

EXECUTIVE COUNCIL MEETING MINUTES

October 23, 2013

(Approved by Executive Council on November 13, 2013)

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: Ted Crowell, Warren Ruud

Staff members present: Candy Shell, Carol Valencia

The meeting was called to order at 3:18 p.m. in Mahoney Library, Room #PC721, on the Petaluma 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 4:01 p.m.

OPEN SESSION

Open Session reconvened at 4:01 p.m.

Faculty members present: Bic Dovan, Michelle Hughes Markovics, Erin Sullivan, Cheryl White, Breck Withers

MEMBER CONCERNS WITHIN AFA'S PURVIEW

1. Paulette Bell brought up several members concerns:
 - a. A faculty member has a student with serious mental health issues and is having difficulty getting help. He/she contacted the Crisis Intervention Resource Team (CIRT) and campus police, but did not get a response for over two weeks. The member asked what was in place to help in these situations.
 - b. A faculty member wanted to know if additional steps could be added to the adjunct [hourly] pay scale.
 - c. A faculty member had a question about whether there was an increase in insurance co-payments this year in contradiction to what the contract says about co-payments remaining the same. (See link to [Article 10: Benefits.](#))
2. Sean Martin brought up a concern from the Music Department regarding the Transfer Model Curriculum (TMC) process. The department said it is impossible to complete the process because the performance courses at the State level are one unit, while they are 2.5 units at SRJC. If they change those classes to one unit to meet TMCs, the department load will be thrown off. In addition, students are paying tuition for 2.5 units that will transfer for only one unit. The department wants to go back to the former method where one unit was equal to a 20 percent load. Warren Ruud and Ted Crowell responded that this is a long-standing issue and has been referred to and dealt with by the Curriculum Committee.

3. Breck Withers brought up a concern about the rule regarding an online teaching maximum load of 60 percent for contract faculty. He asked AFA to take a look at this maximum limit and consider changing it instead to "must maintain at least a 40 percent face-to-face lecture load." He explained that the current maximum limit is problematic when lecture classes are cancelled and when contract faculty have an overload. (See link to [Board Policy 3.12.2.](#))
4. Erin Sullivan asked where the issue of the Compressed Calendar stands at this time. Warren Ruud replied that the Senate is done discussing it, and AFA is willing to negotiate it. (See link under "What's Hot!" on [Academic Senate Homepage.](#)) However, all departments must weigh in on the issue, and the final report of the Compressed Calendar Task Force (CCTF) is not completed. [*That report has since been completed and is posted at: [CCTF Final Report.](#)*] The District has stated that it will have to be negotiated—AFA is trying to push it along and hopes for some discussion before winter break.

MINUTES

Paulette Bell requested a correction to the minutes in the Presentation section where it states she "thought it would be good to have one or two *adjuncts* on committees." Instead it should read "thought it would be good to have one or two *faculty members* on committees."

The Council approved by unanimous voice vote a motion made and seconded to approve the minutes from the September 25, 2013 Executive Council meeting, as corrected (13 in favor, 0 opposed, 0 abstentions).

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

ACTION ITEMS

1. **AFA Rep. Appointment to District-wide Parking & Transportation Committee for 2013-14**
An email appeal went out to fill this vacant committee position. Dianne Davis was the only volunteer to step forward. Julie asked for discussion. There being no discussion, a motion was made, seconded and approved by unanimous voice vote to appoint Dianne Davis to the District-wide Parking & Transportation Committee for 2013-14 (13 in favor, 0 opposed, 0 abstentions).
2. **AFA Rep. Appointment to District-wide Equal Employment Advisory Opportunity Committee for 2013-14**
After being moved from a Discussion Item, the motion was made, seconded and approved by unanimous voice vote to appoint Joanie Dybach to the District-wide Equal Employment Advisory Opportunity Committee for 2013-14 (12 in favor, 0 opposed, 1 abstention).
3. **AFA Budget 2013-14**
After being moved from a Discussion Item, the motion was made, seconded and approved by unanimous voice vote to approve the 2013-14 AFA Budget with the likely increase to "Professional Fees: Other" noted during discussion (13 in favor, 0 opposed, 0 abstentions).

