

**ALL FACULTY ASSOCIATION
EXECUTIVE COUNCIL
MEETING MINUTES**

January 28, 2009

(Approved by the Executive Council on February 11, 2009)

Executive Council members present (noted by *):

*Warren Ruud, <i>presiding</i>	*John Daly	*Joyce Johnson	*Dan Munton
*Alix Alixopoulos	Cheryl Dunn	*Michael Kaufmann	*Andrea Proehl
*Lara Branen-Ahumada	*Lynn Harenberg-Miller	*Reneé Lo Pilato	*Greg Sheldon
*Paula Burks	*Johanna James	*Michael Meese	*Mike Starkey

*Vacancies: Two Regular Faculty Seats: terms expire August 2010
One Adjunct Faculty Seat: term expires August 2009*

Officers/Negotiators present: Ted Crowell, Ann Herbst, Janet McCulloch;
Faculty present: Michael Drayton
Staff present: Judith Bernstein, Candy Shell
Also present: Michael Gibson, Gibson & Co., Inc. CPA

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

PRESENTATION

Presentation of AFA Audit for 2007-08 by Michael Gibson, Gibson & Co., Inc., CPA. Mr. Gibson appeared before the Council to report on the results of AFA's annual audit. The audit documents consisted of two reports and one letter. Mr. Gibson distributed hard copies of all three documents to every Council member present and reported as follows:

- *Financial Statement for the Year Ended June 30, 2008 (with Independent Auditor's Report)*: A "clean" opinion was rendered regarding AFA's financial statement, which reflected an excess of revenue over expenses that was greater than the prior year. Revenue was approximately \$50,000 higher and expenses were approximately \$30,000 lower in 2007-08 than the previous year. In comparison to the prior year, the reassigned time expense was lower, and payroll and related expenses were higher. The financial statement includes footnotes and explanations about how expenses and revenue are categorized, a summary of significant accounting policies, a statement of cash flows, a breakdown of fixed assets, future commitments on leases, and changes in assets and liabilities. Mr. Gibson pronounced AFA's financial statement to be "solid."
- *Schedule of Unrestricted General Operating Expenses and the Allocation of Expenses between Chargeable and Non-Chargeable for the Year Ended June 30, 2008 (with Independent Auditor's Report)*: No irregularities were found or reflected in this report, and another "clean" opinion was issued. A history of court cases related to implementation of Fair Share Service Fees is included in the report, in addition to footnotes and explanations about which expenses are chargeable and which are not, and how AFA's expenses were allocated. The allocation guidelines

are identified in Notes 1 and 2. The audit involves a determination of which expense items are non-representational in nature. Fee payers are not required to pay the percentage of non-chargeable expenses, which are associated with political advocacy, membership drives, and/or donations (e.g., donations and contributions, recognitions and awards). AFA's percentage of chargeable expenses was 99.09 percent in 2006-07 and 99.19 percent in 2007-08. Based on Mr. Gibson's experience, those rates are highly unusual. Typically, his clients who charge dues and fees (mostly labor unions representing government employees) average 65 to 70 percent in chargeable expenses, and those percentages seem to hold true for clients of other accountants he talks to and/or meets at seminars. Most local unions belong to state and/or national organizations, whose chargeable percentages are typically 28 to 33 percent. Mr. Gibson questioned why anyone would choose to be an AFA fee payer, since the non-chargeable percentage is so minimal and fee payers can't vote.

- Cover Letter. The letter includes a discussion of generally accepted accounting principles, the timing and planning of the audit, the quality of AFA's accounting and records, and any difficulties encountered by the auditor in performing the audit. Mr. Gibson said that he encountered no difficulties in any of the aforementioned areas, and thanked AFA staff for their cooperation during the audit.

(Note: The complete reports are posted at: <http://www.santarosa.edu/afa/audits.shtml>)

MEMBER CONCERNS

1. Erosion of Shared Governance. Michael Kaufmann expressed his concern that the District is making it more and more difficult for adjunct faculty to participate on committees. He noted that District and Department Activity Hours are being cut — adjunct faculty members who attend department meetings are not being compensated. Michael said that adjunct faculty, who contribute a certain perspective to the District's decision-making process, should be careful about working for free. He also said that, by not allowing adjunct faculty to perform College Service, the District is losing an important voice that cannot be replaced simply by filling those committee seats with regular faculty, who are already stretched thin. Joyce Johnson commented that, in response to her request, the District will compensate adjunct faculty to serve on a Behavioral Sciences hiring committee. Janet McCulloch said that the District had agreed in an MOU to pay adjunct faculty for serving on certain committees (e.g., hiring committees and evaluation teams).
2. Outstanding Evaluations. Janet McCulloch, chair of the District Tenure Review and Evaluations Committee (DTREC), reported that there are still a great many evaluations that are outstanding. (At this point in time, 131 out of 334 adjunct evaluations due by the end of the semester are still outstanding, 72 out of 90 regular faculty evaluations are overdue and 16 tenure review evaluations are still outstanding). Noting that adjunct faculty members rely on getting a satisfactory evaluation to guarantee their Article 16 rights, Janet commented that it shows a lack of regard for adjunct faculty and for the evaluation process. It also sends a message that no one cares to finish tenure track faculty evaluations. It was suggested that the level of cooperation varies from department to department and that, in departments where there are fewer full-time faculty, the burden of doing the evaluations falls disproportionately on adjunct faculty.

