

EXECUTIVE COUNCIL MEETING MINUTES

January 25, 2012

(Approved by the Executive Council on February 8, 2012)

Executive Councilors present (noted by *):

*Warren Ruud, <i>presiding</i>	*Dianne Davis	*Andre Larue	*Margaret Pennington
*Paulette Bell	*Cheryl Dunn	*Reneé Lo Pilato	*Audrey Spall
*Lara Branen-Ahumada	*Terry Ehret	*Sean Martin	*Mike Starkey
*Paula Burks	*Brenda Flyswithawks	*Terry Mulcaire	*Julie Thompson
*Ted Crowell	*Karen Frindell-Teuscher	*Nikona Mulkovich	

Officers/Negotiators present:	Lynn Harenberg-Miller, Ann Herbst, Jack Wegman
Budget Analysis Team present:	Will Baty
Faculty present:	Karen Stanley
Staff present:	Judith Bernstein, Candy Shell
Guests present:	Dr. Frank Chong, District Superintendent/President Jessica Jones, President, Associated Students Michelle Dowling, Vice Pres. of Advocacy, Associated Students

The meeting was called to order at 3:05 p.m. in Doyle Library, Room #4245, on the Santa Rosa campus.

PRESENTATIONS

1. Welcome to SRJC's new Superintendent/President Dr. Frank Chong. Following a welcome by Warren Ruud and introductions of those present, Dr. Chong addressed the Council. He praised SRJC, describing it is a "highly functioning college" and, "more than that—a community jewel and resource." He conveyed his favorable impressions of Pepperwood Preserve, Shone Farm, and Sonoma County, and he talked about the "daunting" task of following in Dr. Agrella's footsteps. He said that what Councilors "represent as faculty is key to the success of the College," and added that he would like to maintain the tone of collegiality, commenting that one can "learn to disagree without being disagreeable." Dr. Chong stressed the importance of modeling this behavior for SRJC's students, and he said he hopes and expects his colleagues, the faculty, and the College to hold him accountable. He said he is looking forward to working with AFA, and he pledged to work with, as opposed to imposing things on, the faculty. He commented that he thought faculty would find him to be accessible and approachable. He acknowledged that SRJC has some challenging times ahead. In referencing his observations of Washington, D.C., Dr. Chong suggested that resolve and commitment are not sufficient by themselves to ensure progress and that civility and collegiality are needed. He said that it is a privilege and honor to be at SRJC, and praised SRJC's "great set of leaders." He said that in order to maintain the College's high quality reputation, it is important to attract and retain faculty through quality compensation. He said he would do his best to garner the resources necessary within his influence to get the faculty the compensation they deserve and look at other ways to "grow and expand the pie." In his former position working in Washington, D.C., Dr. Chong said he had the benefit of logging 100,000 miles traveling through 35-50 states, looking at community colleges. He saw places that worked well and others that didn't work well. He suggested that he would not impose

upon SRJC the things that work well at other community colleges, but rather encourage people to consider doing those things. He said that the District would need to "move in a swift manner to try to meet the needs of the College with minimal resources" and "refocus our energies to grow the College and meet student needs." He also said that he believes in "quality, not quantity." With regards to the Student Success Task Force, Dr. Chong referred to the recommendations as "just the beginning salvo" and suggested, "either you get ahead of it or it gets on top of you." He recommended that people be honest about what they like and what they don't like about the recommendations, and added that he doesn't want the document to be a "distraction." He said that student success is the goal and that creativity is what is needed. Dr. Chong closed by saying there is so much good will and dedication from the faculty, staff, and administration, and it is a really exciting challenge for him and the College as a whole to come together.

