

EXECUTIVE COUNCIL MEETING MINUTES

April 10, 2013

(Approved by the Executive Council on April 24, 2013)

Executive Councilors present (noted by *):

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| *Julie Thompson, <i>presiding</i> | *Ted Crowell | *Andre LaRue | *Margaret Pennington |
| *Paulette Bell | *Dianne Davis | *Sean Martin | *Audrey Spall |
| *Lara Branen-Ahumada | *Terry Ehret | *Bud Metzger | *Mike Starkey |
| *Shawn Brumbaugh | *Deirdre Frontczak | *Terry Mulcaire | *Phyllis Usina |
| *Paula Burks | *Brenda Flyswithawks | *Nikona Mulkovich | |

Officers/Negotiators present: Will Baty, Lynn Harenberg-Miller, Jacqueline McGhee, Warren Ruud

Faculty present: Tony Graziani, Danielle King

Staff members present: Judith Bernstein, Candy Shell

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

MAIN REPORTS: CLOSED SESSION

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

The Council moved out of closed session at 4:00 p.m.

MEMBER CONCERNS

1. Sunsetting of MOU re: 2008-09 Like Load. Adjunct Councilor and Vice President for Santa Rosa Mike Starkey asked whether there was going to be a response to the adjunct faculty member who sent an email to DL.STAFF.FAC.ADJUNCT.ALL regarding her concern about the sunsetting of the MOU that used load from 2008-09 as the baseline for like-load offers in academic years 2009-10, 2010-11, and 2011-12. Julie said that she, Chief Negotiator Warren Ruud, Conciliation/Grievance Officer Jacqueline McGhee, and adjunct Councilor Paulette Bell each had provided extensive information and recommendations to the faculty member, who apparently elected not to include or reference that information in further emails sent to the adjunct faculty distribution list. Julie noted that AFA uses its publications to regularly communicate to all faculty about scheduling and other issues, and that, while AFA is always responsive to faculty members' direct email queries, its publications are the most productive, reliable, consistent, and transparent way of keeping issues in front of faculty. (For a primer on Article 16: Hourly Assignments for faculty and departments, see the 4/2/13 issue of *click to AFA* at <http://www.santarosa.edu/afa/1213/Publications/clicktoAFA/130402.html> .)

MINUTES

There being no corrections or additions, by unanimous voice vote, the Council approved a motion made by Paula Burks and seconded by Phyllis Usina to approve the minutes from the March 27, 2013 Executive Council meeting as submitted (15 in favor, 0 opposed, 2 abstentions). (Approved minutes are posted at <http://www.santarosa.edu/afa/minutes.shtml> .)