3. Use of Social Security Numbers. In a follow-up to a member concern raised at the January 14, 2009 Council meeting, Warren Ruud reported that he conveyed to Karen Furukawa, Director of Human Resources, and Barbara Croteau, Academic Senate President, AFA's concern about the District's continued requirement that faculty use the last four digits of their Social Security numbers (SSN's) on District forms. John Daly suggested that the District could require instead the use of the online identification number that is issued to faculty after they have entered their SSN when accessing their own portal in the new Student Information System for the first time.

MINUTES

The minutes from the January 14, 2009 Executive Council meeting were accepted as submitted.

MAIN REPORTS

1. President's Report. Warren Ruud reported that there was discussion about the budget at the last Institutional Planning Council meeting. He reminded the Council that the deadline for Nomination Forms and candidate statements is 5:00 p.m., February 3, and that Council election ballots will be due back to the AFA office by February 24. Council election of AFA Officers will take place at the March 25 meeting.
2. Treasurer's Report: December 2008. Paula Burks directed the Council's attention to a new line item in the expense section of the December 2008 Treasurer's Report that reflects AFA's contribution to the AFA College Service and Technology Training Fund for 2008-09. Paula also noted that the District did not deposit Regular faculty dues and fees for the month of December by the end of the month, and that revenue will be reflected in the January 2009 Treasurer's Report. Warren Ruud reiterated that the officers are continuing to conduct research and considering how to structure AFA's savings account in terms of earmarking funds for certain purposes (e.g., a strike fund and a legal fund), and determining how much is prudent to set aside for each purpose. Relative to a comment made during the annual audit report presentation earlier in the meeting, Warren said that, for several years in a row, AFA forfeited the District's payment of 1.2 FTE in reassigned time in order to use the funds for other considerations; however, that is no longer the case and, as a result, AFA is now accumulating reserves. AFA's accountant reported that typically organizations keep a minimum of six to nine months of operating expenses in reserves, in order to be prepared for a potential strike. Other community college unions have reported to AFA that they have spent \$300,000 in one year in legal expenses, far more than AFA has accumulated in savings. The officers plan to bring a recommendation to the Council after they have completed their research and formulated a proposal.
3. Conciliation/Grievance Report. This report and subsequent discussion were conducted in closed session.
4. Negotiations Report. This report and subsequent discussion were conducted in closed session.

ACTION ITEMS

1. AFA Policies. Since the draft policies were not yet ready for Council review, this action item was postponed until the following meeting.

DISCUSSION ITEMS

1. Establish Date for Spring 2009 Executive Council Retreat. Warren Ruud reported that the officers had identified two potential dates for the spring 2009 negotiations retreat: Sunday, March 22 and Sunday, March 29. Most of those present expressed support for the March 22 date. Council members were advised to check their calendars. Warren said that planning would proceed under the premise that the retreat would be held on March 22 unless people expressed a strong objection to that date at the February 11 Council meeting.
2. Salary Study. Warren Ruud reviewed with the Council the three pages of the 2008 Salary Study, which reflects data compiled from the 71 community college districts in the State. He informed the Council that, earlier in the day, San Joaquin Delta provided AFA with a copy of their revised salary schedule, reflecting a November 2008 settlement that includes a two percent raise. That increase will have an affect on Rank 10 and an adjustment to the 2008 Salary Study will need to be made. Warren explained that salary data is collected the week prior to December 15, and a preliminary version of the salary study is provided to the District, with the caveat that the figures could change. After the first of the year, that same preliminary version is then sent out to all of the districts for their review and confirmation or correction. After corrections are made, the complete salary study is posted on the AFA Web site. Warren mentioned the fact that that one-third of Regular faculty are “camped out” on Step 16, which is one of the three benchmarks or comparison points used in the salary study (the other two are Step 1 and Step 28). He also said that the cost to bring SRJC salary schedules up to Rank 10 would be a little over \$1 million, which represents a total raise of 2.17 percent.
3. District Policy and Procedures 3.14.1P: Instructional Days and Hours. Warren Ruud informed the Council that he and Barbara Croteau, Academic Senate President, met recently with Abe Farkas, Dean of Curriculum and Educational Support Services, to discuss Abe’s proposed revision of the District’s policy regarding Instructional Days and Hours. The policy revision would have institutionalized the way breaks are to be scheduled throughout the class template. At the conclusion of their meeting, the District agreed to continue with the existing policy for now. It is anticipated that, in a year, the policy will need to be revised, as the State will be requiring that the District publish the times that each class actually meets, which means that the 10-minute passing period would be reflected in the Schedule of Classes. (For example, a class that is currently listed as meeting from 7:30 to 9:00 a.m. would be listed as meeting from 7:30 to 8:50 a.m., to allow for the 10-minute passing period.) Faculty would continue to be paid for the entire 90 minutes.) Warren said that the reason for the change has to do with how apportionment is collected from the State.

The meeting was adjourned at 5:00 p.m.

Minutes submitted by Judith Bernstein.