

**ALL FACULTY ASSOCIATION  
EXECUTIVE COUNCIL  
MEETING MINUTES**

April 22, 2009

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

Executive Council members present (noted by \*):

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

Officers/Negotiators present: Ann Herbst, Janet McCulloch; Staff present: Judith Bernstein, Candy Shell

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

**MEMBER CONCERNS**

1. Outlook Attachments. Mike Starkey reported that he has been developing suggestions to improve the protocol for sending large attachments through Outlook, and asked for clarification about how best to transmit the information. He suggested that a perfect method would be to upload large files onto File Depot and include the link in an email; when recipients click on the link, the document opens on their computers. Warren Ruud said that last year's Memorandum of Understanding was the first step in requiring all faculty to have an Outlook account, and that he would be consulting Mike when AFA and the District begin to work on protocol and other issues related to how faculty maintain their accounts.
2. Parking Fees. Mike Starkey asked whether AFA was concerned about a proposed bill in the state legislature that would increase parking fees at community colleges. Warren Ruud said that he planned to cover this topic later in the meeting during the President's Report.
3. Review of Departmental Hourly Assignment Procedures. Michael Ludder conveyed a concern from an adjunct faculty member, whose department is in the process of reviewing their Hourly Assignment Procedures. Michael requested that someone from AFA attend a meeting that has been scheduled for that department's faculty to review, discuss, and vote on the procedures, in order to ensure that the department's process is in compliance with the Contract. Warren Ruud reported that the adjunct faculty member had contacted the AFA office, and that he and Ann Herbst, AFA's Conciliation/Grievance Officer, are working with the adjunct faculty member on the matter.
4. Load Lookup and the Student Information System (SIS). Warren Ruud reported that he is continuing to pursue with the District AFA's interest in regaining the ability of instructors to look up other instructors' loads, which was eliminated when the District transitioned to the new SIS.
5. Increases in Class Size in the Public Safety Department. Warren Ruud reported that he and Mike Meese are continuing to work on this matter.
6. Probationary Faculty Event. Warren Ruud reported that on Friday, April 17, Reneé Lo Pilato, Cheryl Dunn, and Mike Meese hosted a gathering for Probationary faculty in Years 1 and 2 of the tenure review process, and that it was a huge success.
7. Welcome to New Councilor. Warren Ruud welcomed Julie Thompson, regular faculty member in the English Department and newly appointed regular faculty representative, to the Council.

## MINUTES

The minutes from the April 8, 2009 Executive Council meeting were accepted as submitted.

