

EXECUTIVE COUNCIL MEETING MINUTES

February 22, 2012

(Approved by the Executive Council on March 14, 2012)

Executive Councilors present (noted by *):

*Mike Starkey, <i>presiding</i>	*Dianne Davis	Andre Larue	*Margaret Pennington
*Paulette Bell	*Cheryl Dunn	*Reneé Lo Pilato	Warren Ruud
*Lara Branen-Ahumada	*Terry Ehret	*Sean Martin	*Audrey Spall
*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

Councilor-elect present: Bud Metzger

Staff present: Judith Bernstein, Candy Shell

The meeting was called to order at 3:05 p.m. in Room #4246, Doyle Library, on the Santa Rosa campus.

PRESENTATION

Student Information System (SIS) Load Lookup. Vice President for Santa Rosa Mike Starkey informed the Council that Information Technology Director Scott Conrad would be rescheduling his presentation to the Council regarding SIS load lookup because he had to cancel due to a scheduling conflict with a previous commitment. Mr. Conrad asked Mike to share with the Council two points of information on his behalf: (1) currently, a range of individuals has access to faculty load information, including department chairs, administrative assistants, supervising administrators, and AFA office staff; and (2) faculty members have the right to ask these individuals for that information.

Mike mentioned that AFA staff had given him a brief demonstration of staff access to SIS load lookup earlier in the day, and he commented on how it bears no resemblance to the former load lookup system to which all faculty members used to have access. While Mike acknowledged that it is possible that the levels of access to information stored in SIS may vary, he expressed concern about the potential for users to have access to faculty members' portals and their personal information. A comment was made that administrative assistants only see load information, and they have no access to faculty portals. Mike said he would be following up to clarify how the log on rights vary and whether there are existing filters in place that restrict access to personal information and faculty portals. In the Council discussion that followed, a comment was made that having access to lookup may be important to different people for different reasons; however, why couldn't that information be obtained simply by looking at the schedule of classes? Mike's response was that, historically, many people used load lookup for a variety of reasons, but he recommended that the Council postpone discussion on this topic. Mike said he intended only to make a brief report due to time constraints, but he said the topic would be placed on the agenda as a discussion item in the future. One of the questions that Councilors had hoped to ask Mr. Conrad was where it is stated that instructor load information is confidential, as Mr. Conrad had indicated in a previous exchange with a Councilor. Mike noted that several times each semester a load report is given to the Board of Trustees. He commented

that it would be helpful to know who has the authority to make decisions about access to faculty load information. Towards that end, it was suggested that AFA find out who that person is and to invite him or her to a Council meeting.

With regards to another IT issue that was raised at an earlier meeting, Mike suggested that it might be of benefit to all users of the College's wireless system if the District were to require a password to log on, since it can be relatively easy to hack into an open system. He asked that Councilors think about that issue further. It was pointed out that there are several online ways for students and faculty to access the SRJC Website, not just one.

MEMBER CONCERNS

1. Outlook Distribution Lists for Petaluma Faculty. Terry Ehret expressed two concerns regarding access to list-serves for Petaluma faculty. She said that there does not currently exist a list-serve that allows an individual faculty member to send a communication through the SRJC Outlook system to Petaluma faculty, without the assistance of the Petaluma administration. She has asked Michael Eurgubian, Petaluma Faculty Forum (PFF) President, to request from Jane Saldaña-Talley, Vice President for the Petaluma Campus, that these list-serves be created or, if they already exist, for these to be made available to PFF and AFA for faculty communication. The second concern involves what Terry described as a recent change in the SRJC Outlook Address Book, making it more difficult to locate DL-list serves previously included there.
2. Faculty Rights. Paulette Bell relayed the following five concerns, which a faculty member sent to several Councilors via email: (1) the right of privacy with respect to email; (2) the right not to have your own laptop looked at if used on campus; (3) the right to send or receive email through the District-run email system independent of the type of content; (4) the right of the union to see a complaint against a unit member when the unit member is under investigation by the District; and (5) rules regarding the setting up of political tables on campus and generally the distribution of political materials. (Note: several of these concerns are addressed in *District Procedure 6.9P: Computer and Communications Technology Use* at <http://www.santarosa.edu/polman/6facilit/6.9P.pdf> ; *District Policy 4.21: Privacy and Access* at <http://www.santarosa.edu/polman/4person/4.21.pdf> ; and *District Procedures 4.21P: Privacy and Access* at <http://www.santarosa.edu/polman/4person/4.21P.pdf> .)
3. Reduction in the Number of Adjunct Faculty Members. Paulette Bell expressed concern about the reduction in the number of adjunct faculty voters in the recent election for adjunct Councilors as compared to prior years. AFA staff clarified that there are several different faculty counts that are often confused with each other. The four categories include: (1) the number of current AFA members who are eligible to participate in elections; (2) the number of current Fair Share Service Fee payers who are not eligible to participate in elections; (3) the number of adjunct faculty (including both AFA members and fee payers) actively employed in any given semester; and (4) the total number in the adjunct faculty pool, which includes those who have performed an assignment within the previous two years. While this explanation helped to clarify some confusion on the part of several Councilors, Mike Starkey commented that it is still true that many adjunct faculty members have lost their assignments.

