

## **EXECUTIVE COUNCIL MEETING MINUTES**

April 9, 2014

*(Approved by Executive Council on April 23, 2014)*

Executive Councilors present (noted by \*):

*Julie Thompson, <i>presiding</i>	*Dianne Davis	*Sean Martin	*Nikona Mulkovich
*Filomena Avila	*Terry Ehret	Jacqueline McGhee	*Matt Murray
*Paulette Bell	*Karen Frindell Teuscher	*Bud Metzger	*MJ Papa
*Shawn Brumbaugh	*Deirdre Frontczak	*Terry Mulcaire	*Margaret Pennington
*Paula Burks	*Andre LaRue	*Dwayne Mulder	

Officers/Negotiators/Appointed Positions present: Will Baty, Ted Crowell, Warren Ruud

Officers-Elect present: Karen Stanley

Staff members present: Candy Shell, Carol Valencia

Guests present: Freyja Pereira, Calendar Committee Chair; Carol Hatrick, College Council Co-Chair

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

### **CLOSED SESSION REPORTS**

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

Closed Session adjourned at 4:06 p.m.

### **OPEN SESSION**

Open Session reconvened at 4:06 p.m.

### **PRESENTATIONS**

1. **District Policy & Procedure 3.14-College Academic Calendar** (*Freyja Pereira, Academic Calendar Committee Chair*)
  - The committee decided they needed a formal procedure to go with the existing Board policy.
  - **Revised Policy:**  
The word "Academic" was added to "Calendar" to be consistent with the language used in other documents. The paragraph on additional District holidays was moved to the first paragraph; the second paragraph was added; and the last paragraph was moved to the new Procedure.
  - **New Procedure:**  
The first paragraph includes language from the old policy. The section with bullet points outlines the steps the committee follows to develop the calendar. In the second bullet, "must" will be deleted.
  - **Questions & Answers:**
    - There was a question about why there are fewer Monday class sessions (than other days) during spring semester.

- Freyja responded that the committee counts the number of class sessions for each day of the week (Monday-Friday); when there are inequities, they use the Professional Development Activity day to make the days equal. She added that, although they strive for equality in the days, it's not always possible.
- There was a question about the procedure for determining the date for Spring Break and the length of time between semesters.
  - Freyja responded that Spring Break is not the tenth week of instruction—it's a week between the ninth and tenth weeks. The required two weeks between fall and spring semesters (fifth bullet in Procedure) is needed to give the Counseling and Financial Aid departments time to get things in place for the new semester. Those two weeks are in addition to any holiday break days given to District staff.
- Warren Ruud explained that the Procedure language is reflective of how the Calendar Committee actually sets the calendar. Changes to the AFA Contract (Article 8) have been proposed this year to be consistent with this new Procedure.

## 2. **District Policy & Procedure 2.1-Guidelines for Developing Board Policy & Procedure** (Carol Hatrick, College Council Co-Chair)

- For the last three years, College Council (CC) has been going through all the Board policies, reviewing and revising as needed. One of the last policies to be reviewed is 2.1, which covers how to make policy.
- Revised Policy:  
The different constituent groups in CC review any Board policies/procedures in which they have an interest. After that review, the policy/procedure is approved by CC and then goes to the President, who recommends Board approval.
- Revised Procedure:  
The Procedure was written with the intent that it would provide guidance about what to do when one wants to propose a new or revised policy/procedure. The procedure states that anyone can present an idea for a policy/procedure to any constituent group, *or* the individual can go directly before CC to present an idea.
- Questions & Answers
  - There was a question about how a constituent group can express its opposition to a new policy idea brought to CC.
    - Carol responded that, since each constituent group has a representative in CC, there is a forum for expressing opposition. She further explained that CC has been fortunate in the past—the group has approved all District policies/procedures unanimously (some with abstentions). If there were any dissensions in CC on a policy/procedure, that dissension would be expressed to the Board.
  - There was a question about whether new groups can be added to CC.
    - Carol explained that any new group would have to be recognized as a new constituent group. She further explained that there are four categories of policy/procedure changes (Category 1-4). Some changes are made to ensure consistency, while others are more substantive. All the constituent groups review most policies; however, sometimes a group will say it doesn't need review (if the policy/procedure doesn't affect the group).
  - Julie explained that the issue of which constituent groups can bring forward which policies was discussed in CC this year.
    - Carol affirmed that the issue was discussed and decided this year. She added that the constituent groups look out for each other in CC. If a particular representative is not present, CC will postpone voting until that representative can be present. This is a "best practice" for CC rather than a "requirement." If CC needs to move forward on a policy, they will sometimes take a preliminary vote but will still wait to get all the groups' input before a final vote is taken.
  - There was a question about the deferral of policies/procedures to bargaining unit contracts.
    - Carol responded that policies do defer to contracts. She added that CC also tries to keep policy/procedure language "open" so the policies/procedures don't have to change when language in the contracts changes.

