called to order at 3:05 p.m.

PRESENTATION

AFA Audit Reports: 2006-07. Mike Gibson, of Gibson & Co., Inc., appeared before the Council to review and answer any questions about AFA's annual audit for 2006-07. Copies of the June 30, 2007 *Financial Statements* and the *Schedule of Unrestricted General Operating Expenses and the Allocation of Expenses Between Chargeable and Non-Chargeable for the Year Ended June 30, 2007* (also known as the *Fee Payer Report*) were distributed to Council members.

- *Financial Statements*: Mr. Gibson noted that his firm issued an unqualified opinion, meaning that there was nothing in the Financial Statements of the organization to which they took objection. He reviewed the changes in income, expenses, assets, net equity and cash from the prior year. In his firm's experience, a non-profit organization such as AFA should have between six and ten months of expenditures in reserves, in the event of a strike and cessation of dues income. On average, most organizations have six months in reserves. AFA has the equivalent of eight months of expenses in reserves. Mr. Gibson said that AFA's *Financial Statement* is looking very good overall.
- *Fee Payer Report*: If a faculty member does not choose to join as a member, s/he is required to pay a fee. The formula is set through the courts. In reviewing the organization's expenditures, a ratio is established between the amount of money spent on representational items (such as grievances and negotiations, which are chargeable) and the amount spent on non-representational items (such as charitable donations and political organizing outside of the unit, which are considered to be non-chargeable). AFA staff and officers keep timesheets, on which activities are broken down as either chargeable or non-chargeable. Mr. Gibson explained the method used to determine the allocation of expenses. Some expenses are considered 100% chargeable (such as office rent), while other expenses are broken down on the basis of staff and officer timesheets (such as publications). He said that 99.09% (AFA's percentage for 2006-07) is the highest percentage of chargeable expenses that his firm ever sees. He went on to review the various sections of the report. Included in the mandatory cover letter issued with the reports, was a recommendation given to all small clients: with limited accounting office personnel, it is very difficult to maintain a good internal control

system (where no one individual has control); therefore, the review function of the officers is very important. Mr. Gibson concluded by saying that it was a very clean audit.

MEMBER CONCERNS

1. Transfer process. Reneé Lo Pilato reported that more than a few faculty members have expressed frustration about the transfer process and questioned her about AFA's role in determining that process. She suggested that, in conjunction with the expansion of the Petaluma campus, an *AFA Update* or *Dialogue* on the subject might be timely.
2. Blue Shield Behavioral Health Coverage. Peggy Goebel reported that the Behavioral Health component of the new Blue Shield medical insurance coverage is not comparable to the prior coverage through Health Net. For example, there is no contracted agency for inpatient care in Sonoma County, which means that people will have to go to Vallejo, Napa or Marin for inpatient services. In response to a request from Warren Ruud, Peggy agreed to provide AFA with an itemized list of concerns.

MINUTES

There were no corrections or additions to the minutes from the January 23, 2008 Executive Council meeting, which were accepted as written. The potential distribution of minutes via e-mail will be a topic of discussion at a future Council meeting.

ACTION ITEMS

1. Proposed Constitutional Amendment to Allow for Increase in Size of Executive Council. The Council reviewed the proposed language and continued the discussion that began at the January 23 meeting. The proposed revisions to the Constitution, if approved, would not mandate an increase in the size of the Council, but would permit the Council to consider adding more seats. Two concerns that were reiterated had to do with the ratio of adjunct to regular representatives and the maximum number of 25 representatives as being too high. Council members engaged in lengthy discussion about the rationale for the current ratio (which is based on the percentage of credit courses taught by regular faculty versus the percentage taught by adjunct faculty). It was noted that the majority of non-credit faculty belong to Unit B, which is represented by CFT. It was mentioned that some faculty are reluctant to run against incumbents, who are perceived to be "shoe-ins." It was also pointed out that contested elections are the only way for the electorate to make their will known, and when more people do not choose to run it means that they approve of the job that the current Council members are doing. A suggestion was made to hold some forums, to educate and encourage faculty to become involved on the Council. Lastly, it was suggested that a larger Council might help the organization to be more representative of the College's departments and sites, and that the Council might want to consider moving in the direction of being constituency-based. Following a motion made by Janet McCulloch and seconded by Dan Munton, the Council unanimously approved a motion to approve the proposed revisions to the AFA Constitution as written (12 in favor, 0 opposed, 2 abstentions).

DISCUSSION ITEMS

None.

