

## **EXECUTIVE COUNCIL MEETING MINUTES**

October 10, 2012

*(Approved by the Executive Council on October 24, 2012)*

Executive Councilors present (noted by \*):

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

Officers/Negotiators present: Lynn Harenberg-Miller, Jacqueline McGhee, Warren Ruud, Jack Wegman

Faculty members present: Andrea Alexander

Staff members present: Judith Bernstein, Candy Shell

The meeting was called to order at 3:16 p.m. in the Mahoney Library Reading Room, #PC721, on the Petaluma campus.

### **MEMBER CONCERNS**

1. District's Communications with Faculty. Brenda Flyswithhawks expressed her concerns about the lack of transparency and confidentiality in the District's communications with faculty about the Strategic Planning process and the restructuring of Academic Affairs.

### **MINUTES**

Following a motion made by Nikona Mulkovich and seconded by Terry Mulcaire, by voice vote, the Council unanimously approved the minutes from the September 26, 2012 Executive Council meeting as amended with two corrections in the first section at the top of the page 1 where attendance is noted (11 in favor, 0 opposed, 0 abstentions). (Approved minutes are posted at <http://www.santarosa.edu/afa/minutes.shtml> .)

### **DISCUSSION ITEMS**

1. Proposed AFA Budget for 2012-13. In Secretary/Treasurer Paula Burks' absence, Julie reviewed the budget proposal packet for the current fiscal year (July 1, 2012-June 30, 2013), which Councilors received prior to the meeting for their review. Julie noted that this year's income from member dues, "fair share" service fees, and interest on reserve accounts is projected to be approximately \$313,000. That figure represents a significant increase over 2011-12, because this year will be the first full year following the implementation of the rate increase (from 0.55 percent to 0.74 percent of gross earnings) to pay for SRJC's contract membership with FACCC, which was approved in November 2011 by the membership. The total of this year's expenses is projected to be approximately \$344,600, which, if fully realized, would result in a projected deficit of approximately \$31,700. Julie reviewed each of the revenue and expense categories, and highlighted the items that were significantly different from the previous year or worthy of note. (See AFA's most recent audited financial statement from the 2011-12 fiscal year at <http://www.santarosa.edu/afa/audits.shtml>.)

- Adjunct Faculty District Activities Fund (AFDAF): Expenses are significantly higher than last year because of the change in the composition of the Council. (There are now eight adjunct Councilors, as opposed to six in 2011-12). The estimate includes paying adjunct Councilors for meeting and retreat attendance, plus 30 minutes of time for reviewing materials, in addition to three adjunct Councilors who represent AFA for their attendance at District-wide committee meetings. Last year, Council meetings often ran 30 minutes longer than scheduled, and the length of meetings is reflected in the expense. Julie said that she is trying to end meetings on time this year.
- Payroll: No change in the total expense over last year; however, the budget for this item includes bringing in a new staff person and reduced hours for Office Coordinator Judith Bernstein, starting in Spring 2013. The responsibilities of the new staff person would increase over time. By the time Judith and Office Coordinator Candy Shell are ready to retire, the new person would be ready to take over.
- Reassigned time: The increase in this category over last year is due to the cost for an additional 15 percent reassigned time for leadership transition and support for Fall 2012, plus increased summer hours for the outgoing and incoming Presidents and the outgoing and incoming Conciliation/Grievance Officers.
- Stipends Publications Fund: The decrease in this category is based on the historical level of activity (i.e., the low number of faculty members who have submitted opinion pieces for publication in AFA's *Dialogue*).
- Donations: The Giving Tree is the sole donation projected for this year. Last year's donations included \$7,000 to the CCCI advocate and \$1,000 to the Sharon Hendricks campaign for the community college seat on the CalSTRS Board. (See the projected expenses for the AFA PAC account below.)
- Equipment: This category includes a budget for replacing an approximately 10-year-old computer in the AFA office and the possible purchase of furniture. (In response to a related question, Julie suggested that staff draft a list of expenses that AFA would incur in the event that AFA needs to move to a different office on the Santa Rosa campus per the District's request.)
- Events: This budget is \$500 higher than last year; however, Julie noted that she would be proposing a possible way to save money in this category later on in this meeting.
- Professional Dues to FACCC: The cost for a full year of FACCC contract membership is budgeted at \$74,000.
- Subscriptions and Publications: This category includes fees for the Zoomerang.com survey service and an off-site website host with Sonic.net, to be used for AFA's political activity and sensitive conciliation/grievance matters. (The monthly price of \$9.95 also includes 50 email addresses.)
- AFA PAC Account: Expenses in this category are higher than last year and include a \$7,000 contribution to the cost of the contract for CCCI's Advocate David Balla-Hawkins and \$1,000 in reserve for possible contributions to political campaigns.
- Year-end Totals: Projected revenue is approximately \$312,000 and projected expenses are approximately \$344,000, resulting in a year-end projected deficit of \$31,700. Julie noted that, in developing the budget, Candy Shell projects expenses on the high side and revenue on the low side. She also clarified that, along with instituting some belt-tightening measures, AFA has reserve accounts set aside for emergencies should the projected excess of expenses over revenue come to pass. It was pointed out that, while a year-end deficit of approximately \$32,500 was projected for 2011-12, the actual year-end balance was a positive \$646.

