

**ALL FACULTY ASSOCIATION  
EXECUTIVE COUNCIL  
MEETING MINUTES**

February 14, 2007

*(Approved by the Executive Council on February 28, 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: Deborah Sweitzer, Judith Bernstein, and Candy Shell.

The meeting was called to order at 3:05 p.m.

**MEMBER CONCERNS**

1. Pre-Retirement Reduction in Workload. Paula Burks asked two questions about the pre-retirement reduction in workload program: 1) Does a department have input into whether an eligible faculty member may participate in the program? 2) Does the District have an obligation to backfill the position? Janet McCulloch responded that it is not up to the department to decide whether an eligible faculty member may participate in the program and there is no obligation on the part of the District to backfill the position. The pre-retirement load reduction program is covered in the Ed Code. The agreement is between the individual and the District. A related issue was raised regarding whether faculty members participating in the program forfeit their right to overload assignments; however, it was noted that there is nothing in the Ed Code or the Contract to suggest that faculty on reduced loads have fewer rights than regular faculty. Brief discussion followed about past practice with regard to backfilling positions and the future potential for greater impacts on departments as more faculty become interested in taking advantage of this program.
2. Work Experience Load for Adjunct Faculty. Reneé Lo Pilato delivered a memo, from the (only) two regular faculty members in the Work Experience Department, formally requesting that AFA review the language in the Contract that stipulates how their adjunct faculty are compensated with regard to their rate of pay and travel. She noted that Contract language has not changed for 18 years, and no longer accurately reflects the amount of time needed or current traffic conditions. Reneé said that, as Work Experience students are becoming harder and harder to connect with, find and locate, it is imperative that the 40- 45 adjunct faculty in the department be given adequate time to perform their jobs. Reneé requested guidance as to how best support AFA's efforts in getting this issue addressed. Janet McCulloch said that she would forward the issue to the Negotiations Team.
3. Faculty Responses to the *AFA Update* re: Rank 10 and COLA. Janet McCulloch conveyed a concern from a regular faculty member, who, after reading the most recent *AFA Update*, asked whether the District was renegeing on the principle of Rank 10. This faculty member, who was involved with negotiations for 20 years and was one of the primary movers behind Rank 10, recently received feedback from individuals around the country applying for SRJC Dean positions that the salaries being offered are no longer competitive. It was noted that Al Maggini, former member of the SRJC Board of Trustees, firmly believed that, since SRJC was one of the top community colleges in the State and the nation, faculty pay at SRJC should be at least at rank 10 among California community colleges. He pushed that principle while sitting on the Board and, during his tenure on the Board, the other Board members supported him.
4. Recognition of Petaluma Faculty Forum in Contract. On behalf of the Petaluma Faculty Forum (PFF), Cheryl Dunn conveyed their request that there be official recognition of PFF in the Contract, and that participation in PFF be included in the list of activities in Article 17, as an example of an activity officially considered to be part of College Service. Janet McCulloch noted that the Negotiations Team is currently working on Article 17 and will follow up on this request.

## MINUTES

There were no corrections or additions to the minutes from the January 24, 2007 Executive Council Meeting, which were accepted as written.

## ACTION ITEMS

1. Appointment of AFA Representatives to Staff Development “Super” Committee and Staff Diversity Committee for the Spring 2007 Semester. Following a motion made by Johanna James and seconded by Paula Burks, the Council unanimously approved a motion to appoint Reneé Lo Pilato to serve as the AFA representative to the Staff Development “Super” Committee and Joyce Johnson to serve as the AFA representative to the Staff Diversity Committee for the Spring 2007 semester (13 in favor, 0 opposed, 0 abstentions).
2. Revisions to AFA’s 2006-07 Budget. Paula Burks, AFA’s Secretary/Treasurer described to the Council four revisions to AFA’s 2006-07 budget that the officers recommend: 1) purchasing Directors & Officers (Liability) Insurance (also recommended by AFA’s CPA); 2) purchasing General Liability and Property Insurance for the AFA office, which is rented from the District (the District’s insurance has a \$50,000 deductible); 3) leasing a new copier, which will enable AFA staff to produce copies of AFA publications without having to be dependent on the Copy Center or Kinko’s (in the long run, this change may save money); and 4) eliminating the “Publications Manager” expense line item from the budget (that position has been eliminated). Following a motion made by John Daly and seconded by Greg Sheldon, the Council unanimously approved a motion to approve the revisions to AFA’s 2006-07 budget as recommended by the officers (13 in favor, 0 opposed, 0 abstentions).

