

**ALL FACULTY ASSOCIATION
EXECUTIVE COUNCIL
MEETING MINUTES**

November 14, 2007

(Approved by Executive Council on November 28, 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 Fall 2007</i>

Also present: Faculty: Dave Henderson, Stephen Oppenheim;
AFA Officers & Negotiators: Ted Crowell, Ann Herbst, Warren Ruud,
Deborah Sweitzer; AFA Office Staff: Judith Bernstein, Candy Shell.

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

MEMBER CONCERNS

1. Retroactive Paychecks. Several Council members expressed confusion about the very small retro paychecks that they received recently. Janet McCulloch said that she would ask the Payroll Department to send out a clarifying e-mail.
2. Adjunct Salary Schedules and Health Benefits. Dave Henderson, adjunct faculty in the Modern & Classical Languages Department, expressed the hope that AFA is planning to improve the upper steps of the hourly salary schedules, since adjunct faculty on those steps received a very small increase as a result of the latest ratified agreement. Janet noted that AFA is working on a professional growth increment for long-time adjunct faculty — an idea that she said has a great deal of support from the Academic Senate. Dave also volunteered to join the Adjunct Faculty Health Benefits Sub-Committee, which is to be chaired by Mike Starkey.

MINUTES

There were no corrections or additions to the minutes from the October 24, 2007 Executive Council meeting, which were accepted as written.

ACTION ITEMS

1. College Council Revisions to District Policy and Procedures Manual. Following discussion (see Discussion Item #1), and a motion made by Michael Meese and seconded by Lara Branen-Ahumada, the Council unanimously approved a motion to authorize the AFA President or designated representative to vote in College Council, on behalf of AFA, on non-substantive changes to the District Policy and Procedures Manual, and to subsequently report back to the Council about the changes that have been approved (13 in favor, 0 opposed, 0 abstentions).

DISCUSSION ITEMS

1. College Council Revisions to District Policy and Procedures Manual. Janet McCulloch reported that College Council is engaged in the process of substantially reviewing the entire District Policy and Procedures Manual. Dianne Smith, who has been charged with leading this effort, has asked whether constituent groups would agree to some blanket approvals for minor changes (e.g., correcting people's titles and place names, deleting or updating outdated references, etc.). Any substantive changes that would significantly affect faculty in any way would be brought back to both the full Executive Council and the Academic Senate for discussion and approval. Following a motion made by Michael Meese and seconded by Lara Branen-Ahumada, the Council unanimously approved a motion to move this item to an action item (13 in favor, 0 opposed, 0 abstentions).

2. Adjunct Medical Benefits. Janet McCulloch introduced this topic by saying that SRJC is embarking on its seventh year since the State of California enacted legislation which said that community college instructors who did not have any access to health insurance could bring their bill to the district and be reimbursed 50% of the cost, if the district negotiated the program (which AFA and the District agreed to do when the legislation was first enacted). The legislation mandated \$1 million for the entire program to start with and, within a short period of time, more districts came onboard and the program was oversubscribed. This means that the \$1 million has been spread thinner and thinner over time. For the last several years, the governor has vetoed Senate and Assembly proposals to increase funding to \$5 million. Currently, a little over 200 adjunct faculty members and their families are enrolled in the program, at an average cost of \$3,000 per year, and the District is receiving only 13 cents on the dollar from the State. The District currently pays a portion of the cost and, through negotiations, AFA has made funding available for the remainder.

In the first two years of the program, AFA office staff performed a large share of the administrative support. Janet noted that AFA is committed to the idea of employer-provided medical benefits for adjunct faculty but, at the same time, has reservations about many of the restrictions that come with the State program and concerns about the financing aspect. The Executive Council decided at the end of last year that 2007-08 would be the last year that AFA would contribute funding towards the program. Janet added that the Board of Trustees has adamantly stated that they have no interest in paying for adjunct medical benefits, although they are willing to provide administrative support.

Lengthy discussion followed. Stephen Oppenheim, adjunct faculty in College Skills and Disability Resources, expressed gratitude to AFA and the District for funding the program, and also said that many families are dependent upon this coverage and scared about the future. At the end of the discussion, Deborah Sweitzer summarized AFA's position by saying that the Executive Council and Negotiations Team have concerns about the adjunct medical benefits program, but no decisions have been made yet. They are collecting information, exploring options, and are planning to send out a survey early in the Spring 2008 semester soliciting faculty input about adjunct medical benefits in addition to a variety of other issues related to regular faculty benefits.

3. Guidelines for Executive Council E-mails to Outlook Distribution Lists. Deborah Sweitzer informed the Council that the officers have reached consensus with regard to identifying the individuals who should be communicating with the College at large on behalf of the organization: 1) with regard to organizational matters, it should be the President; and

- 2) with regard to matters of negotiations, it should be either the President or the Chief Negotiator. Janet McCulloch added that the officers would be bringing to the Council a proposal for additions to the AFA Bylaws, clarifying the responsibility for official communications and also the consequences of breaching confidentiality (the importance of which was emphasized at a recent California Community College Independents conference).
4. Proposition 92. Janet McCulloch said that a four-page flyer about Prop. 92 printed on lavender paper was distributed to campus boxes last week. An addressed envelope for donations was stapled to each flyer. Earlier this week, she sent out an explanatory e-mail encouraging faculty to make a donation. Janet asked Council members to prevail upon people to write a check in support of Prop. 92 and to forward the check/envelope to Candy Shell in the AFA office, who will be collecting the donations and forwarding them as a group, so that SRJC can get credit. Janet noted that, based on FTES, SRJC's goal is to raise \$56,000. AFA has already contributed \$14,100, and last fall forwarded \$875 in checks from individual faculty members. In early December, AFA will be publishing additional information about Prop 92 in an *AFA Update*.