DISCUSSION ITEMS

1. Reassigned Time for Officers, Negotiators, and Other Positions: 2013-14. This item was postponed until the next Council meeting.
2. Compensation for Adjunct Representative to Professional Development Committee. Julie noted that the Council had engaged in a discussion at its prior meeting about what to do with the additional dues and fees revenue that will be generated by the increase in the 2013-14 schedule of classes. She had encouraged Councilors to continue forwarding their suggestions to her over the summer, with the understanding that in the fall, once the Council has a more accurate picture of the actual increase in revenues, it would discuss and prioritize its options. Julie recommended, however, that the Council not wait to implement one of the suggestions, which was to begin increasing adjunct representation on District-wide committees, as there is an immediate need to appoint an adjunct faculty representative to the Professional Development Committee (PDC). To pay an adjunct faculty member to serve as a representative on a committee that meets twice a month costs approximately \$1,000 per year. Adjunct Cabinet Representative Lynn Harenberg-Miller served as AFA's representative on PDC for a portion of the Fall 2012 semester, and she spoke to the need to have both AFA representation and adjunct faculty representation on that committee. Other Councilors spoke to the way in which the definition of professional development is being shaped through the District's interest in having faculty use that time for District work, rather than for activities that foster improvement in their disciplines. In response to a question of protocol about voting and a comment about the long-standing past practice of paying adjunct faculty to serve on District-wide committees, there was a brief description of the history of the Adjunct Faculty District Activities Fund, which was inactivated when the State dramatically cut its categorical funding to the District. Since that time, AFA has taken over paying adjunct faculty who serve on the Executive Council and who serve as AFA representatives to a limited number of District-wide committees that mandate adjunct participation. Julie pointed out that AFA has had a difficult time finding contract faculty members to fill the AFA seats on PDC, and it might be possible to find an adjunct faculty member who would be able to step up right away. By unanimous voice vote, the Council approved a motion made by Ted Crowell and seconded by Brenda Flyswithawks to move this item to action (17 in favor, 0 opposed, 0 abstentions). (See Action Item #1.)
3. Professional Conference Policy and CCCI Spring 2013 Conference: Selection of Attendees and Reimbursement. Julie confirmed that five people have expressed interest in attending the full three days of the upcoming CCCI conference, and several people have expressed interest in attending a one-day session. AFA's conference and travel policy allows for paying full expenses to send four attendees. (See http://www.santarosa.edu/afa/Policies/professional_conf.pdf .) In the past, the Council has approved to suspend the policy to pay expenses for additional attendees. Also, the Council has had prior discussions about sending more people to the conference when it's held in Sacramento (as opposed to southern California) because the travel expenses are lower (i.e., no airfare). Julie stressed that the CCCI conference is an important one and that the officers would like more people to get up to speed about the issues that are discussed at CCCI conferences. Those who have attended in the past say that they learned a great deal, and an attendee is typically unable to fully absorb the information on the first or even second time s/he attends the conference. It would cost approximately \$500-600 to send each additional person for the full three days of the conference. Although there are good reasons for being fiscally conservative, Julie reiterated that AFA is anticipating additional

revenue next year. She also commented that, in terms of long-term leadership planning for the Council, it is important to have as much education and training as possible.

Councilors engaged in a brief discussion and expressed support for spending the extra money to send additional people, on the basis that: (1) CCCI and FACCC are two important organizations in which AFA should stay involved; (2) \$500-\$600 isn't a large amount of money; and (3) the value of the return on the investment (having more people attend to learn about CCCI and bargaining) is much greater than the amount it will cost. There was a brief discussion about the procedures that adjunct and contract faculty need to follow when taking time off from their classes to attend a conference (e.g., filling out a *Travel Request Form* and/or a *Notice of Absence Form*, requesting a substitute, giving students alternative assignments, using Personal Necessity Leave, etc.). Following the discussion, by unanimous voice vote, the Council approved a motion made by Nikona Mulkovich and seconded by Ted Crowell to move this item to action (18 in favor, 0 opposed, 0 abstentions). (See Action Item #3.)

4. Duties of Outgoing Adjunct Cabinet Representative: Planning Subsequent Fall Semester Adjunct PDA Workshop. Julie pointed out that AFA has historically presented an adjunct workshop during fall PDA day, which is scheduled before the first day of fall semester classes. Planning the adjunct PDA workshop is now one of the responsibilities of the Adjunct Cabinet Representative (see http://www.santarosa.edu/afa/Policies/apptd_pos_duties.pdf). Technically speaking, however, the term and duties of that position start the first day of the semester, which presents a problem in terms of planning the workshop. Julie said that the Cabinet is recommending, as the most reasonable solution, that the Adjunct Cabinet Representative plan the fall workshop during the preceding spring. She also noted that current Adjunct Cabinet Representative Lynn Harenberg-Miller is planning to create a workshop blueprint/template that 2013-14 Adjunct Cabinet Representative Paulette Bell and the other adjunct faculty presenters will be able to use.
5. Vacant Adjunct Council Seat; Need for Publications Coordinator. Julie reminded the Council that there is still one vacant adjunct seat on the Council for the 2013-14 year, as Ted Crowell will be relinquishing his seat in the middle of his two-year term when he begins his one-year term as Negotiator in Fall 2013. The AFA office has sent two announcements of the vacancy to DL.STAFF.FAC.ADJ.ALL, and the current deadline for statements of interest is April 22. There has been no response yet, and Julie encouraged Councilors to talk to their colleagues and solicit interest. She raised a philosophical question about breadth of representation. Is it a problem to have too many Councilors from any one department, like English or Math? In the past, the Council has identified underrepresented areas; however, when people from those departments don't step forward, AFA leaders end up going back to their own departments, where they know the faculty and can more easily recruit those who they think would make excellent candidates. Councilors briefly discussed the issue and suggested that those present appeal to underrepresented departments, such as ESL and many others. The goal is to generate a number of interest statements from a diverse representation of faculty.

