

**ALL FACULTY ASSOCIATION  
EXECUTIVE COUNCIL  
MEETING MINUTES**

March 14, 2007

*(Approved by the Executive Council on April 25, 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: Warren Ruud, Deborah Sweitzer, Judith Bernstein, and Candy Shell.

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

**MEMBER CONCERNS**

1. FACCC Membership. Greg Sheldon requested that the Council consider an idea that was raised at the last FACCC Board of Governors meeting he attended regarding increasing faculty involvement in FACCC. One way for an organization like AFA communicate to its members that it values and supports FACCC would be for AFA to purchase the first year of FACCC membership for new faculty hires (at the cost of \$150 per person). At the beginning of the second year of membership, payment would automatically shift to an automatic deduction from the faculty member's paycheck (although faculty would have the option of canceling the membership). Janet McCulloch said that the officers would cost out this option and bring it back to the next Council meeting for consideration.
2. Faculty Response to Rank 10/COLA *Update*. Janet McCulloch reported that a faculty member contacted her expressing the concern that, not only are faculty not getting paid well, they are being overworked, there are insufficient support services, and not enough full-time faculty replacements are being hired. Janet told the faculty member that AFA is not just focusing on salary issues in negotiations, although those issues are resonating a lot more with the rest of the faculty. The faculty member also mentioned that SRJC doesn't pay its administrators well, and has a hard time attracting them and keeping them, which causes problems for faculty that are difficult to quantify.
3. New Full-time Faculty Hiring. Lynda Williams gave a brief report regarding a recent meeting with her dean and the Vice President of Academic Affairs. Discussion focused on ways to increase new full-time faculty hires. In the meeting, Lynda suggested that there are other alternatives to increasing class sizes and enrollment in order to justify new faculty hires. She reiterated the need for vision and presented a variety of alternatives, including seeking grants and joining with local businesses to develop mutually beneficial programs for students.
4. Ghost Load. Michael Ludder requested clarification about ghost load. Janet McCulloch explained that ghost load includes faculty work performed in categorically funded programs, such as Contract Education, as well as in other state and federal grant programs. Substitute work is also ghost loaded. Ghost load is reported to CalSTRS and counts for service credit. It also counts towards eligibility for participation in the Adjunct Medical Benefits Program. Ghost load appears online in the Load Lookup as "certificated other assignments" (figures are shown in brackets). Janet noted that AFA is exploring ways to include ghost load in the calculation of the 15 years of service required for the Early Retirement Option and that there is an ongoing interest in inserting clarifying language regarding ghost load into the Contract.
5. Pay Docking and PDA. Lynda Williams volunteered to, at the end of the semester, contact faculty who haven't completed their PDA/Flex obligation and haven't filed a Notice of Absence form, in order to explain to them the risk of having their pay docked and losing CalSTRS service credit. Janet McCulloch

said that, although departments and supervising administrators call faculty members at home, it wouldn't be a bad idea for AFA to send out a letter of explanation as well. It was clarified that the amount of service credit lost, due to non-performance of PDA/Flex activities, would not result in a significant reduction in the dollar amount of a pension; however, if a faculty member is trying to reach 5 years of service credit to vest in CalSTRS, or 25 years of service to be able to use the last highest year of earnable income instead of the average of the last three highest years, or 30 years of service to earn a bonus allowance, that minor amount could make the difference in meeting the threshold. Janet McCulloch noted that the District is going to start paying adjunct faculty at the end of the semester for their PDA, rather than at the beginning.

6. Regular Faculty Paychecks: 10 per year vs. 12 per year. Janet McCulloch suggested that the Council consider including a question in the upcoming negotiations survey about offering regular faculty the option of returning to the 12-paychecks-per-year system. The IRS requires that paychecks be issued and taxes withheld during the 10 months when faculty work; however, the District's decision several years ago to eliminate the two additional paychecks during the summer, was not something that was required by IRS regulations. Those faculty who have difficulty managing their money might prefer to have the choice of receiving 12 paychecks a year, even if it means that the District would be holding onto their money for them (and earning interest on it) before giving it back to them in two summer paychecks.
7. AFA Publications: Read or Recycle? Cheryl Dunn told the Council that she recently retrieved many issues of the latest *AFA Dialogue* from the recycling bin in the Petaluma Campus mailroom and posted them around the staff room, along with signs saying "Have you read your *AFA Dialogue* yet?" She reported that her effort to increase awareness appears to have been successful. Janet McCulloch added that she's noticed that many people take AFA publications back to their offices and set them aside until they find the time to read them. She has received e-mails responding to a particular article that had been published two weeks earlier.

