

**ALL FACULTY ASSOCIATION
EXECUTIVE COUNCIL
MEETING MINUTES**

January 24, 2007

(Approved by the Executive Council on February 14, 2007)

Executive Council members present (noted by *):

*Janet McCulloch, presiding	*Paula Burks	*Joyce Johnson	*Andrea Proehl
*Alix Alixopulos	*John Daly	Michael Kaufmann	*Greg Sheldon
Michael Aparicio	*Cheryl Dunn	*Reneé Lo Pilato	*Linda Weiss
*Lara Branen-Ahumada	*Johanna James	*Michael Ludder	Lynda Williams

Also present: Ann Herbst, Deborah Sweitzer, Judith Bernstein, and Candy Shell.

The meeting was called to order at 3:10 p.m.

MEMBER CONCERNS

1. Column Placement and Minimum Qualifications. Lara Branen-Ahumada conveyed a concern re: a perceived inequity in salary placement. Recently equivalency was revised in her department, and now someone who has an AA degree and a couple of years of experience can get placed in the same column as someone with a Master's Degree. Lara questioned whether the definitions of the classes in the Contract could be modified to rectify this inequity, perhaps by inserting a column between A and B. It was noted that minimum qualifications are established through the Chancellor's Office and the statewide Academic Senate, that the definitions in the AFA/District Contract mirror the State definitions, and that the changes to the minimum qualifications that were made many years ago primarily impacted the departments in which there is an overlap between vocational and academic areas. Janet McCulloch said that the Negotiations Team would look into this issue.
2. New Online Curriculum Database. Lara Branen-Ahumada conveyed a concern, shared by others, re: the new curriculum database that will be coming online in March. Computing Services indicated in an initial training session that they wanted to include minimum and maximum class sizes in the course outlines of record; however, the Dean responsible for Curriculum had indicated in response that any decision to include that information would fall within AFA's purview. Janet McCulloch reported that class sizes did not show up in the preview of the database at the recent Department Chair Council/Instructional Managers meeting, noting that the database is still in development. She said that she would follow up to make sure that class size information is not included.
3. Community College Initiative. Greg Sheldon reported that the petition drive did not collect as many signatures as desired, but they did receive enough signatures (almost one million) to qualify the initiative for placement on the ballot. Another large fund-raising drive is planned, as the donations from faculty groups and districts fell far short of projected estimates.
4. FACCC Retirement Report. Greg Sheldon reported that the 109th Congress is considering legislation that would repeal the Windfall Elimination Provision, which reduces Social Security benefits for certain public sector employees. Senator Dianne Feinstein, who has said that it is one of her priorities to make Social Security and Medicare fluid forever, is backing the legislation and there is greater Congressional support than there has been in previous years; however, the cost associated with the

repeal of the provision is projected to be \$52 million and, thus, the legislation may not pass. Brief discussion followed about what individuals can do to help this legislation pass. It was suggested that a letter writing campaign to key Congressional committee chairs might be helpful. Janet McCulloch agreed to draft a sample letter to be posted to the AFA Web site for faculty to access. Greg Sheldon also reported that CalSTRS is still trying to calculate how to fund the unpaid balance of the retirement system's loan to the State. CalSTRS is waiting to see what the governor will do; however, in the meantime, they are making more money in interest on the loan than they had anticipated.

5. Flex Obligation and Pay Docking. Janet McCulloch reported that many faculty members are unhappy that their pay has been docked, because they did not fulfill their flex obligations. Several people have raised the idea of an appeal process and Janet suggested that the Council talk about the ramifications of implementing one. In response to a suggestion that flex banking be permitted, Janet said that that idea has been explored and that banking is not legal.

MINUTES

There were no corrections or additions to the minutes from the December 13, 2006 Executive Council Meeting and/or the December 13, 2006 General Meeting, which were accepted as written.

