

EXECUTIVE COUNCIL MEETING MINUTES

March 14, 2012

(Approved by the Executive Council on March 28, 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 Flyswithhawks	*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
Guests present: Jacqueline McGhee, Scott Conrad

The meeting was called to order at 3:05 p.m. in the Senate Chambers, Room #4638, in the Bertolini Student Center on the Santa Rosa campus.

PRESENTATION

Scott Conrad, Information Technology Director. By invitation, Scott Conrad appeared before the Council to answer questions about SIS load lookup and other issues related to SRJC's IT systems.

- Student Information System (SIS) Load Lookup. Scott began by stating his understanding that, under the system that the District was using prior to SIS, anyone could look up any faculty member's load. He said that the administrators who planned the design of SIS had an interest in allowing access to load information only on a "business-need-to-know" basis. Based on that principle, chairs have access to load information for planning their department schedules, deans have access to load information for their clusters, administrative assistants have the same access as deans, and other managers have a higher level of access. The District granted AFA staff the same access as any manager. It was a management decision to not allow everyone access to load information. The administrators who designed SIS felt that faculty members don't have a "business need to know" other faculty members' load information. After assignments have been made, faculty can view that information in the schedule and in District load reports, which IT produces as part of the information the District reports to the State. In the "heat of the moment" as departments are making their schedules for the next semester, the District believes that faculty don't have a need to know. Scott commented that many decisions on this issue were made before he started working in his current position. While he does not have the authority to change the system, programmatically it can be done (i.e., such a change would not put a huge load on the system and it could be done in such a way that faculty would not be able to see other faculty members' personal information). AFA would need to negotiate with the District to make load lookup available to everyone. Towards that end, the Council could create a resolution and bring it forward to discussions with Mary Kay Rudolph, Jane Saldaña-Talley, and Dr. Chong. Scott suggested that the Council be prepared to answer the following question that the administration would likely ask: Do you have a business need to know for your teaching job what another person's current assignment is?

Councilors made the following comments and suggestions: (1) both regular faculty and adjunct faculty members have expressed interest in getting access to faculty load information; (2) since copies of load reports are in the library available to the public, it would seem that the District does not consider load data to be confidential; (3) if faculty may get load information from deans, does the faculty have the right to post that information? (4) as an interim measure, perhaps chairs would be willing to post faculty load information for their departments.

- **Other Scheduling Tools.** Scott said that the District has asked IT to evaluate a tool that 13 other school districts use, which takes the schedule of classes and puts it into Excel macros. (Rio Hondo Community College is one of the 13 districts). The program would allow the District to see quickly and easily what effect certain changes to the schedule would have (e.g., on the number of FTEF and costs), and it could help guide administrators in making certain decisions (such as, for example, whether to allow wait lists). The District is considering purchasing this tool, but it would take IT six months to integrate it into SIS. Administrators in southern California schools developed the program, which costs between \$30,000 and \$40,000 and has the potential to save money for the District by providing better ways to fine-tune the schedule.
- **Social Security Numbers (SSNs).** In response to a concern about the use of and access to SSNs on District forms, Scott said that Financial Aid and Payroll are the only departments legally required to use them. He is currently working with the District to eliminate SSNs and credit card information for third-party transactions wherever possible.
- **Outlook Distribution Lists.** Terry Ehret stated that there used to be various distribution lists in the Outlook address book that could be used to send messages to particular segments of the faculty. She stated that these lists are harder to locate now, some are no longer available (e.g., the list for Petaluma faculty), and some have become part of the Academic Senate distribution lists. She asked Scott about this matter, and he said that no distribution lists have been deliberately removed. He said that there should not be any reason why those lists would not be available and committed to follow up on the matter. He also mentioned that IT is short-staffed right now.
- **Other Email Systems.** Scott said that there are better and more efficient alternatives for email than the current Outlook system. He mentioned that he is hoping to restart Gmail and also to look into MS Office 365, which includes cloud-based Outlook. "Outlook in the Cloud" is a system where the server is hosted remotely, and the vendor provides the storage. It is possible that the District wouldn't have to go to Gmail. MS Office in the Cloud may be made available to schools soon. Scott is hoping that he'll be able to start evaluating that option soon and noted that he would like to move SRJC to cloud-based email within the year. Cloud-based email would give each user 25 GB instead of 2 GB (Gmail). IT is somewhat limited by a staffing issue right now; however, this item is still on Scott's radar. He mentioned that the Gmail calendar and the Outlook calendar don't communicate well with each other. If everyone were to convert to Gmail or stay on Outlook, then the calendar issue would not be a problem. Right now, IT is supporting many different versions of Outlook and Entourage for both PCs and Macs. If the District went to a cloud-based email system, everyone would be on the same program and would be using the same version—whether PC or Mac.