MINUTES

The Council accepted the minutes from the February 8, 2012 Executive Council meeting with the following correction: in the last sentence of the third paragraph on page 2, "AFA Staff" will be replaced with "Candy Shell and Judith Bernstein." (Approved minutes are posted at <http://www.santarosa.edu/afa/minutes.shtml> .)

MAIN REPORTS

1. Vice-President for Santa Rosa Report. Mike Starkey prefaced his report by explaining that he added time limits to the agenda in order to make sure that those Councilors who have a class or other commitment that starts at 5:00 p.m. have an opportunity to get a sense of all of the main reports and discussion and action items before they need to leave. If time allows, the Council could revisit particular items. The goal would be to end the Council meeting at 5:00 p.m.; however, Mike said he would be willing to stay longer, if Councilors wish to continue discussions. He then reported on the following items:
 - Spring 2012 Retreat Feedback. In the interest of time, Councilors' feedback regarding the Spring 2012 retreat was solicited and submitted via email. Mike suggested that this topic could be scheduled for discussion at a later time, and he encouraged Councilors to continue to submit their feedback to AFA staff, who will update the summary. The Council engaged in discussion, and the following comments were made: (1) while some good information was presented, it was too general and did not focus on AFA's specific needs; (2) it would be helpful to clarify what expectations were expressed to the presenter prior to the workshop; (3) there could be fewer problems in the future if the Council were to engage in a discussion in order to clarify what Councilors expect from a presentation such as this one and then communicate those expectations to the presenter in advance; (4) when planning retreats in the future, there should be an allowance for more input from the entire Council about concerns and issues needing to be addressed; (5) there were several opportunities during the workshop when feedback was provided to the presenter that some of the material was not pertinent to SRJC; and (6) in any future communications with the presenter, it might be helpful to cull the Council's feedback and share some of the concerns.
 - Executive Council Election Results.
 - Contract Faculty: Contract faculty members of AFA elected the following contract faculty Councilors for the 2012-14 term, beginning Fall 2012: Paula Burks, Andre LaRue, Terry Mulcaire, Nikona Mulkovich, and Julie Thompson. One hundred seventy contract faculty members voted. The return rate was 63 percent.
 - Adjunct Faculty: Adjunct faculty members of AFA elected the following adjunct faculty Councilors for the 2012-14 term, beginning Fall 2012: Paulette Bell, Lara Branen-Ahumada, Ted Crowell, and Bud Metzger. One hundred seventy-four adjunct faculty members voted. The return rate was 31 percent.AFA staff will send out an official College-wide announcement of the election results once all of the candidates have been notified individually.
 - Adjunct Councilor Vacancy. There is one vacant adjunct Councilor seat for a one-year term, beginning Fall 2012. Per the AFA Bylaws, the Council will determine by two-thirds vote of the entire Council whether this vacancy will be filled by appointment or by special election. (See the AFA Bylaws at <http://www.santarosa.edu/afa/Misc/bylaws.pdf> .) Any eligible adjunct member of AFA may be considered for this seat, including the candidates who ran but were not elected in the recent election for the four open adjunct seats. AFA staff will email a solicitation of interest to all adjunct faculty members with SRJC Outlook addresses. Mike suggested that Councilors begin to weigh the options for filling the seat prior to the next Council meeting, at which time a discussion on the subject will be held. (Note: Filling this vacant seat will complete the change in the composition of the Council from 13 contract/6 adjunct faculty seats to 11 contract/8 adjunct faculty seats. The membership approved this change as an amendment to the Constitution in November 2011. See the AFA Constitution at <http://www.santarosa.edu/afa/Misc/Constitution.pdf> .)