MEMBER CONCERNS

1. Article 23: Progressive Discipline & Due Process. Margaret Pennington conveyed a colleague's comment that Article 23 needs to be entirely rewritten. Warren asked for more information, noting that Article 23 is currently blank, except for a phrase indicating that it is pending negotiations. Contract articles appear in alphabetical order by title, and Article 23 is a placeholder for language regarding Progressive Discipline and Due Process (see <http://www.santarosa.edu/afa/Contract/Articles/art23.pdf>). The language from the previous version of Article 23 was integrated into Article 15, which is now entitled "Faculty Service Areas and Competency Standards, and Reduction in Force of Faculty Positions" (see <http://www.santarosa.edu/afa/Contract/Articles/art15.pdf>). Warren suggested that the concerned faculty member contact him or AFA staff directly.
2. FACCC Contract Membership. Dianne Davis asked how and when faculty would be notified about implementation of the recently approved contract membership with FACCC. Warren said that AFA and FACCC are in the process of finalizing a contract agreement and establishing reporting and other logistical procedures. He added that former individual members of FACCC would not notice any significant changes. FACCC will continue to send its publications to the individual's home address. New members will receive an email explaining their options for receiving FACCC publications. Warren said he anticipates that AFA will send the email announcement to faculty via Outlook accounts before the President's Day holiday in February. (For more information about FACCC, see FACCC's Website at <http://www.faccc.org> and FACCC's Education Institute Website at <http://www.faccc.org/faccc071409/education.html> .)
3. Evaluations and SLOs. Ted Crowell reported that, in spite of a recently signed MOU re: Article 17: Job Descriptions, some faculty members are receiving "minor improvement needed" conclusions on their evaluations even though they have provided a link in their syllabus to their course outline of record. Ted said that some departments are not considering the provision of the link as being sufficient. Warren confirmed that AFA brought this issue to the attention of the District, and that is why Dr. Mary Kay Rudolph sent out a recent email clarifying the matter. If faculty members have concerns related to this issue, Warren suggested that they contact District Tenure Review and Evaluations (DTREC) Co-Chair Sean Martin or DTREC member Ted Crowell. (See the MOU re: Article 17, SLOs, and CORs at http://www.santarosa.edu/afa/Contract/MOU/mou_17_courseoutline.pdf .)
4. Hourly Assignment Procedures. As a follow-up to a meeting that Mike Starkey and Julie Thompson attended with the English as a Second Language (ESL) Department, Julie carried forward a concern regarding the procedures for making hourly assignments. Julie and Mike were told that, because of the way that ESL classes are loaded, it is difficult for adjunct faculty to flesh out their loads in a way that works for them. (The ESL department uses a sign-up procedure for hourly assignments.) Julie and Mike were asked to bring forward as a member concern the suggestion that one way to remedy this situation would be to eliminate the requirement to assign load up to 40% on the "first pass."

MINUTES

There being no corrections or additions, the Council accepted the minutes from the December 14, 2011 Executive Council meeting as submitted. (Approved minutes are posted at <http://www.santarosa.edu/afa/minutes.shtml> .)

DISCUSSION ITEMS

1. Advocacy in March—Partnership with Students. (This item was moved to the top of the discussion agenda in order to accommodate the guest presenters—Associated Students [AS] officers Jessica Jones and Michele Dowling.) Warren outlined the three avenues of advocacy that AFA is engaged in this year: (1) increased involvement at the state level with FACCC through contract membership (see <http://www.faccc.org>); (2) participating with CCCI in hiring a part-time legislative advocate (see <http://www.cccindependents.org/>); and (3) working with students, classified staff, and the board in talking to local legislators. Warren said that, as the November elections approach, AFA will be working closely with students, and noted that he has been meeting with student leaders on a regular basis. FACCC's March in March in Sacramento is coming up, and Michelle and Jessica have been working hard to promote student participation in the event. Warren suggested that AFA support their efforts and, ultimately, commit some resources towards their expenses.

AS VP of Advocacy Michelle Dowling said that this year's march will be held on Monday, March 5. The march coincides with FACCC's Advocacy and Policy Conference (see <http://www.faccc.org/A&P2012.html>), which will be attended by hundreds—possibly thousands—of faculty members and students from community colleges, UCs and CSUs. AS is distributing save-the-date flyers to students and trying to garner interest in the event, which occurs "on the one day of the year when faculty and students are all together at the capitol lobbying for higher education." Michelle predicted that the march this year will be the most significant of all in the history of California higher education, and she asked for the Council's support. AS would appreciate it if faculty would forward on to their students the emails that they will be receiving from AS and consider offering extra credit to their students for attending.

