

EXECUTIVE COUNCIL MEETING MINUTES

April 13, 2016

(Approved by Executive Council on April 27, 2016)

Executive Councilors present (noted by *):

*Sean Martin, <i>presiding</i>	*Jeanette Ben Farhat	* Robert Jackson	*Margaret Pennington
*Debbie Albers	Shawn Brumbaugh	* Molly Matheson	*Karen Stanley
*Filomena Avila	*Terry Ehret	* MJ Papa	*Michelle Van Aalst
*Denise Beeson	*Deirdre Frontczak	*Terry Mulcaire	* <i>Contract Vacancy</i>
*Paulette Bell	*Michelle Hughes Markovics	*Dwayne Mulder	

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

Staff members present: Candy Shell, Carol Valencia

The meeting was called to order at 3:08 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 3:58 p.m.

OPEN SESSION

Open Session reconvened at 4:03 p.m.

MEMBER CONCERNS WITHIN AFA'S PURVIEW

1. Department Chairs and Unemployment Applications. Deirdre Frontczak received a concern from an adjunct faculty member who filed an unemployment claim that was denied, citing needed support from the District in order to be approved. The faculty member's Department Chair declined to support the application because of fear of doing the wrong thing. This faculty member is requesting that Chairs be informed about how they can and should support these applications. Sean responded that AFA could work to put the item on a Department Chair Council (DCC) agenda. (Adjunct's right to UI benefit reference: http://www.santarosa.edu/afa/adj_unemploybenes.shtml.)
2. Cancelled Classes Equity. Filomena Avila raised a concern about a perceived inequity between the Petaluma and Santa Rosa campuses with regard to cancelled classes. There is a difference in enforcement of the 20-student minimum between the two campuses, and this should be addressed. (See [Article 32.03.A](#).)
3. Coordinator Reassigned Time. MJ Papa brought up a concern about the District's practice of limiting release time for coordinator duties to 5 percent. Five percent is only 1¾ hour per week, but the workload is sometimes in excess of 20 hours per week. Mark Ferguson confirmed that he receives many complaints from coordinators about the inadequate reassigned time. Warren Ruud noted that there is no contractual maximum or minimum percentage load for these assignments; the sole contractual requirement on overall load is that coordinators be compensated reasonably and fairly for the duties they are required to do (see [Article 13.07.B](#)). AFA will represent any coordinator who is willing to take forward a grievance on this issue so it can be addressed with the District.

4. Coordinator Training. MJ brought up a request that Coordinators be provided training in order to perform their job duties more effectively. Such training would help prevent issues and workload for deans and chairs down the road.
5. Off-Campus Classes. Denise Beeson brought up a concern about the District's attempt to increase enrollment by reaching out to the community and offering off-campus classes, writing contracts with outside groups without AFA involvement in addressing issues within our purview such as safety, load, and pay. She has heard from several faculty members about issues that should be addressed. Sean responded that faculty members are still employees of the college even if they are teaching a class off-campus; any faculty member whose compensation is out of compliance with the faculty salary schedules, or experiencing any other Contract violations, should contact AFA for help.
6. Fall 2016 Schedule Cuts Update. Paulette Bell asked if AFA has any new information about the extent of the cuts to the Fall 2016 schedule. Sean responded that Mary Kay Rudolph announced at the public Strategic Enrollment Management Plan Forums held on April 5 & 6 that the cuts will be reduced from 8-10 percent to 5-6 percent. However, this is not an across-the-board number—the Deans have discretion when deciding how much each of their departments will be cut.

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 9, 2016 Executive Council meeting as submitted (16 in favor, 0 opposed, 0 abstentions).

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

DISCUSSION ITEMS

1. **AFA Executive Council Contract Faculty Mid-Term Vacancy (Spring 2016-Summer 2017)**
 - Sean announced that we have one nominee for this vacancy. Several Councilors spoke on behalf of the nominee. There being no further nominations, a motion was made, seconded and approved by unanimous voice vote to move this item to an Action Item (16 in favor, 0 opposed, 0 abstentions).
2. **Bay Faculty Association Rep. Replacement for Fall 2016**
 - Sean explained that we need a one-semester appointment for this representative to fill Julie's seat while she is on sabbatical leave, and there is compensation of 5 percent reassigned time. Mark explained that the representative attends a once-per-month meeting in Berkeley in order to meet with union reps throughout the Bay Area. Terry Mulcaire was nominated. There being no further nominations, a motion was made, seconded and approved by unanimous voice vote to move this item to an Action Item (16 in favor, 0 opposed, 0 abstentions).