MAIN REPORTS

1. President's Report. Warren Ruud gave a brief report about the following items:
 - Board of Trustees. Terry Stewart reported that the District has installed a new fingerprinting machine. The new employee places his or her hands on a glass plate, and a digital image is immediately transmitted to the Justice Department. A 48-hour turnaround is guaranteed. There was also a demonstration of one of the 50 new video cameras that have been installed all over campus, including on Elliott and Mendocino Avenues.
 - College Council. Approximately 30% of the District's policies have been updated and approved. Among the recently approved policies is one that addresses final exams for summer session and short courses.
 - Institutional Planning Council (IPC). IPC continues to discuss planning issues. Deborah Sweitzer noted that IPC would be taking on a new role in issuing recommendations regarding the allocation of resources related to the new Program & Resource Planning Process (PRPP), which will be completed this semester. The deadline for submissions is April 18. Warren added that this process has taken on a new importance in the current challenging fiscal cycle, and that the President would like to see the process accelerated.
 - Access to P.E. Offices. The access problem related to the P.E., Dance & Athletics coaching office reported at the January 23 Council meeting has been remedied.
 - P.E. Dance & Athletics (PED&A) Final Exams. The Spring 2008 semester will be a transition period for PED&A final exams, which historically have been held on the last day of class, rather than during final exam week. For this semester only, if the course syllabus does not mention a final exam, then none will be held. If it was left vague or not addressed in the syllabus, then it will be up to each adjunct faculty member to decide whether or not to offer, and get paid for, a final exam during finals week. Starting in Fall 2008, holding final exams during finals week for all PED&A courses will be mandatory.
 - AFA Ballots. The ballots for Council representative elections and proposed revisions to the AFA Constitution will be distributed and mailed on Thursday, February 14. At the Council meeting on February 27, nominations will be held for AFA Officer and Negotiating Team member positions.
 - AFA Spring 2008 Retreat. The AFA spring retreat will be held on Sunday, March 16, from 12:00 to 4:00 p.m. at the Vista del Lago Clubhouse, the same location as the last time.
2. Vice President's Report: Petaluma. Cheryl Dunn reported that she provided Warren Ruud with an informal document containing her notes from a 45-minute discussion held at the Petaluma Faculty Forum meeting in January 2008. Cheryl will also send a copy to the AFA Negotiating Team. Scheduled for the February 26 PFF meeting is continuation of the 45-minute discussion and transfer rights.
3. Treasurer's Report. Council members reviewed the December 2007 Treasurer's Report. There were no questions. It was noted that the AFA PAC made a significant donation to the Prop. 92 campaign. Approximately \$800 in member dues (at \$1 per member) gets transferred into the AFA PAC account on a monthly basis.
4. Negotiations Report. This report and subsequent discussion were conducted in closed session.

5. Conciliation/Grievance Report. This report was conducted in closed session.

COUNCIL/SENATE/COMMITTEE REPORTS

1. District Tenure Review & Evaluations Committee (DTREC). Janet McCulloch reported that she made a presentation to the Academic Senate at the January 16 meeting regarding two ideas that have been under discussion by DTREC: 1) initiating a pilot project, in which faculty in the Public Safety department who perform less than a 20% load would undergo an abbreviated evaluation process; and 2) institutionalizing College Service in the tenure review process. Janet said that she received some good feedback that will be helpful when it comes to drafting contract language about the latter idea. She also said that DTREC is getting ready to bring some contract language regarding the Public Safety Evaluations Pilot Project to the Executive Council and the Negotiations Team, with the goal of starting the pilot project in Fall 2008.
2. Strategic Enrollment Planning Committee (StEP). Greg Sheldon reported that StEP has been discussing a completely online Associates Degree program. Online offerings are already being doubled and tripled, and there is a need to hire more faculty. Anyone who wishes to teach online courses through SRJC will need to use CATE, as other systems are much more expensive.
3. District Online Committee (DOC). Alix Alixopulos reported that DOC is talking about methods of evaluation and issues related to job descriptions for online instructors. Council members engaged in brief discussion about implications for staffing, ownership of materials, performance of college service, and prerequisite issues.
4. Professional Growth Increments Committee (PGI). Cheryl Dunn encouraged interested Council members to attend the PDA workshop that the PGI committee would be presenting on Tuesday, February 19, in the afternoon. She said that it is very challenging to interpret faculty member submissions for PGI credit relative to the current Contract and that a great deal has changed since the PGI article was first drafted. Cheryl added that the PGI Committee would be forwarding their recommendations of considerations to be made in future contracts. She also noted that the Committee would like letters to be sent to faculty when they reach the beginning of the sixteenth step, which is the first year that they could start accumulating PGI units in preparation for PG-Step 20, rather than four years later when they're eligible for PG-Step 20 (as is now the practice).
5. Accreditation Self-Study. Johanna James reported that this group continues to meet monthly and that the various liaisons all report that the Standards committees are more or less on target. A six to seven-hour meeting is planned for early March, to prepare a first draft edit of the Study.
6. Basic Skills Initiative (BSI). Cheryl Dunn reported that she is serving on Strand D of the BSI, and that they are making great strides. All five strands met and each strand presented a report and recommendations. The Steering Committee met and prioritized what came from all of the strands. Recommendations will be finalized at the end of this month, or the beginning of March, in order to meet the April deadline.

The meeting was adjourned at 4:59 p.m.

Minutes submitted by Judith Bernstein.