

**ALL FACULTY ASSOCIATION
EXECUTIVE COUNCIL
MEETING MINUTES**

August 27, 2008

(Approved by the Executive Council on September 10, 2008)

Executive Council members present (noted by *):

*Warren Ruud, presiding	*Cheryl Dunn	*Michael Meese	<u>Vacant Seats</u>
*Alix Alixopoulos	*Johanna James	*Dan Munton	*Adjunct—term expires 8/09
*Lara Branen-Ahumada	*Joyce Johnson	*Andrea Proehl	*Adjunct—term expires 8/09
*Paula Burks	*Michael Kaufmann	*Greg Sheldon	*Regular—term expires 8/10
*John Daly	*Reneé Lo Pilato	*Mike Starkey	*Regular—term expires 8/10

Officers/Negotiators present: Ted Crowell, Ann Herbst, Janet McCulloch;

Also present: Ken Gleason, Michael Ludder; Judith Bernstein, Candy Shell

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

MEMBER CONCERNS

1. AFA Council Vacancies. Michael Ludder appeared before the Council to address the agenda item regarding Council vacancies for 2008-09. He said he wanted to encourage the Council, which he considers to be “one of the more democratic bodies at this institution,” to vote in favor of holding a special election and having the representatives chosen by the members of their “group,” as opposed to filling the vacancies by appointment.

MINUTES

There were no corrections or additions to the minutes from the May 14, 2008 Executive Council meeting or the minutes from the May 14, 2008 General Membership meeting. Each set of minutes was accepted as written.

ACTION ITEMS

1. Appointment of AFA Representatives to District-wide Committees for 2008-09. Warren Ruud noted that, due to budget constraints, the Adjunct Faculty District Activities Fund/AFA College Service & Technology Training Fund (AFDAF/ACSTT) might not have enough money this year to compensate all adjunct faculty who serve on committees. With that in mind, the following individuals have expressed interest in serving on District-wide committees and councils this year (number of AFA representatives needed in parentheses):
 - Budget Advisory (2) Janet McCulloch and Ted Crowell
 - Calendar & Registration (1) Janet McCulloch (Greg Sheldon, *non-voting*)
 - College Council (1) Warren Ruud (President, *ex officio* by position)
 - District Online (1) Alix Alixopoulos
 - District Tenure Review & Evaluations (2) Janet McCulloch and Ted Crowell

- District-wide Fringe Benefits (4) Warren Ruud, Janet McCulloch, Paula Burks, John Daly, Johanna James, Stephen Oppenheim
- Institutional Planning (1) Warren Ruud (President, *ex officio* by position)
- Parking & Transportation (1) Alix Alixopoulos
- Professional Growth Increments (1) Cheryl Dunn
- Sabbatical Leave (1) Mike Meese
- Strategic Enrollment Planning (1) Greg Sheldon

Following a motion made by Mike Meese and seconded by Greg Sheldon, the Council unanimously approved a motion to approve the appointments to District-wide Committees as indicated (14 in favor, 0 opposed, 0 abstentions). Appointments to the following committees or councils were postponed until meeting schedules could be confirmed: District Equal Employment Opportunity (1), Hate-free Campus (1), and Professional Development (2). Johanna James also noted that one of the AFA officers (the President or one of the Vice-Presidents) would need to replace her on the Accreditation Self-Study Steering Committee, which will remain active for the next several years. Appointments to AFA Standing Committees will occur at a later date.

2. Sunshine List for 2008-09. Following discussion in closed session during the Negotiations Report, and a motion made by Dan Munton and seconded by Mike Meese, the Council unanimously approved the AFA Sunshine List for 2008-09 negotiations with the District as presented by Janet McCulloch, Chief Negotiator (14 in favor, 0 opposed, 0 abstentions).

DISCUSSION ITEMS

1. Sunshine List for 2008-09. Janet McCulloch distributed copies of the District's Sunshine List for 2008-09, noting that the AFA Sunshine List would be discussed during the Negotiations Report. She said that if the Council was to approve the AFA list at this meeting, then it would be presented to the Board of Trustees on September 10 and the 30-day "sunshine" period could begin. The "sunshine" period would end on October 10, at which point formal negotiations could begin. The AFA and District negotiating teams are currently holding informal study sessions.
2. AFA Council Representative Vacancies for 2008-09. Warren Ruud informed the Council that Linda Weiss, adjunct representative from the Art department whose term expires in August 2009, has resigned from the Council. The new Bylaws approved at the end of the spring semester provide for one additional adjunct faculty seat and two regular faculty seats. If the Council took no action, the two adjunct faculty seats would come up for election in March 2009 and the two regular faculty seats would come up for election in March 2010. (According to the Bylaws, three adjunct faculty seats expire in even-numbered years and three expire in odd-numbered years; six regular faculty seats expire in odd-numbered years and seven regular faculty seats expire in even-numbered years.) According to the Bylaws, the Council may, by a 2/3 vote, fill each seat either by special election or by appointment. Warren pointed out that Linda Weiss' open seat sets off balance the ratio of regular faculty to adjunct faculty seats, and leaves adjunct faculty one seat down. It was suggested that the decision whether to appoint or hold a special election could be made after the announcement of the vacancies is made and a solicitation of interest is issued, and it becomes clear just how many members are

