



santa rosa junior college

All Faculty Association

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The strength of faculty working together.*

**AFA EXECUTIVE COUNCIL MEETING MINUTES**

October 13, 2010

*(Approved by the Executive Council on October 27, 2010)*

Executive Councilors present (noted by \*):

- |                                |                          |                        |                 |
|--------------------------------|--------------------------|------------------------|-----------------|
| *Warren Ruud, <i>presiding</i> | *John Daly               | *Lynn Harenberg-Miller | *Audrey Spall   |
| *Alix Alixopulos               | *Dianne Davis            | *Reneé Lo Pilato       | Mike Starkey    |
| *Paulette Bell                 | *Cheryl Dunn             | *Michael Ludder        | *Julie Thompson |
| *Lara Branen-Ahumada           | *Brenda Flyswithhawks    | *Sean Martin           | *Jack Wegman    |
| *Paula Burks                   | *Karen Frindell Teuscher | Dan Munton             |                 |

Faculty present: Mary Pierce  
 Officers/Negotiators present: Ann Herbst  
 Staff present: Judith Bernstein, Candy Shell

The meeting was called to order at 3:03 p.m. in the Bertolini Student Center Senate Chambers on the Santa Rosa campus.

**MEMBER CONCERNS**

1. Article 16 MOU re: Cancelled Classes & Like Load. Paulette Bell requested clarification about the 2009 Article 16 MOU that addressed the impact of cancelled classes on an hourly instructor’s like load. (Does it also apply to Spring 2011 or only to Fall 2010?) She also asked, given the likelihood of further cuts to the schedule of classes, whether AFA would negotiate with the District to extend the MOU to apply in future semesters. Ann Herbst said that she would follow up on the effective dates and report back. Regarding any future extension of the MOU, Ann noted that AFA and the District have not yet started to discuss Article 16, which is open for negotiations this year.
2. Status of Sabbatical Leaves. On behalf of several faculty members in her department, Paulette Bell asked for clarification about the status of sabbatical leaves. Warren replied that AFA and the District met on October 1 and in their discussions confirmed that the group of regular faculty members whose sabbatical leaves were approved in 2008-09, but postponed as part of the 2009 ratified agreement, would be able to take their leaves, as negotiated in 2009, starting in 2011-12. AFA notified the affected faculty members by email shortly after the meeting with the District. Another two annual groups of fifteen sabbatical leaves each were eliminated/cancelled according to the terms of the 2009 agreement (see Article 25, paragraph 25.02.D at <http://www.santarosa.edu/afa/Contract/Articles/art25.pdf> ). Warren noted that the District would normally begin the process for another round of sabbatical leave solicitations at this time, and that AFA and the District have not engaged in any discussions yet this year regarding the status of that process. He noted, however, that the same budgetary conditions apply now—even more so than they did two years ago.
3. Kaiser Prescription Protocol. In a follow-up to a prior member concern regarding difficulty in obtaining 100-day supplies of prescription medications as permitted under the District’s

group plan with Kaiser, Warren reported that he spoke with Louise Burke in Human Resources about the matter. Louise confirmed that one other faculty member contacted her with the same concern; however, the individual was able to resolve the issue by following up directly with the physician. Louise said that this matter is the prescribing physician's decision, and that many physicians are reluctant to prescribe that quantity of medication because they want their patients to return prior to 100 days for a follow-up visit. Louise recommended that faculty members enrolled in SRJC's Kaiser plan deal directly with their physicians if and when they encounter a problem in this regard.

### **MINUTES**

There being no corrections or additions to the minutes from the September 22, 2010 Executive Council meeting, they were accepted as submitted. (Approved minutes are posted on the AFA Web site at <http://www.santarosa.edu/afa/minutes.shtml> .)

### **ACTION ITEMS**

1. Professional Development Committee (PDC) Appointment. Warren stated that the officers recommended that Terri Frongia, regular faculty member in Modern & Classical Languages, be appointed to serve as AFA's second representative on the PDC. By unanimous voice vote, the Council approved a motion made by Brenda Flyswithawks and seconded by Reneé Lo Pilato to approve this appointment.
2. Workload Task Force Appointment. Warren noted that the formation of the Workload Task Force was included in the 2010 Tentative Agreement. The Officers recommended that Phyllis Usina, regular faculty member in the Learning Resources Department and co-chair of the District Online Committee, be appointed to serve as the AFA appointee to this task force. In addition, Warren will be serving on the task force by position as AFA President. By unanimous voice vote, the Council approved a motion made by Reneé Lo Pilato and seconded by Brenda Flyswithawks to approve this appointment.
3. AFA's 20<sup>th</sup> Anniversary Resolution. Following discussion (see Discussion Item #3), by unanimous voice vote, the Council approved a motion made by Brenda Flyswithawks and seconded by Dianne Davis to approve the resolution as amended.

