

**ALL FACULTY ASSOCIATION  
EXECUTIVE COUNCIL MEETING MINUTES**

September 26, 2007

*(Approved by the Executive Council on October 10, 2007)*

Executive Council members present (noted by \*):

*Janet McCulloch, presiding	*John Daly	Joyce Johnson	*Andrea Proehl
*Alix Alixopulos	*Cheryl Dunn	*Michael Kaufmann	Mike Starkey
Lara Branen-Ahumada	*Peggy Goebel	*Reneé Lo Pilato	*Linda Weiss
*Paula Burks	*Johanna James	*Michael Meese	<i>Vacancy 2007-08</i>

Also present: Ann Herbst, Warren Ruud, Deborah Sweitzer; Judith Bernstein, Candy Shell.

The meeting was called to order at 3:08 p.m.

**MEMBER CONCERNS**

1. Compensation for Work Experience Faculty. Now that the most recent Contract Agreement ratification process has been completed, Reneé Lo Pilato requested that the Council reconsider and discuss the memo that she brought forward 15 months ago on behalf of Work Experience faculty. Reneé noted that it's been eighteen years since there has been any improvement in the way that Work Experience faculty have been compensated. Janet McCulloch asked Reneé to e-mail the document to AFA office staff, for distribution and discussion at the Council retreat on September 30.

**MINUTES**

There were no corrections or additions to the minutes from the September 12, 2007 Executive Council meeting, which were accepted as written. In response to a question about the new Program Review Process (Discussion Item #1 in the September 12 meeting minutes), Janet McCulloch and Deborah Sweitzer confirmed that, even though the ultimate decisions rest with the Vice Presidents and President, a feedback loop is built into the process such that department chairs and/or programs coordinators will be able to see how their requests rank as an institutional priority in comparison to other department/program requests.

**ACTION ITEMS**

1. Nomination of Candidates for AFA President (Spring 2008 through Summer 2009). John Daly nominated Warren Ruud to serve as AFA President, to fill the vacancy resulting from Janet McCulloch's resignation as President, effective the end of the Fall 2007 semester. There being no other nominations, no prohibition in the Bylaws against proceeding immediately with an election, and no objections, the Council, by acclamation, unanimously proclaimed Warren Ruud to be AFA President, effective the beginning of the Spring 2008 semester through Summer 2009.
2. Appointment of Regular Faculty Representative to Fill Vacancy for 2007-08. Janet McCulloch informed the Council that Lynda Williams, regular faculty member in the Engineering & Physics Department, resigned from the Council. Two regular faculty members have expressed interest in being considered for that seat on the Council: Laura Larqué, regular faculty member in the Social Sciences Department, and Dan Munton, regular faculty member in the Mathematics Department. Janet commented that the AFA officers see this as an opportunity to bring in to the Council a different regular faculty member for each of the two semesters left in the two-year term, providing both people the opportunity to better decide if they would like to run for the Council seat in the Spring 2008 election. She said that the officers are recommending the appointment of Laura Larqué to fill the vacancy for the Fall 2007 semester and Dan Munton to fill the vacancy for the Spring 2008 semester. Following a motion made by John Daly and seconded by Michael Meese, the Council

unanimously approved a motion to appoint Laura Larqué for Fall 2007 (effective immediately) and Dan Munton for Spring 2008 (effective January 2008) (9 in favor, 0 opposed, 0 abstentions).

3. Proposed AFA Budget for 2007-08. Following discussion (see Discussion Item #1), and a motion made by Michael Meese and seconded by Cheryl Dunn, the Council unanimously approved the AFA Budget for 2007-2008 as presented (11 in favor, 0 opposed, 0 abstentions).
4. Officers' Proposal for Donations to Community College Initiative (CCI). Following discussion (see Discussion Item #2), and a motion made by Cheryl Dunn and seconded by Michael Meese, the Council unanimously approved a motion for a one-time transfer of up to \$5.00 per member out of each set of dues — September 30 for contract faculty dues and October 10 for adjunct faculty dues (11 in favor, 0 opposed, 0 abstentions). There was general agreement amongst Council members to develop a handout, which would include a copy of the Board resolution and CCI material from the FACCC Web site, and to distribute the handout at the Conviviality Week events, at Accreditation Advisory Committee meetings, and at other committee and department meetings attended by Council members.