## DISCUSSION ITEMS

1. Appeal Process for the Flex Pilot Program. Janet McCulloch informed the Council that 35 regular and adjunct faculty members, who received numerous notices about the need to complete their Flex obligation or submit a Notice of Absence (NOA) form, had their pay docked. A consequence for regular faculty members of the CalSTRS Defined Benefit Program is that they won’t receive a full year of service credit, which, in turn, affects their retirement. Although the District has the right to dock an employee’s pay, some faculty believe that there should be an appeal process, in which AFA should be involved. Janet noted that, in the first year of the pilot program when Staff Development did not have a faculty or a staff coordinator, AFA and the District agreed to place a moratorium on any punitive actions. Prior to the Flex program, pay was docked if an individual did not attend graduation or PDA days. Due to a change in management, there has been an increase in the frequency of pay docking. Lengthy discussion followed and included these comments: 1) AFA should not be involved in the appeal process — faculty should appeal directly to the Vice President of Academic Affairs; 2) there have been many fewer announcements of Flex activities this semester as compared to last semester; 3) individual Flex activity proposals need to be submitted too far in advance; 4) the committee that reviews and approves proposals has been too conservative; 5) any Arts & Lectures event should be eligible for Flex credit; 6) recording faculty participation and reporting it to the State is a requirement and faculty need to be held accountable; 7) the Staff Development Super Committee, not Academic Affairs, needs to be the body that chooses the theme for the institutional PDA day; 8) many departments are submitting group Flex activity proposals and receiving approval of Flex credit for their department meetings; and 9) faculty members need to be reminded to submit a NOA if they are unable to fulfill their Flex obligation any other way.

## MAIN REPORTS

1. Negotiations Report. This report and subsequent discussion were conducted in closed session.
2. President’s Report.
  - FACCC Lobby Day in Sacramento on Monday, March 5. Janet McCulloch encouraged Council members to attend FACCC Lobby Day. AFA will pay the \$25 per person cost of the FACCC-sponsored lunch. Council members planning to attend need to let AFA staff know so that staff can register and submit the \$25 payment to FACCC on their behalf.

- CCCI Spring 2007 Conference in Sacramento on Thursday – Saturday, April 26 – 28. Janet McCulloch also encouraged any interested Council member to attend this spring's CCCI conference. Alix Alixopoulos, Andrea Proehl, Paula Burks, Deborah Sweitzer, Johanna James, and Janet McCulloch indicated an interest in attending portions of the three-day conference.
- New AFA Attorney. AFA has hired a new attorney, Robert Bezemek, who will be reviewing the Contract and the minutes from AFA's negotiations sessions with the District. Janet McCulloch indicated that the Negotiations Team would be consulting with him frequently over the next few weeks.
- College Council. Janet McCulloch reported that she revised the draft District Online Policy and Procedures, incorporating feedback received at the last Council meeting. The next step was for the policy to go back to the District Online Committee. In the meantime, Ricardo Navarette, Vice President of Student Services, shared with College Council the accreditation standards for distance education. The Online Policy and Procedures will need to be further revised to take these standards into account.
- February Board of Trustees Meeting. Janet McCulloch reported that there was discussion at the Board meeting about the new parking structure and when it might be completed (the latest estimate is April). Rain and cold, which made it difficult for the mortar to cure, have hampered progress.
- Jewelry Lab Health and Safety Issues. Janet McCulloch reported that AFA received an inquiry from the chair of the Art Department regarding a health and safety issue at the jewelry lab, which is in the building that the District is renting from Santa Rosa High School. The Jewelry instructor, who has experienced health problems related to an inadequate ventilation system in the lab, has identified a piece of portable equipment that would help to resolve the problem. (The casting segment of the course, for which the ventilation equipment is needed, is included in the Title 5 description. According to the instructor, approximately 50% of the students enrolled specifically to learn casting.) Communication between AFA and the Vice President of Administrative Services, the Coordinator for Environmental Health and Safety, and the Purchasing Director is ongoing. The question of which budget the equipment will be charged to remains unanswered. Initially, the Art department was told that the expense would need to come out of their instructional budget; however, AFA's position is that this is a facilities health and safety issue and the District should pay for it. It was suggested that an inquiry be made to determine the process necessary for the instructor and the students to file a report with OSHA.
- Limit on Overload for Probationary Faculty. Janet McCulloch reported that a department recently held a vote regarding the establishment of a policy to limit the number of overload courses a probationary faculty member could teach. Brief discussion followed about the consequences of such a policy. It was then reported that the policy was voted down. Janet noted that if faculty members wish to change the Contract, they could bring that request to AFA; however, creating a departmental policy that goes against the Contract is not permissible.