ACTION ITEMS

1. **Appointment of Replacement Chief Negotiator for Fall 2016**
 - Sean explained that Terry Mulcaire was nominated for this appointment at our last meeting. There being no further nominations, a motion was made, seconded and approved by unanimous voice vote to appoint Terry Mulcaire as the Chief Negotiator for Fall 2016 (16 in favor, 0 opposed, 0 abstentions).
2. **Appointment of Budget Analyst (Negotiations Support) for 2016-17**
 - Sean explained that Mark Ferguson was nominated for this appointment at our last meeting. There being no further nominations, a motion was made, seconded and approved by unanimous voice vote to appoint Mark Ferguson as the Budget Analyst for 2016-17 (15 in favor, 0 opposed, 0 abstentions).
3. **Appointment of Article 16 Expert for 2016-17**
 - Sean explained that Deirdre Frontczak was nominated for this appointment at our last meeting. There being no further nominations, a motion was made, seconded and approved by unanimous voice vote to appoint Deirdre Frontczak as the Article 16 Expert for 2016-17 (15 in favor, 0 opposed, 0 abstentions).

4. **Appointment of District-wide Committee AFA Representatives for 2016-17**
 - Sean directed the Council to the draft AFA Representatives to District-wide Committees for 2016-17 in their packet.
 - The following uncontested appointments were made by the Council after unanimous voice votes (14 in favor, 0 opposed, 0 abstentions):
 - EEOA: Julie Thompson (Spring 2017); Fall 2016 TBD
 - Fringe Benefits: Julie Thompson, Deirdre Frontczak
 - Parking & Transportation: Dianne Davis
 - Professional Development: Shawn Brumbaugh, MJ Papa
 - Sabbatical Leaves: Molly Matheson
 - Teaching Fellowship Program: Shawn Brumbaugh (Fall 2016); Spring 2017 TBD
 - Textbook & Instructional Materials: Canon Crawford
 - Sean explained that there are three nominees for the AFA representative to the District Online Committee. There being no further nominations, paper ballots were issued to the Council and counted by Michelle Van Aalst and Candy Shell. The Council appointed Michelle Hughes Markovics.
 - Sean explained that there are two nominees for the AFA representative to the District Tenure Review & Evaluations Committee. There being no further nominations, paper ballots were issued to the Council and counted by Michelle Van Aalst and Candy Shell. The Council appointed Paulette Bell.
 - Sean explained that there are two nominees for the AFA representative to the Professional Growth Increments Committee. There being no further nominations, paper ballots were issued to the Council and counted by Michelle Van Aalst and Candy Shell. The Council appointed Mark Ferguson.
5. **Appointment of AFA Standing Committee Representatives for 2016-17**
 - Sean directed the Council to the draft AFA Standing Committees 2016-17 in their packet and asked for further nominations. Terry Ehret was nominated for the Publications & PR Workgroup. There being no further nominations, a motion was made, seconded and approved by unanimous voice vote to approve the AFA Standing Committee 2016-17 appointments as a block (13 in favor, 0 opposed, 0 abstentions).
6. **Summer 2016 Anticipated Expenses**
 - Sean explained that the Summer 2016 anticipated expenses need to be approved in advance. This estimate is for approximately 300 hours of work by AFA Officers over the summer at a cost of approximately \$20,000. Last year we spent about \$11,000 to compensate Officers for summer work. A motion was made, seconded and approved by unanimous voice vote to approve the Summer 2016 Anticipated Expenses in the amount of \$20,000 (12 in favor, 0 opposed, 0 abstentions).
7. **Appointment of Replacement At-large Negotiator for Fall 2016 (added Action Item)**
 - Sean explained that Terry Mulcaire's appointment as Chief Negotiator in the fall leaves an open seat on the Negotiating Team. Sean Martin was nominated. There being no further nominations, a motion was made, seconded and approved by unanimous voice vote to appoint Sean Martin to the Negotiating Team for Fall 2016 (14 in favor, 0 opposed, 0 abstentions).
8. **AFA Executive Council Contract Faculty Mid-Term Vacancy (mid Spring 2016-Summer 2017)**
 - This item was moved from a Discussion Item.
 - There being no further discussion, a motion was made, seconded and approved by unanimous voice vote to appoint Albert Yu, Business Administration faculty member, to the contract faculty mid-term vacancy on the Executive Council (16 in favor, 0 opposed, 0 abstentions).
9. **Bay Faculty Association Rep. Replacement for Fall 2016**
 - This item was moved from a Discussion Item.
 - There being no further discussion, a motion was made, seconded and approved by unanimous voice vote to appoint Terry Mulcaire as the Fall 2016 replacement for the Bay Faculty Representative (16 in favor, 0 opposed, 0 abstentions).

OTHER REPORTS

1. **Treasurer's Report—Feb. 2016.** Michelle Van Aalst reported on the following items of interest from the Report:
 - The *Education & Training* expense was for the Interest Based Bargaining training for the AFA Negotiations Team.
 - The *Professional Fees: Other* expense was for forensic accountant services.

The meeting was adjourned at 5:04 p.m.

Minutes submitted by Carol Valencia.