Scott told Councilors to feel free to call or email him if they think of other questions after he leaves. The Council gave Scott a round of applause and thanked him for his time and the information.

MEMBER CONCERNS

1. **"Millionaires' Tax" Ballot Initiative.** Margaret Pennington reported that FACCC Director of Field and Faculty Advocacy Bryan Ha has an interest in speaking to the Council regarding the "Millionaires' Tax" ballot initiative, which FACCC has endorsed. She added that regular faculty member Marty Bennett is the coordinator of signatures for that initiative in Sonoma County. Margaret informed the Council that she had available a comparison sheet for the three propositions, as well as a signature sheet for those registered voters in Sonoma County who haven't signed the initiative already.

2. Lab Classes. Audrey Spall conveyed a colleague's request that, even though the schedule is under the purview of the District, the AFA Negotiating Team strongly encourage the District not to indiscriminately cut lab classes. The faculty member suggested that, if SRJC is going to operate within a business model, the lab/lecture issue ought to be explored. Since lab faculty get paid less than lecture faculty, the District is getting "more bang for the buck" with a lab class that has an enrollment of 30 students than with a lecture class of 15 students.
3. Mileage Reimbursement. Audrey Spall commented that she was surprised to learn that adjunct faculty in Health Sciences do not get reimbursed mileage for travel to their various work locations. She said that it is possible for one adjunct faculty member to be in three different cities in one day (e.g., from Healdsburg to Sonoma to Petaluma), and there is no mileage reimbursement. Audrey said she was under the impression that this policy was a program decision, and she asked for clarification. Reneé Lo Pilato commented that adjunct faculty with assignments in the Work Experience Department receive mileage reimbursement when they travel. Warren said that he was aware that there had been some past practice to reimburse adjunct faculty; however, those provisions were for the "exceptional" travel, not for the regularly occurring travel that is a part of one's job on an ongoing basis. He said that AFA would look into the matter.
4. Outlook Distribution Lists for Petaluma Faculty. Terry Ehret reported that she had not yet received a response to her request, which was sent to the Petaluma administration via PFF Chair Michael Eurgubian, to have a list serve for Petaluma faculty and one specific to adjunct faculty. Warren pointed out that there is no well-defined list for adjunct faculty in Petaluma, not all faculty are assigned to a particular campus, and adjunct faculty could have assignments at multiple locations. While acknowledging that such a list would be difficult to maintain, Terry commented that there used to be separate lists for regular and adjunct faculty at Petaluma. Warren suggested that perhaps administrative staff was maintaining those separate lists, and added that it would be challenging to capture the faculty who only have allied assignments. Not knowing how much work would be entailed, he said that he and Candy Shell could explore the possibility of extracting names in order to create a separate list of adjunct faculty with Petaluma assignments. In the meantime, Warren suggested that Petaluma faculty use the DL.STAFF.FAC.ALL, DL.STAFF.FAC.REG.ALL, or DL.STAFF.FAC.ADJ.ALL for urgent matters, with a note telling faculty to ignore the message if they don't work on the Petaluma campus.
5. Access to Load Lookup. Paulette Bell requested that AFA follow up on Scott Conrad's suggestion re: developing a resolution to be presented to Dr. Chong and other members of the administration requesting faculty access via SIS to load lookup, which had been available under the prior system. Towards that end, Paulette requested that this item be placed on the discussion agenda for the next Council meeting. A separate request was made that, in preparation for that discussion, those Councilors interested in pursuing the matter with the District clarify in writing and share with the Council the top ten reasons why AFA is interested in pursuing this access.

MINUTES

There being no corrections or additions, the Council accepted the minutes from the February 22, 2012 Executive Council meeting as submitted. (Approved minutes are posted at <http://www.santarosa.edu/afa/minutes.shtml> .)

