

**ALL FACULTY ASSOCIATION  
EXECUTIVE COUNCIL  
MEETING MINUTES**

October 8, 2008

*(Approved by the Executive Council on October 22, 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

AFA Officers/Negotiators present: Ann Herbst, Janet McCulloch;

Faculty present: Ken Gleason      AFA Staff present: Judith Bernstein, Candy Shell

The meeting was called to order at 3:04 p.m.

**MEMBER CONCERNS**

1. Appointment of Adjunct Representative. Ken Gleason, adjunct faculty member in the Social Sciences Department who served on the Executive Council in the late 1990's, appeared before the Council to advocate that, if the Council chooses to fill the open adjunct seat, they seriously consider appointing Michael Ludder, adjunct faculty member in the Social Sciences Department, former adjunct representative on the Council, and one of three candidates for the open adjunct Council seat.
2. Elimination of Other Coverage in the Adjunct Faculty Medical Benefits Program. Mike Starkey requested clarification about the District's reasoning behind the elimination of the option for adjunct faculty to receive reimbursement of 50% of their medical premium costs for other coverage, when the cost of their other plan is less than the cost of the SRJC group plans with either Kaiser or SISC/Blue Shield. He also questioned why a ceiling on the amount of the reimbursement was not left as an alternative to the total elimination of "other" plans. Warren Ruud said that the District was trying to address the huge increase in the cost of the program and, while agreeing with AFA that adjunct faculty should have access to health care, they wanted all employee groups to have access only to the same group plans offered by the District. (The District does not provide regular faculty, classified staff or managers with an option of reimbursement of costs for other plans.) There were a number of adjunct faculty whose other plans cost less than either one of the two group plans (in the case of catastrophic coverage, for example); however, many of the other plans were far more expensive. The District expects the overall cost of the program to decrease. Warren said that, according to the contract language collected from other Districts participating in the State program, every other district in the State (with the exception of Glendale) has eliminated reimbursement for other plans. AFA is waiting for figures from the District as to whether the change achieved any real savings.

**MINUTES**

There were no corrections or additions to the minutes from the September 24, 2008 Executive Council meeting or the September 28, 2008 Executive Council Retreat, both of which were accepted as submitted.

### **ACTION ITEMS**

1. Appointment of AFA Representatives to District-wide Fringe Benefits Committee for 2008-09. Following a motion made by Mike Meese and seconded by Lara Branen-Ahumada, the Council unanimously voted to approve the appointment of Mike Starkey to serve on the District-wide Fringe Benefits committee for 2008-09 (12 in favor, 0 opposed, 0 abstentions).
2. Appointment of Adjunct Executive Council Representative for 2008-09. Council members reviewed the statements submitted by the three candidates for this open seat, the term of which will expire before the first day of the Fall 2009 semester. The three candidates are: Paulette Bell, Business Office Technology; Lynn Harenberg-Miller, Communication Studies, (Petaluma Campus); and Michael Ludder, Social Sciences. Warren Ruud explained that, according to the Bylaws, a two-thirds vote of the Council (10 out of 15) would be required to approve this one-year appointment. He went on to explain that the fairest way to conduct the appointment would not be by a head-to-head competition, but rather first by conducting a straw vote in which each Council member would indicate — by voting yes or no for each candidate — whether s/he would approve of that candidate filling the vacant seat if that candidate were the only person running for the seat. Using the results of the straw vote, the Council could then decide to either: 1) approve a motion with a two-thirds vote to appoint one of the three candidates, 2) postpone the appointment until the beginning of the Spring 2009 semester after another recruitment period, or 3) postpone filling this seat until the next regularly scheduled election in March 2009. Warren pointed out that only twelve out of fifteen Council members were present, not including him, and that it might not be fair for all candidates in getting the ten votes of approval on the straw vote. Speaking on behalf of the two officers who were not present at the current meeting, Janet McCulloch said that they would have liked to be present for the vote. Other Council members expressed the opinion that it would always be a possibility that some Council members would be absent, and that the Council could conceivably have to keep postponing the appointment. After brief discussion, there was consensus that the Council wished to proceed with the straw vote. Additionally, since Robert's Rules of Order state that the president votes on tiebreakers and when it would make a difference, it was agreed that Warren would participate in the straw vote. Subsequently, Council members engaged in an open round of discussion about the qualifications and experience of the three candidates. Following the discussion, the straw vote was taken by confidential paper ballot to determine if any of the three candidates met the minimum threshold of two-thirds approval of the Council. Following a count of straw ballots by AFA staff and a non-voting AFA officer, staff announced that a) only one candidate received at least ten votes of approval on the straw ballot, and b) even with two additional votes (those of the absent Council members), that result could not possibly be different. The Council agreed to continue the appointment process and directed staff to disclose the name of the candidate who met the two-thirds threshold on the straw vote. That candidate is Lynn Harenberg-Miller. Council members engaged in another open round of discussion. Following that discussion, a motion made by Greg Sheldon and seconded by Mike Meese, the Council unanimously approved the appointment of Lynn Harenberg-Miller to the open adjunct faculty representative seat, starting immediately (12 in favor, 0 opposed, 0 abstentions). Janet reminded the Council that there would be three open adjunct seats in the Spring 2009 election.