Following Julie's review, the Council engaged in discussion primarily about two issues:

- If Prop. 30 passes, would the District add more sections, which would result in an increase in faculty salaries and, consequently, AFA's income from dues and fees? Julie responded that, unless there is a workload increase from the State, the District will most

likely not add sections. The budget planning process for this year has already taken into account a fixed number of FTES, and the Spring 2013 schedule has already been permated. Whether the District would increase the number of sections offered in the 2013-14 schedule of classes is an open question.

- Is it possible to get a report from CCCI Advocate David Balla-Hawkins regarding his activities? For that amount of money, he should be providing more frequent updates. Also, can AFA afford the \$7,000 contribution to his salary? In response, Julie said that Mr. Balla-Hawkins would be presenting a report at the CCCI conference, which will be held this week on Thursday through Saturday, and the officers who attend that conference will report back to the Council. With regard to AFA's contribution, the Council engaged in a discussion on the matter and voted last spring to approve that \$7,000 contribution for this year (October 2012 to September 2013). Julie suggested that the value of the contribution is in the "phenomenal" work that he is doing on the ground in Sacramento as he is working with legislators to effect change.

Following the discussion, by unanimous voice vote, the Council approved a motion made by Terry Mulcaire and seconded by Ted Crowell to move this item to action (11 in favor, 0 opposed, 0 abstentions).

2. Proposed Revisions to AFA Bylaws, Article 1: Membership. Julie reviewed the proposal to add to Article I of the Bylaws two sections, which existed in the Bylaws prior to 2008 and allowed a faculty member who didn't have any assignment to pay \$5 in order to remain a member in good standing for one year. Julie noted that this issue came up in discussions last year, as a consequence of the reduction in the schedule of classes and the possibility that some adjunct Councilors or negotiators might lose their assignments. There was a need to clarify what the language in AFA's documents say about the affected faculty members continuing to serve in those positions. This issue also affects faculty members' eligibility to vote in contract ratification and Executive Council representative elections. With the existing language in the Bylaws, if a faculty member doesn't have an assignment in the semester in which the election is taking place, s/he is not a member and, therefore, is not eligible, technically speaking, to vote. In cases where faculty members regularly have assignments only in the fall or only in the spring, AFA has erred on the side of being inclusive and allowed those faculty members to participate in elections. These are some of the reasons why the issue needs to be clarified and why the idea of reinstating the \$5 fee to maintain active membership is being proposed (not, Julie clarified, as a way to increase AFA's income). The proposed language would provide a formal mechanism for a practice that's not quite in sync with the Bylaws, and, she noted, it seems appropriate to fix it.

In the discussion that followed, a question arose about the effect of the two proposed additions to the Bylaws on the faculty who are represented by AFA, which led to a clarification about the difference between membership in AFA and membership in Unit A. AFA represents all faculty members in Unit A, which is defined as any faculty member who has had an assignment in the past four years. (This time period was increased from two years to four years as a result of a February 2012 MOU between AFA and the District. See the definition of the adjunct faculty pool in paragraphs 16.04.B.2 & 3 in Article 16: Hourly Assignments at <http://www.santarosa.edu/afa/Contract/Articles/art16.pdf> .) A Unit A faculty member has a choice of becoming a dues-paying member of AFA or a Fair Share Service Fee payer. (See Article 3: Association Rights at <http://www.santarosa.edu/afa/Contract/Articles/art3.pdf> .) Regardless of any one individual's decision, AFA represents all Unit A members as the collective bargaining agent chosen by Unit A members. In response to a question about why the \$5 membership fee would limit the extension of membership rights to a one-year period only, it was clarified that this one-year period matches the period of time (two consecutive semesters) that adjunct faculty may be without an assignment and still maintain assignment priority and placement on the departmental length-of-service list. With regards to "ghost-loaded" assignments (such as substitute or categorically funded assignments), Julie clarified that any load counts towards active employment status. It was suggested that staff look through notes from prior Council

meetings to learn why these two provisions were eliminated in 2008. In terms of how an individual faculty member would know that this provision would be an option for him or her, Julie noted that AFA would inform the membership about the provision and would send the information out in a publication. It would be up to each member to take action. At the conclusion of the discussion, Julie said that staff would do research, and she would report back to the Council as to why these two sections were eliminated from the Bylaws in 2008.