DISCUSSION ITEMS

1. **AFA Rep. Appointment to District-wide Equal Employment Advisory Opportunity Committee for 2013-14**
An email appeal went out to fill this vacant committee position. Four people responded, but two later declined. There are now two interested candidates.
 - There was a discussion about candidate qualifications and the needs of AFA for representation on this committee.
 - After discussion, Julie asked if the Council should move to Action or table the discussion. A motion was made, seconded and approved by unanimous voice vote to move to an Action Item (13 in favor, 0 opposed, 0 abstentions).
2. **AFA Budget 2013-14.** Paula went through the following budget highlights:
 - a. Regarding Budget Revenue:
 - Adjunct faculty dues and fees are based on two actual pay periods (Sept. & Oct. 2013) for the fall amount; a 3 percent increase was added for the spring amount based on the increased class schedule proposed by the District. Total for the budget year is \$139,000.

- Contract faculty dues and fees are based on the actual Sept. & Oct. 2013 amounts for both fall and spring. Total for the budget year is \$199,000.
 - Total revenue is projected to be \$338,000.
 - b. Regarding Budget Expenses:
 - "AFDAF" (for adjunct Councilors) amount is \$29,000.
 - "Conference/Travel" amount is \$5,500 (includes out-of-town conferences and meetings).
 - FACCC Dues are \$74,000.
 - "Professional Fees: Legal" is budgeted at \$15,000 for ongoing legal expenses (was \$10,000 last year). We have budgeted \$12,540 over the usual retainer fees.
 - "Professional Fees: Other" is for the CCCI Advocate. This amount was decreased from last year based on conversations at CCCI about changing the formula used to determine the contribution. However, it now looks like the new formula will be for next year, and so we will likely need to increase this amount to be the same as last year. That increase will need to be part of the vote if we approve this budget.
 - "Reassigned Time" is at \$125,000—this pays faculty members for the work of AFA.
 - "PAC Expense" of \$2,500 includes \$1,500 for the non-chargeable education & training portion of the CCCI Advocate expense and \$1,000 for support of the students at *Sacramento's March in March*.
 - c. Regarding Account Balances: the Legal Fund went to zero because we needed to make funds more liquid to pay ongoing expenses—proceeds from a closed CD were transferred to the AFA Savings Account.
 - d. There are many support documents in your packet that explain how the calculations were made.
- Julie asked for budget questions. She explained that earlier this year we talked about our revenue projections based on the District's increased class offerings and faculty raises. She reported that with two pay periods completed, this is where we are compared to last year: contract dues/fees are up 4 percent, and adjunct dues/fees are up 23 percent—an overall increase of 10.5 percent. This is better than the 3 percent originally projected.
 - A motion was made, seconded and approved by unanimous voice vote to move the AFA Budget 2013-14 to an Action Item.
3. **Promoting Increased Petaluma Faculty Participation in AFA**
- Nikona Mulkovich explained that there was a discussion at the retreat to add this item to the agenda. She added that it's important for Petaluma faculty members to feel represented by AFA on workload and other issues. This is especially an issue with the Petaluma campus losing its seat on the Senate. The Council asked the question, "What can we do to encourage Petaluma faculty members to participate in, serve on, and be elected to AFA?"
- Terry Ehret asked if there was any discussion about changing the Council meeting time to make it easier for Petaluma faculty to serve. Nikona added that the meeting time does affect people's ability to serve. With the Cabinet meeting at 12:00, and the Council meeting at 3:00, it requires a large chunk of time. Julie responded that the Council time is set, but we could change the Cabinet time since that is an internal meeting. She stated that we could try having the Cabinet and Council meetings back-to-back.
 - There was a discussion regarding the past practice of using video-conferencing for Cabinet and extending the practice to Council meetings. The issue of confidentiality during closed session was discussed, since the videoconference technician may be able to listen to the discussions remotely.
 - Karen Frindell Teuscher asked if we could hear from the Petaluma faculty members in the audience. Audience faculty members gave positive opinions about video-conferencing the meetings and changing the Cabinet & Council meeting times to be closer together. They explained that there are two full-time faculty members who are interested but who have conflicts during the Wednesday meeting times.
 - Sean Martin stated that he supports having more Petaluma involvement, but also wonders if Santa Rosa faculty members have an electoral benefit because they are known to more people than are Petaluma faculty members. Julie responded that has not been an issue in the recent past because most Executive Council seats have gone uncontested. Of course, AFA would like to see more interested people.