### **COUNCIL, COMMITTEE, AND SENATE REPORTS**

- Academic Senate. Johanna James reported that a presentation was made at the last Senate meeting about the Accreditation Review process, which is in its beginning stages.
- Institutional Planning Council (IPC). Janet McCulloch reported that IPC is looking at the new Program Review Process.
- Cluster Tech Review. Lara Branen-Ahumada reported that Cluster Technical Review, in which faculty within each cluster review curriculum to make sure it is in compliance with Title 5 regulations before it moves on to the District-wide Curriculum Review Committee, has been officially institutionalized. Janet McCulloch noted that training would be offered, so that faculty understand, for example, the difference between a minor revision and a major revision. The idea behind Cluster Tech Review is that it will speed things up. There is a great deal of outdated curriculum that needs to be updated (many courses haven't been reviewed since 1981). Curriculum that has not been reviewed since 2002 must go through this process.
- Calendar/Registration. Deborah Sweitzer reported that the Calendar Committee is working on the 2008-09 calendar. Perennial questions include how to schedule PDA days as well as how long and when Spring Break should be. Deborah noted that the scheduling of PDA days and Spring Break would be among the survey topics that the Council would be considering at the March 4 retreat.

- District-wide Fringe Benefits Committee. Janet McCulloch reported that the February meeting of this committee has been cancelled, due to a lack of progress. In less than two weeks, several Council members will be attending a presentation by SISC, which is a very large trust out of the Fresno area insuring 122,000 people. A letter was sent out to other school districts within Sonoma County and Dr. Michael Beebe, Vice President of Business Services, is meeting with administrators at Foothill-De Anza Community College to see if there is any interest in joining with SJRC to form a trust or JPA for health care.
- District Online Committee (DOC). Alix reported that DOC is defining their purpose and reviewing issues that Dr. Mary Kay Rudolph, Vice President of Academic Affairs, set out. In addition, he noted that DOC was very happy with the recent revisions that Janet McCulloch made to the District's draft Online Policy and Procedures. Janet McCulloch added that Will Baty, Dean of Library and Information Resources, made a presentation to the Board of Trustees about online education.
- Hate-Free Campus Committee. AFA needs to appoint another representative to serve on this committee for the Spring 2007 semester. AFA staff will find out what their meeting schedule is from Debby Ezersky, chair of the committee, and then will follow up with an e-mail to faculty requesting a volunteer to serve as an AFA representative.
- Parking/Transportation Committee. AFA staff will forward to the Council a committee report that Alix Alixopoulos submitted to the AFA office via e-mail. Among the topics discussed at the last meeting were issues related to the construction and completion of the new parking structure and the demolition of Doyle Student Center and the Plover Library building.
- Professional Growth Increments Committee (PGI). Cheryl Dunn reported that the PGI committee will be forwarding to the AFA Negotiations Team a list of issues for consideration.
- Sabbatical Leave Committee. Xuan Ho is AFA's representative. Deborah Sweitzer reported that the Negotiations Team is working on revisions to the Sabbatical Leave article.
- Staff Development "Super" Committee. Johanna James reported that there have been some positive developments at two recent committee meetings. A new Staff Resource Coordinator and two new Faculty Professional Development Coordinators are now on the job. Committee members are now feeling more flexible, there is progress towards simplifying forms, and the committee is more willing to accept applications up to the last moment, as long as applicants understand that there is no guarantee that their applications will be approved. There is not a six-hour-per-day limit as far as the amount of Flex credit one can get in one day. It is a College-wide myth that one's total teaching or other assigned duties plus Flex could not exceed six hours. There is growing relaxation re: Arts & Lectures events and, according to Johanna, eventually those activities will receive blanket approval. One cannot receive Flex credit, however, during hours of regularly assigned duties (one can't be absent, go to a conference and still receive Flex credit). Reneé Lo Pilato added that the Dean's approval is no longer required for Group Flex Activity proposals (now only the chair's signature is required). Although, in the recent past, a group of administrators (the Academic Affairs Council) formulated the theme for institutional PDA days, there is a growing consensus on the Super Committee that faculty need to drive that decision.
- Strategic Enrollment Planning (StEP) Committee. As a newly appointed AFA representative to this committee, Greg Sheldon reported that he is asking probing questions of StEP, which examines statistics and reports on issues related to the growth of the institution.
- District Tenure Review & Evaluations Committee. Janet McCulloch reported that many evaluation forms have been revised, and that Department Chairs seem to be happier with them. DTREC is looking at developing a pilot program that would be tested initially at the Public Safety Training Center. The purpose of the pilot would be to streamline the evaluation of adjunct faculty who teach less than a 20% load. Public Safety has created their own evaluation instrument, including a very detailed student evaluation and written narrative. If problems show up on the student evaluations, a more in-depth evaluation process would be triggered. DTREC will be looking for feedback from Public Safety regarding this streamlined process.

The meeting was adjourned at 4:55 p.m.

Minutes submitted by Judith Bernstein.