

**ALL FACULTY ASSOCIATION
EXECUTIVE COUNCIL
MEETING MINUTES**

February 25, 2009

(Approved by the Executive Council on March 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: Ann Herbst, Janet McCulloch;
Faculty present: Michael Drayton; Staff present: Judith Bernstein, Candy Shell

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

MEMBER CONCERNS

1. Use of Instructors' Social Security Numbers on District Forms and SRJC Bookstore Sales of Instructor-Generated Materials for Profit. In response to a request for a status report on two member concerns raised at prior Council meetings, Warren Ruud said that he has brought up both of these issues at meetings of the Academic Senate and College Council. Although those two groups did not appear to share the same level of concern as the Council and many faculty members, Warren said that he would continue to press for these two issues to be addressed.
2. Adjunct Conciliation/Grievance Representative. As a follow-up from the February 25 Adjunct Issues Committee meeting, Mike Starkey passed along the idea that it might be helpful to have an adjunct faculty representative present when adjunct faculty grievances are taking place. Warren said that he would speak to Ann Herbst and Janet McCulloch about the possibility of having someone act in that official capacity and would find out what the confidentiality issues are. He noted that the District's consent to the position would also be needed, since the conciliation/grievance process is spelled out in the Contract.
3. Office Space for Adjunct Faculty. Reiterating the concern he raised at the last Council meeting about the lack of adequate office space for adjunct faculty, Alix Alixopulos said he is hearing similar concerns from adjunct faculty members who work at the Petaluma campus. With only one computer in an office that is shared by four or five instructors, it is often impossible to get on a computer to access e-mail (now a mandated responsibility) and prepare course materials. Maintaining confidentiality when meeting with students is another problematic issue. Cheryl Dunn commented that the open ceiling design of the new buildings in Petaluma makes privacy impossible, and Michael Kaufmann mentioned that there is no computer or office for faculty at the new Southwest Center. Warren Ruud recommended that Council members review the most recent draft of the District policy on office space, which, he noted, does not make a distinction between regular and adjunct faculty. Although the Academic Senate has already approved the policy, Warren said that there is still an

- Secretary/Treasurer Lynn Harenberg-Miller nominated Paula Burks
- Publications Coordinator Cheryl Dunn nominated Lara Branen-Ahumada
- Negotiations Team: Warren clarified that any AFA member is eligible to be elected to the Team, which is composed of six seats. Two members are ex officio (the President and the Chief Negotiator). Two members of the Team must be adjunct faculty. The Budget Analyst and the Note-taker positions may be held by anyone on the Team.
 - Note-taker Lara Branen-Ahumada nominated Ted Crowell
 - Budget Analyst Mike Meese nominated Warren Ruud
 - Negotiation Team Members (Three positions)
 - Alix Alixopulos nominated Michael Ludder
 - Lara Branen-Ahumada nominated Michael Kaufmann
 - Michael Kaufmann nominated Lara Branen-Ahumada
 - Andrea Proehl nominated Mike Meese
 - Michael Kaufmann nominated John Daly
- Conciliation/Grievance Officer Lara Branen-Ahumada nominated Ann Herbst

Warren informed the Council that, if he were to be elected as President, it would be his second term, which would only be for one year. After having postponed the second half of his 2007-08-approved sabbatical once already during the first year of his AFA presidency, Warren said that he must take it Spring 2010. If the Council were to approve and appoint Ann Herbst to the Council to serve as a sabbatical leave replacement for Warren during the Spring 2010 semester, she has indicated a willingness to serve as President, since she has served in that position before. Someone else would need to take Warren's place as Bay Faculty Association representative and Budget Analyst for Spring 2010, and someone would also need to take over Ann's Conciliation/Grievance Officer position for that semester, as well. Warren noted that this situation presents another opportunity for the Council to start cultivating individuals who could take on a more active role in the leadership of the organization.

Regarding the Negotiations Team elections: Assuming that Warren is elected as President and Ted is elected as Note-taker (both positions are uncontested), and Janet continues as Chief Negotiator, three open seats would remain. Since the Bylaws require that at least two members of the Team are adjunct faculty, at least one more adjunct faculty member would need to be elected in addition to Ted; therefore, the first seat of the remaining three to be filled would be designated as an adjunct seat, and only adjunct faculty would be eligible to run for that seat. The adjunct faculty member who wins that election would be removed from the group and the remaining adjunct faculty members would join the pool of other candidates for the remaining two seats. (In this particular election, there would be four candidates running for two seats.) Each Council member could cast a vote for two individuals on the same ballot. The AFA Constitution specifies that the outcome should be determined by a majority vote, although past practice has been to use a plurality vote. There has never been a clear policy about the process to be followed when there are more than two candidates running for a position and Warren recommended that the Council adopt one (see Discussion Item #3).