3. Appointment of Representative to Professional Development Committee. AFA has two seats on the Professional Development Committee. Shawn Brumbaugh is serving in one of the seats, and the other seat is vacant. Julie stressed the urgency of filling this vacancy to make sure that AFA's interests in the PDA planning process are heard, particularly because of the District's movement on the Strategic Planning process and the recent use of PDA days for work on activities unrelated to faculty professional development (such as Student Learning Outcomes and Learning Assessment Projects). The PDC meets on the second and fourth Thursdays of the month, from 12:00 p.m. to 1:30 p.m., and video-conferencing is a possibility. It was noted that the committee's meeting time presents a problem for many who otherwise might be interested in this appointment. Julie clarified that, in planning the calendar grid for District-wide committees, the District attempts to cause as little overlap as possible. Julie requested that Councilors talk to their colleagues to solicit interest in this vacant seat.
4. Fall 2012 Retreat Planning. Julie expressed appreciation to Brenda Flyswithhawks for her assistance in facilitating a more centrally located venue for the upcoming Council retreat on October 27. In terms of possible topics for the agenda, Julie noted that Negotiator and AFA Budget Advisory Team Leader Will Baty has agreed to present a primer on the District budget—how to read it and how to make sense of the various categories. Chief Negotiator Warren Ruud would like some time for negotiations-related work. The third topic that Julie suggested would be to revisit the long-term goals that the Council identified in break-out groups during a brainstorming session at the Fall 2011 retreat and to take some time to examine the issues AFA has made progress on or hasn't resolved yet. In an effort to explore issues from a more global perspective and become more proactive (as opposed to reacting to crises and focusing only on the little details on the ground), Julie suggested that the Council institutionalize this exercise by setting aside some time for it on every retreat agenda.

Conciliation/Grievance Officer Jacqueline McGhee suggested that one method the Council could use to pull itself out of reactive mode, see the bigger picture, and position itself better for the future would be to engage in an exercise in which participants ask themselves the "miracle question": If you woke up tomorrow morning and a problem, which you can't quite get out from under and which has been taking over your life, was solved, what would that look like? Follow-up questions might include: What are some steps that would lead to that vision? What is one difference that would move you in that direction? Jacqueline proposed that the Council use some of the retreat time to look at some exceptions to problems or ways in which AFA has had success. Then, the Council could extrapolate from those ideas to see what was most useful and, as Nikona Mulkovich added, to see how AFA could continue to utilize what was effective in order to move forward. The goal would be to position the organization in a more powerful stance vis-a-vis what's coming its way in the future.

If the Council were to agree to these three main topics—the District's budget with Will Baty, negotiations with Warren Ruud, and revisiting long-term goals—Julie said that she would work with a small group to develop a structure for the session on goals/the miracle question. She said that staff would send out a summary of the long-term goals from the Fall 2011 retreat, and she asked Councilors to think about the miracle question before the retreat, so that they could come prepared for that session. The comment was made that the areas in which AFA has achieved success could best be categorized as health benefits, salaries, reassigned time, and job protection.

The Council engaged in a brief discussion about the issue of planning the agenda for the retreat, and, in particular, the concern that arose at the spring retreat that the planning process should involve all of the Councilors, not just the Cabinet. Julie clarified that, because

the Cabinet meets weekly, there are more opportunities to cover more items than at Council meetings, which occur bi-monthly, and that this Council meeting was the first opportunity to schedule the discussion about the retreat agenda. She encouraged Councilors to provide feedback and also pointed out that trying to engage in too many exercises in the limited amount of time available doesn't work very well. It was suggested that the session on goals also include an opportunity to identify new goals, and several Councilors communicated their support for a session based on the "miracle question." At the conclusion of the discussion, Julie asked Councilors to send an email to Jacqueline with their suggestions or other input regarding the retreat agenda.

5. Participation in Yes on Proposition 30 Activities. Warren reported that he and Julie have met with the Associated Students, SEIU, and managers over the course of the last several weeks to discuss and plan the activities that faculty, students, classified, and managers could do together to advocate for the passage of Proposition 30. (For information about Prop. 30, see <http://voterguide.sos.ca.gov/propositions/30/> .) One of the first activities that the Associated Students has engaged in is to get students registered to vote. A.S. has set up tables in front of the Bertolini quad and Shuhaw Hall. (Before running out of registration forms, A.S.—with the help of a few faculty members—was able to register 85-90 students in one day.) The next goal is to set up phone banking for faculty, students, and managers. SEIU is already running its own phone banking activity. Warren said that there are many opportunities and different activities for faculty members to participate in if they want to volunteer. Students would like some support. Fresh & Natural, the District's food service provider, sold the students a number of coffee coupons at a discounted rate—over half of which have been given out already to students who registered to vote. Warren said that, now that AFA has established a second, separate website that is off the District's server for its political activities, the officers are looking to engage in a greater level of advocacy work. (See <http://www.afa-srjc.org/> . Also, by clicking on the "Advocacy" button at <http://www.santarosa.edu/afa/> , you will be redirected to <http://www.afa-srjc.org/> .) Warren noted that students are also constrained by using the District server. AFA will be emailing announcements from this new website to SRJC faculty Outlook accounts to ask for their involvement. (In response to a question about AFA's access to faculty email addresses, Warren explained that SRJC faculty email addresses are accessible through the staff directory and are public information.) For example, the announcements will publicize a rally to be held on October 15. FACCC's new Membership Director Evan Hawkins is working with students to present the rally. Another voter registration event will be held on October 16, when Lynn Woolsey will be coming to the Santa Rosa campus.