ACTION ITEMS

1. Compensation for Adjunct Representative to Professional Development Committee. (See Discussion Item #2.) Julie reminded the Council that PDC used to meet from 12:00-1:30 p.m., which made it difficult to fill AFA's two seats. Since Staff Development Coordinator Mary Sandberg was so responsive to AFA's request to change the meeting time to 3:00-4:30 p.m. (on the first and third Thursdays of the month), Julie suggested that it was important that AFA move quickly to fill the two seats. A question arose as to whether the Council would be voting to approve compensation for adjunct faculty to serve on District-wide committees, in general, or on PDC, in particular. A comment was made that there used to be adjunct representation on the District Online Committee as well as on several other District-wide committees. Julie said that she wanted to move quickly on this more critical appointment; however, as the amount of the increase in AFA's revenue becomes clearer, the Council could consider many ideas, including compensation for adjunct service on other committees, and

prioritize those ideas in the fall. By unanimous voice vote, the Council approved a motion made by Sean Martin and seconded by Nikona Mulkovich to approve compensation for an adjunct representative to serve on the Professional Development Committee effective immediately (18 in favor, 0 opposed, 0 abstentions).

After brief discussion of protocol, Julie asked who amongst the adjunct Councilors and Negotiators present would be interested in being considered for this appointment. Deirdre Frontczak was the sole respondent. Councilor Terry Ehret suggested that Deirdre step into the role for the remainder of this year, and then the Council could re-examine the appointment for next year. By unanimous voice vote, the Council approved a motion made by Sean Martin and seconded by Bud Metzger to move to action the appointment of Deirdre Frontczak to the Professional Development Committee for the remainder of the semester (17 in favor, 0 opposed, 1 abstention). (See Action Item #2.)

2. Appointment of Adjunct Representative to Professional Development Committee. (See Action Item #1.) By unanimous voice vote, the Council approved a motion made by Terry Ehret and seconded by Bud Metzger to appoint Deirdre Frontczak as AFA's adjunct representative to the Professional Development Committee for the remainder of the semester, effective immediately (17 in favor, 0 opposed, 1 abstention).
3. Professional Conference Policy and CCCI Spring 2013 Conference: Selection of Attendees and Reimbursement. (See Discussion Item #3.) By unanimous voice vote, the Council approved a motion made by Paulette Bell and seconded by Deirdre Frontczak to approve full reimbursement for five people to attend all three days of the CCCI Spring Conference in Sacramento (18 in favor, 0 opposed, 0 abstentions). The five attendees are President Julie Thompson, Chief Negotiator Warren Ruud, Vice President for Santap Rosa Mike Starkey, Publications Coordinator and Negotiator-Elect Terry Mulcaire, and adjunct Councilor and Negotiator-Elect Deirdre Frontczak. Julie reiterated that any Councilor or Negotiator who wishes to attend a single day of the conference could make that known up until the day of the conference.

