

**ALL FACULTY ASSOCIATION  
EXECUTIVE COUNCIL  
MEETING MINUTES**

February 11, 2009

*(Approved by the Executive Council on February 25, 2009)*

Executive Council members present (noted by \*):

*Warren Ruud, <i>presiding</i>	*John Daly	*Joyce Johnson	*Dan Munton
*Alix Alixopulos	*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

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

**MEMBER CONCERNS**

1. Social Security Workshop. Greg Sheldon reported that the Social Security workshop held on February 6 was one of the most valuable workshops he's attended, and he recommended that AFA continue to sponsor similar workshops every semester. Brief discussion followed about the possibility of AFA negotiating an option for adjunct faculty members of the CalSTRS Cash Balance Plan to be able to switch to Social Security, in accordance with recently passed legislation. Warren Ruud reported that, in discussions with the District, the District wanted to research the number of faculty who would be eligible to make that change and to calculate the cost. The District had expressed concern about the additional cost, since the employer portion of Social Security is 6.2% of gross wages as compared to 4.0% for Cash Balance. Janet McCulloch added that, while it is possible for the District to offer Social Security as an adjunct retirement plan option, the District is only compelled to offer one retirement plan as an alternative to the CalSTRS Defined Benefit Plan, and they are currently offering the Fidelity Plan and the Cash Balance Plan. She said that AFA would be willing to explore whether adjunct faculty would rather have Social Security as their retirement plan.
2. Office Space for Adjunct Faculty. Alix Alixopulos expressed concern about the lack of adequate office space for adjunct faculty — a working conditions issue that affects instructor's ability to provide a quality education and maintain confidentiality when meeting with students. He said that AFA should be addressing the issue. Lynn Harenberg-Miller, who also serves on the Academic Senate, commented that the Senate recently approved a revision to the District's office space policy that was brought forward by Dr. Mary Kay Rudolph, Vice President of Academic Affairs. The policy focuses on full-time faculty, guaranteeing that they would have an office space, even if they have a shared assignment between Santa Rosa and Petaluma; however, it doesn't address the issue of office space for adjunct faculty. In smaller departments, regular and adjunct faculty tend to share office space; however, in larger departments, as many as 25 adjunct faculty may be sharing the

same office. Noting that the proposed policy is still in the comment phase and hasn't gone to the Board of Trustees for approval yet, Warren Ruud said that he would e-mail an electronic copy of the most recent version to Council members for their review and comment. Although adjunct faculty are required to schedule a time to meet with students, Warren mentioned that the term "student consultation time" has replaced "office hours" throughout the Contract, and that faculty may also fulfill part of that requirement by consulting with students online or by phone.

3. **Course Curriculum Revision.** Joyce Johnson expressed concern on behalf of faculty in her discipline about an issue related to the revision of course curriculum and prerequisites. Janet McCulloch recommended that Joyce follow up with her, Lara Branen-Ahumada, or Michael Kaufmann, all of whom are members of the Curriculum Review Committee.
4. **Printing Out Rosters.** Mike Starkey questioned why it is no longer possible to access and print out other instructor's rosters. Brief discussion followed about the limitations of the new Student Information System.
5. **No Smoking Policy.** As a continuing follow-up to a concern raised at a previous Council meeting, Warren Ruud reported that he recently observed District Police taking a firmer stand in enforcing the District's No Smoking Policy.

### **MINUTES**

The minutes from the January 28, 2009 Executive Council meeting were accepted as submitted.

### **MAIN REPORTS**

1. **President's Report.** Warren Ruud gave a brief report about the following items:
  - **Institutional Planning Council.** Topics under discussion at the last IPC meeting were the state of the budget and preparations for the upcoming accreditation team visit.
  - **Board of Trustees.** The February Board meeting included discussion about changes to the District's grading policy and procedures, and a report about Shone Farm.
  - **College Council.** Discussion at the last meeting focused on wait list procedures, the resolution of the passing period controversy, and revisiting a proposed policy change that was raised by the Senate six months ago, which would require that faculty turn in their course syllabi to their supervising administrator prior to the first day of each semester. The proposed policy would also require someone who takes over another person's course to adhere to that person's syllabus, even though there's no language in the current policy requiring the original instructor to abide by his/her syllabus. Warren noted that this issue is job-related and, therefore, is something that would need to be negotiated. (The proposed duties are not currently included in the faculty job description.) He said that he would keep Council members updated.
2. **Vice President for Santa Rosa Report.** Reneé Lo Pilato reported that the Department Chair Council held its first meeting of the semester last week and that they spent the majority of the time discussing the department chair job description and evaluation process. She said that Warren Ruud was invited to the meeting to answer questions, of which there were many, about the different criteria applied across the clusters for the approval of classroom substitutes by the District. Reneé also reported that the AFA Recruitment Committee has

completed its efforts, and that she, Mike Meese, and Cheryl Dunn are working with Tammy Sakanashi, the coordinator of the new faculty mentoring program, in planning an event for new probationary faculty. Reneé is also coordinating with Lara Branen-Ahumada on articles for the *AFA Dialogue*.