### ACTION ITEMS

1. Appointment of Compressed Calendar Task Force Chair. As he mentioned at the last two Council meetings, Warren Ruud reported that AFA has initiated the process of forming a Compressed Calendar Task Force (CCTF), whose charge will be to gather information about compressed calendars from other community colleges, with an eye towards bringing models forward to the Academic Senate and the District for consideration and implementation. An initial meeting was held, attended by representatives from AFA, the Senate, and Mary Pierce, regular faculty in Communication Studies. Mary Pierce has developed a CCTF mission statement, a copy of which was distributed to Councilors for their review, and Candy Shell, AFA's Web master, has developed a CCTF Web site. Warren noted that the Task Force is envisioned as a joint effort between AFA and the Senate, to be funded primarily by AFA, with participation from the District, as needed, as the process moves along over an estimated three-year period of time. He said that schools typically take three to five years to switch to a compressed calendar. Many issues would need to be worked out (affecting curriculum, Admissions & Records, and Computing Services). The first year would involve information gathering, visiting other schools, and collecting models, and the implementation phase would happen over the following two years. The AFA Officers recommended that the Council approve the formation of the CCTF and the appointment of Mary Pierce as CCTF Chair, with accompanying reassigned time to be reviewed and approved on an annual basis. Following a motion made by Cheryl Dunn and seconded by Mike Meese, the Council voted unanimously to approve the CCTF mission statement, and the appointment of Mary Pierce to serve as CCTF Chair, with reassigned time for the 2009-10 year, effective the beginning of the Fall 2009 semester (17 in favor, 0 opposed).
2. AFA Reassigned Time and Stipends. AFA has established a practice over time of paying the majority of faculty who perform AFA duties with reassigned time that is processed through the District. In certain situations, AFA has paid stipends directly to the individual, in lieu of reassigned time. As he communicated to the Council in previous meetings, Warren Ruud said that the District has expressed concern regarding AFA's payment of stipends for semester-length assignments to faculty who are serving as AFA officers and/or negotiators in the role of an independent contractor, while, during a different semester, they are being paid as employees by the District for performing identical tasks. In the process of investigating that concern, Warren Ruud contacted AFA's CPA and attorney. He reported that, although neither one provided any clear-cut answers, AFA's CPA did point out the potential for a serious payroll tax penalty liability should AFA continue to pay stipends directly to individuals in excess of \$600 annually per person. Consequently, the officers have recommended that reassigned time be considered as the only option for semester-length AFA assignments. Warren reported that the two individuals who would be most affected were both in agreement with such a change. Following a motion made by John Daly and seconded by Greg Sheldon, the Council unanimously voted to accept the officers' recommendation that all semester-length AFA assignments be paid through reassigned time (17 in favor, 0 opposed).
3. Fall 2009 Reassigned Time for AFA Officers, Negotiators and Other Positions. As the Council reviewed the Officers' proposal for the allocation of Fall 2009 reassigned time, Warren Ruud pointed out that the District provides 1.2 FTE or 120%, as mandated by Contract, and that AFA proposes to purchase an additional 220%, at an approximate cost of \$50,000, for the Fall 2009 semester. When compared to the previous spring, the only changes in the current proposal are: 1) the elimination of stipends as an option (every individual would receive reassigned time); and 2) the addition of 40% for the CCTF chair (see Action Item #2). Following a motion made by Paula Burks and seconded by Mike Meese, the Council voted unanimously to approve the officers' recommendation for Fall 2009 reassigned time as presented (17 in favor, 0 opposed).

4. AFA Policies. Drafts of seven policies that have been under discussion over the past three to four meetings were distributed to the Council for review prior to the meeting. In addition, each Council member was assigned to review two policies in greater depth and invited to review and comment on as many as possible. Warren Ruud reported that many people wrote back with comments, most of which were incorporated into the next draft of the policies, which were posted on the AFA Web site on Tuesday, April 21<sup>st</sup>. The Council was given another opportunity to discuss and make comments on the drafts, and extensive discussion followed.
- AFA Policy–Cabinet. Michael Ludder suggested that the word “may” in the last sentence at the end of the first section was too permissive and that it should be changed to “shall.” Warren noted that the reason it was worded that way was in case there were scheduling conflicts and no adjunct Councilor was available to attend Cabinet meetings. Following further discussion about the difficulties of finding a time that works for all of the officers and the observation that most adjunct faculty members are willing to set aside appointments and classes in order to attend meetings, the Council agreed that Dan Munton’s proposal to replace the word “may” in that sentence by “shall, when possible” was a good solution.
  - AFA Policy–Reassigned Time. Regarding the chart on page 3, Michael Ludder posed a question about the difference in treatment of adjunct and regular Councilors in terms of pay for attending professional meetings. Warren responded that the chart had been an artifact of the very first draft of the policy, and that it has been deleted from the final draft as it no longer serves a useful purpose.
  - AFA Policy–Negotiations Process. Michael Kaufmann suggested that the Council consider adding to this process another mechanism for placing items on the Sunshine List, which would involve scheduling an issue raised by a faculty member during Member Concerns for discussion and, potentially, subsequent action in the form of Council approval to add it to the Sunshine List. He said that, although most full-time faculty know each other and are comfortable mentioning an issue to a Council member, it is more difficult for adjunct faculty members to get their interests heard, and many are not comfortable addressing the Council as a group. Michael Ludder suggested that the policy include a description of how AFA handles, follows-up and reports back on member concerns. Warren pointed out that the AFA policies describe to the Council the rules under which the Council operates and, therefore, would not be the appropriate place for members to learn about how they might best convey their concerns and how those concerns are handled. Discussion followed about the various ways that AFA has encouraged faculty members to bring forward their concerns. It was agreed that AFA would publish another *Update* outlining the different avenues that are open to faculty for communicating their concerns to the Council.
  - AFA Policy–Election of Councilors, Officers, Negotiators and Appointed Positions. Michael Ludder questioned why the election of negotiators is to be conducted by a plurality vote, which he said was not a very supportive process for the Council. He suggested requiring a run-off between the top two vote-getters. Warren said that the language was taken directly from a previous version of the Bylaws, noting that run-offs can become a problem when there is a three-way or four-way tie. He said that a plurality vote supports minority candidates and resembles a parliamentary system. Given that the Negotiations Team is composed of six people, a plurality vote ensures that there will be a diversity of voices. Elections of officers are conducted by majority vote, because only one person is being elected to each position.