MAIN REPORTS: OPEN SESSION

1. President's Report. Julie reported on the following items:
 - Job Opening for Part-Time AFA Office Coordinator. The latest announcement of this job opening to replace retiring Office Coordinator Judith Bernstein was sent to DL.STAFF.ALL (see http://www.santarosa.edu/afa/Misc/04.09.13_AFA_PT_OfcCoord.pdf). So far, seven people have expressed interest in the position. The recruitment-period deadline was set for the end of April. The hiring committee, which is composed of AFA staff members Candy Shell and Judith Bernstein, Secretary/Treasurer Paula Burks, and Julie, had been exploring different avenues for advertising the position, and the response to the initial announcement was somewhat limited. Now that there is a stronger response, they anticipate looking at applications and resumes and setting up interviews sometime in May.
 - Accreditation Process Begins. The first meeting of the steering committee was held on Friday, April 5. Julie and Adjunct Councilor Paulette Bell are serving on the Shared Governance Standard Sub-Committee. Julie encouraged Councilors, as they have the time, to review documents that are sent out to the College community via email and to respond with their thoughts. As an example of why the language that ends up in the final accreditation documents does matter, Julie noted that, at the IPC meeting on April 8, Cherry Li Bugg and Lenny Wagner, co-leaders of the Vision, Mission, and Values Workgroup, shared a draft of their vision and mission statement. A discussion followed in IPC about whether the "financial responsibility" or "efficiency," which has to do with instructor/student ratios (and is somewhat loaded right now), should be included in the statement. It is essential that AFA's perspective be represented when foundational documents are being drafted and wordsmithed.

- Community Conversations/Town Hall Meetings. This series of meetings has started, and the first one was held on Friday, April 5, on the Petaluma campus. The format of the meetings is designed to foster participation. Large tables seating 6-8 people were set up, and bagels, fruit, and coffee were provided. The presenters slowly walked the group through a series of focus questions, and the facilitators had designed the process so that everyone had ample time and opportunity to express their thoughts. Julie encouraged Councilors who feel strongly about what SRJC is going to look like in five or six years to attend and participate in these meetings.

It was pointed out that some community members are concerned that, if they're being asked for input, the timing of the meetings be a good fit for those who have day-time work responsibilities. Julie noted that some of the meetings are scheduled for the evening and at different times of the day in different locations around the county. She also noted that one of the first items at every meeting is "continuous process improvement," and she said she would share this concern at that time.

- The next monthly meeting of Conciliation/Grievance Officer Jacqueline McGhee, Julie, and Dr. Chong is scheduled for May 20th, but Julie has made a request to get on Dr. Chong's calendar sooner.
- Scheduling the General Membership Meeting. Depending upon how the negotiating process goes, the officers may be scheduling a General Membership Meeting on May 15— a date that would not conflict with any Academic Senate meeting. Julie asked that Councilors mark that potential meeting date on their calendars. If the general meeting were to be scheduled on May 15, there would be no general meeting on May 22. If the negotiations process were to move more quickly so that the General Membership Meeting could be held on May 8, then there would be no meeting on May 15. Chief Negotiator Warren Ruud pointed out that any Tentative Agreement requires a 10-day voting period. A deadline of May 15 would allow for the voting to be completed by the morning of graduation. If AFA and the District don't reach a tentative agreement by May 15th, then negotiations would continue in the fall.
- Proposed Revisions to Procedures 6.8.2: Illness & Injury Prevention Program. Environmental Health & Safety Manager Doug Kuula sent AFA an electronic copy and a summary of the additional revisions he made to the procedures addressing the concerns that the Council expressed to him at a prior meeting. Several Councilors commented on the excellence of Doug's efforts, as well as his patience and responsiveness to AFA's concerns. Julie noted that she would communicate the Council's appreciation to Doug.
- Inviting Legislators to Day Under the Oaks. In her thank-you notes to the legislators whom AFA leaders visited as part of FACCC's Policy and Advocacy Conference and March in March activities (Mark Levine, Wesley Chesbro, Das Williams, and Noreen Evans), Julie extended an invitation to attend Day Under the Oaks in May.
- Gateway to College. Julie is continuing discussions with Lauralyn Larsen and Jane Saldaña-Talley about the importance of ensuring that any additional hiring for this program be done by departments, since any new faculty hires would be members of Unit A, and they would be teaching existing classes in existing departments (Counseling and English, to start). Audrey Spall said that the Counseling Department is being included in the faculty recruitment process, and Julie added that the Academic Senate leadership is aware of this issue, as well.

The meeting was adjourned at 5:02 p.m.

Minutes submitted by Judith Bernstein