MAIN REPORTS

1. President's Report. Janet McCulloch gave brief reports about the following items:
 - Board of Trustees. New officers were elected at the November 13 Board of Trustees meeting. Rick Call will serve as President, Onita Pellagrini will serve as Vice President, and Jeff Kunde will serve as Board Clerk.
 - Compressed Courses & Load/Pay Inequity. As part of last year's negotiations, members of the AFA Negotiations Team presented to the District a method of scheduling that resolves a load and pay inequity that has existed for years. (Some departments are already utilizing this method.) By simply adding a calculated number of minutes to late-start and other compressed courses, the District would be able to equalize load for regular faculty and pay for adjunct faculty, and generate more FTES and increased apportionment from the State. In mid-spring 2007, the District agreed with AFA about the benefits of this idea and also agreed to issue an e-mail informing departments about it.
 - Summer 2008 Template and Spring 2008 Adjustments. Last week, the Scheduling Department sent out an e-mail to department chairs and supervising administrators that included a timeline for adjusting courses in this way for Summer 2008. Further clarifications about the Summer 2008 schedule have been forthcoming, as it turns out that course lengths have already been adjusted. A subsequent decision was made to adjust the shorter, compressed courses for Spring 2008, as minutes had not been added to most of those courses yet. Although the Spring 2008 schedule has already been posted on-line, the District will post a disclaimer on the Web until the adjustments have been completed, and the printing of the hard copy of the spring schedule will be delayed a week or two in order to reflect these adjustments.
 - Staff Directory. Last spring, Janet met with Susan Bagby-Matthews in Public Relations and Karen Furukawa, Human Resources Director, to discuss the Staff Directory. There was general agreement that the printed version is out-of-date almost from the moment it is published, and that an electronic version that includes all District employees makes more sense. She subsequently met with Mary Kay Rudolph, Vice President of Academic Affairs, and Ken Fiori, in Computing Services, to discuss the capacity and limitations of

the Outlook system. Janet also reported that AFA office staff would soon be assisting Human Resources in the process of regularly forwarding contact information for newly hired adjunct faculty to Computing Services, so that it could be uploaded into the on-line Staff Directory. Janet noted that faculty must have an Outlook account in order to modify their contact information on-line, which again raises the issue of mandatory Outlook accounts. (The District is interested in implementing a requirement for all faculty to have an Outlook account, beginning in Fall 2008.) She said that the officers would be making a presentation to the Council about this issue. Some Council members expressed frustration at not being able to easily locate on-campus telephone numbers/extensions for adjunct faculty, and disappointment that adjunct faculty were not included in the printed copy of the latest Staff Directory. Other Council members also indicated a preference to have both a printed version and an on-line version.

2. Vice President's (Petaluma) Report. Cheryl Dunn reported that the Petaluma Faculty Forum would be holding their annual retreat on Friday, November 16, from 12:00 to 4:00 p.m. Major topics of discussion will include transfer rights between campuses and other sites, and the Needs Assessment Survey in relation to the existing educational plan for Petaluma. Cheryl will report back at the next Council meeting. She also requested that the Council consider holding one of its Spring 2008 meetings on the Petaluma campus.
3. Negotiations Report. This report was conducted in closed session.
4. Conciliation/Grievance Report. This report was conducted in closed session.

COUNCIL/SENATE/COMMITTEE REPORTS

1. Calendar Committee. Deborah Sweitzer reported that Abe Farkas, Dean of Curriculum and Educational Support Systems, presented to the Calendar Committee a new template for Summer 2008, which adjusts the number of minutes and regularizes loading in all of the course offerings. This template provides for many different scheduling variations that, according to Deborah, would fit most every situation.
2. Department Chair Council. Deborah Sweitzer reported that Jane Saldaña-Talley, Vice President of the Petaluma Campus, attended the most recent DCC meeting to talk about and listen to concerns about departmental relations and coordination between the two campuses.
3. District Staff Diversity Committee. Joyce Johnson reported that since this committee recently changed their meeting time and it now conflicts with a class she is teaching, she would no longer be able to attend and serve as the AFA representative. Johanna James said that she would check her calendar and would consider taking Joyce's place.
4. District Tenure Review & Evaluations Committee. Janet McCulloch reported that DTREC is moving forward with the Public Safety Pilot Project. She also reported briefly on an idea that could potentially provide a solution for departments and/or programs that have many delinquent adjunct faculty evaluations. There would be a group of faculty who would get trained to do evaluations, regardless of department, program or discipline. (It has been suggested that retirees could be recruited to perform this work.) These faculty members would be paid at the allied rate and, if a department and/or program agree, they would perform the needed evaluations and bring everyone up to date. Janet said that she would be bringing more information to the Council about these two items.

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

Minutes submitted by Judith Bernstein.