

EXECUTIVE COUNCIL MEETING MINUTES

December 9, 2015

(Approved by Executive Council on January 27, 2016)

Executive Councilors present (noted by *):

*Karen Frindell Teuscher, <i>presiding</i>	*Molly Matheson	*MJ Papa
*Filomena Avila	*Terry Ehret	*Jacqueline McGhee
*Paulette Bell	*Deirdre Frontczak	Bud Metzger
*Denise Beeson	Andre LaRue	*Terry Mulcaire
*Shawn Brumbaugh	*Michelle Hughes Markovics	*Dwayne Mulder
		*Margaret Pennington
		*Karen Stanley
		*Julie Thompson
		*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 3:10 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 3:46 p.m.

OPEN SESSION

Open Session reconvened at 3:50 p.m.

MEMBER CONCERNS WITHIN AFA'S PURVIEW

1. **Textbook Orders.** Paulette Bell reported a concern from a faculty member that the bookstore requests that textbook orders be completed before the class schedule is posted and offers are made for hourly assignments. Julie Thompson responded that there is legislation that requires that students be informed of the materials required for a course at the time the schedule is posted. Another Councilor added that, if, because of this legislation, a faculty member is not able to choose his/her textbook, it could be an academic freedom issue. Karen said that further research on this issue is needed.
2. **Department Election Voting.** Paulette reported a concern from faculty members who were part of the former Business Office Technology (BOT) department. When the department was disbanded, their load was split between two departments, Computer Studies (CS) and Business Administration (BAD). As a result, they are not able to vote in departmental elections.
3. **AFA Elections.** Paulette brought forward a concern from a prior Executive Council meeting about how AFA elections are conducted (voting, counting, certifying). (See August 26, 2015 Executive Council Meeting [Minutes](#) for response to this member concern.)
4. **Pay Parity.** Paulette reported that adjunct faculty members want to know if the parity issue is on the negotiating table, and, if not, when it will be on the table.
5. **Faculty Safety.** Molly Matheson brought up a concern regarding safety. There have been a number of incidents where faculty members were not safe because a violent or unstable student was in their class and they were unaware of it. The District is aware of these students because of prior incidents,

but faculty members are not being informed and warned—the Family Educational Rights & Privacy Act (FERPA) wall is put up. There is also a lack of communication by the District about how faculty members can remain safe. The current District remedies (active shooter videos and town hall meetings) won't solve the problem. Terry Mulcaire reported that the District told Department Chairs that it is working on the FERPA issues, and Julie reminded the Council that the [safety] Article is open for negotiations this year.

6. Faculty Valuation. Michelle Hughes Markovics reported that a group of faculty members is feeling undervalued. Some of the causes include a lack of District activity to address safety (locks on doors, etc.). They also think that titles such as professor, associate professor, etc. rather than being classed as "instructors" would help to elevate the role of faculty members.
7. Learning Communities. Terry Mulcaire reported a faculty member concern regarding learning communities. The District is negotiating workload and compensation outside the Contract and is doing so in an unequal fashion.
8. PGI Credit. Shawn Brumbaugh reported a faculty member concern regarding PGI credit. This member has been at Step 16 for eight years and has enough credit to jump two steps on the salary schedule but was told that the PGI Committee would not consider it. Mark Ferguson reported that he will investigate the situation.
9. PDA Day. Karen Frindell Teuscher brought up a concern about the upcoming Professional Development Activities Day. Her department submitted a proposal that was rejected while an identical one for another department was approved. She was told there was a limit on the number of sessions being offered. AFA Professional Development Committee Representatives MJ Papa and Shawn Brumbaugh reported that the committee was given "guidelines" about what they could and could not approve, and the Academic Senate directed much of it.
10. Flex Credit Documentation. Terry Ehret reported a concern about the length of time it took an adjunct faculty member to document her flex credit requirement. This member had to review a drop-down menu of over 500 unordered choices to select the correct one, and this process took over an hour to complete.

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 November 18, 2015 Executive Council meeting as submitted (15 in favor, 0 opposed, 1 abstention).

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

DISCUSSION ITEMS

1. **Employment of Forensic Accountant**
 - Karen explained that the Cabinet met with a forensic accountant last week. His proposal for services (given to the Council) has two phases, and he could start with Phase 1 as early as next Monday. He has a list of deliverables and would not collect payment until we are satisfied with what he has provided us. Phase 2 is open to what we would want based on the results of Phase 1.
 - There was a discussion about the pros and cons of contracting with this forensic accountant for services and the cost thereof.
 - A motion was made, seconded and approved by unanimous voice vote to move this to an Action Item (16 in favor, 0 opposed, 0 abstention).

ACTION ITEMS

1. **AFA Policy: Publications and PR Coordinator, Title/Role Change**
 - Karen explained that this item was discussed at our last Executive Council Meeting. There being no further discussion, a motion was made, seconded and approved by voice vote to change the title and role of the Publications and Public Relations Coordinator (15 in favor, 0 opposed, 1 abstention). (See new [Policy](#).)
2. **AFA Policy: New Faculty Membership Steering Committee, Title/Role Change**
 - Karen explained that this item was discussed at our last Executive Council Meeting. There being no further discussion, a motion was made, seconded and approved by voice vote to change the title

and role of the New Faculty Membership Steering Committee (15 in favor, 0 opposed, 1 abstention). (See new [Policy](#).)

3. **Appointment of Replacement for Publications and PR Coordinator for Spring 2016**

- Karen explained that there is one nomination for the Publications and PR Coordinator and asked for further nominations. There being none, a motion was made, seconded and approved by voice vote to appoint Marc Bojanowski, English department adjunct faculty member, to the one-semester replacement of the Publications and PR Coordinator for Spring 2016 (15 in favor, 0 opposed, 1 abstention).

4. **Employment of Forensic Accountant**

- 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 approve the budgeted expenditure for the contracted Phase 1 services of John P. Johns, CPA (16 in favor, 0 opposed, 0 abstention).

PRESENTATION

This item was postponed due to time constraints.

OTHER REPORTS

1. **President's Report.** Karen reported briefly on the following items:

- She will be on Sabbatical Leave next semester and thanked the Council for all their work this semester.

The meeting was adjourned at 4:17 p.m.

Minutes submitted by Carol Valencia.