ACTION ITEMS

1. Elections of Officers for 2012-14 and 2012-13. Warren informed the Council that Julie Thompson had withdrawn her candidacy for Conciliation/Grievance Officer and Mike Starkey had withdrawn his candidacy for Adjunct Cabinet Representative. He described the election process and the specific order to be followed, as prescribed by AFA policy. The Council voiced no objection to Warren's suggestion that the Council approve the appointment of candidates

for uncontested positions by acclamation. (Per AFA policy, elections for contested positions must be conducted by paper ballot.) Warren said that Candy Shell, with the assistance of Ann Herbst, would be responsible for counting paper ballots. Subsequently, Warren closed the nominations period for officers, negotiating team members, and other appointed positions. By unanimous voice vote, the Council approved a motion made by Ted Crowell and seconded by Paula Burks to appoint by acclamation all candidates running for uncontested positions as officers, negotiating team members, and other appointed positions. In the category of officers, approved appointments included the following:

- President: Julie Thompson
- Chief Negotiating Officer: Warren Ruud
- Conciliation/Grievance Officer: Jacqueline McGhee
- Vice President for Santa Rosa: Mike Starkey
- Secretary/Treasurer: Paula Burks

Following a vote conducted by paper ballot, the Council elected Nikona Mulkovich to serve as Vice President for Petaluma. As per the Bylaws, Julie's first term as President and Warren's first term as Chief Negotiating Officer will be two years. The other officers will serve one-year terms. Officers' terms will begin on the first day of the fall semester in August, 2012.

2. Elections of Negotiating Team Members for 2012-13. During Action Item #1, Warren closed the nominations period for negotiating team members and the Council approved by acclamation the appointment of candidates running for uncontested positions. For the negotiating team, those candidates were Warren Ruud and Dianne Davis, who will serve as Data Analyst and Note Taker, respectively, for 2012-13. Six candidates (five adjunct and one regular) were running for the at-large negotiator positions on the team. The Bylaws require a minimum of two adjunct faculty members on the negotiating team, which is comprised of a total of six members. Since no adjunct faculty members were among the three individuals already elected to serve on the team—including the President and the Chief Negotiator (both of whom serve by position), the Note Taker, and the Data Analyst—an election for two of the three at-large negotiators was conducted first with the five adjunct candidates only. In a vote conducted by paper ballot, the Council elected Lara Branen-Ahumada and Lynn Harenberg-Miller to serve as at-large negotiators on the team for 2012-13. In a subsequent vote conducted by paper ballot with the remaining candidates, the Council elected Jack Wegman to serve as the third at-large negotiator on the team for 2012-13. All of the terms will begin on the first day of the fall semester in August, 2012.
3. Elections of Other Positions for 2012-13. During Action Item #1, Warren closed the nominations period for other appointed positions and the Council approved by acclamation the appointment of candidates running for uncontested positions. For the other positions, those candidates were Sean Martin and Warren Ruud, who will serve as DTREC Co-Chair and Bay Faculty Association Representative, respectively, for 2012-13. Following a vote conducted by paper ballot, the Council elected Terry Mulcaire to serve as Publications Coordinator for 2012-13. Following a vote conducted by paper ballot, the Council elected Lynn Harenberg-Miller to serve as Adjunct Cabinet Representative for 2012-13. All of the terms will begin on the first day of the fall semester in August, 2012.
4. Appointment of Spring 2012 Mid-Term Leave Replacement for Vice President for Petaluma. (See Discussion Item #3.) Warren pointed out that the Council would need to approve the allocation of reassigned time associated with this position, which would be prorated based upon the amount of time remaining in this semester. The special project associated with this position for 2012-13 involves research into load for medium and large lecture classes. It is not clear whether work on that project would be initiated now or would wait until August 2012. Warren said that he would bring forward to the next Council meeting a recommendation from the Cabinet and the Negotiating Team about reassigned time for this position. By unanimous voice vote, the Council approved a motion made by Terry Ehret and seconded by Cheryl Dunn to appoint Nikona Mulkovich to the currently vacant position of Vice President for Petaluma for the remainder of the 2011-12 term.