### DISCUSSION ITEMS

1. Proposed AFA Budget for 2007-08. Council members reviewed the proposed budget. Candy Shell directed the Council's attention to the attachments to the budget summary, which provided detailed calculations for projected dues and fees income, payroll expenses, and reassigned time and stipend expenses. Candy noted that the budget included a proposed one-time special assessment to be transferred to the AFA PAC from AFA member dues for a donation to the Community College Initiative campaign. Following a motion made by Andrea Proehl and seconded by Paula Burks, the Council unanimously approved a motion to move the approval of the budget to the action agenda (11 in favor, 0 opposed, 0 abstentions).
2. Officers' Proposal for Donations to Community College Initiative (CCI). Janet McCulloch reported that the AFA PAC recently sent \$7,000 to the CCI campaign. The AFA officers are recommending two actions: 1) increasing the amount to be transferred from member dues to the AFA PAC from the current maximum of \$1.00 per-member per month to a maximum of \$5.00 per-member, for one month only, in order to contribute an additional \$3,000 to the campaign; and 2) actively soliciting donations from individual faculty members. Lengthy discussion followed and included these comments: 1) at the most recent Bay Faculty Association meeting and FACCC Budget Workshop, there was a great deal of discussion about the changing demographics in the State and the implications down the road for community colleges — AFA needs to support and also strongly encourage the Board of Trustees and Dr. Agrella to support the CCI; 2) The CSU's and CTA, which primarily represents K-12 along with a few community college districts, will most likely be opposing the CCI, meaning that, if CTA decides to spend a great deal of money advertising against the initiative, additional funds will need to be raised to pay for advertising in support of the initiative; 3) according to Dr. Agrella, the District has contributed \$1,000 and there are no plans to run donations through the SRJC Foundation; 4) as they did during the Measure A Bond campaign, the District is also asking all SRJC project engineering, architecture, and construction firms — who contributed \$15,000 during the signature drive — to contribute funds to the CCI; 5) now that the Board of Trustees has passed a resolution in support of the CCI, faculty should go before the Board during the public comment period to thank them, to talk about what the faculty is doing and to encourage them to find ways to more actively support the initiative; 6) Janet and Candy Shell have spoken to the CCI campaign consultants about getting credit for AFA's/SRJC's previous donations. Following the discussion and a motion made by Cheryl Dunn and seconded by Michael Meese, the Council unanimously approved a motion to move this item to the action agenda (11 in favor, 0 opposed, 0 abstentions).
3. October Conviviality/Here's to Your Health Workshops. Janet McCulloch reminded the Council about the Conviviality Week events to be held Monday, October 1 through Thursday, October 4, from 5:00 p.m. to 7:00 p.m. Candy Shell reviewed the list of those who signed up to be hosts for each evening: Monday, Mahoney Library: Paula Burks and Cheryl Dunn; Tuesday, Doyle Library: Janet McCulloch and Michael

Kaufmann; Wednesday, Doyle Library: Reneé Lo Pilato, Michael Meese, Alix Alixopoulos, and Judith Bernstein; Thursday, Mahoney Library: Ann Herbst and Judith Bernstein.

4. **Workload: Proposed Definitions for Lab Courses.** Deborah Sweitzer presented some background information about the efforts made by an ad hoc Workload Committee, beginning six years ago, towards identifying and defining different categories of lab courses, and establishing different workload factors for each category. She noted that the committee had explored ways in which the method of instruction chosen by the faculty member could impact the amount of time spent in preparation and assessment, as well as the development of curriculum. Deborah distributed two draft documents and initiated a discussion amongst Council members about these lab load issues.

Peggy Goebel raised the issue of lab load in Health Sciences, where the clinical components require intensive preparation before the semester even begins. In addition, there are agency requirements and state-mandated competencies and guidelines that create additional workload demands. One workload adjustment was made many years ago to the Associate Degree Nursing Program; however, other programs within Health Sciences that function in a similar way were not included in that workload discussion. It was noted that instructors in the Public Safety Department are also subject to similar certification requirements and that instructors in many departments throughout the college (e.g., Life Sciences and CIS) have been suffering under heavy workloads for many years without adequate compensation. In another department, it was noted that an instructor could be teaching one lab course with three sections and three different levels of students, each one requiring an assessment of his or her individual projects. It was also briefly mentioned that, although there is no lecture/lab distinction in non-credit instruction, workload in that area is being addressed through the special enhanced non-credit funding program from the State. In conclusion, Janet noted that AFA would be raising these lab load issues in discussions with the District.

