

**ALL FACULTY ASSOCIATION  
EXECUTIVE COUNCIL  
MEETING MINUTES**

September 24, 2008

*(Approved by the Executive Council on October 8, 2008)*

Executive Council members present (noted by \*):

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

AFA Officers/Negotiators present: Ted Crowell, Ann Herbst, Janet McCulloch;  
Faculty present: Ken Gleason      AFA Staff present: Judith Bernstein, Candy Shell

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

**MEMBER CONCERNS**

1. No-Smoking Policy. Janet McCulloch raised the issue that the Elliott Avenue sidewalk and the concrete block wall near the Doyle Library have become designated smoking areas. She added that, if the purpose of the smoking policy was to protect people from second-hand smoke, it's not working. Warren Ruud said that he would e-mail the chair of College Council to request that a discussion about revisiting the smoking policy be placed on their next meeting agenda.
2. Compensation for P.E., Dance & Athletics Final Exams. Warren Ruud reported that he followed up on the member concern raised at the last Council meeting. According to Deepa Desai, Payroll Supervisor, and Abe Farkas, Dean of Curriculum and Educational Support Services, adjunct faculty were paid for holding final exams last semester if they administered them. This semester, all adjunct faculty members are required to and will be paid for holding final exams. Regular faculty in P.E., D&A have been paid all along, regardless of whether they held final exams or not. That loophole, however, has finally been closed.

**MINUTES**

There were no corrections or additions to the September 10, 2008 Executive Council meeting minutes, which were accepted as written.

**ACTION ITEMS**

1. Appointment of Representatives to AFA Standing Committees for 2008-09. Following discussion (see Discussion Item #1), and a motion made by Andrea Proehl and seconded by Johanna James, the Council unanimously voted to accept the officers' recommendations for AFA Standing Committee appointments as amended (12 in favor, 0 opposed, 0 abstentions). (See attached.)

2. Executive Council Vacancies. Following discussion (see Discussion Item #2), and a motion made by John Daly and seconded by Mike Starkey, the Council unanimously voted to fill the adjunct faculty representative seat left vacant by the resignation of Linda Weiss by appointment, and to ask the prospective candidates to submit statements of no more than 250 words before the next Council meeting (12 in favor, 0 opposed, 0 abstentions). The three adjunct faculty candidates are: Paulette Bell, Business Office Technology; Lynn Harenberg-Miller, Communication Studies; and Michael Ludder, Social Sciences.
3. AFA Contribution to Adjunct Faculty District Activities Fund (AFDAF) Budget. Following discussion held in closed session during the Negotiations Report, and a motion made by Greg Sheldon and seconded by Paula Burks, the Council unanimously voted to authorize the expenditure of \$16,675 in AFA funds for compensation of adjunct faculty serving on the AFA Executive Council for the current academic year and other specified committees for the current semester only, and to authorize the AFA Negotiations Team to draft a Memorandum of Understanding clarifying the specifics of the one-time contribution (12 in favor, 0 opposed, 0 abstentions).

#### **DISCUSSION ITEMS**

1. Appointment of Representatives to AFA Standing Committees for 2008-09. Warren Ruud noted that, in attempting to balance out the workload within the new culture of shared responsibility, AFA officers considered three basic criteria as they were distributing committee assignments: 1) Council members' present AFA assignments; 2) where they would best be able to utilize their skills and develop their potential, and 3) individual preferences. The officers' recommendations were distributed to Council members for review, and Council members were invited to volunteer for additional assignments of their choosing. It was pointed out that members by position were not specifically identified on the document. Brief discussion followed about the composition and charge of each committee, workgroup, or task force. In addition to the individuals already listed on the document, Mike Starkey expressed interest in serving on the Article 16 committee, and Greg Sheldon expressed interest in serving on the Professional Development/Flex & Professional Growth Workgroup. Their names were added as requested. Also, the AFA Officers' Committee (composed of the President, Vice Presidents, Secretary/Treasurer, Chief Negotiating Officer, and Conciliation/ Grievance Officer) was inadvertently omitted from the document, but will be added to the final approved version. Warren said that, as the need arises, one person from each group would be designated to initiate a first meeting. After the Council retreat, initial assignments will be made to the various committees. Following a motion made by Johanna James and seconded by Reneé Lo Pilato, the Council unanimously voted to move this item to an action item (12 in favor, 0 opposed, 0 abstentions).
2. Executive Council Vacancies. Warren Ruud informed the Council that, although the recruitment period was expanded to three weeks with a deadline of September 23, no regular faculty members have expressed interest in serving on the Council. (There are currently two regular faculty vacancies). In response to e-mail and *AFA*