### MINUTES

The minutes from the February 28, 2007 Executive Council meeting were accepted with the following correction: (language to be deleted in Item #1 under Member Concerns shown in ~~strikeout~~): Michael Ludder raised a concern regarding the use of ~~the Outlook e-mail system~~ as the only means of communication about hourly assignments." There were no additions or corrections to the minutes from the March 4, 2007 Executive Council retreat, which were accepted as written.

### ACTION ITEMS

1. Election of AFA Officers
  - a. President (2007-09): Following a vote conducted by secret ballot, Janet McCulloch was elected to serve as President for a two-year term, beginning Fall 2007.

The following were unanimously elected by acclamation to serve for a one-year term, beginning Fall 2007:

b. Vice President for Santa Rosa (2007-08)	Johanna James
c. Vice President for Petaluma (2007-08)	Cheryl Dunn
d. Secretary/Treasurer (2007-08)	Paula Burks
e. Conciliation/Grievance Officer (2007-08)	Ann Herbst
f. Chief Negotiating Officer (2007-08)	Deborah Sweitzer
2. Appointment of Other AFA Positions for 2007-08. The Council unanimously approved the following appointments by acclamation:
 

a. Negotiator Position 3: Data/Research:	Warren Ruud
b. Negotiator Position 4: Note Taker:	Ted Crowell
c. Negotiator Position 5:	Michael Kaufmann
d. Negotiator Position 6:	John Daly

The appointments of the Communications Officer and the Chief Negotiating Officer-Elect were postponed.
3. Revisions to the AFA Bylaws. This action item was postponed until the March 28, 2007 meeting.

## DISCUSSION ITEMS

1. **Budget Education:** The State Budget. Deborah Sweitzer distributed a handout for Council review and described in detail the process used in the development of the State budget for California Community Colleges (CCC). Basically, in the fall, the Chancellor's Office (CCCCO), using the base from the prior year, submits Budget Change Proposals (BCP's) for the following year's budget to the CCC Board of Governors (BOG) for their consideration. (The CCCCCO invites participation from representatives of the different CCC groups. CTA, AFT and CCC Independents have a seat on the CCCCCO consultation group, as do faculty, students, CCC CEO's and CFO's, to name a few.) The BOG approves the BCP's and forwards them to the legislature and the governor. The governor considers the BCP's in developing the January version of the budget. Negotiations occur and the "May Revise" is developed, taking into account changes in income and lobbying effects that have been successful. The May Revise is then forwarded to the legislature, where it may be modified, if desired and approved, and then it goes back to the governor, who may veto it. (The May Revise is eagerly awaited and is posted on several Web sites — FACCC, CCC League, CCCCCO).

SRJC's portion of the CCC system-wide budget is approximately 1.75%. By taking the State Total General Apportionment (GA) figures and multiplying by 1.75%, one can get an approximate idea of the amount of GA funds SRJC can expect to receive from the State. The greater our enrollment the previous year, the more funding SRJC receives from the State. In addition, SRJC receives \$5 million for having a student population of greater than 20,000 and SRJC also receives an additional \$1 million for each center or other site (e.g., Petaluma and Windsor). The COLA is applied to the GA funds (except categorical programs — see below). For 2006-07, the COLA is 5.92% applied to the base from last year — or approximately \$5 million of new money to the District. Another category of new continuing funding relates to Equalization — the mechanism the State uses to help guarantee that funding per capita is similar throughout the State. With the passage of SB 361, SRJC is due to receive about \$4 million dollars of new general fund money for credit education from this source this year. An additional amount of new money, approximately \$200,000, has been allocated to Non-Credit education.

The State budget is comprised of both general funds and categorical funds. General funds can be spent any way the District chooses; categorical funds must be spent on specified Categorical Programs. (COLA is not automatically applied to Categorical Programs. So, for example, the budgets for the categorical programs of Part-time Faculty Compensation, Health Insurance, and Office Hours have not changed in years.)

Further, State funding is either continuing (allocated every year), which is the case for most of the GA funds, or is one-time in nature (applies only to a given budget year and is not allocated in the following year).

CCC's are part of the K-14 system, which is supported by property taxes. Proposition 98 stipulates that 50% of education funding is to be apportioned to K-14. Of the funds that go to K-14, The CCC system is supposed to receive approximately 11.2% (with some caveats). Part of the impetus behind the CCC stabilization bill that FACCC is supporting is to equalize funding between K-12's and CCC's.

