

## EXECUTIVE COUNCIL SPECIAL MEETING MINUTES

November 18, 2015

(Approved by Executive Council on December 9, 2015)

Executive Councilors present (noted by \*):

*Karen Frindell Teuscher, <i>presiding</i>		Molly Matheson	*MJ Papa
*Filomena Avila	*Terry Ehret	*Jacqueline McGhee	*Margaret Pennington
Paulette Bell	*Deirdre Frontczak	Bud Metzger	*Karen Stanley
Denise Beeson	Andre LaRue	*Terry Mulcaire	*Julie Thompson
*Shawn Brumbaugh	*Michelle Hughes Markovics	*Dwayne Mulder	*Michelle Van Aalst

Officers/Negotiators/Appointed Positions present: Ted Crowell, Mark Ferguson

Staff members present: Candy Shell, Carol Valencia

The meeting was called to order at 3:08 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 4:00 p.m.

### OPEN SESSION

Open Session reconvened at 4:08 p.m.

### MEMBER CONCERNS WITHIN AFA'S PURVIEW

1. **Coordinator Reassigned Time.** Terry Mulcaire brought up a concern from a faculty member who is a coordinator and is working two to three times more than the allotted reassigned time for coordinator duties. Mark Ferguson responded that we have a number of other faculty members who have this same issue. The five percent reassigned time the District is giving all coordinators is not in the Contract—the Contract says that “[t]he District will reasonably and fairly compensate coordinators with reassigned time or a fixed number of hours based on the workload of the assignment.” (See [Article 13.07.B.](#))
2. **Petaluma Office Conditions.** Terry Ehret brought up an issue regarding working conditions in Petaluma. The collective adjunct office has no ceilings, which creates noise and privacy issues. This problem has become worse because the one private office that was available for adjuncts to use is no longer available. Karen Frindell Teuscher and Michelle Hughes-Markovics responded that they will follow up with Petaluma administration about this concern.
3. **Faculty Hiring for Grants.** Filomena Avila brought up a concern about the District’s practice of hiring people to perform faculty duties for grants but not following department hiring procedures. Karen and Mark will investigate this practice because this issue has been addressed with the District in the past.

## 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 October 28, 2015 Executive Council meeting as submitted (13 in favor, 0 opposed, 0 abstentions).

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

## PRESENTATION

Budget Update: Salary Schedule Development 101, Part 3 (*Mark Ferguson, AFA Negotiations Team Member & Data Analyst*)

- Mark explained that today's presentation will demonstrate how the Contract Salary Schedule is linked to all the hourly salary schedules. He projected the current [Faculty Salary Schedules](#) and [Article 26](#) for the Council onto the screen.
- In looking at Article 26.03.B and the Base Hourly Salary Schedule, any cell through Step 9 from the Contract Salary Schedule can be used to obtain the corresponding Hourly Salary Schedule cell.
- For example, using Contract Schedule, Class B, Step 6, the amount (\$74,504) is divided by the number of hours in the Contract year (177 days x 8 hours=1,416 hours), and then reduced by the 2 percent Adjunct Medical Benefits Program contribution: \$74,504 divided by 1,416 hours times (.98) = \$51.56/hour which corresponds to Class B, Step 6 on the Base Hourly Schedule.
- When going from the Base Hourly Schedule to all the other hourly schedules, we use the Enhanced Hourly Pay Factors from Table 26.1 (in Art. 26.03.C), multiplying the factor by any cell in the Base Hourly Schedule to get the corresponding figure on the Enhanced Hourly Salary Schedules.
- For example, the Enhanced Hourly Lecture Pay Factor is 2.02, which means that for each (1) hour of lecture, hourly faculty members are paid for 2.02 hours (approximately 122 minutes) = 60 minutes of instruction + 42 minutes for preparation/assessment + 20 minutes for office hours.
- For the Enhanced Hourly Laboratory Pay Factor (1.465), each hour of lab pay includes 60 minutes of instruction + 20 minutes for preparation/assessment + 8 minutes for office hours.
- Similar calculations are used for all the other Enhanced Hourly Pay Factors with differing times for preparation/assessment and office hours.
- Finally, Article 26.03.E provides the explanation that the original enhanced pay factors (in Table 26.1) are now "adjusted" to account for the lack of full State categorical funding for hourly schedules. This pay reduction amounts to 4.16 percent, so each factor in Table 26.1 is reduced by 4.16 percent to get the Adjusted Enhanced Pay Factors in Table 26.2.

## DISCUSSION ITEMS

### 1. Role of AFA Publications Coordinator

- Karen explained that the Cabinet has been discussing the format of AFA publications and the possibility of changing our publication format to better meet the needs and conform to the reading practices of our members as well as expanding the role to include forward-thinking public relations. Since we are looking to appoint a new Publications Coordinator in the spring, this might be a good time to make a change. She asked the Council for their input.
- There was a discussion about the use of a blog format where there could be some permanent items and a gradual release of current articles with embedded links and videos. This new format could include positive public relations pieces using podcasts and images to introduce AFA leadership and celebrate our successes. AFA could also reach out to departments to get short articles highlighting department activities. A blog format might also be a good way to engage faculty in the discussion of controversial issues. In addition, students might be available to do the up-front work of setting up a blog in exchange for fulfilling course requirements.
- There was a comment about making sure that the needs of our multi-generational faculty are met in any change that is made.
- Karen thanked the Council for their input.

### 2. Role of AFA New Faculty Standing Committee

- Karen explained that in light of a possible Supreme Court decision overturning agency fees (see [Friedrichs vs. California Teacher's Association](#)), we would like to rework this committee into something that would add member outreach to its duties. She asked the Council for their input.

- There was a discussion about appointing Councilors to visit departments to explain what AFA has accomplished on their behalf. Also, perhaps AFA could be included in the new faculty training schedule.
  - Karen thanked the Council and acknowledged consensus that the New Faculty Committee could come up with ideas for member outreach and report them back to the Council; therefore, we might consider renaming the committee the "New Faculty and Membership Steering Committee."
3. **Appointment of Replacement for Publications Coordinator for Spring 2016**
- Karen explained that nominations for the one-semester replacement of the Publications Coordinator are now open. Marc Bojanowski, adjunct faculty member in the English department, was nominated.
  - The Council decided to keep nominations open until the next Executive Council meeting, on December 9.

#### **OTHER REPORTS**

1. **President's Report.** Karen reported briefly on the following items:
  - A forensic accountant will meet with the Cabinet on Dec. 2.
  - The Board of Governors directed the Chancellor's Office to replace ACCJC.
  - FACCC is giving AFA a one-time \$7,500 rebate to help with our budget issues, representing about 10 percent of the total dues paid to FACCC this year.
  - The Spring 2016 Retreat will be Sunday, Feb. 28, at Pepperwood.
2. **Treasurer's Report: September/October 2015.** Michelle Van Aalst reported as follows:
  - Of note is that the number of contract faculty members is increasing—from 291 to 295 during this time period.

The meeting was adjourned at 5:02 p.m.

Minutes submitted by Carol Valencia.