*Update* announcements about the two adjunct faculty vacancies, three adjunct faculty members have expressed interest. One of the vacancies is a result of the mid-term resignation of an adjunct faculty Council member. The term of that seat expires just before the beginning of school in August 2009; consequently, regardless of how that one seat is filled, it would come up for election again in March 2009. Three new seats were added to the Council in May 2008: two regular faculty seats that would expire mid-August 2010 and one adjunct faculty seat that would expire mid-August 2009. Warren noted that the Council had agreed to make a decision at this meeting as to whether to appoint, hold a special election, or postpone filling the vacancies until the next regular election cycle in early spring. (The Council would need to approve any appointment by a two-thirds vote.) All three options are permitted by the AFA Bylaws. The Bylaws permit the Council to select a separate process for filling each seat. Council members engaged in lengthy discussion. One suggestion was to extend the recruitment period to provide for a more comprehensive effort to inform faculty members about what the job requires. There was consensus that maintaining the balance and ratio of regular faculty to adjunct faculty representatives prescribed by the Bylaws is important, and therefore one adjunct seat should be filled in a timely manner. Warren Ruud noted that in previous discussions of vacancies, a number of Council members had argued that appointments were undemocratic, and that each vacancy should be filled by special election, regardless of the situation. However, no Council member had an objection to filling this particular vacancy by appointment. Given that the Council has a tradition of filling mid-term resignations by appointment, a consensus emerged that that the Council should fill just that one adjunct seat by appointment, and defer the decision about how to handle the other three vacancies to a later date. It was also mentioned that, in the past when there has been a contested appointment, candidates have submitted written statements. Council members expressed interest in encouraging future participation and agreed that there would be an opportunity for those candidates who were not selected to run again in the next regularly scheduled election. Following a motion made by John Daly and seconded by Lara Branen-Ahumada, the Council unanimously voted to move this item to an action item (12 in favor, 0 opposed, 0 abstentions).

3. Substitutes. Discussion of this item was included in the Negotiations Report.

### **MAIN REPORTS**

1. President's Report. Warren Ruud reported on the following items:
  - College Council. Students have expressed an unwillingness to support the hourly template policy unless a daily *College Hour* (from 12 noon until 1:00 p.m.) is reinstated. (It was originally held only on Fridays.) The District is reluctant to have classrooms empty at the most popular time of the day; however, the issue is still under discussion.
  - Bay Faculty Association. A FACCC Budget workshop was held in conjunction with the September BFA meeting.

- State Budget. Doug Roberts, Vice President of Business Services, sent out an e-mail about the recently approved State budget, and Warren recommended that Council members read it. Although SRJC has experienced 6.2% growth in Fall semester, only 2.2% will be funded, but the balance of the growth will be applied to “pay back” for Summer Session borrowing. In order to reach the minimum threshold of Prop. 98 funding, Community Colleges will receive a COLA of 0.68%; however, that 0.68% will most likely be reduced to zero, after the SRJC deficit-funding factor is applied and the 0.5% COLA adjustment is subtracted. Categorical programs were flat-funded. The budget for the Adjunct Medical Benefits Program for the entire State was restored to \$1 million; however, it could still fall to the “blue pencil.”
2. Vice President for Santa Rosa Report. Reneé Lo Pilato reported that she would be going to the Petaluma campus on October 7 with the Department Chair Council to meet with the Petaluma campus administrators about their plans for the campus. She will report back to the Council.
  3. Treasurer’s Report. Paula Burks directed the Council’s attention to the current Treasurer’s Report, which summarized income and expenses for July and August 2008. There were no questions.
  4. Conciliation/Grievance Report. This report and subsequent discussion were conducted in closed session.
  5. Negotiations Report. This report and subsequent discussion were conducted in closed session. Following a motion made in open session by Greg Sheldon and seconded by John Daly, the Council unanimously voted to move AFA’s contribution to the Adjunct Faculty District Activities Fund (AFDAF) to an action item (12 in favor, 0 opposed, 0 abstentions).

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

1. Academic Senate Report. Michael Kaufmann reported that topics of discussion at the recent Senate retreat included the lecture/lab distinction, faculty service on District-wide committees, the Transfer Policy, and the academic calendar. He noted that there are many Senate and AFA issues that overlap and said that more clarity about the differences between the two purviews is needed.
2. Institutional Planning Council. Michael Kaufmann reported that IPC continues to review college initiatives and the Program Review & Planning flow chart.
3. Calendar/Registration Committee Report. Greg Sheldon reported that changes to the calendar for summer sessions are under discussion.

The meeting was adjourned at 4:55 p.m.

Minutes submitted by Judith Bernstein.