

EXECUTIVE COUNCIL MEETING MINUTES

April 25, 2012

(Approved by the Executive Council on May 9, 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
Councilor-elect present: Bud Metzger
Staff present: Judith Bernstein, Candy Shell

The meeting was called to order at 3:06 p.m. in Doyle Library, Room #4246, on the Santa Rosa campus.

MEMBER CONCERNS

None.

PRESENTATIONS

1. Student Success Task Force Update. Due to a scheduling conflict, the presentation by FACCC Director of Government Relations Andrea York was postponed.

MINUTES

The Council accepted the minutes from the April 11, 2012 Executive Council meeting as presented. (Approved minutes are posted at <http://www.santarosa.edu/afa/minutes.shtml> .)

ACTION ITEMS

1. Revisions to AFA Policy re: Duties of Adjunct Cabinet Representative. Councilors reviewed and discussed the latest version of the proposed revisions to the Duties of the Adjunct Cabinet Representative, which they received prior to the meeting. An issue pending resolution is the use of the term "part-time" versus "adjunct." There was agreement that, whatever term is decided upon, its use needs to be consistent throughout this document and other AFA policies. Mike Starkey reiterated that the discussion about what to call part-time/adjunct faculty is occurring at other colleges throughout the nation, the terms are used interchangeably, it's unlikely that either one of the two terms would be used over the exclusion of the other, and the Adjunct/Part-Time Faculty Issues Committee (AIC/PTFIC) has not yet reached a consensus about which term is preferable. It was suggested that, if the Council had no objections of substance to any of the other proposed revisions to the document, the Council could provisionally accept this latest version, with the caveat that the AIC/PTFIC could change the term if they wished to at a later date.

The Council engaged in a lengthy discussion, with some expressing interest in hearing specific reasons why members of the AIC/PTFIC were interested in changing the term from "adjunct" to "part-time," and others recommending that the term "adjunct" remain unchanged for now, as the issue is still unsettled. Warren pointed out that the essence of the policy will remain the same, regardless of which term is used, and he recommended that the Council leave the decision up to the AIC/PTFIC. Following a motion made by Ted Crowell and seconded by Sean Martin, by unanimous voice vote, the Council approved the substance of the Duties of the Adjunct/Part-Time Faculty Cabinet Representative as outlined while reserving the right of the Adjunct/Part-Time Faculty Issues Committee to make an editorial change to this document, including any "ripple" effect on other AFA policies, at a later date. (AFA policies are available at http://www.santarosa.edu/afa/pol_and_proc.shtml .)

2. Re-appointment of Budget Advisory Team for 2012-13. Warren noted that, in 2011, the Council approved the formation of the Budget Advisory Team (BAT) on a provisional basis and the appointment of four faculty members to serve on the team. The "BAT Squad" (as it is affectionately referred to) performs an analysis of the District's budget beyond the scope of what the AFA Negotiating Team does. Will Baty is the leader of the BAT Squad, and the other members include Anna Brown, Lynn Harenberg-Miller, and Jack Wegman. The BAT Squad reports on a regular basis to the Negotiating Team, and its duties have expanded since its initial formation. Warren commented that the work of the BAT Squad has been hugely important this year in AFA's negotiations with the District. Warren asked that the Council formally reaffirm its commitment to the continuance of the BAT Squad for 2012-13. He pointed out that, at the end of March, when the Council approved reassigned time for officers, negotiators, and other positions for 2012-13, approval of Will Baty's reassigned time was included. In response to questions from Councilors, Warren commented that (1) it would be a good idea to formalize the standing of the BAT Squad and include a description of its composition and duties in AFA Policy, and (2) it would be possible to consider another name, so as to distinguish AFA's Budget Advisory Team from the District's Budget Advisory Committee (although many enjoy referring to AFA's team as the BAT Squad). By unanimous voice vote, following a motion made by Brenda Flyswithhawks and seconded by Karen Frindell Teuscher, the Council approved the reappointment of Will Baty, Anna Brown, Lynn Harenberg-Miller, and Jack Wegman to the BAT Squad for 2012-13.
3. Appointment of Regular Faculty Councilor Leave Replacements for Fall 2012. Warren informed the Council that Shawn Brumbaugh, regular faculty member in the Life Sciences Department, has submitted a formal request to be considered for appointment to one of the Council's leave replacement positions for Fall 2012. One of the replacements will be taking the seat of Karen Frindell Teuscher, regular faculty Councilor from the Chemistry Department, who has accepted a one-year position as Interim Dean of Science, Technology, & Mathematics. The Cabinet recommended that one of the leave replacements be a faculty member from the Sciences and recommended that the Council approve the appointment of Shawn, who has been adjunct faculty and received tenure one year ago. By unanimous voice vote, following a motion made by Brenda Flyswithhawks and seconded by Terry Mulcaire, the Council approved the appointment of Shawn Brumbaugh as a one-semester replacement for Karen Frindell Teuscher, effective the beginning of the Fall 2012 semester. Warren pointed out that two one-semester appointments remain to be approved for Fall 2012.
4. Appointment of Negotiator/Note Taker Leave Replacement for Fall 2012. Warren reported that he would bring the Negotiating Team's recommendation for a one-semester leave replacement for the position of Note Taker on the team to a future meeting of the Council.

