

**ALL FACULTY ASSOCIATION  
EXECUTIVE COUNCIL  
MEETING MINUTES**

March 25, 2009

*(Approved by the Executive Council on April 8, 2009)*

Executive Council members present (noted by \*):

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

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

Officers/Negotiators present: Ann Herbst, Janet McCulloch;  
Councilors-elect present: Michael Ludder, Sean Martin, Audrey Spall  
Staff present: Judith Bernstein, Candy Shell

The meeting was called to order at 3:02 p.m.

**MEMBER CONCERNS**

1. Increase in Class Size. Michael Meese conveyed a concern from faculty in Administration of Justice regarding recent decisions to add more students to each section at the same time that the District is proposing a continued cancellation of sections. Faculty are concerned that their workload is increasing because of the expectation that the student will receive the same quality education in spite of the increased workload. Michael questioned whether there is anything that can be done about this issue. Warren Ruud noted that there is a form for requesting an increase in class size limit, and that AFA reviews and signs off on all requests (in addition to the Vice President of Academic Affairs), but said that he would check to see if POST (Peace Officers' Standards and Training) has established different limits than those of the District. Although there has been a seven per cent reduction in FTEF and more than three percent growth, that is not necessarily a result of larger class size limits. The need to increase FTES is not a valid reason alone to increase class size limits — reasons need to be based on pedagogy as well. He also mentioned that class size limits on the Petaluma campus are in the greatest need of being clarified. Ann Herbst noted that it is permissible to go beneath the class size limit, when the section is taught in a room with a set capacity less than the class size limit. A few Council members commented that changes in class size limits occur outside of any formal process. AFA's position is that there is a size that is best for students and that, once that number is identified, the department should locate a room that can accommodate that number. Faculty can access the set capacity for a particular classroom through "room lookup" on the new Student Information System.
2. Dental Insurance. Michael Ludder affirmed the importance of maintaining the regular faculty dental coverage benefit, given the high cost of dental work. Brief discussion followed about the changes in the limits and coverage under the District's dental plan over the past ten years.
3. Placement of Spring Break. Reneé Lo Pilato reported that she has received phone calls from about nine faculty members who have concerns about the placement of Spring Break and the process by which the decision was made. The majority expressed surprise upon seeing the calendar for the first time and said that they had not been informed or consulted through any channel, nor given any opportunity to provide feedback regarding the change. Greg Sheldon, who serves on the Calendar Committee, responded that the

change to a “true mid-term break” had been “democratically” voted on several years ago as the option of choice for the majority of faculty. The new placement will provide a clean break between first and second eight-week courses. Given that there are 36 different school districts in Sonoma County and that people working in the private sector have different schedules, Greg noted that SRJC’s Spring Break could never match up with everyone else’s.

4. Leaves and Break-in-Service. Mike Starkey requested clarification about how a leave might affect a regular faculty member’s eligibility for a sabbatical. It was clarified that an approved leave is not considered a break in continuity of service in terms of calculating years of service for a Sabbatical Leave. Warren agreed to follow up with the specific individual for whom the question arose.

### MINUTES

The minutes from the February 25, 2009 Executive Council meeting were accepted as submitted.

### ACTION ITEMS

1. AFA Officer and Negotiator Elections. These elections are conducted in accordance with AFA policy. Following no objections to conducting the election of uncontested positions through voice vote, the following nominees running without opposition were elected by unanimous acclamation to serve a one-year term as AFA Officers for the 2009-10 academic year, effective the first day of the Fall 2009 semester:

- |                                  |                 |
|----------------------------------|-----------------|
| • President                      | Warren Ruud     |
| • Vice President for Santa Rosa  | Reneé Lo Pilato |
| • Vice President for Petaluma    | Cheryl Dunn     |
| • Secretary/Treasurer            | Paula Burks     |
| • Conciliation/Grievance Officer | Ann Herbst      |

Warren Ruud reminded the Council that the position of Chief Negotiating Officer was not up for election this year, as the initial term, which began in Fall 2008, is a two-year term that will expire mid-August 2010.