Following a motion made by Mike Meese and seconded by Alix Alixopulos, the Council voted unanimously to approve the *Cabinet* policy as amended (in the last sentence of the first section, “may” will be replaced by “shall, when possible”) and to approve the other six policies (*Duties of AFA Officers; Duties of Appointed Positions; Elections of Councilors, Officers, Negotiators and Appointed Positions; Staff Direction and Supervision; and Negotiations Process*) as presented (17 in favor, 0 opposed).

5. AFA Exemplary Service Award. Following discussion (see Discussion Item #1), and a motion made by John Daly and seconded by Greg Sheldon, the Council voted unanimously to award the AFA Exemplary Service Award for 2009 to Bernie Sugarman (16 in favor, 0 opposed).

## MAIN REPORTS

1. President's Report. Warren Ruud gave a brief report about the following items:
  - Institutional Planning Council (IPC). It was reported at IPC and BAC that the growth cap went down from 2.41% to 2.05%, which cost the District \$240,000 in revenue. In addition, six FTES were lost from the base because of recalculations of available growth for the whole system last year (2007-08). This adjustment will cost the District another \$24,000, bringing the total revenue lost last week to approximately \$265,000. Other topics of discussion at IPC included the feedback to the Accreditation Self-Study, the Program Review & Planning Process, the evaluation process, and closing the loop on the planning and budgeting processes.
  - Parking Fees. There is a green contingent in the state legislature that proposes to increase parking fees at post-secondary institutions. The model is built around CSU's and UC's, where people who bring cars on campus pay more. (For example, some students bring a car to campus, and then use it solely for entertainment purposes.) The Community College League of California (CCLC) put out a recent message warning that parking fees could end up costing \$1,100 per year, if the legislation were to be approved. This issue does warrant some attention; however, when the bill goes to the senate floor, Warren said it likely would be amended to exclude community colleges. He said that he would forward the link to Candy Shell, who would send out a notice as soon as she's posted the link on the AFA Web site, and then people can click on the advocacy link to send an email to legislators. Mike Starkey mentioned that most legislators are no longer accepting emails, and that the CCLC message listed relevant phone numbers.
  - Department Chair Council (DCC). One of the topics under discussion at the last meeting concerned who would become the DCC co-chairs for 2009-10. No one individual has been selected yet; however, Susan Wilson and Deborah Sweitzer have expressed interest in the positions. At the last DCC/IM meeting, there was some discussion about people being able to use servers other than the District's server for their email. Janet McCulloch affirmed that Computing Services and Academic Affairs have expressed strong opposition to that idea, because they cannot track whether people have received important messages, such as offers of employment. Warren noted that the District has said they would not stop someone from setting up a system for forwarding messages; however, they won't provide technical assistance if someone runs into problems. If a person does set up automatic forwarding, the liability for not receiving any messages would fall on the individual. Janet predicted that this issue would present increased problems in the future for the Conciliation/Grievance Officer and Staff, as greater numbers of people report not receiving their offers of employment. In response to a question about departmental lists that include off-campus e-mail addresses, Warren said that nothing would stop the department from using those "unofficial" lists; however, starting in the fall, it will be mandatory that every faculty member maintains an Outlook account — that is where they will receive official communications from the District. He also said that AFA and the District have agreed on the necessity to work out some mechanisms and protocol, to maximize the likelihood that people will have enough space in their accounts to receive messages. There is no guarantee of that, if people don't periodically delete messages. He said that he has taken a great number of Mike Starkey's suggestions forward to the District already, and that the response has been mixed. Since a huge percentage of the adjunct faculty already has Outlook accounts, Warren said that he anticipates that there might only be a small group of individuals who will have difficulty maintaining enough space in their accounts to be able to continue receiving messages. Brief discussion followed about different approaches to resolving that problem.
2. Vice President for Santa Rosa Report. Reneé Lo Pilato reported that, for the first time, AFA sponsored a New Faculty Welcome Event, which was attended by probationary faculty members in Years 1 and 2. Ann Herbst, Janet McCulloch, and Warren Ruud also attended, presented an overview of the organization, and talked about their roles, the history and accomplishments of AFA, how AFA can help faculty, and the Contract articles that are directly relevant to faculty who are engaged in the tenure review process. The event provided an opportunity for faculty to meet, listen to each other, and get their questions answered. Reneé thanked everyone who contributed to making this event such a

