

## **EXECUTIVE COUNCIL MEETING MINUTES**

February 10, 2016

(Approved by Executive Council on February 24, 2016)

Executive Councilors present (noted by \*):

*Sean Martin, <i>presiding</i>	*Terry Ehret	* Terry Mulcaire	* Julie Thompson
Filomena Avila	*Deirdre Frontczak	* Dwayne Mulder	* Michelle Van Aalst
*Denise Beeson	*Michelle Hughes Markovics	MJ Papa	<i>Adjunct Vacancy</i>
*Paulette Bell	*Molly Matheson	Margaret Pennington	<i>Contract Vacancy</i>
Shawn Brumbaugh	Jacqueline McGhee	* Karen Stanley	

Negotiators/Appointed Positions present: Marc Bojanowski, Ted Crowell, Mark Ferguson, Warren Ruud

Staff members present: Candy Shell, Carol Valencia

Faculty members present: Robert Jackson, Lori Kuwabara, Mike Traina

The meeting was called to order at 3:10 p.m. in Mahoney Library, #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 4:00 p.m.

### **OPEN SESSION**

Open Session reconvened at 4:00 p.m.

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

1. Deirdre Frontczak reported concerns from adjunct faculty members about complaints that they have communicated to AFA. These faculty members expressed a concern about whether AFA has heard and fully appreciates the import of these concerns, and also a concern about AFA's helpfulness in response to such concerns. Faculty members also inquired about what happens to member concerns that are raised in Council meetings, and about AFA's accomplishments for adjunct faculty members during the period 2002 to present.
2. Mike Traina, contract faculty member in Communication Studies, brought up a concern about the implementation of Articles 16 & 32 regarding load balancing, load banking, and hourly assignments. His department has a shortage of adjunct faculty members and has all 4-unit course offerings. As a result, his contract load goes well above 100 percent one semester, and then well below 100 percent another semester in order to balance his load. He would like to be able to bank some of his excess contract load, but the Contract does not allow for this. Julie responded that she believes there is a way to address this problem while working within the current Contract parameters. She will contact him to discuss the situation further.

### **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 January 27, 2016 Executive Council meeting as submitted (11 in favor, 0 opposed, 0 abstentions).

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

## PRESENTATION

### **Annual Audit for 2014-15** (*Mike Gibson, Gibson & Associates, Inc. C.P.A*)

- Mike has conducted the required annual audits for AFA since 2000, and his audit produces two main reports:
  - Audited Financial Statement
  - Fee Payer Report
- The 2015 financial statement is similar to statements from prior years:
  - There was a \$10,000 surplus for the year.
  - The organization has \$231,000 in equity (reserves).
  - The organization had \$342,000 in annual expenses.
  - The Political Action Committee (PAC) fund has an \$8,400 balance and spent \$10,000 last year.
- The 2015 fee payer report reflects a 99.66% chargeable percentage, which is extremely high and results, in part, from a good job of shifting political activity to the AFA PAC.
- Mike took the Council through the highlights of the Financial Statement and Fee Payer Report. (See link to [AFA Audits](#).)

## DISCUSSION ITEMS

1. **AFA Executive Council Regular Faculty Representative Vacancy for Spring 2016**
  - Sean explained that we have two nominees for this one vacancy. There were no further nominations.
  - Julie Thompson expressed her willingness to resign her Council seat in order to appoint both candidates.
  - There was a discussion about the qualifications of the two candidates.
  - A motion was made, seconded and approved by unanimous voice vote to move this item to an Action Item (10 in favor, 0 opposed, 0 abstentions).

## ACTION ITEMS

1. **Reinstate Councilor to Fill Council Seat Vacancy Due to Absences**
  - Sean explained that in order to reinstate a Councilor we need a two-thirds vote of the entire Council, and we do not have enough Councilors in attendance at today's meeting. (See Section 6 of the [AFA Bylaws](#).)
  - There was a discussion about the scheduling conflict for the Councilor that would not allow him to attend the Open Session of Executive Council meetings this semester.
  - There was a discussion about the benefits of finding a replacement for the current open adjunct seat.
  - Terry Ehret explained that she would not like to put this decision off for another month.
  - A motion was made, seconded and approved by unanimous voice vote to solicit nominations to fill the open adjunct seat on the Council for Spring 2016 semester (10 in favor, 0 opposed, 0 abstentions).
2. **AFA Executive Council Regular Faculty Representative Vacancy for Spring 2016**
  - This item was moved from a Discussion Item.
  - Julie Thompson will resign her Council seat, effective at the conclusion of today's meeting.
  - A motion was made, seconded and approved by unanimous voice vote to appoint contract faculty members Debbie Albers (Mathematics) and Jeanette Ben Farhat (Social Sciences) to the Council for the remainder of the Spring 2016 term (10 in favor, 0 opposed, 0 abstentions).

## OTHER REPORTS

1. **President's Report.** Sean reported briefly as follows:
  - In response to a question, there was a discussion of the recent forensic accountant report and visit. The accountant uncovered some items that should be discussed further.
  - There was a discussion about the timing and format for such further discussions. A suggestion was made to add this to our upcoming retreat agenda.
  - In response to a question, Sean confirmed that AFA does not have a workshop session for adjunct faculty members at the February 11 PDA Day.

The meeting was adjourned at 4:59 p.m.

Minutes submitted by Carol Valencia.