There are six positions on the Negotiations Team, but only four are elected, because two people (the President and the Chief Negotiating Officer) serve ex officio (by right of office). The Team requires a Data Analyst and a Note-Taker, thus those two positions were the next to be filled. Following no objections to conducting the election of uncontested positions on the Negotiations Team through voice vote, the following nominees running without opposition were elected by unanimous acclamation to serve a one-year term for the 2009-10 academic year, effective the first day of the Fall 2009 semester:

- |                            |             |
|----------------------------|-------------|
| • Negotiator: Data Analyst | Warren Ruud |
| • Negotiator: Note-Taker   | Ted Crowell |

Since Warren was reelected earlier to fill one position (President) on the Team, and the Note-Taker will fill the third seat, three positions remained to be elected. The Bylaws specify that there must be at least two adjunct faculty members on the Team; thus, the next position to be filled was a designated adjunct seat. Of the five faculty members nominated for the remaining three seats, three (Lara Branen-Ahumada, Michael Kaufmann, and Michael Ludder) are adjunct faculty members and therefore eligible. Following a vote conducted by secret ballot, Lara Branen-Ahumada was elected to fill the fourth seat on the Team. For the two remaining seats on the Team, there were four nominees: John Daly, Michael Kaufmann, Michael Ludder, and Michael Meese. Warren noted that, should there be a tie for second place, a run-off would be held. Following a vote conducted by secret ballot, John Daly and Michael Kaufmann were elected to fill the last two remaining seats on the Team. Each of the three positions is for a one-year term (the 2009-10 academic year), effective the first day of the Fall 2009 semester.

2. Elections of Other Positions. Warren Ruud noted that the Bay Faculty Association is a group composed of representatives (mostly Presidents and/or Chief Negotiators) from about 10-12 Bay Area community college faculty unions, who gather once a month to discuss issues of mutual concern (primarily negotiations). There is consensus amongst the officers that the AFA representative should minimally be a member of the Negotiations Team. Janet commented that the co-chair of DTREC need not necessarily be a member of the Council; however, s/he should be very familiar with the Contract, in particular Article 14: Evaluations and Article 30: Tenure Review. Following no objections to conducting the election of uncontested positions through voice vote, the following nominees running without opposition were elected by unanimous acclamation to serve a one-year term for the 2009-10 academic year, effective the first day of the Fall 2009 semester:
 

• Publications Coordinator	Lara Branen-Ahumada
• Representative, Bay Faculty Association	Warren Ruud
• Co-Chair, District Tenure Review & Evaluations Committee	Janet McCulloch
3. Modifications to Article 15. Following discussion during the closed session Negotiations Report, and a motion made by Lara Branen-Ahumada and seconded by Michael Meese, the Council unanimously voted to approve the modifications to Article 15: Faculty Service Areas and Competency Standards as presented (14 in favor, 0 opposed, 0 abstentions).
4. Modifications to Article 9. Following discussion during the closed session Negotiations Report, and a motion made by John Daly and seconded by René Lo Pilato, the Council unanimously voted to approve the modifications to Article 9: Academic Freedom as presented (14 in favor, 0 opposed, 0 abstentions).
5. Appointments to Newly Created Vacant Seats. Following discussion (see Discussion Item #2), and a motion made by Michael Meese and seconded by Lara Branen-Ahumada, the Council voted unanimously to fill three vacant seats by appointment, to appoint Michael Ludder to the vacant adjunct faculty seat, and to appoint Sean Martin and Audrey Spall to the two vacant regular faculty seats (14 in favor, 0 opposed, 0 abstentions).