ACTION ITEMS

1. Proposed Change to AFA Constitution re: Officers and Name Clarification. . Council members reviewed the officers' recommendation for changes to the Constitution. Janet McCulloch noted that changing all references to the organization from "Faculty Association" to "All Faculty Association" would more accurately reflect AFA's name. She also reiterated the rationale behind adding a second AFA Vice President and calling the position "Vice President for Petaluma." The officers want to have someone who meets regularly with the Petaluma Faculty Forum and the District's Vice President of the Petaluma campus. Since AFA cannot elect representatives by location, the officers didn't want to stipulate that the person always had to be 100% at Petaluma; rather, that the person should have a good understanding about what happens at the Petaluma Campus, and the particular problems and challenges faculty face there. Following a motion made by Andrea Proehl and seconded by Lara Branen-Ahumada, the Council unanimously approved a motion to approve the changes to the AFA Constitution as written (12 in favor, 0 opposed, 0 abstentions). (See attached).

DISCUSSION ITEMS

1. Establish Date for Spring 2007 Council Retreat. Following consideration of several alternative date and time slots, as well as potential topics, the Council agreed to hold the Spring 2007 Council retreat on Sunday, March 4, from 11:00 a.m. to 3:00 or 4:00 p.m. Brunch will be served. The location is to be determined.
2. Draft District Policy and Procedure 3.12.2: *Online Instruction*. Janet McCulloch gave the Council some historical background behind the development of this policy, which grew out of the District's concern involving a contract faculty member, who taught a 100% load almost entirely online while living out of state. The District's position is that contract faculty are hired with the expectation that have a tie to the community, which requires their physical presence on campus. A task force was convened, and a lengthy document comprised of many recommendations was produced. College Council (CC) was directed to create a policy from the recommendations. In an effort to bridge the gap between the recommendations and District policy and procedures, the District Online Committee (DOC) worked over the document in a comprehensive way. The draft policy has been circulated

through the DOC and the CC several times for review and revisions over the past two years, and is now being distributed to the various constituent groups for input. Noting that this policy is a compromise document, but has implications for a Contract article on Online Instruction, Janet asked for feedback. Lengthy discussion followed and included these comments: 1) Why should an instructor have to go through CATE in order to be able to teach an online class, especially if they have extensive prior online teaching experience? 2) Why should a Contract faculty member be limited to a 40 or 60% online load? Why not set 60% load as a starting point for contract faculty (and a maximum for adjunct faculty), and allow contract faculty to go up to 100% load online? 3) Since the District is looking at new and creative ways to increase enrollments, why limit the amount of online load, assuming that faculty maintain a certain amount of on-campus activity (including office hours)? 4) Any policy that places a limit on online instructors' load would be discriminatory; 5) Increasing the amount of online courses has the potential to solve parking problems, enrollment problems, attendance problems, transportation problems, automobile pollution problems, etc. — limits should be removed from the policy; 6) many adjunct faculty teach all their face-to-face classes off-campus — what's the difference? 7) The word "limits" should be changed to "guidelines"; 8) students should be able to have choices and there should not be a monopoly of online classes — many students are not comfortable in or have access to the online environment; 9) any references to faculty duties, which are delineated in the Job Description Article in the Contract, should be eliminated from the policy; 10) paragraph IIB and most of paragraph IIC should be eliminated — the "periodic training" sentence should be kept but reworded (another phrase should be substituted for the word "institutionalized"; 12) online instruction necessitates a different method of evaluation — paragraph IID should be kept but reworded; 13) many students complain about the lack of accessibility to online instructors and the policy needs to address that issue; 14) paragraph IIIC is confusing; 15) another paragraph should be added that addresses the District's responsibility to provide technical support to online instructors and students, and to guarantee that the server will function 24/7 and be adequate to handle the traffic; 16) there's a typo after paragraph III.B.3 (it should be renumbered III.B.4, not III.B.7); 17) Who is going to be monitoring the continuity of courses referenced in III.B.4. — faculty or administration? Johanna James said that her name should be removed from the bottom of page 3, as she did not participate in the Online Task Force. Janet McCulloch noted the suggestions and said that she would bring a revised draft back to CC.