To provide some perspective, AS President Jessica Jones commented that, in 2011, SRJC brought three students to the March in March, while the year before students filled three buses. AS is looking to faculty for collaboration and is interested in going into classrooms to talk to students for three to five minutes about resources and upcoming events. Jessica added that the event can be both informational and transformational for students, it has the potential to get them involved in student government, and there is solidarity in faculty and students working together. AS has a Website (http://www.santarosa.edu/for_students/as/). Also, Warren said he would forward contact information for Jessica and Michelle to the Council. Faculty who work on the Petaluma campus can contact AS Vice President of Petaluma Campus Johana Perdomo through the Petaluma Campus Student Services Department.

Michelle and Jessica said that they plan to send out an email next week, and they asked faculty members to contact them to arrange for a brief classroom presentation. (They said they would make their schedules as flexible as possible to accommodate faculty.) AS plans to reserve two buses at a cost of \$2,500. It was suggested that the March in March flyers should include a deadline for response and the information should be phrased in a way that helps students to understand why the event is relevant and important to them. At the close of their presentation, Michelle and Jessica thanked the Council for their time.

Following the presentation, the Council engaged in discussion about the following issues: (1) the potential amount of an AFA contribution to the students' participation in the March in March; (2) whether the contribution should be structured as a match; (3) the balances available in the AFA PAC fund and the AFA general operating fund; (4) whether it would be more appropriate to issue the donation from the PAC or the general operating fund; (5) how the contributions to the Sharon Hendricks campaign and the CCCI advocate were categorized in terms of being chargeable or non-chargeable; (6) the current revenue and expense activity in the AFA PAC; (7) whether other advocacy-related expenses are anticipated for later this year; and (8) whether it would be better for the Council to wait to hear how many

students are going to the march before committing to the contribution. As the first step in an ongoing partnership with students, Warren recommended that the Council entertain the idea of matching the students' commitment and authorizing an amount up to \$1,500—to be used to help pay for food, drink, and return buses—and that the Council consider authorizing the Cabinet to make the final decisions about the amount and use of the funds, since they meet more frequently than the Council.

Dianne Davis commented that she accompanied students to the March in March as a faculty advisor two years ago, when SRJC sent three buses. She described the students as being very well organized and said it was important to support their efforts. Warren described how successful Jessica Jones was last year in shepherding the Talloires Declaration through every College constituent group all the way up to getting Dr. Agrella to sign it, and how successful Michelle Dowling was on January 9 in Sacramento in getting Jared Huffmann to really listen to her and learn about how fee increases are negatively impacting community college students. Warren also mentioned that student government has been talking to the *Oak Leaf* and is becoming more engaged around the issues of cuts to Pell Grants and the Student Success Task Force.

At the conclusion of the discussion, by unanimous voice vote, the Council approved a motion made by Dianne Davis and seconded by Lara Branen-Ahumada to move this item to action.

2. Spring 2012 Calendar. The Council received a draft calendar of AFA-related events for Spring 2012 prior to the meeting for their review. Warren highlighted the schedule of Executive Council meetings and retreats, Cabinet meetings, negotiations sessions, Board of Trustees meetings, professional conferences, elections for Council seats for the 2012-14 term, and elections of AFA officers and other positions. Reneé Lo Pilato suggested that AFA's New Faculty Outreach event, which is scheduled for April 20, be added to the calendar. Warren noted that, similar to last year, the election of Councilors will be conducted online, allowing voters ten calendar days to cast their ballots. The election of officers is scheduled for the Council meeting on March 14, which is well in advance of the District's publication of the second proof of the Fall 2012 Schedule of Classes (scheduled for April 15). The Council meeting on the Petaluma campus is scheduled for March 28 (the week after Spring Break), and the CCCI conference will be held on either April 12-14 or April 26-28 (not on April 6-7, as indicated on the draft). Warren commented that it is hard to predict when the AFA General Meeting will be held this semester, as the timing of that meeting is a function of negotiations (i.e., when AFA and the District reach a tentative agreement), which varies from year to year. Although May 9 is the last regularly scheduled Council meeting of the spring semester, Warren asked that Councilors hold May 23 open on their calendars, in case it should become necessary to meet again. As soon as the Council approves the elections timeline, the AFA office will start the process off by sending out an announcement via Outlook soliciting AFA member interest in becoming a candidate for one of the open Council seats. By unanimous voice vote, the Council approved a motion made by Brenda Flyswithawks and seconded by Paula Burks to move this item to action.
3. Executive Council Elections for 2012-14 Terms. Warren reviewed a spreadsheet included in the Council meeting packet, which delineates the adjunct and regular faculty seats on the Council by year elected and by term of seat. He reminded the Council that, in accordance with the Constitutional amendment approved by the membership last year, the Spring 2012 election would serve to begin the shift in the Council makeup from 13 contract/6 adjunct faculty seats to 11 contract/8 adjunct faculty seats. This spring, for the even-year seats, the AFA membership will elect four adjunct faculty Councilors and five contract faculty Councilors, all of whom will begin their two-year terms on the first day of the Fall 2012 semester. In this election, the number of open contract faculty seats will be reduced from seven to five and the number of open adjunct faculty seats will be increased from three to four. In addition, the Council will need to appoint one more adjunct faculty Councilor, who will serve a one-year term that also begins Fall 2012. Warren clarified that the Bylaws requires a different process to fill this odd-year, one-year term adjunct faculty seat, because