### MAIN REPORTS

1. President's Report. Warren Ruud gave a brief report about the last Institutional Planning Council (IPC) meeting and Michael Kaufmann, an IPC member, also weighed in. Gary Allen spoke at IPC about the feedback from the recent accreditation team visit. In addition to the positive feedback that was received, it was noted that only 67% of adjunct faculty are evaluated on time, that sufficient progress on Student Learning Outcomes is lacking, that there is little consideration given to staffing in terms of facilities, and that improvement is needed in the link between planning and budget and how it feeds into the shared governance process. Janet McCulloch added that, at the last Budget Advisory Committee (BAC) meeting, there was a discussion about the possibility of combining IPC and BAC. Brief discussion followed about the sanctions and warnings that the Accrediting Commission is issuing to colleges around the State.
2. Vice President for Santa Rosa Report. René Lo Pilato reported that there was a discussion about Articles 14 (Evaluations) and 16 (Hourly Assignments) at the last Department Chair Council (DCC) meeting. She said that chairs are engaging in dialogue about their evaluations and job descriptions. Chairs are interested in making their evaluations more relevant and targeted. There will be a change in DCC leadership, two of the outgoing chairs are transitioning off, and a mentoring system has been established. René also reported that she, Mike Meese, and Cheryl Dunn, with help from AFA staff, are setting up a new faculty orientation event for probationary faculty in Years 1 and 2 of the tenure review process.
3. Vice President for Petaluma Report. Cheryl Dunn reported that the Petaluma Faculty Forum met. One of the issues discussed at the meeting concerned the student complaint process, Cheryl Dunn noted that Jane Saldaña-Talley strongly supports the District's policy that department chairs need to be the first line of

communication when there is a student problem or complaint. This issue is of particular concern in Petaluma, because the majority of department chairs work on the Santa Rosa campus and students in Petaluma don't have the same access to chairs as students in Santa Rosa. Petaluma administrators may be involved, but only after the chair has been notified and had an opportunity to confer with the student.

4. Treasurer's Report: February 2009. Paula Burks highlighted the significant expenses for the month, which included the premium for Directors' and Officers' Insurance and \$1,000 in postage. The current balance of the PAC account is approximately \$10,000. Warren suggested the Council consider increasing the individual member monthly PAC contribution to increase that fund to help address any actions the Council may direct the PAC to take in the upcoming election cycles. It was suggested that certain funds within AFA's accumulated savings accounts be designated for particular purposes (for example, a legal expense fund, to be used for grievances and arbitration, and a strike fund, to be used in the event of a strike). Warren pointed out that this issue was not germane to the PAC discussion, and reminded the Council that this issue of allocating the Association reserves had been a topic of discussion at earlier meetings. Janet noted that, although AFA invests its savings in certificates of deposit and other financial instruments that are highly regulated, the Secretary/Treasurer and staff have done their best to maximize the rate of interest received.
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. AFA Policies. The Council reviewed revisions to the AFA Confidentiality Policy, which had been reviewed and discussed for the first time at the March 22 Executive Council retreat. Warren noted that, although some Councilors had expressed an interest in establishing a timeline for the process, the problem with setting a statute of limitations is that in some situations it might take a long time for all the evidence to come to light. Brief discussion followed about the concern that there be an additional statement addressing the right of the parties involved in any alleged breach of confidentiality to see the evidence and have an opportunity to respond prior to the meeting at which the evidence is presented to the Council. There was consensus that such a statement is needed and that it should be inserted between Items 2 and 3 under the "Process" section. Warren said that an amendment to the policy, including language that addresses this concern, would be drafted and circulated to the Council in advance of the next meeting, at which time the policy would be scheduled for action. He also requested that Councilors review the other four policy drafts that were emailed to them earlier in the week.
2. Vacant Seats. As discussed at the March 22 retreat, there are currently four vacant seats on the Council. Three of the seats (one adjunct and two regular) were created last spring when the Bylaws were revised and the size of the Council was increased. The fourth vacant seat (regular faculty) is the result of the mid-term resignation of Joyce Johnson. The Council previously discussed the possibility of appointing the newly elected Councilors to fill the vacant seats. Two of the four regular faculty Councilors-elect have schedule conflicts and are not available to serve until the fall; however, Michael Ludder, Sean Martin, and Audrey Spall are available and willing to be appointed. Following a motion made by Michael Meese and seconded by John Daly, the Council unanimously voted to move these appointments to an action item (see Action Item #5) at this meeting (14 in favor, 0 opposed, 0 abstentions). Warren noted that, in accordance with the Bylaws, the Council could appoint someone to fill out the remainder of Joyce Johnson's term, which expires mid-August 2010. He informed the Council that AFA Staff would be sending out an announcement of the vacancy to regular faculty, soliciting statements of interest in being appointed to the position.

The meeting was adjourned at 5:06 p.m.

Minutes submitted by Judith Bernstein.