ACTION ITEMS

1. Opening of Nominations for 2012-13 Officers. Prior to the meeting, Councilors received a copy of a document listing the officer, negotiator, and other appointed positions that are up for election this spring, and the document was also projected onscreen. Vice President Mike Starkey reviewed the following procedural points: (1) as prescribed by AFA policy, the nominations for each position need to follow a specific order, which was outlined on the document; (2) Councilors may nominate others, as well as themselves, for one or more positions (with the exception that the same person may not serve as both President and Chief Negotiating Officer); (3) nominations may be put forward and may be withdrawn at any time up until the time of the elections, which will be held at the March 14, 2012 Council meeting; (4) with the exception of the Chief Negotiating Officer and the Conciliation/Grievance Officer, the remaining officers must be Councilors; (5) since the current incumbents will not be running again for the position of President and Chief Negotiating Officer, the term for the individuals serving in those two positions for the first time will be two years, beginning Fall 2012; (6) the remaining officers will serve one-year terms, beginning Fall 2012; (7) there is a special project associated with each of the two vice president positions; and (8) written candidate statements are optional, but they must be submitted to AFA staff by a certain deadline. Mike pointed out that AFA policy stipulates that candidate statements are due to be submitted to the AFA office one week after the meeting at which nominations are put forward, so that they can be included in the packet for the Council meeting at which the elections will be held (typically, two weeks after nominations). (See the *AFA Policy: Election of Councilors, Officers, Negotiators, and Appointed Positions* at <http://www.santarosa.edu/afa/Policies/elections.pdf>.) Since there are five Wednesdays in February, however, there will be three weeks between Council meetings. Mike recommended that the Council consider approving an exception to the policy and extension of the candidate statement deadline from February 29 until March 7, 2012. In order to keep Councilors informed about any nominations that may be put forward before the elections, it was agreed that Candy Shell would email Councilors regular updates as AFA staff receives additional nominations.

Mike then opened the floor to nominations, and the following nominations were put forward:

- President Sean Martin, Karen Frindell-Teuscher, and Mike Starkey nominated Julie Thompson
- Chief Negotiating Officer Sean Martin nominated Warren Ruud
- Conciliation/Grievance Officer Margaret Pennington nominated Lynn Harenberg-Miller
Paula Burks nominated Mike Starkey
Mike Starkey nominated Julie Thompson
- Vice President for Santa Rosa Terry Ehret nominated Mike Starkey
Cheryl Dunn nominated Sean Martin
- Vice President for Petaluma Brenda Flyswithhawks and Cheryl Dunn nominated
Nikona Mulkovich
Ted Crowell nominated Terry Ehret
- Secretary/Treasurer Lynn Harenberg-Miller nominated Paula Burks

2. Opening of Nominations for 2012-13 Negotiating Team Members. (Note: the same procedural issues listed under Action Item #1 apply to these positions.) In addition: (1) the Chief Negotiating Officer and the President serve on the Negotiating Team by position; (2) with the exception of those two positions, the remaining members of the team serve one-year terms, beginning Fall 2012; (3) with the exception of the President, the other members of the Negotiating Team (including the Chief Negotiating Officer) do not have to be members of the Council; however, AFA Policy requires that they attend Council meetings; (4) at least two members of the Negotiating Team must be adjunct faculty; (5) the team is composed of a total of six members; and (6) if an individual serves in more than one position on the team

(for example, this year Warren Ruud is serving as both President and Data Analyst), then that will increase the number of at-large negotiator positions on the team. This year there are three at-large negotiators. (See the *AFA Policy: Election of Councilors, Officers, Negotiators, and Appointed Positions* at <http://www.santarosa.edu/afa/Policies/elections.pdf> .)