5. Adjunct Councilor Vacant Seat 2012-13 (see Discussion Item #1). It was suggested that if AFA were to clarify that the reason why an out-of-cycle election would be taking place (i.e., due to the recently approved increase in adjunct representation and to be in compliance with the Bylaws), it could serve to eliminate some confusion on the part of adjunct faculty members, which might result in greater participation in the election process. It was also suggested that the minutes from the previous meeting be reviewed so as to determine what the Council's intent was in issuing the solicitation of interest in the vacant seat. Warren recalled that the Council's goal was to fill the seat in March so as to get the Councilor-elect up to speed before the one-year term begins in August. He also clarified that the Bylaws requires that AFA announce the vacancy and solicit interest in the seat. Julie Thompson said she recollected from prior Cabinet discussions that the intention was to issue one announcement and solicitation, which would be followed by a decision from the Council to either appoint from the list of candidates responding to the solicitation or to hold an election from amongst the same list of candidates. Warren noted that part of the problem is that some of the candidates are willing to be appointed, but not willing to run in an election. In the Bylaws, under the special election clause, it states: "The Council, by two-thirds vote of the entire Council, may call a special election of the membership. The Council shall determine the terms of the nomination and election procedure." (See the AFA Bylaws at <http://www.santarosa.edu/afa/Misc/bylaws.pdf> .)

Warren noted that passage of any motion on this matter would require 13 affirmative votes (two-thirds of the entire Council), and the vote could be conducted by either a show of hands or by paper ballot. No Councilors expressed a preference for a paper ballot. Following a show of hands, the Council approved a motion made by Margaret Pennington and seconded by Terry Ehret to hold a special election to fill the vacant adjunct Councilor seat to begin serving a one-year term in August 2012 (15 in favor). Warren recommended that the Council wait until after spring break to begin the process, and suggested that, in the meantime, adjunct members of the Council begin recruiting candidates.

DISCUSSION ITEMS

1. Adjunct Councilor Vacant Seat 2012-13. As a result of implementing the membership-approved change to the Constitution, an adjunct Council seat has become vacant. Warren pointed out that, in Spring 2013, that adjunct Council seat would be folded into the regular election cycle for a two-year term beginning mid-August 2013. Technically, however, that seat is now vacant and the Council may fill the seat for the remainder of the term that ends mid-August 2013. The Bylaws allow the Council to fill the seat by holding a special election or by appointing a specific individual. Each of those actions would require a two-thirds majority vote of the entire Council for approval. Technically, any adjunct AFA member could be eligible for this seat. In February, the AFA office sent out a solicitation as the Bylaws require for a vacant seat, and five eligible adjunct faculty members responded. The Council could choose to appoint one of these five candidates. If the Council voted instead to hold a special election, then there would need to be a nominations period (i.e., another call for candidates) followed by an election period.

Paulette Bell commented that she received emails from four adjunct faculty members expressing some frustration regarding this issue, including one from a faculty member who asked that the following feedback be shared with the Council: The person who got the next highest number of votes should get the seat, and this seat should have been included with the previous election. It would have killed two birds with one stone. Do not appoint someone else altogether, that would not lead to goodwill. Warren responded that the Bylaws are being followed, and the Council now could appoint the next-highest vote-getter, appoint another adjunct member, or hold a special election for this vacant seat. He also stated that the adjunct Councilors should be taking the lead in this decision. If this seat goes to an election, there's language in the Bylaws that describes how the election process works.

Councilors engaged in a lengthy discussion and offered the following comments: (1) Even though the Council still needs to make a decision as to how to fill the seat, Councilors knew

that they had to send out an announcement to ask for people to state their interest, and now the Council is stating how it will proceed— by appointment or election. The Council has already done the solicitation of interest; (2) The recent change to the Constitution increased the number of adjunct seats and decreased the number of contract seats. It took two years to make that transition happen, and many faculty members may not know that; (3) Those who are not on the Council are probably unaware of the Bylaws and policies, and recent changes would be less likely to be on their radar; (4) If there were three candidates, there is no basis to believe that the next highest vote getter from the election would have been the person to receive the next highest number of votes; (5) It makes sense that it go to an election— adjuncts should have the opportunity to make the selection; (6) Let the people speak; (7) Some of the candidates are willing to be appointed but do not wish to run in an election; (8) The Council understood that making the transition from 13/6 to 11/8 would involve a complex process, which had the potential to be confusing to the membership; (9) If the Council votes to hold an election, it would provide a good opportunity to educate the electorate. The ballot, which would only go out to adjunct members, could be accompanied by a statement to the effect that, in order to increase the number of adjunct seats and remain in compliance with the Bylaws, this seat has to be filled through a different process; (10) AFA ought to err on the side of transparency; (11) Having constituent-based voting is good; (12) Historically, when there's been a vacant seat midway through a term, the Council has made an appointment; (13) Given how difficult it has been for the Council to sort out these issues in this discussion, it would be even tougher to arrive at a decision as to whom to appoint. For that reason, it would be better to turn the decision over to the electorate; (14) Given that spring break is only a few days away, there isn't enough time to put out another call for candidates and putting out a second call might cause more confusion.