There was brief discussion about the reasons why the officers are elected by the Council rather than by the membership (the Bylaws specify the process and AFA is a representative democracy); whether there is any policy addressing what happens when a member of the Negotiating Team violates confidentiality (one is being developed); and where the job description for Negotiations Team members is to be found (in AFA policy).

Finally, Warren informed the nominees that they should submit a candidate's statement via email to AFA staff by Wednesday, March 4. Nominations for the co-chair of the District Tenure Review & Evaluations Committee and the representative to the Bay Faculty Association will occur at a later Council meeting.

MAIN REPORTS

1. President's Report. Warren Ruud gave a brief report about the following items:
 - Institutional Planning Council. There was an update on the State budget at the last IPC meeting, which was held the day after the State budget was passed. Due to the unknown extent of the backfill across the State, a great deal of uncertainty about the budget remains.
 - Bay Faculty Association. Faculty at the College of Marin may be going on strike next fall. If they don't go on strike, the COM faculty will be bound by a contract imposed upon them by their board.
 - FACCC Conference. Warren plans to attend the FACCC conference that will be held on Sunday, March 1, and Monday, March 2. No other Council members have expressed interest in attending.
 - CCCI Spring Conference. Janet and Warren plan to attend the CCCI conference on May 8 and 9, and two open spots remain. Anyone interested in attending should contact AFA staff.
 - March in March. A statewide student march on Sacramento is being organized for Monday, March 16. Jude Rowe, SRJC's Associated Students Vice President, is trying to arrange for transportation, and there has been a suggestion that AFA support the effort by helping them out financially. Warren and Jude have talked about the possibility of coordinating with College of Marin students to meet somewhere in the middle and drive from there to Sacramento. City College of San Francisco is sending 40 busloads of students. In response to a consensus from the Council to contribute funds towards transportation costs, Warren authorized AFA staff to issue a check to AS. In a response to a question about the potential of an AFA contribution to the Senate's travel expenses to the State Plenary since the District has pulled their funding, Warren said that he would check with Barbara Croteau, Academic Senate President, to make sure that those travel expenses have been handled.
2. Vice President for Santa Rosa Report. None at this time.
3. Vice President for Petaluma Report. None at this time.
4. Treasurer's Report: January 2009. Paula Burks pointed out the changes in the reassigned time and stipends line item in the budget. She also mentioned that there would be a discussion at the Council's spring retreat regarding the designation of funds within AFA's reserves and the potential for an increase in AFA's level of political activity in the future.
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.

DISCUSSION ITEMS

1. Election Results. Ballots were due back on Tuesday, February 24 at 5:00 p.m., and were counted the following morning. Ten candidates ran for eight regular faculty representative seats, 279 ballots were distributed, and there was a 67% return rate. John Daly, Cheryl Dunn, Mike Meese, and Warren Ruud were re-elected, and Dianne Davis (Disability Resources), Karen Frindell (Chemistry) and Sean Martin (Philosophy) were newly elected. Seven candidates ran for three adjunct faculty representative seats, 674 ballots were mailed out, and there was a 33% return rate. Lynn Harenberg-Miller and Mike Starkey were re-elected, and Michael Ludder (Social Sciences) was newly elected. Each person was elected for a two-year term, which will start at the beginning of the Fall 2009 semester in mid-August.
2. Vacant Seats. Warren Ruud reminded the Council that, because of last year's change in AFA policy, newly elected representatives will be invited to attend Council meetings (including the portions conducted in closed session) before their terms officially start. Since there are currently two vacant regular faculty seats and one vacant adjunct faculty seat, Warren recommended that the Council consider appointing three Councilors-elect to fill the current vacant seats. He added that, as the sole adjunct Councilor-elect, Michael Ludder could be seated without question; however, four regular faculty representatives were elected and there are only two vacant seats. The discussion that followed included the following comments: 1) the sooner the representatives get started and begin to understand the issues, the better off AFA, the Council and the faculty will be; 2) the newly elected regular faculty representatives should be appointed in descending order based upon the number of votes they received; 3) some individuals may not be available to start this semester; 4) their interest should be solicited —if the two top vote-getters aren't able to start yet, we should move down the list; and 5) while it would be possible to appoint the adjunct seat now, and wait until later to appoint the regular faculty seats, the ratio of regular to adjunct seats — which was an issue of concern to the Council — would be maintained if all three seats were appointed at the same time. Hearing a consensus from the Council, Warren said that he would contact the Councilors-elect in order by the highest number of votes received and will let the Council know via email if they are available. All will be invited to attend the retreat on March 22, at which time it would be possible to make the appointments.
3. AFA Policies. Warren Ruud distributed a proposed AFA policy regarding election of officers for a first reading by the Council. He requested that, if anyone finds any corrections that are needed, they should contact him. He directed the Council's attention to the very last sentence in the policy, which is consistent with the AFA Constitution and speaks to the method of voting when there are more than two candidates for a particular seat. Warren said that this draft policy would come back to the Council as an action item at the March 25 meeting.
4. AFA Standing Committees/Workgroups. In preparation for a discussion to be held at the March 22 Council retreat, Warren Ruud updated the Council about the activities of the various AFA Standing Committees and Workgroups:
 - Article 16 (Ann Herbst, Dan Munton, Andrea Proehl, Warren Ruud and Lara Branen-Ahumada): will be reviewing approximately 15 sets of Hourly Assignment Procedures.
 - AFA College Service & Technology Training (ACSTT)/Adjunct Faculty District Activity Fund (AFDAF)/Faculty Technology Training Fund (FTTF) Steering Committee (Lara Branen-Ahumada, Paula Burks, and Johanna James, with coordination by Judith Bernstein): minimal activity because budget is severely limited.