### **DISCUSSION ITEMS**

1. Compressed Calendar Task Force Update. Compressed Calendar Task Force (CCTF) Chair Mary Pierce updated the Council about the CCTF's activities and findings. She handed out a two-page summary of the results from the Spring 2010 CCTF survey. (Complete survey results are posted at [http://www.santarosa.edu/afa/senate\\_survey.shtml](http://www.santarosa.edu/afa/senate_survey.shtml) .) Mary noted that CCTF members spent a great deal of time focusing on objectivity when they were drafting the survey questions. There were 505 responses to the survey, which was open for three weeks, and the turnout represented all employee groups. CCTF sent out multiple reminders, as they wanted to give individuals as many opportunities as possible to complete the survey. Mary highlighted a few of the salient results:
  - 30% of faculty respondents have experience working under a compressed calendar, and 65% of those found the compressed calendar to be more effective than problematic;
  - 62% of the faculty respondents prefer continuing to teach two-day-a-week classes, and many faculty would prefer not to be limited to the MW and TuTh pattern (e.g., in order to allow for best practices, the Mathematics Department might prefer to offer MTuWTh classes);
  - The most desirable option would be to provide a schedule that's flexible enough to include allowances for best practices for what faculty members teach;
  - 51% of faculty respondents want to preserve spring break;

- 62% of faculty respondents prefer finals on the last day of classes and think that option is best for the students; if possible, it would provide more flexibility for faculty to be able to schedule the final in the manner that works the best for that particular class (e.g., schedule the final two days before the last day, and use the last day to go over the final, or split up the final and schedule some portion of it in the lab and the rest in the classroom);
- The majority of faculty respondents expressed a preference for a 16-week semester;
- CCTF has gathered a great deal of data; respondents submitted a wide variety of comments, which provided CCTF with a sense of the culture of the District.

Mary noted that K.C. Greaney in the Office of Institutional Research provided assistance in administering a survey to the students. Through a careful process of random selection, CCTF identified 19 instructors, to whom they sent out surveys. They received a 100% response. CCTF was struck by how closely the student responses matched the District survey results. For example, students also want a spring break. They also prefer a shift in the final exam, 67% prefer the two-day-a-week class model, and 62% of students are in favor of compressing the calendar. Mary noted that 31% of student respondents would like summer classes to be offered in 6, 8, and/or 10 week sessions. If the District were to compress the spring and fall semesters, it would make it possible to extend the summer. Some colleges schedule summer sessions for 12 weeks, which is almost a trimester, although it is not regarded that way by the state. Mary said that extending the summer session would be an important option for the District to consider, as it allows students to fast-track their education. All student comments are available online at [http://www.santarosa.edu/afa/senate\\_survey.shtml#studentsurvey](http://www.santarosa.edu/afa/senate_survey.shtml#studentsurvey) . In response to questions from the Council, Mary provided the following information:

- CCTF has expanded its membership with the addition of Admissions & Records Director Diane Traversi, Student Affairs Director Robert Ethington, and SEIU President Doug Kuula.
- Last spring, CCTF members discussed the possibility of a second survey, as the first survey raised some specific questions about what a compressed calendar would look like at SRJC.
- If a department wishes to schedule final exams in a particular way, then the District might want to consider options to address that need.
- CCTF has examined financial and facilities-related issues and has identified potential problems. Since they don't have precise data, further data from the District is needed.
- For its first field trip, CCTF will be visiting Ohlone College on November 5, which shifted to a compressed calendar five years ago. There was overwhelming support at Ohlone for the change, which happened quickly and has been successful. CCTF members will meet with, among others, the vice presidents of Academic Affairs and Student Services, who led the development of Ohlone's new schedule. Ohlone is roughly one-third the size of SRJC; however, it was selected for the first site visit because the Chancellor's office recommends it as a good example and it is within one day's driving distance of Santa Rosa. (See letter from Chancellor's office at [http://www.santarosa.edu/afa/senate\\_ohlonestory.pdf](http://www.santarosa.edu/afa/senate_ohlonestory.pdf) .)
- To date, CCTF has not engaged in any formal discussions about "weekend college" (i.e., a schedule of classes scheduled for Fridays, Saturdays, and Sunday mornings only).
- Although classes are scheduled on Saturdays, SRJC currently does not count Saturday as an instructional day. The Chancellor's office does allow districts to count Saturdays as instructional days, and the inclusion of that additional day has the effect of accumulating the required 171 days of instruction in fewer weeks.

