

**ALL FACULTY ASSOCIATION  
EXECUTIVE COUNCIL  
MEETING MINUTES**

September 10, 2008

*(Approved by the Executive Council on September 24, 2008)*

Executive Council members present (noted by \*):

*Warren Ruud, presiding	*Cheryl Dunn	*Michael Meese	<u>Vacant Seats</u>
*Alix Alixopulos	*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

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

The meeting was called to order at 3:06 p.m.

**MEMBER CONCERNS**

1. Compensation for Final Exams. Lara Branen-Ahumada requested clarification about final exam pay for adjunct faculty in the P.E., Dance & Athletics Department. As a result of a recent change in policy, all PED&A instructors are now required to hold final exams. Although the department faculty was told that regular faculty would see no change in their pay as a result of the new require-ment because they have always received compensation for final exam week, there have been mixed messages about whether or not adjunct faculty have also been receiving compensation for the final exam. Warren Ruud asked Lara if any adjunct faculty giving final exams in the Spring reported receiving a bump in pay last semester, noting that there was to be a transition period. Lara said that, to her knowledge, loads were not adjusted, but she wasn't sure whether any adjunct who held a final exam received an increase in pay. Warren said that he would follow up with Abe Farkas, Dean of Curriculum and Educational Support Services, and Deepa Desai, Payroll Supervisor.

**MINUTES**

There were no corrections or additions to the August 27, 2008 Executive Council meeting minutes, which were accepted as written.

**ACTION ITEMS**

1. Appointment of AFA Representatives to District-wide Committees for 2008-09. Warren Ruud reported that Joyce Johnson has agreed to serve as one of two AFA representatives to the Professional Development Committee. An adjunct faculty member who had expressed interest has yet to confirm acceptance of the second position. Following a motion made by Dan Munton and seconded by Lara Branen-Ahumada, the Council unanimously approved a motion to approve the appointment of Joyce Johnson to the Professional Development Committee (13 in favor, 0 opposed, 0 abstentions). With regard to the Accreditation Self-Study Steering Committee position, Warren reported that he is looking into when they plan to meet, in order to determine if he would be able to participate as AFA's representative.

2. AFA Policy re: Professional Conferences. Following discussion (see Discussion Item #2), and a motion made by Mike Meese and seconded by Greg Sheldon, the Council unanimously approved a motion to accept the proposed AFA Policy re: Professional Conferences as presented (13 in favor, 0 opposed, 0 abstentions).
3. Proposed AFA Budget for 2008-09. Following discussion (see Discussion Item #4), and a motion made by Mike Meese and seconded by Greg Sheldon, the Council unanimously approved a motion to accept the AFA Budget for 2008-09 as proposed (13 in favor, 0 opposed, 0 abstentions).
4. Reorganization of AFA Standing Committees. Following discussion (see Discussion Item #5), and a motion made by Mike Meese and seconded by John Daly, the Council unanimously approved a motion to accept the list of AFA Standing Committees as presented (13 in favor, 0 opposed, 0 abstentions). Warren Ruud said that the list would be sent out to Council members via e-mail, along with a solicitation of interest. The officers will then review the responses, recruit as necessary to fill the gaps and make a recommendation, subject to approval by the Council. Janet McCulloch suggested that some time might be set aside during the Council retreat for people to meet in their committees/workgroups.