3. Vice President for Petaluma Report. Cheryl Dunn reported that many new people were in attendance at the Petaluma Faculty Forum (PFF) retreat and that discussion focused on continuing to identify what works and what doesn't work on the Petaluma campus. At the most recent PFF meeting, there was a discussion about how student complaints are being handled. Lastly, the College is slowly moving into phase "R" of construction. The Counseling Department moved last week, Admissions & Records is moving this week, and the College Skills lab will be moving next Tuesday. Cheryl encouraged Council members to come to the Petaluma campus to see all of the changes.
4. Publications Coordinator Report. Lara Branen-Ahumada reported that many ideas were generated at the February 10 AFA Publications Committee meeting. Upcoming publications will include a *Dialogue* article encouraging adjunct faculty not to work for free, an *Update* article about the new MOU re: Article 29, and an article asserting the value of being an independent union.
5. Conciliation/Grievance Report. This report and subsequent discussion were conducted in closed session.
6. 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. AFA Officer Elections. Warren Ruud reminded Council members about the schedule for the Spring 2009 election cycle. Ballots for the membership's election of Council representatives are due by 5:00 p.m. on February 24, and will be counted on the morning of February 25. It is anticipated that results will be known by the Council meeting, which begins at 3:00 p.m. that same day. Nominations for AFA Officers, Negotiators and the Publications Coordinator will be open at that meeting and candidate statements will be due one week before the next Council meeting, when the elections will occur. Since there won't be a Council meeting on the second Wednesday in March due to Spring Break, Council elections of officers might have to wait until the March 25 Council meeting. If there were to be any uncontested seats and if anything pressing were to come out of negotiations, then there is a possibility that a special Council meeting would be called for Wednesday, March 18, and the elections could be held then. (Earlier results from officer/negotiator elections would enable those elected to incorporate reassigned time into their Fall 2009 schedules sooner.) Warren requested that Council members keep the 3:00 p.m. to 5:00 p.m. time period open on both dates (March 18 and March 25).
2. Spring 2009 Executive Council Retreat. AFA's Spring Retreat will be held on Sunday, March 22, from 12 to 4:00 p.m., at the usual off-campus location in Santa Rosa. Warren

requested input from the Council regarding non-negotiations-related items for the retreat agenda. The following suggestions were put forward: the future political direction for AFA, load banking, and the compressed calendar. Warren mentioned that the contracts for 66 out of the 71 community college districts in California are now posted on the AFA Web site, along with a study of health plans offered by all 71 districts. He also noted that AFA is working with the Senate on the issue of the compressed calendar, and that the Council will soon be asked to authorize reassigned time for the chair of a joint AFA-Senate task force that is being formed to study the topic.

3. CCCI and FACCC Conferences. Warren Ruud informed the Council about two upcoming conferences, both to be held in Sacramento. He encouraged Council members who are interested in attending either or both of these conferences to contact AFA staff. According to the AFA Professional Conference Policy, the President (Warren) and Chief Negotiator (Janet McCulloch) have first priority as ex officio attendees. The selection process for the remaining attendees will follow the Conference Policy.
  - The Faculty Association of California Community Colleges (FACCC) Spring 2009 Conference is scheduled for Sunday, March 1 and Monday, March 2 (Lobby Day). The schedule of events is posted on FACCC's Web site: <http://www.facecc.org>. Warren plans to attend, but Janet has a schedule conflict. Three additional spots are open.
  - The California Community College Independents Spring 2009 Conference is scheduled for Friday, May 8, and Saturday, May 9. Warren and Janet both plan to attend. Two additional spots are open.
4. AFA Policies. Discussion was postponed as these policies are still under construction.

### COMMITTEE/COUNCIL REPORTS

1. Adjunct Evening PDA Workshop. Warren reminded Council members about the upcoming Adjunct Issues Workshop that will be held from 5:00 to 8:00 p.m. on Thursday evening, as part of the Professional Development Activities schedule of events. There are plans to spend a good deal of time during the workshop showing attendees the AFA Web site, which everyone acknowledges is a great resource for faculty.
2. Calendar Committee. Greg Sheldon reported that the Calendar Committee is talking about including two five-week sessions in the schedule for Summer 2011, alongside a three-week, six-week, and overlapping eight-week session. Greg noted that the District's offering of a variety of different length summer sessions is efficient and works well for students.
3. Bay Faculty Association (BFA). Warren Ruud reported that the primary discussion at the January BFA meeting focused on how each particular district is handling its difficulties with the State budget. At the meeting, Warren raised the issue of how SRJC's Academic Senate budget has been eliminated (including the travel budget to attend the statewide Senate plenary). SRJC was the only district of those represented at BFA that had the capacity to redirect funds originally allocated to its Academic Senate. Warren informed the Council that they would soon need to discuss institutionalizing the Senate's budget, as that is a contractual issue. He mentioned that Dr. Agrella has broached the possibility of instituting a separate fee assessment on faculty to fund the activities of the Senate.
4. Adjunct Issues Committee. This committee will meet directly after the Council meeting.

The meeting was adjourned at 4:56 p.m.

Minutes submitted by Judith Bernstein.