Mary agreed with several Councilors who expressed the viewpoint that, by providing as much information as possible and allowing for input, dissension amongst the faculty about the idea of shifting to a compressed calendar would be decreased. The Council then went into closed session for the remainder of this discussion item that pertained to negotiations.

2. **Presidential Search Criteria.** Using as a starting point the list of criteria generated during the Council discussion at the October 2 retreat, Paula Burks and Audrey Spall finalized the language, which was subsequently formatted as a memo. A copy of the draft was forwarded to the Council for their review prior to the meeting. Warren Ruud asked Reneé LoPilato, and she agreed, to draft an introductory paragraph for the memo and to forward it to AFA staff. The goal is to forward the list of AFA's criteria to Human Resources by October 15. Councilors suggested the following edits: (1) change "and" to "and/or" in item #4; (2) add another stand-alone item re: experience demonstrating accountability in some way at all levels, especially in managing administrators; (3) move the phrase about "standards of integrity" from the end of #6 to the end of the new statement about accountability; and (4) insert the word "college" before "culture" in #6. Following Council consensus on the memo and proposed changes, Warren asked Reneé, Paula, and Audrey to email the next revision to the Council for final review and comments as soon as possible, noting that he would like to forward the final version to Director of Human Resources Karen Furukawa before close of business on October 14. In response to a question about the hiring process, Brenda Flyswithhawks reported that the discussions about the hiring process, including the composition of the hiring committee, would begin on October 16, after the Board receives the submissions from all the constituent groups. President of the Board Rick Call is chairing the presidential search subcommittee.
3. **AFA's 20<sup>th</sup> Anniversary Resolution.** Warren Ruud said that, several months ago, a few of the officers realized that the year 2010 marked AFA's 20<sup>th</sup> anniversary (AFA's first contract was effective January 1990). In response to the officers' request for volunteers, Julie Thompson, Lara Branen-Ahumada, and Sean Martin developed a draft 20<sup>th</sup> anniversary resolution, which was forwarded to Councilors prior to the meeting for their review. Warren pointed out that, in the sixth "whereas," "across the campus" should be replaced with "throughout the District." Julie suggested that, at the end of the second "whereas," the phrasing should be modified to read ". . . compared to *those of* other community college *faculty* throughout California." After Councilors expressed their appreciation of the content of the resolution, discussion followed regarding its distribution and best use. Brenda asked how AFA could use the resolution ". . . to honor the shoulders of those we stand on, who got us to where we are today" and ". . . how to use it for the faculty who will come after us." Various Councilors suggested forwarding the resolution to the following: (1) Human Resources, either with AFA's criteria for the presidential search or under separate cover; (2) the Board of Trustees, via a presentation by Warren during open session; (3) Dr. Agrella, the vice presidents, and the component administrators; (4) the Academic Senate; and (5) the Petaluma Faculty Forum. Brenda suggested that the final document should be framed and should include Councilors' signatures. Warren commented that the primary purpose of the resolution is to reaffirm that members of the Council are all still on the same page. The secondary purposes are to affirm AFA's principles to the incoming college president and to remind the District and the Board that AFA is still here and committed to the organization's goals. Warren noted that, if adopted, the resolution would be posted on the AFA website. He added that he has asked the same group of Councilors who drafted the resolution to revisit and update AFA's mission statement. Following the discussion, by unanimous voice vote, the Council approved a motion made by Dianne Davis and seconded by Brenda Flyswithhawks to move this item to action (see Action Item #3).

### MAIN REPORTS

1. **Negotiations Report.** This report and subsequent discussion were conducted in closed session.
2. **President's Report.** Warren Ruud reported the following:
  - The October 19, 2010 meeting of the Board of Trustees will be held on the Petaluma campus;
  - The October 27, 2010 meeting of the Council will also be held on the Petaluma campus;
  - The AFA Council Composition Team (ACCT) has met two times. (The ACCT Website can be found at <http://www.santarosa.edu/afa/ACCT.shtml> .)

The meeting was adjourned at 5:01 p.m.

Minutes submitted by Judith Bernstein.