MAIN REPORTS

1. Conciliation/Grievance Report. This report and subsequent discussion were conducted in closed session.
2. Negotiations Report. This report and subsequent discussion were conducted in closed session.
3. President's Report.
 - Building Projects:
 - Healdsburg. Janet McCulloch reported that the District is still in the "due diligence" stage of acquiring the Foss Creek School building site, with a plan to acquire the property in the fall for use as an SRJC campus in Healdsburg. Janet said that the District plans to sweep all of the classes in the North Sonoma County area into an evening program at the site and to potentially lease out portions of that building during the day. (There won't necessarily be a day program there.) Dr. Agrella has said that SRJC is nowhere near having enough full-time equivalent students (FTES) to justify a center in Healdsburg.

- Sebastopol. Janet also brought to the Council's attention the recent Press Democrat article about the District's acquisition of 20 acres outside the city limits of Sebastopol, next door to O'Reilly and Company. She said that the property needs sewer and water brought to it, although there is a house located on the property. The City of Sebastopol may want to annex the property. Measure A Bond money will be used to purchase the property; however, Dr. Agrella has said that construction of a West County campus would be far off into the future. Janet noted that, in comparison, the Foss Creek property comes with a fully approved building on it.
- Santa Rosa. Janet reported that the District is using Measure A Bond money to acquire the property at 550 Elliott Avenue, west of Emeritus Hall. She noted that many plans to refurbish or rebuild existing facilities on the Santa Rosa campus are being scaled back, as a result of the acquisition of these new properties.
- Academic Affairs Organizational Chart. A copy of the new Academic Affairs Organizational Chart and related documents were distributed for Council review. Janet McCulloch noted that no connection to the Petaluma Campus appears anywhere on the chart. One document shows how certain responsibilities were shifted to different positions. Brief discussion followed about the status of the various vacancies in Dean positions.

4. Council/Committee/Senate Reports.

- College Council. Janet McCulloch reported that College Council recently discussed the issue of "comfort" dogs. While there is a legal definition of "service" animals, there is no legal definition for "comfort" or "therapy" animals. An instructor who thoroughly understands the concept of a "service" animal, but had a hard time with the concept of a "comfort" animal brought the issue to Janet's attention. The matter was referred to Patie Wegman, Disability Resources Department Coordinator, and Dr. Charles Prickett, District Compliance Officer, who are in the process of resolving the issue. College Council has recommended that the District request a legal opinion.
- Budget Advisory Council (BAC). Ted Crowell's report from the January 23, 2007 BAC meeting was distributed to the Council.
- Institutional Planning Council (IPC). A *Program-Unit Review Process* Flow Chart was distributed to Council members. Janet McCulloch noted that IPC would be looking at the new Program Review Process. In an effort to demonstrate the link between planning and budgeting, IPC will be looking at bands of priorities. Ultimately, however, she said that it is up to the Vice Presidents and Dr. Agrella as to where money gets spent.
- Calendar/Registration. Greg Sheldon reported that the Calendar Committee is working on several issues, including the placement of flex days and moving Spring Break to the middle of the semester. The scheduling of Spring Break is no longer consistent throughout Sonoma County schools. Greg said that there is no calendar that will make everyone happy. Brief discussion followed about the need to change the calendar such that there are an equal number of working days in each semester. (This change would remedy the CalSTRS service credit reporting inequity for faculty who retire mid-year.) Several ideas have been put forth (e.g., adding or eliminating one Flex day, or making New Faculty Orientation a Flex day and giving new faculty Flex credit for attending the orientation). Janet McCulloch noted that, although there have been a number of faculty complaints about the Flex Program, Flex is the way through to a compressed calendar and the solution to many calendar problems. She said that there are plans to improve the administration of the program.
- Staff Development Coordinating Committee. Johanna James said that she would report on all the improvements to the Flex program at the next Council meeting.

The meeting was adjourned at 5:00 p.m.

Minutes submitted by Judith Bernstein.