interested in the four open seats. If there aren't more candidates than there are seats, then the Council could appoint for the remainder of the terms, and then the seats would fall into the normal election cycle. Many Council members agreed with this suggestion, said that it was a reasonable way to proceed in a time of limited resources, and thought it was a good compromise between not expending resources (an estimated \$1,000 in election costs including paper, labor and postage) and denying the democratic process. While Johanna James said that she believes the provision that allows appointments for full-year terms as opposed to mid-term resignations is in conflict with the Constitution, others disagreed with that assessment. Following the discussion, Warren summarized the consensus of the Council, which was to send out an announcement of the open seats via e-mail and the *AFA Update*, setting a reasonable deadline for a response. An explanation of the length of the terms and the expectations of the position would be included. The Council would then consider how to proceed once they see the response and learn how many candidates there are for each position.

3. AFA College Service & Technology Training (ACSTT) Funds for 2008-09. Discussion of this item was included in the Negotiations Report in closed session.
4. AFA Meeting & Retreat Schedule for Fall 2008 Semester. Warren Ruud announced that:
 - The Council's Fall Negotiations Retreat has been scheduled for Sunday, September 28, from 12 noon until 4:00 p.m at the Vista del Lago Clubhouse in Santa Rosa.
 - The second Council meeting in November falls on the Wednesday before Thanksgiving. That day is a Flex placeholder day, when no classes will be held; therefore, that Council meeting has been cancelled. If a pressing item at that point in November requires that the Council meet, the AFA officers will call for a special meeting on the Monday of Thanksgiving week at 3:00 p.m.
5. College Council Proposed Revisions to District Policy and Procedures. College Council has not met yet this semester, and no revisions have come forward since the last Council meeting.

MAIN REPORTS

1. President's Report. Warren Ruud reported that the Fall 2008 California Community College Independents (CCCI) conference is scheduled for October 10 and 11. Three officers plan to attend: Warren, Janet McCulloch, and Cheryl Dunn. Although in the past there has been an "open door" policy with AFA covering expenses for anyone on the Council who wanted to attend CCCI or FACCC conferences, several officers have requested that a conference and travel policy be formulated so as to contain costs. Warren said that, although AFA usually sends six people, other CCCI-member colleges typically send two representatives to these conferences. It has been suggested that AFA send at most four members including the President and the Chief Negotiator, and that one space be allocated to an adjunct, if possible. Brief discussion followed. There was consensus that four representatives is enough, that officers and negotiating team members should be the first priority, and that it should be opened up to others on the Council if less than four officers/negotiators are able to attend. It was also suggested that if someone beyond the group of four wishes to attend, there be a provision that AFA would pay the registration fee if funds were available and the individual would pay his or her own expenses. It was agreed that the policy should be in writing so the

procedure is clear and the reasons are clearly spelled out. Towards that end, the officers will bring a proposal for a formal policy to the next Council meeting.

2. Vice President for Petaluma Report. Cheryl Dunn invited everyone to come see the newly expanded Petaluma Campus, noting that the Library and P.E. buildings are open, the bookstore is thriving, the landscaping is beautiful and the renovations should be done by the end of the semester. She also reported that the first meeting of the Petaluma Faculty Forum will be next Tuesday, September 2, and their fall retreat will be held on Friday, September 12. The Petaluma Campus Phase II dedication will be on Friday, September 26 at 2 p.m.
3. Treasurer's Report. Paula Burks reviewed the 2007-08 Final Year-end Report, noting that, overall, AFA's income exceeded its expenses for the year. She pointed out the categories that went over-budget (postage, professional dues, staff wages, equipment, and recognition and awards) and provided an explanation for the unanticipated costs (additional surveys were mailed out to home addresses, AFA picked up half the cost of the first year of FACCC memberships for a group of new regular and adjunct faculty members; AFA office staff worked a greater number of hours, conference table and chairs were purchased for the office, and awards were purchased for several long-time faculty members who retired from the Council). Brief discussion followed about the effect on the budget of the increase in dues and fees, and the forfeiture of AFA reassigned time for three years in a row.
4. Negotiations Report. This report and subsequent discussion were conducted in closed session. Following a motion made by Mike Meese and seconded by Alix Alixopulos, the Council unanimously approved a motion to move the Sunshine List for 2008-09 to an action item at this meeting (14 in favor, 0 opposed, 0 abstentions). (See Action Item #2.)
5. Conciliation/Grievance Report. This report and subsequent discussion were conducted in closed session.

The meeting was adjourned at 4:58 p.m.

Minutes submitted by Judith Bernstein.