#### **ACTION ITEMS**

1. Proposed AFA Budget for 2012-13 (see Discussion Item #1). By unanimous voice vote, the Council approved a motion made by Nikona Mulkovich and seconded by Terry Mulcaire to approve the AFA Budget for 2012-13 as presented (11 in favor, 0 opposed, 0 abstentions).
2. Recommendation to AFA PAC re: Contribution to Expenses for Associated Students' Prop. 30 Phone Banking Activities. Julie noted that Councilors exchanged their opinions on this item and on Discussion Item #3 prior to the meeting via email. For the phone banking activities, which AFA is helping students to organize, Julie said the suggestion would be to recommend a donation out of the AFA PAC fund to pay for the use of some space at a local church or other venue and for pizza and soda for the volunteers who will be spending their evenings using their cell phones to make phone calls to registered voters. The recommendation for a particular amount of contribution would be up to the Council to decide. Julie said that she and Warren are estimating that there will be two or three evenings of phone banking at a cost of \$300 per night (\$200 for the space and \$100 for the pizza and sodas). In response to a question, Candy Shell reported that there is approximately \$26,000 available in the PAC account. Warren clarified that there are no other activities related to advocacy proposed for this fall that would cost money. The next possible request for PAC funds might come in the spring, should there be a parcel tax proposal and a desire to contribute to that campaign.

Councilors expressed their support for the Prop. 30 phone banking activities, and one Councilor commented that he couldn't think of any legislation in the recent past that is more important—and that affects community college faculty more directly and is more important than giving money to individual campaigns—than Prop. 30. By unanimous voice vote, the Council approved a motion made by Bud Metzger and seconded by Andre LaRue to recommend to the PAC a contribution of \$1,000 for expenses related to the joint AFA/Associated Students phone banking activities to support Proposition 30 (14 in favor, 0 opposed, 0 abstentions). Warren noted that AFA would be sending out information and requests for help with phone banking activities to faculty from AFA's new website (see <http://www.afa-srjc.org/> ).

3. Recommendation to AFA PAC re: Contribution to Expenses for Associated Students' Voter Registration Drive. Some of the Council's discussion of this issue occurred during Discussion Item #1. Julie clarified that the Associated Students had requested AFA's financial support to help pay for coffee vouchers, which students would hand out to those who registered to vote. Julie noted that, in the exchange of emails that occurred prior to the meeting, many Councilors expressed their philosophical objections to providing coffee vouchers or candy as incentives for students to register to vote. There are other expenses that the A.S. incurred, such as the cost of cups, for which the funds could be used. By voice vote, the Council approved a motion made by Nikona Mulkovich and seconded by Paulette Bell to recommend to the PAC a contribution of \$50 to the Associated Students for expenses related to their voter registration drive (13 in favor, 0 opposed, 1 abstention).

### **MAIN REPORTS**

1. President's Report.
  - Meeting Refreshments. Julie raised an issue with the Council regarding the use of AFA's revenue to pay for Executive Council meeting refreshments, noting that Council meetings are one of the few remaining meetings at SRJC where refreshments are provided. Currently, AFA purchases coffee and cookies from Fresh & Natural, the District's provider of food services. Julie proposed to the Council the following idea: (1) AFA continues to purchase coffee and ice water only—including cups, delivery, and pickup—from Fresh & Natural; (2) Volunteers purchase snacks off-site; and (3) A donation cup is made available at each meeting so that Councilors may contribute \$1 or \$2 each towards the cost of the snacks. Although Julie offered to table a decision on this proposal should Councilors desire more time to consider the issue, there was consensus that this proposal was a good idea and agreement to make it effective with the next Council meeting.
  - Other Issues. Due to issues of confidentiality, the remainder of the President's Report and subsequent discussion were conducted in closed session.
2. Conciliation/Grievance Report. This report and subsequent discussion were conducted in closed session.
3. Negotiations Report. This report and subsequent discussion were conducted in closed session.

The meeting was adjourned at 5:22 p.m.

Minutes submitted by Judith Bernstein.