the seat is vacant (as opposed to being open). While regular elections are held for open seats prior to the beginning of their two-year terms, this odd-year seat is being filled in the middle of its term. The Bylaws requires that the Council fill a vacant seat by appointment or by holding a special election. Warren noted that the Council would have the option of appointing the adjunct candidate who receives the fifth highest number of votes in the regular election. He also commented that it was particularly challenging to figure out a process that would maintain compliance with the Constitution and the Bylaws while making the transition to the new 11-8 configuration and that Sean Martin worked hard on the language. Adding the odd-year adjunct seat and eliminating the even-year contract seat helps to complete the shift. AFA staff will send out the solicitation of candidates shortly. In order to avoid confusion, two separate emails will be sent out—one to contract faculty and one to adjunct faculty.

4. AFA Leadership Planning. In the interest of being proactive and to provide for continuity, Warren asked a subcommittee of the Cabinet—Paula Burks, Mike Starkey, and Julie Thompson—to start thinking about recruiting and planning for leadership succession—not just for the upcoming election, but also for the future—and to take the lead in framing a discussion about the succession process within the Council. The Cabinet has blocked off one hour on the retreat agenda for an in-depth discussion of leadership within the context of the future of the organization. On behalf of the subcommittee, Julie invited Councilors to begin thinking about this issue prior to the retreat. The subcommittee believes the selection process should be open, thoughtful, and transparent. AFA needs a long-term strategy for bringing younger faculty members into the organization so they can learn how the process works, in order to be ready to step into leadership positions in the future. She asked Councilors to think about whether they feel called to serve in any of the leadership positions and also how they envision leadership looking as the organization moves forward. The positions that will be elected in March are as follows: President; two Vice presidents (Santa Rosa and Petaluma); Secretary/Treasurer; Conciliation/Grievance Officer; Chief Negotiating Officer; Publications Coordinator; Adjunct Cabinet Representative; Negotiating Team members, including Note Taker, Data Analyst and two at-large positions; DTREC Co-Chair; and Bay Faculty Association Representative. (The duties of elected and appointed positions are outlined in the AFA Constitution, Bylaws, and Policies, which are available online at <http://www.santarosa.edu/afa/documents.shtml>.) Warren commented that the three biggest jobs are President, Chief Negotiating Officer, and Conciliation/Grievance Officer.

The Council engaged in a lengthy discussion and raised the following issues: (1) there needs to be a discussion at the conceptual level first (e.g., How do these seats function? What is the purpose of leadership?) before addressing the more practical questions like who is interested in running, and who would fill the seats; (2) the discussion of conceptual-level issues is important, but it's not as urgent as the issue of immediate succession and filling the seats; (3) the structure of the Council will be changing significantly after the next election, and there will be cultural changes, as well. One hour is an insufficient amount of time to discuss these changes; (4) it's difficult to carve out more time, as there is not even enough time during regular meetings to get through the entire agenda before 5:00 p.m.; (5) there is one Council meeting on February 8 before the retreat, which would provide an opportunity for the three members of the subcommittee to share the conceptual issues with the Council; (6) it's important to bring new people into the organization and to figure out how they would be trained; (7) it would be helpful for Councilors to have an idea of the nuts and bolts of the job duties of each position, beyond what's described in the Bylaws; (8) the duties are difficult to describe, because each job changes as different individuals serve in the position (i.e., the duties are like the skeleton, but people flesh out the job in different ways); and (9) it would be helpful if, at the February 8 meeting, the subcommittee identified five or six specific issues or questions around leadership and succession, so that Councilors will know what to be thinking about before the retreat. At the conclusion of the discussion, Warren directed staff to place this item on the February 8 agenda for discussion.