Mike then opened the floor to nominations, and the following nominations were put forward:

- Negotiator: Data Analyst Lara Branen-Ahumada nominated Warren Ruud
- Negotiator: Note Taker Cheryl Dunn nominated Dianne Davis
- Negotiator: At Large Bud Metzger nominated himself
 Jack Wegman nominated Lara Branen-Ahumada
 Dianne Davis nominated Lynn Harenberg-Miller
 Sean Martin nominated Jack Wegman
 Terry Ehret nominated Ted Crowell; however,
 Ted declined the nomination
 Terry Ehret nominated Deirdre Frontczak

3. Opening of Nominations for 2012-13 Other Appointed Positions. (Note: the same procedural issues listed under Action Item #1 apply to these positions.) Each position is for a one-year term, beginning Fall 2012. (See the *AFA Policy: Election of Councilors, Officers, Negotiators, and Appointed Positions* at <http://www.santarosa.edu/afa/Policies/elections.pdf> .) Mike opened the floor to nominations, and the following nominations were put forward:

- Publications Coordinator Julie Thompson nominated Terry Ehret;
 however, Terry declined the nomination
 Cheryl Dunn nominated Lara Branen-Ahumada
- District Tenure Review & Evaluations
 Committee (DTREC) Co-Chair Ted Crowell nominated Sean Martin
- Bay Faculty Association Representative Sean Martin nominated Warren Ruud
- Adjunct Cabinet Representative Cheryl Dunn nominated Mike Starkey
 Terry Ehret nominated herself
 Margaret Pennington nominated herself
 Terry Ehret nominated Paulette Bell
 Brenda Flyswithhawks nominated Lara
 Branen-Ahumada

Mike noted that the Adjunct Issues Committee has drafted a new description of the duties of the Adjunct Cabinet Representative, and that item is scheduled for discussion later in this meeting. By unanimous voice vote, the Council then approved a motion made by Ted Crowell and seconded by Sean Martin to move the extension of the deadline for submission of written candidate statements to action at this meeting.

4. Extension of Deadline for Written Candidate Statements (see Action Items #1 and #3). By unanimous voice vote, the Council approved a motion made by Sean Martin and seconded by Brenda Flyswithawks to extend the deadline for submission of written candidate statements for the upcoming election until Wednesday, March 7, 2012.

DISCUSSION ITEMS

1. AFA Policy: Duties of Appointed Positions: Adjunct Cabinet Representative. Prior to the meeting, Councilors received a copy of the Adjunct Issues Committee's proposed revisions to the duties of the Adjunct Cabinet Representative, along with a proposed revision to the composition of the Conciliation/Grievance Committee, which is included in AFA Policy: Standing Committees, and the document was also projected onscreen. (See existing AFA Policies at http://www.santarosa.edu/afa/pol_and_proc.shtml .) Mike Starkey noted that the

Adjunct Issues Committee's intention was to ensure that the Adjunct Cabinet Representative is included in the official definition of the Conciliation/Grievance Committee. Also, the Committee has a preference that, whenever possible, the individual who serves as Adjunct Cabinet Representative does not also serve in another position on the Cabinet. For example, Mike is currently serving as both the Adjunct Cabinet Representative and the Vice President for Santa Rosa for Spring 2012. The Adjunct Issues Committee would prefer that two different people serve in those two positions. Several Councilors suggested that the language used to express that preference in the proposed revision could be made clearer. During the discussion that ensued, the following comments were made: (1) the Council fills the position of Adjunct Cabinet Representative by election, and Councilors will know who the various candidates are for all of the positions; when Councilors vote for the person they believe to be right for each position, the decision about who sits in which position will work itself out through the election process; (2) since the word "should" implies that there will be consequences if a certain action isn't taken, it would be preferable to use "may" or "shall" instead; (3) if the Council wishes to provide for an "opt-out," then the election will accomplish that purpose; otherwise, the word "shall" is the better choice; (4) this semester was unusual, in terms of the need to appoint a mid-term leave replacement for the position of Vice President, and the timing of the appointment that resulted in one Cabinet member serving in two Cabinet positions; (5) the Adjunct Issues Committee had an interest in formalizing the Adjunct Cabinet Representative as an officer position; however, that would have required an amendment to the Constitution; and (6) the policy ought not to include a preference or limit the ability of the Council to vote for one individual to serve in multiple positions. Due to time constraints, Mike recommended that the Council postpone further discussion on this item so that there could be time for the Conciliation/Grievance and Negotiations reports. He also acknowledged that the Council most likely would not be able to reach a decision on these proposed policy revisions prior to the election of officers, negotiators, and other positions, which will occur at the next Council meeting on March 14, 2012. There was consensus amongst Councilors that there is not an urgent need to change the policies prior to the election.

MAIN REPORTS

1. Conciliation/Grievance Report. This report and subsequent discussion were conducted in closed session.
2. Negotiations Report. This report and subsequent discussion were conducted in closed session.

The meeting was adjourned at 4:58 p.m.

Minutes submitted by Judith Bernstein.