success, including Ann, Janet, Warren, Cheryl, and Mike, as well as Candy Shell, who created new products to hand out, including a laminated AFA bookmark and a new organizational flow chart, which is now posted on the AFA Web site.

3. Vice President for Petaluma Report. Cheryl Dunn reported that the Petaluma Faculty Forum would be meeting the week of May 4<sup>th</sup>, and that faculty members were being encouraged to complete the Multi-Site Task Force Survey. Janet McCulloch added that the task force would be meeting on Friday, April 24<sup>th</sup> to review the results and to begin drafting the report, which most likely will be published in the fall. She said that members of the task force also collected comments from individuals who had asked to be interviewed. Cheryl also reported that there has been some discussion amongst faculty as to when the search for the new dean will be happening, as email notices have been sent out regarding forums to be held during the summer.
4. Treasurer's Report: March 2009. Paula Burks pointed out the significant expenses reflected in the March 2009 Treasurer's Report, which include payment of invoices for Fall 2008 reassigned time and equipment rental. In addition, the projected annual budgets in some of the payroll categories for AFA Staff were adjusted slightly, following the officers' review of job duties, to reflect an upgrade in salaries and benefits.
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 Exemplary Service Award. Warren Ruud reminded the Council that last year the Council initiated an award for individuals who have distinguished themselves in the history of the association. The award for 2008 was given to Deborah Sweitzer. Although the intention was not to necessarily present the award every year, the officers have recommended that an award in 2009 be presented to Bernie Sugarman, who was one of the founding parents of AFA and who served as AFA President for many years. If the Council were to approve the award, an invitation would be extended to Bernie to attend the last Council meeting of the 2008-09 year on May 13<sup>th</sup>. If he will not be available on that date, he would be invited back another time during the Fall 2009 semester to receive the award. Following a motion made by John Daly and seconded by Greg Sheldon, the Council voted unanimously to move this item to an action item at this meeting (17 in favor, 0 opposed).
2. 2010-11 Academic Calendar. Janet McCulloch informed the Council that, as she has been making presentations to constituent groups and the Calendar Committee has been gathering feedback, people are expressing an overwhelming preference for option B. She noted that the District is not ready to implement the two sets of back-to-back, five-week summer sessions, which means that Option B-1 is off the table. The other overwhelming bit of feedback is that people would like the spring break to be a little later in the semester. The break is currently scheduled in between the two back-to-back, eight-week sessions. Although many courses offered during the eight-week sessions are online, some are face-to-face, and Janet said that members of the Calendar Committee are conducting research now to determine what the effect of moving the break might be on students. She said that the majority of the committee is in support of moving the break to the last week in March/first week in April. Many people were not happy with last year's break; however, Janet reiterated that there is no intention of ever tying the break to Easter again, as it doesn't work well for students. (For example, in 2011, Easter falls on April 22, which is very late in the semester.) The committee plans to meet again in May. Johanna James reiterated her concern about the scheduling of Saturday classes on Presidents' Day weekend. Saturdays are not considered part of the 177-day academic calendar, and the District notifies faculty every year at that time that classes that fall on Saturdays need to meet; therefore, those faculty and students do not get a four-day holiday. Janet responded that she would bring that issue back to the committee to resolve the problem.