Two events were announced: the CCCI Spring 2007 conference is scheduled for April 26 – 28 in Sacramento and AFA recently received Flex credit approval for a Budget Workshop that will be presented in April.

2. **Health Benefits Report.** Janet McCulloch reported that several Negotiating Team members attended a presentation at the Sonoma County Office of Education by marketing representatives for Self-Insured Schools of California (SISC). Many representatives of K-12, who were also in attendance, expressed great dissatisfaction with their provider of risk management programs and services, Redwood Empire Schools' Insurance Group (RESIG), to which SRJC does not belong. The SISC representatives did not present a quote for RESIG, as they did not have their experience data. At the end of the meeting, members of the AFA Negotiations Team invited one of the SISC presenters to a Team meeting on Friday, March 16 to explore options for SRJC health insurance. (Janet mentioned that the SISC representative did not foresee any problem with a 40% load threshold for adjunct faculty participation in a medical benefits plan.)

Janet McCulloch also informed the Council that the District-wide Fringe Benefits Committee (FBC) would be meeting on Thursday, March 15. Johanna James, Paula Burks, Warren Ruud, and Judith Bernstein plan to attend. The FBC functions as an advisory committee, which gathers information but does not do any negotiating. Janet noted that, at the CCCI conference last year, a broker group recommended in their presentation that FBC committees be established as standing committees that engage in negotiations. Brief

discussion followed about how to resolve the different sets of interests of the various constituent groups — faculty (regular and adjunct), classified staff (full-time and part-time), managers, and retirees (faculty and classified). Several Council members suggested that, even though there may be different interests, it would be beneficial for SEIU and AFA to get together to discuss issues of mutual concern.

3. Notification to Faculty re: AFA Agendas and Minutes. Janet McCulloch queried the Council as to their interest in starting to regularly send out e-mails to all faculty, just like the Academic Senate does by providing a link, notifying them that the Council meeting agendas and minutes have been posted on the AFA Web site. Renéé Lo Pilato, who said she lobbied the Senate to do the same thing, added that this would be a comprehensive way to keep faculty interested and informed, and it would provide a dramatic connection to keep faculty current. Consensus was reached to consider this item as an action item at the next Council meeting.
4. Multi-Campus or Multi-College District? This discussion item was postponed.

### **MAIN REPORTS**

1. President's Report.
  - Board of Trustees Meeting. Janet McCulloch gave a brief report about the March Board meeting, at which there was discussion about the difficulty SRJC is having in attracting administrators.
  - Grant Writing. Janet McCulloch reported that Kris Abrahamson, Dean of Liberal Arts & Sciences, has proposed two new full-time classified positions for her area. One would focus on helping faculty develop curriculum and the other would include grant-writing responsibilities. Both positions have been forwarded to Dr. Agrella for his and the Board's approval to hire.
2. Negotiations Report. This report and subsequent discussion were conducted in closed session.

### **COUNCIL/ SENATE /COMMITTEE REPORTS**

1. Department Chair Council (DCC). Janet McCulloch gave a brief report about discussions between DCC and the administration regarding methods used to encourage faculty to transfer to Petaluma.
2. Institutional Planning Council (IPC). Janet McCulloch reported that IPC is continuing discussion about the new Program Review Process (PRP) and revising descriptions for IPC and Budget Advisory Council. She said that she would bring a document summarizing the feedback mechanism built into PRP to the Council for their review. The cycle starts off with needs, which are identified in PRP and then forwarded to IPC, where they will be prioritized into different bands based on institutional goals and initiatives. IPC will check to see what the significant issues are between and among component groups (whether support is needed from Administrative Services or Student Services, for example). From there, items will be forwarded to the Vice Presidents for their recommendation to the President.
3. Petaluma Faculty Forum (PFF). Cheryl Dunn reported that Janet McCulloch and Ann Herbst will be representing AFA at the April 3 meeting of the PFF at the Petaluma campus. Cheryl asked PFF members to e-mail any concerns they might have to her prior to that meeting. One of Petaluma faculty's biggest concerns is the transfer process; another is coordination between departments. Brief discussion followed regarding whether it would be preferable for administrators to be present at the April 3 meeting, in order for them to hear what faculty's needs and interests are, or for them to be absent, in order for faculty to feel more free to discuss problems they are having. Janet McCulloch and Cheryl Dunn will get together for a brainstorming session, and then will e-mail some questions about the transfer process to Petaluma faculty for them to focus on and consider prior to the April 3 meeting.

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

Minutes submitted by Judith Bernstein.