At one point during the discussion, AFA negotiator Lynn Harenberg-Miller, who was one of the five adjunct faculty members responding to the solicitation of interest for the vacant seat, withdrew her candidacy. In response to a question about process, Warren clarified that three things could happen as a result of this discussion: (1) the Council could move on to another topic without taking any action; (2) the Council could move to action and nominate a particular individual for appointment or (3) the Council could move to action and vote to hold a special election. The Council could then vote by paper ballot, by a show of hands, or by a voice vote. If the Council votes to hold a special election, AFA would need to announce the election and open a filing period for nominations. By a show of hands, the Council unanimously approved a motion made by Margaret Pennington and seconded by Terry Ehret to move this item to action at this meeting. (See Action Item #5.)

2. Proposed Revisions to AFA Policies re: Duties of Adjunct Cabinet Representative & Standing Committees. The most recent revisions proposed by the Adjunct Issues Committee were projected onscreen at the meeting. The Council engaged in brief discussion about item #5 in the list of duties, pertaining to the sharing of information within the Conciliation/Grievance Committee. Several current members of the Cabinet commented that officers and other members of the Cabinet may have some, but not all, of the details of a grievance, and that not every officer or Cabinet member has all the same information. Due to the need to maintain strict confidentiality, often there are times when the Conciliation/Grievance Officer (C/GO) consults solely with the President or with other individuals based on their expertise (for example, with the DTREC Co-Chair for matters specifically related to evaluations and tenure review, or with the Adjunct Cabinet Representative for matters specifically related to adjunct faculty). The C/GO then reports to the full Cabinet, but does not share every detail. With regard to the first sentence that preceded the list of duties, there was discussion about the use of the word "should," with several Councilors recommending the substitution of the phrase "it would be preferable" to indicate a preference for an order of priority (i.e., there shall be an initial attempt to solicit candidates who meet certain criteria before opening up the solicitation to others). Publications Coordinator Julie Thompson conveyed a similar concern about the duty outlined in item #3. She commented that sometimes the Publications Coordinator responds to an AFA staff member's request for a decision about how to handle a particular publications issue without consulting the full Cabinet. Adjunct Cabinet

Representative Mike Starkey clarified that the intention of this item was not to create an absolute requirement for consultation, but rather to allow the Adjunct Cabinet Representative to participate at the table in publication-related items. At the conclusion of the discussion, Warren sent the proposal back to the Adjunct Issues Committee, with a request that they address the Council's concerns regarding item #5 and the introductory sentence.

3. Spring 2012 Mid-Term Leave Replacement for Vice President for Petaluma. Following the elections of officers, negotiators, and other appointed positions for 2012-13 (see Action Items #1, #2, and #3), Warren reminded the Council that there had been an earlier discussion about the possibility of appointing the individual elected as Vice President for Petaluma for 2012-13 to fill out the remaining 2011-12 term of this position, which is currently vacant due to a medical leave. A two-thirds majority vote of the entire Council would be required to take action. By unanimous voice vote, the Council approved a motion made by Cheryl Dunn and seconded by Karen Frindell Teuscher to move this item to action at this meeting. (See Action Item #4.)

MAIN REPORTS

1. President's Report. Warren reported that the District has selected Karen Frindell Teuscher to serve as the new interim dean of Science, Technology, Engineering, and Math, effective June 4, 2012. The appointment is pending Board approval. As Karen is serving the first year of a two-year term as a regular faculty Councilor, her seat would become vacant at the point at which she becomes a manager. The Council joined in a round of applause to congratulate Karen. Brief updates were provided regarding the two Councilors currently on medical leave.
2. Treasurer's report: January 2012. Treasurer Paula Burks highlighted the major expenditures in January 2012, which included accountant fees for preparing AFA's annual audit and tax returns and legal fees for consultation regarding conciliation/grievance matters. She informed the Council that February's treasurer's report would include a revision of revenue projection based on the implementation of the increased dues and fees rate to cover FACCC contract membership dues. Warren commended Paula and Candy Shell for the additional work they have been doing recently related to the change in dues and fees.
3. Conciliation/Grievance Report. This report and subsequent discussion were conducted in closed session.
4. 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.