### **DISCUSSION ITEMS**

1. AFA Fall 2008 Retreat Follow-up. Council members reviewed a transcription of the bulleted lists that had been generated by the five Contract article workgroups at the recent Council retreat. The lists were organized by Contract article and each item or issue on the list had been identified as

needing clarification, updating or further discussion. Lara Branen-Ahumada requested that a number of additional issues that had been discussed in her workgroup but had not been captured on the list be added to the document, and said she would put those items down in writing. Warren Ruud encouraged anyone with additions to forward them to AFA staff, and noted that this document would be directed towards the Negotiations Team. Janet McCulloch informed the Council that a subset of AFA officers and staff has generated a list of items (including minor technical revisions and updates to Article 7: Definitions), and is in the process of developing an MOU between AFA and the District to incorporate those items into the Contract. Janet noted that another list of more complex items that require further Council discussion is being compiled and that latter list will be the guide for next year's negotiations. The officers' goal is for the Council to discuss and become more informed about all of these issues, prior to the Team's generation of language for negotiations with the District. It is also a goal that an increasing number of Council members, under the guidance of the Negotiations Team, learn to develop Contract language, so that they can be prepared to replace current Team members when they retire. Janet added that the Council would be going over articles in the spring, and talking about what needs to be done with each one.

2. Institutionalizing AFA Policies and Procedures. Warren Ruud suggested that the Council consider developing a set of AFA policies, which would include decisions of the Council that are important enough to be part of the organization's "literature," but not necessarily part of the AFA Bylaws, amendment of which require a two-thirds vote of the Council. After having several experiences in which staff and officers spent time searching through historical documents for a record of how the Council had voted on a particular issue, Warren came up with this idea. He said that many items currently included in the Bylaws could be pulled out and placed in AFA policy (for example, the job descriptions of the officers and the list of AFA standard committees). Several Council members expressed support for the idea, and Warren said that he would get started on the project.
3. Special Executive Council Meeting on Fifth Wednesday in October 2008. Warren Ruud commented that the recent Council retreat far exceeded his "upper level expectations" and noted that the officers discussed the possibility of institutionalizing the Contract article workgroup session idea and format. There is a fifth Wednesday this month, October 29, when neither the Senate nor AFA have a regularly scheduled meeting. Warren asked the Council to consider meeting on that day from 3:00 to 5:00 p.m. and breaking up into groups to work through another set of articles. Following a positive response, and agreeing that a decision and notification would need to occur soon so that Council members could adjust their schedules, Warren said that officers and staff would begin to organize a meeting for October 29.

### **MAIN REPORTS**

1. President's Report. Warren Ruud directed Council members' attention to the President's report he sent out via e-mail, summarizing recent College Council policy changes.
2. Vice President for Santa Rosa Report. Warren Ruud read a report submitted by Reneé Lo Pilato regarding the Department Chair Council (DCC) meeting that was held on October 7 at the Petaluma Campus. The DCC meeting included: 1) reports from the three Petaluma Campus administrators re: the history of the campus, the current challenges around maximum room use balanced with appropriate student learning, enrollment figures, the new \$3 million grant for science and technology, certificates in development, future enrollment goals, and the five new faculty positions they will be seeking for next year; and 2) a report from Susan Wilson, the Life Sciences Department

Chair who sits on the District Tenure Review and Evaluations Committee (DTREC), re: the new form for online evaluations.

3. Vice President for Petaluma Report. Cheryl Dunn reported that the main topic of discussion at the October 7 Petaluma Faculty Forum (PFF) meeting was the District's Transfer Policy. Petaluma faculty expressed the following concerns: 1) chairs should be more involved in the process; 2) there needs to be some acknowledgment of seniority and retreat rights in the policy; 3) safeguards are needed to prevent the District from using the Petaluma campus as a dumping ground when they want to "get rid" of certain faculty members; and 4) in situations when a forced transfer occurs in the middle of tenure review, the same members of the tenure review team should continue all the way to the end of that process. Cheryl noted that Barbara Croteau, Academic Senate President, was present at the PFF meeting, as were a number of administrators, and that Barbara would be taking the Petaluma faculty concerns back to the Senate, which has not yet discussed the policy. Janet McCulloch noted that, although the District has the right of assignment, AFA's intention is that if the Transfer Policy were approved, it would be reflected in the Contract. Warren Ruud added that the District policy has to be resolved first through the College Council process, which involves review and comment by the various constituent groups (including AFA and the Senate), and that AFA's intention is that both policy and Contract article reach closure at the same time.
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.

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

1. Academic Senate Report. Michael Kaufmann reported that topics of discussion at the recent Senate meeting included exploring ways to give Ben Benson recognition for his contributions to the Jesse Peter Museum, the English 1A graduation requirement, Academic Senate goals, and the conversion of Student Information Services, which will go live on November 12.
2. District-wide Fringe Benefits Committee. John Daly reported on the special meeting of this committee, at which Kaiser representatives presented information about a free health and fitness program they will be offering to all District employees for one year. Staff Development will be taking the lead in coordinating the program for the College. Fliers will be posted and all District employees will be notified via e-mail re: various opportunities to sign up for this program, which will provide access to a self-assessment via the Kaiser Web site. John noted that the Blue Shield Web site offers a similar program to its members.
3. BFA/CCCI/FACCC Reports. Warren Ruud reported that he recently attended a Bay Faculty Association/FACCC budget workshop and a Health Benefits workshop.

The meeting was adjourned at 4:57 p.m.

Minutes submitted by Judith Bernstein.