- AFA Political Action Committee (PAC) (Alix Alixopoulos, Cheryl Dunn, Janet McCulloch): haven't met yet, but have plans to do so after the discussion at the retreat.
- Retirement Task Force (Janet McCulloch): met one time, has been waiting for actuarial valuations, and for Doug Roberts, Vice President of Business Services, to review data. Janet noted that questions about retirement plans would be included in a survey of faculty.
- Benefits Workgroup (John Daly, Paula Burks, Johanna James, and Mike Starkey): a tentative benefits survey has been developed. Two District-wide Fringe Benefits Committee meetings have been cancelled so far this semester.
- Professional Growth Increments (Cheryl Dunn, Joyce Johnson, Greg Sheldon): this group hasn't met yet, but the District-wide PGI committee has been doing a great deal of work.
- Publications (Lara Branen-Ahumada, Paula Burks, Cheryl Dunn, Reneé Lo Pilato, Janet McCulloch, and Warren Ruud): this group has met, producing many articles, and is currently working via e-mail.
- Confidentiality Task Force (Michael Kaufmann, Mike Meese, Warren Ruud, and Mike Starkey): the group was charged with drafting a policy about what confidentiality is, and how much the Council is entitled to expect inside the Council. They have met once, and will have a draft for the Council to review soon.

Warren reminded Council members about the new “culture of shared responsibility” — an alternative concept to the prior focus on just a few people. He suggested that the Council may want to revisit the topic and may also want to expand the roles of the workgroups. An updated list of the AFA Standing Committees and workgroups will be sent out to the Council.

COMMITTEE/COUNCIL REPORTS

1. Academic Senate. Michael Kaufmann reported that there was an extensive discussion at the last Senate meeting about Student Learning Outcomes and the academic freedom article. Just because a person is a faculty member at SRJC, the District does not have the right to tell an individual what s/he can say or how to act in a public forum when s/he is speaking as a citizen (especially if the individual doesn't identify him or herself as a faculty member). Janet McCulloch presented Article 15 (Faculty Service Areas & Competency Standards) to the Senate, and it appears likely that they will vote to approve the revised language, moving the article one step closer to being included in the next Tentative Agreement.
2. Budget Advisory Committee (BAC). Michael Kaufmann reported that the District appeared pessimistic at the last BAC meeting about the outcome of the accreditation team visit. According to Doug Roberts, Vice President of Business Services, 37% of community colleges have received sanctions. Janet McCulloch added that there has been a similar discussion recently amongst members of the California Community College Independents (CCCI) regarding the Western Regional Accrediting Commission's widespread sanctioning of colleges relative to their incorporation of Student Learning Outcomes into their procedures. Janet clarified that the accreditation team members decide before they arrive whom they would like to interview; however, they may interview other people if they find something while they're on site that piques their interest. Janet encouraged Council members to attend one of the scheduled forums and to share their thoughts with the team members.

The meeting was adjourned at 4:57 p.m.

Minutes submitted by Judith Bernstein.