## MAIN REPORTS

### 1. President's Report.

- **Monthly Meeting with President/Superintendent.** Janet reported that she and Johanna James met with Dr. Agrella, who, in addition to his regular duties, is currently filling in on an interim basis for the Vice President of Business Services and the Executive Director of the SRJC Foundation.
- **New Summer Template.** Janet reported that she met with Abe Farkas, the new Dean of Curriculum & Educational Support Services, to discuss the draft scheduling template for Summer 2008 that he has been developing and to fill him in on background information, as well as process and procedures. Janet told the Council that, although there are many problems with the current version of the template, AFA is in support of the idea. She explained that Abe Farkas had taken the proposed summer template for 2008 to the Calendar Committee, and was told that the calendar for 2008-09 had already been sent to and approved by the Chancellor's Office. During her meeting with him, Janet suggested that he go back to the Calendar Committee right away to work with them on the next draft, if there is to be any possibility of implementing it in Summer 2009. AFA has to agree with the final draft and support it, before it can be circulated to the various constituent groups, including the Academic Senate and the Department Chair Council (DCC). Deborah Sweitzer added that she had suggested to Abe Farkas that he check with the Counseling Department, as they have been in favor of and have very good reasons to support a three-week intersession between the end of the spring semester and the beginning of summer.

Janet also gave the Council a brief history of AFA's efforts to deal with a related scheduling and workload problem that arises when courses are less than 17 weeks in length. Since late start and short courses are typically not scheduled for the same number of minutes as semester-length courses, regular faculty teaching these courses often find themselves with reduced loads that have to be made up in subsequent semesters. (Whereas adjunct faculty members are paid less for these courses, regular faculty receive a salary at 100%, but end up with less than 100% load.) Janet noted that some departments are aware of the problem, and those chairs and administrative assistants make sure to adjust to the correct number of hours and minutes when planning the schedule for shorter courses. AFA has demonstrated to

the District that scheduling additional minutes for these shorter courses generates additional FTES and income. The Vice President of Academic Affairs made an announcement at a recent meeting of the Department Chair Council; however, no directions or instructions accompanied the announcement. Janet noted that Abe Farkas indicated that he would begin to address this issue in the next draft of the summer template.

- Institutional Planning Council (IPC). Janet reported that, at the last meeting, IPC members reviewed the new Program Review Process and all of the initiatives, which were developed in greater detail by the Vice Presidents at their retreat over the summer. She said that the intent of the initiatives is to guide the planning process and that she will bring copies to the next Council meeting. Deborah Sweitzer clarified that each component still has institutional goals and that, even though the initiatives don't always flow directly to the goals, the initiatives come first. She added that, if the institution embraces the new Program Review Process, then the institutional initiatives would become the basis upon which changes in resource allocation will be made.
- College Council. Janet noted that the District has hired Dianne Smith to review the District's Policy and Procedures Manual (P&PM) in preparation for the District's upcoming accreditation review process. As it is expected that Dianne's review will generate a number of proposed changes to the P&PM, Janet suggested that there be a standing College Council discussion item on the agenda at every Executive Council meeting. The P&PM is posted on-line. Revised policies and procedures are typically posted a couple of months after the changes have been approved. It was suggested that it would be easier for members of the various constituent groups to review the draft P&PM revisions if they were posted on-line. Janet noted that this idea had been brought up and discussed at the last College Council meeting.

## 2. Vice President's Report: Petaluma.

- Meeting with Petaluma Vice President. Cheryl Dunn gave a brief report about her "getting-to-know-you" meeting with Jane Saldaña-Talley, the new Vice President of the Petaluma Campus, and Janet McCulloch. Cheryl said that, although Jane has a tremendous amount of work and learning yet to do, she was very supportive and understanding of the issues affecting faculty who work at the Petaluma campus that were discussed during the meeting, which included, among other items, coordinators' workloads.
- Petaluma Faculty Forum (PFF). Cheryl reported that the PFF would be having a half-day retreat on Friday, October 12, although that date and time conflicts with the schedules of several PFF members, who will not be able to attend if the retreat is not rescheduled.
- Moving and Space Needs. Cheryl reported that faculty in Petaluma would need to be completely moved out of their offices and labs by December 21. She has recently learned that not all of the needs of the College Skills department would be met, because there aren't enough rooms in the new space. There is no expanded schedule for Petaluma — fewer sections than there have ever been will be offered. Cheryl reiterated her concern about the lack of a current and comprehensive educational plan and vision for the Petaluma campus.

## 3. Negotiations Report. This report and subsequent discussion were conducted in closed session.

## 4. Conciliation/Grievance Report. This report and subsequent discussion were conducted in closed session.

## 5. Committee Reports:

- Budget Advisory Committee (BAC). Deborah Sweitzer reported that SRJC has been allotted 1.58% of State Growth funds. There was brief discussion amongst Council members re: different ways to achieve growth, particularly during the summer, and a suggestion was made that AFA develop a sample template.

## 6. California Community College Independents (CCCI) Report. Janet McCulloch and Deborah Sweitzer will be attending the Fall 2007 CCCI conference in San Diego on Friday, October 12 and Saturday, October 13.

The meeting was adjourned at 4:45 p.m.

Minutes submitted by Judith Bernstein.