### **DISCUSSION ITEMS**

1. Recruitment for AFA Executive Council Vacancies. Warren Ruud reported that an e-mail was sent out last week to regular and adjunct faculty with Outlook accounts, notifying them of the four Council vacancies. An announcement will also be included in next week's *AFA Update*. A brief statement from each faculty member letting AFA know that s/he is interested is all that is required at this point in time. Although the Council had originally suggested a deadline of September 9, the officers decided to extend the deadline to September 23, in the interest of maximizing opportunity for responses. To date, two adjunct faculty members have expressed interest in the positions. Warren recommended that a recruitment strategy be developed and, in response, Mike Meese volunteered to serve, along with a subset of the AFA officers, on a recruitment committee.
2. AFA Policy re: Professional Conferences. In response to a suggestion that the number of people who attend professional conferences at AFA's expense be restricted and that there be some rotation of attendees from year to year, the officers drafted a proposed policy. Council members reviewed and discussed the officers' proposal. Warren Ruud noted that the priority would be as follows: the President and Chief Negotiator would automatically be considered at the top of the list for the four open spots. The next position would be reserved for an adjunct officer or negotiator — if none are available, then an adjunct Council member would be next on the list. Next, officers and negotiators would be offered an opportunity to attend and, finally, the invitation would be extended to Council members. Should it become necessary, a set of tiebreakers was outlined. Warren reviewed the additional provisions, which include: 1) timely notification of upcoming conferences; 2) other than officers, no Council member or negotiator could receive compensation of expenses in consecutive years; 3) the Council could by majority vote approve payment of registration fees only for any individual (outside of the four fully-paid attendees) who wants to attend; and 4) the Council could override any portion of the process by majority vote to select attendees and provide reimbursement of expenses. Following a motion made by Mike Meese and seconded by Greg Sheldon, the Council unanimously approved a motion to move the proposed AFA Policy re: Professional Conferences to an action item (13 in favor, 0 opposed, 0 abstentions).
3. Transfer Policy. Council members reviewed and discussed the most recent draft of the Transfer Policy provided to AFA by Dr. Mary Kay Rudolph, Vice President of Academic Affairs. Janet McCulloch provided some background about the evolution of the policy, which she said would

eventually become part of the Working Conditions article in the Contract. While acknowledging the District's right of assignment, AFA has an interest in having a transparent process that is visible to everyone. Last year, the Department Chair Council (DCC) had an opportunity to review a draft, and the District subsequently agreed to make some modifications based on DCC feedback. A copy of the policy has not yet been brought to College Council, but that is the first place it needs to go before being sent out to the other constituent groups (such as the Academic Senate and the Petaluma Faculty Forum) for review and comment. Janet encouraged Council members to voice their opinions about the policy. Cheryl Dunn and René Lo Pilato, the AFA Vice Presidents for Petaluma and Santa Rosa, respectively, presented their concerns to the Council, which included the following: 1) there is no mention of seniority; 2) department chairs play a very small role in the process; 3) there is no provision for a transfer to be done on a two- or three-year trial basis, so that people can explore whether or not they want to commit on a permanent basis; 4) of the four types of transfers, would a 50/50 or other type of split position be permissible or are the transfers only meant to involve a 100% position? 5) what recourse is there if a small department is negatively affected by a transfer? The Council engaged in lengthy discussion about different aspects of the policy. Several Council members expressed concern about the potential for the transfer policy to be applied punitively. A concern was also expressed about the phrase "well-being of the individual" which appears under the "Necessity Transfer." Yet another concern was that the way the policy is written implies that the Task Force only gets involved if the faculty member initiates a request for a transfer; if there is a District "need" to transfer a faculty member involuntarily, the Task Force should be involved so as to be a voice for the faculty member. It was pointed out that there is no provision in the policy that takes the individual faculty member's feelings or concerns into consideration. In response to a question about how the transfer process integrates with the Program Review & Planning Process, Warren clarified that the PRPP could identify the need for the position, and this policy could define how that position will get filled, should it be filled with existing faculty. Janet added that the District's idea is that most of the needs for Petaluma will be filled through the faculty staffing process and that it is their intention that the Transfer Policy will apply to any position that is not a new hire. Warren mentioned the idea that, after a certain period of time, both the faculty member who was transferred and the District should evaluate the process, in terms of how the transfer worked out. Janet said that she would bring all of the Council's concerns to the District, and Warren added that the Council would have another opportunity to review the draft as it is circulated to the various constituent groups.