5. Spring Retreat Agenda. Warren reported that David Balla-Hawkins, CCCCI's recently hired part-time legislative advocate, would be presenting a two-hour, hands-on workshop at the retreat

about what faculty members can do to advocate for their profession, as well as for their College. (For more information about Mr. Balla-Hawkins, see the article on page 4 of the Fall 2011 issue of the CCCI newsletter at http://www.santarosa.edu/afa/Misc/2011Fa_CCCI.pdf .) As per Mr. Hawkins' contract with CCCI, he will come to visit all the CCCI member schools.) Warren asked that Councilors let him know if they have something specific about advocacy that they wish Mr. Hawkins to address. The retreat will be held in a conference room at the Fountaingrove Inn on Saturday, February 11, from 11:00 a.m. to 4:00 p.m. In addition to the workshop, the tentative agenda includes a one-hour discussion on leadership planning and one hour for negotiations. Paula Burks has submitted a proposal for Flex credit for the retreat, and approval is pending.

The Council engaged in discussion regarding the proposed agenda, and the following suggestions were made: (1) allow enough time under the negotiations item to revisit and present a status report re: the priorities and goals identified at the fall retreat; (2) reduce the advocacy workshop to one hour, in order to allow additional time to address the more urgent items on the agenda—leader succession and negotiations; (3) consider applying a scientific ranking system to the goals and priorities; and (4) consider reversing the order of the items on the regular Council meeting agenda (e.g. making the main reports first and the discussion items second), so that Councilors who have to leave in order to meet their 5:00 p.m. classes don't miss the negotiations report. At that point, Warren reached into his bottomless bag of appropriate analogies and, once again, in the blink of an eye, drew out the perfect one. Warren made the point that, if the box is too small, it doesn't matter in which order you put things into it—they're not going to fit.

6. Donation to Dr. Robert F. Agrella Scholarship Endowment. As noted in an email Warren forwarded to the Council prior to the meeting, AFA received a request for a financial contribution towards the management team's \$1,000 pledge to the Robert F. Agrella Scholarship Endowment Fund. The management team had intended to initiate the fund with a \$1,000 donation; however, they ran short after meeting expenses for the farewell celebration for Dr. Agrella, which was held during winter break on January 9. Warren solicited input from the Council regarding the request. During the course of the discussion that followed, a number of Councilors indicated an interest in making a donation on an individual basis directly to the endowment fund via the Foundation's Website. The Council took no action on this item.

ACTION ITEMS

1. Advocacy in March—Partnership with Students (see Discussion Item #1). By unanimous voice vote, the Council approved a motion made by Cheryl Dunn and seconded by Lara Branen-Ahumada to allocate an amount not to exceed \$1,500 to the Associated Students for expenses related to the March in March on March 5 in Sacramento and to authorize the Cabinet to make the final decisions regarding the specific amount and the particular expenses for which the contribution will be used. Secretary/Treasurer Paula Burks said that she and staff would do research to determine which of AFA's accounts—AFA PAC or general operations—would be the appropriate fund from which to issue the contribution.
2. Spring 2012 Calendar (see Discussion Item #2). By unanimous voice vote, the Council approved a motion made by Brenda Flyswithawks and seconded by René Lo Pilato to approve the Spring 2012 Calendar as amended (adding the New Faculty Outreach event on April 20 and correcting the CCCI conference dates).

MAIN REPORTS

1. Negotiations Report. This report and subsequent discussion were conducted in closed session.

The meeting was adjourned at 5:30 p.m.

Minutes submitted by Judith Bernstein.