- There was a question and discussion about the situation where the contract is silent on an issue and District policies/procedures are violated. In that situation, faculty members can file grievances for the policy violation, and AFA can represent faculty members in those grievances. (See definition of "Grievance" in [Article 11.](#))

### **MEMBER CONCERNS WITHIN AFA'S PURVIEW**

1. Deirdre Frontczak announced that the Faculty Association of California Community Colleges (FACCC) Board elections end April 22. To vote, please go to the FACCC website (<http://facc.org/>) and vote online. Also, AFA recommends two candidates: Meredith Heiser from Foothill College and Mario Martinez from Santa Monica College. AFA will send an email message to all faculty members reminding them to vote and recommending the candidates above.
2. Warren Ruud reported that the Board of Trustees redistricting effort led by a group of students is making progress. They have received some important endorsements, and it is well on its way to passage. (See link to [AFA Resolution on Redistricting-3.21.14.](#))

### **MINUTES**

There being no corrections or additions, by unanimous voice vote, the Council approved a motion made and seconded to approve the minutes from the March 26, 2014 Executive Council meeting as submitted (16 in favor, 0 opposed, 0 abstentions).

(Approved minutes are posted at <http://www.santarosa.edu/afa/minutes.shtml>.)

### **DISCUSSION ITEMS**

#### **1. AFA Political Endorsement Guidelines**

- Julie explained that Margaret Pennington and a small group began the process of developing a new endorsement procedure for AFA; Margaret will be presenting her work to the Council today for consideration and input.
- Margaret reviewed the draft plan with the Council. It includes:
  - A list of political committee/team responsibilities and functions;
  - A committee/team work plan.
- Margaret also explained that there are several decisions to be made in order to move forward. These decisions include:
  - What kind of committee/team will lead the endorsement process? (Ad hoc committee; standing committee; or existing AFA Political Action Committee)
  - How will the voting for endorsements take place?
  - Who will notify the candidates of AFA's decision(s) on endorsement(s)?
  - Will candidates complete both questionnaires and interviews?
  - What will be the interview process?
  - What will be the approval process?
  - What will be the endorsement criteria?
  - What will be the campaign plan?
- Julie explained that the Council should decide today about the timing of the endorsement process policy completion. She asked the Council whether we want to decide about the process before the end of spring semester or hold off and make the decision in early fall semester.
- There was a discussion about having candidates speak at an Executive Council meeting before the end of the semester even if the policy is not completed. Margaret responded negatively about this idea; she explained that the group could work quickly on the policy to get it in place as soon as possible.
- Several Councilors expressed support for getting things done as quickly as possible in order to have real input in the upcoming Board election. Margaret explained that if the candidate questionnaire were eliminated, it would save time. She thought the policy could be completed in time to interview candidates by the end of May.

- Julie asked how many Councilors want the basic process and interviews by the end of May (12) and how many would like to wait until August (0). Based on this Council input, Julie explained that the questionnaire will be eliminated to save time, and they will make every effort to complete candidate interviews by the end of May. However, political interviews cannot be conducted on campus, so we will need a different venue. Council consensus was to appoint an interview group for the Executive Council. This group will have a minimum of three members; other Councilors can observe the interviews if they are interested. Margaret added that the AFA Bylaws regarding approval of a new policy would also need to be reviewed.

2. **AFA Executive Council Representation for Petaluma Faculty**

Due to time constraints, this item was postponed.

**ACTION ITEMS**

1. **AFA Representatives to District-wide Committees for 2014-15**

Due to time constraints, this item was postponed until the next Executive Council meeting.

2. **Summer 2014 Anticipated AFA Expenses**

- Paula Burks explained that last summer we spent over \$10,000, but that was unusual. When thinking about this summer's expenses, she originally proposed \$8,000, but heard concerns about possible unpaid summer work by the DTREC Co-Chair. As a result, she is now proposing \$10,000.
- A motion to approve AFA Summer 2014 expenses up to \$10,000 was made, seconded and approved (16 in favor; 0 opposed; 0 abstentions).

3. **AFA Approval of Fringe Benefits Committee Request for Information from SISC**

- Julie explained that this is a follow-up from the retreat presentation by Sally Covington. In addition, Hilleary Izard (SEIU President) made a comment at last night's Board Meeting urging the District to support an information request to SISC. Julie asked for the Council's input about moving forward on this issue. She asked whether we want to partner with SEIU and the District in requesting additional information from SISC.
- There was a discussion about the benefits of moving forward in requesting information from SISC.
- There was a motion to support a request for information to SISC by the Fringe Benefits Committee (16 in favor; 0 opposed; 0 abstentions).
- Julie explained that it would be decided later in what form this approval would be communicated.

The meeting was adjourned at 5:07 p.m.

Minutes submitted by Carol Valencia.