- Terry Ehret added her comments about the commute issue being substantial and the helpfulness of video-conferencing. She explained, however, that what she would really like to see is an AFA presence on the Petaluma campus. She suggested that one day a month the President and/or Chief Negotiator could hold office hours on the Petaluma campus. Karen Frindell Teuscher offered to come to Petaluma two days per month to be available to meet with faculty members.
 - Ted Crowell asked if the Petaluma Faculty Forum (PFF) meetings (held the fourth Tuesdays from 3:00-5:00 p.m.) could be video-conferenced to Santa Rosa, with AFA officers attending and participating.
 - Julie thanked everyone for their suggestions and ideas.
4. **Revision to District Policy & Procedure 2.1 – Guidelines for Developing and Revising District Policies and Administrative Procedures**

Julie explained that AFA was asked by College Council to weigh in on a current issue of following Board policy versus following past practice. The *policy* says that any individual can move to revise any policy or procedure, but the *practice* has been to defer those actions to the constituent group the policy most affects. It has come up because someone is starting the process to revise a policy that affects another group, and some on the Council are concerned about this deviation from past practice. She asked Councilors for their opinions. (See link to [Board Policy 2.1P.](#))

- Paulette Bell stated that Policy 2.1 has been in effect for a long time. Since it's an onerous task to try to get everyone's buy-in on a change to an existing policy, it probably would not be successful anyway. She suggested that we leave policy 2.1 as is—allowing people to attempt changes to other policies with the process logically playing itself out.
- Terry Mulcaire stated that this practice would change the college chain of command leading to anarchy, and it seems like a recipe for lots of wasted time.
- Sean Martin added that the policy reads that someone with "specific expertise" could initiate a change—perhaps a person with specific expertise might bring forward a needed change that others might not recognize.
- Julie thanked everyone for their input and encouraged them to let her know any further thoughts.

OTHER REPORTS

1. **President's Report.** Julie reported briefly on the following items:
 - a. At the CCCI conference last weekend, legal council for CCCI (who also represents City College of San Francisco [CCSF]) had a long conference call reporting his findings about ACCJC. (See link to [Video on ACCJC Audit.](#))
 - b. There will be a public hearing on the current ACCJC audit on November 7, at 1:30 p.m., in San Francisco. Attend if you are able.
 - c. Rich Hansen of CCCI floated the idea of district shares of the advocate expense being based on Full Time Equivalent Students (FTES) because the current voluntary system is not working. They will talk further about it in the spring and, we hope, make a decision before determining each school's contribution amount for next year's contract.
 - d. A note was sent to Councilors regarding putting together a survey-writing committee. Ted Crowell has volunteered for the group. If anyone else is interested, please let me know.
2. **Treasurer's Report: September 2013.** Paula Burks reported as follows:
 - a. We have a concern about the increasing AFA Reassigned Time amount. It was \$107,000 last year and is budgeted for \$125,000 this year. We need to pay attention to this rising figure.
 - b. We are also rethinking conference attendance—maybe allocating funds for more people to attend short-distance trips and fewer people to attend long-distance trips.
 - c. We would like to see if FACCC would adjust their adjunct membership cut-point—change it to be those adjunct members with *greater than* a 20 percent load. The upcoming survey could include questions regarding FACCC membership.