4. Proposed AFA Budget for 2008-09. Council members reviewed the proposed budget and related attachments. Warren Ruud briefly highlighted the total expense and income figures from 2007-08 as well as the projected expense and income figures for 2008-09, pointing out that some of the revenue line items included conservative estimates. With regard to the AFA PAC budget, he noted that the Council might want to discuss issuing a recommendation to the AFA PAC about activity during the upcoming election cycle. Following a motion made by Mike Meese and seconded by Greg Sheldon, the Council unanimously approved a motion to move the proposed AFA Budget for 2008-09 to an action item (13 in favor, 0 opposed, 0 abstentions).
5. Reorganization of Standing Committees. Warren Ruud reported that the officers met and reorganized the list of AFA Standing Committees, which he distributed for Council review and discussion. The officers' intention is to promote the development of expertise and responsibility within a broader group of Council members by activating these committees, making them more interesting and meaningful, and requiring written reports, which will become important and useful in negotiations and other dealings of the organization. In addition, work on these various committees will prepare Council members to take over positions of leadership in the organization. Warren talked about each committee and reviewed its focus, its composition, and its meeting schedule, if

already established. Committees are as follows: AFA College Service & Technology Training Fund (ACSTT) Steering Committee, which oversees the Adjunct Faculty District Activity Fund (AFDAF) and the Faculty Technology Training Fund (FTTF); Adjunct Issues Committee; Article 16 Committee (making sure that departmental Hourly Assignment Procedures and Special Expertise Policies are in compliance with the Contract); Benefits Workgroup; Conciliation/ Grievance Committee; Negotiations Team; New Faculty Committee (providing outreach to probationary faculty and new adjunct faculty regarding their contractual rights, like a “union mentor”); AFA Political Action Committee (PAC); Professional Development/Flex and Professional Growth (PGI) Workgroup (working on clarification of the distinction between the two activities); Publications Workgroup; Retirement Issues Task Force; and Workload Task Force (working on the lab/lecture distinction, pay for cancelled classes, bumping rights, program and location coordinators, etc.). Brief discussion followed a suggestion that the Membership Committee be reinstated. Given that over 90% of regular faculty are AFA members, but only 50% of adjunct faculty are members, it was resolved that the Adjunct Issues committee could take on this task. Warren pointed out that the AFA Bylaws provide first preference for committee positions to Council members, with AFA members also being eligible for appointment. Council members expressed an interest and willingness to pitch in and share the burden of work. Should work on any of these committees become overwhelming, Janet McCulloch said that the Council would need to find a way to provide some compensation. Following a motion made by Mike Meese and seconded by Greg Sheldon, the Council unanimously approved a motion to move the approval of the list of AFA Standing Committees to an action item (13 in favor, 0 opposed, 0 abstentions).

6. College Council Proposed Revisions to District Policy and Procedures Manual. Warren Ruud said that he would e-mail to Council members a link to documents under discussion in College Council.

### **MAIN REPORTS**

1. President’s Report. In the interest of time, Warren Ruud said that he would e-mail Council members a brief summary of the President’s Report.
2. Negotiations Report. This report and subsequent discussion were conducted in closed session.

### **COUNCIL/SENATE/COMMITTEE REPORTS**

1. Academic Senate Report. Michael Kaufmann reported that, at the September 3 Senate meeting, Wanda Burzycki gave a presentation about curriculum issues and Ken Fiori gave a presentation about the planned Student Information System software program conversion, which will be completed on November 12 and involve a system shut-down for four days prior to that date.
2. CCCI/FACCCC/BFA Report. Warren Ruud announced three upcoming meetings/workshops and recommended that Council members contact AFA staff for details if they are interested in attending.
  - Bay Faculty Association: BFA will host a Faculty Association of California Community Colleges (FACCC) Budget Workshop for their first meeting of Fall 2008, on Monday, September 22, starting at 3:30 pm in Oakland.
  - Health Benefits Summit: Keenan & Associates and FACCC will be co-presenting a workshop about health benefits on September 26 in Pleasanton.
  - California Community College Independents: The Fall 2008 CCCI Conference is scheduled for October 10 and 11 in San Diego.

The meeting was adjourned at 5:04 p.m.

Minutes submitted by Judith Bernstein.