DISCUSSION ITEMS

1. District Policy 3.9.1 Revision. Councilors received a copy of the proposed revision prior to the meeting for their review. Warren noted that this District policy is currently under consideration by the Academic Senate, and he provided the Council with some background as

to the origin and motivations behind the policy and the proposed changes. A former Senate President initially brought this policy forward in Spring 2008, after a Petaluma faculty member disappeared completely, having issued no syllabus; hence, there was no clear path someone could follow in order to be able to step in and continue teaching the class. At that time, a District policy was proposed that required all instructors to submit a syllabus to the Dean. From there, the discussion led to what the contents of the syllabus should be. Warren explained that, once someone brings forward a District policy revision, s/he "shops it around" to the various constituent groups. Each constituent group has a say and can put a hold on any given policy. AFA's interests in this policy include working conditions, evaluations, workload, and job descriptions. AFA put a hold on the proposed version of 3.91 under discussion in 2010, and a "milder" version was eventually approved. College Council, on which AFA has a seat, reviews policies every two years, based on the accreditation cycle. This policy has come up for review again. A joint Senate/District committee has been working on revising this policy, and some of the same issues that were of concern to AFA in 2010 are still of concern today. The 2010 version of the policy included a description of instructors' responsibilities to students in the syllabus, which paralleled the language in the Contract (in Article 17: Job Descriptions); however, that description is no longer parallel. Warren noted that, if push comes to shove, the Contract supersedes District policy. The current proposal expands the list of items required to be included in the syllabus. In Warren's opinion, no one is arguing about the value of the individual items; the issue is about whether the syllabus is the appropriate place to put them. (For example, as an alternative the District could communicate directly with students through their cubbies.) AFA is concerned that the expanded syllabi requirements would increase instructors' workloads and also would increase the obligations that might show up in evaluations.

The Council engaged in an extensive discussion, and Councilors expressed the following concerns: (1) AFA ought to have been consulted earlier in the process; (2) There are legitimate reasons why these additional items should be discussed (for example, how to accommodate students from the Disability Resources Department), but the District should not be enforcing an ideal of a syllabus, rather it should present these additional items as optional for inclusion in a syllabus; (3) Originally, the policy started out to solve the problem of a "disappearing" instructor; however, there has been a drift in the mission of this policy towards addressing what exactly should be in a syllabus and putting the Dean in the position of approving the syllabus; (4) Should the requirements be extended to Public Safety, Community Education, and Unit B/Seniors Program instructors? (5) If an instructor decides to move her test date, does she need to inform her dean? (6) There's a consistent and disturbing pattern of degrading the professional independence of faculty, and this is another attempt to micromanage what faculty do, shifting the burdens and responsibilities of the District on to faculty, causing them to become more vulnerable and increasingly disrespected as professionals; (7) This issue has to do with academic freedom; (8) There is a federal law against discrimination. Why is the College enforcing policies that already exist in federal law? (9) The item about emergency preparation has legal implications for faculty, and should be better defined; (10) Even if it's properly defined, is it appropriate to require that it be put into a syllabus? (11) If the District is concerned about these issues, they could schedule training sessions on PDA days; (12) One other motivation behind these revisions is coming from students. Some students filed complaints with the District, claiming that a handful of faculty members were not doing a reasonable job of preparing their syllabi; (13) In addition to students, the Academic Senate is pushing this revision; (14) Why hasn't the focus shifted to optional best practices? (15) The information would be more consistent if the District were to provide it as links on student portals; (16) Regardless of its content, this policy won't have an effect on the instructors who don't do a good job preparing their syllabi; and (17) It doesn't make sense to turn an academic failure into a legal catchall.

Warren said that the revised policy was set to be presented to the Board of Trustees for action at the June meeting; however, AFA has put a hold on the policy and intends to recommend that the policy go through the negotiations process and Article 17 be included.

Hearing support for that idea from the Council, Warren said that the Negotiating Team would put this item on the agenda for their next session with the District.

MAIN REPORTS

1. **President's Report.** Warren Ruud provided a brief report on the activities of the Workload Task Force (WTF), which has been charged with looking at online and lab workload. One specific goal of the WTF would be to adjust the lab equity ratio, which is currently set at 67 percent and ranks at the bottom in comparison to other community colleges in the State. In a joint AFA/District venture, the WTF will be sending out a survey for lab faculty to complete over a two-week period, starting Monday, April 30. Warren asked that Councilors inform their lab department colleagues about the possibility of receiving a survey and encourage them to complete and return it. The WTF anticipates sending out a survey for faculty who teach online classes in Fall 2012.
2. **Treasurer's Report: March 2012.** Paula Burks reviewed the monthly report and pointed out the largest expenditures, which included the annual premium for Directors' and Officers' Insurance, and conference and travel expenses primarily related to the FACCC Advocacy and Policy Conference in Sacramento in early March. In addition, Paula pointed out that the District's deposits of contract faculty member dues and fees did not occur in March; however, the deposits will show up in April's report.
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 5:28 p.m.

Minutes submitted by Judith Bernstein.