

**ALL FACULTY ASSOCIATION
EXECUTIVE COUNCIL
MEETING MINUTES**

April 23, 2008

(Approved by the Executive Council on May 14, 2008)

Executive Council members present (noted by *):

*Warren Ruud, presiding	*John Daly	*Reneé Lo Pilato	Andrea Proehl
*Alix Alixopulos	*Cheryl Dunn	*Janet McCulloch	*Greg Sheldon
*Lara Branen-Ahumada	*Johanna James	*Michael Meese	Mike Starkey
*Paula Burks	*Michael Kaufmann	*Dan Munton	*Linda Weiss

Also present: Faculty: Donald Laird; AFA Officers & Negotiators: Ted Crowell, Ann Herbst, Deborah Sweitzer; AFA Office Staff: Judith Bernstein, Candy Shell

The meeting was called to order at 3:06 p.m.

MEMBER CONCERNS

1. AFA Agenda and Minutes. Johanna James conveyed a request from a faculty member that AFA's posted agenda and minutes include "the actual wording of proposed actions, such as the proposed bylaw changes referenced in the Minutes of 3/19/2008. This would allow members to make a more well informed decision on voting, or simply to lobby our representatives for or against a particular issue/proposal."
2. Thanks to AFA. Ann Herbst conveyed to the Council the appreciation of an adjunct faculty member, who told Ann that s/he would support any future increase in AFA member dues as a "good investment."
3. Student Evaluation Forms. Janet McCulloch reported that she received an e-mail from the Director of the Public Safety Department, expressing his strong desire for student evaluation forms that could be scanned. She told him that this suggestion has been communicated to the District many times. Transcribing the student comments would be the only serious effort required. Deborah Sweitzer added that this is a perennial concern that the District Tenure Review and Evaluations Committee has dealt with for years. It would require the District to invest in a scantron machine.
4. Budget Developments. Reneé Lo Pilato said that two faculty members who were unable to attend the recent budget forums held on campus contacted her, wondering if there had been any developments in the budget since the forums and also whether there had been any District response to a letter that department chairs sent to Dr. Agrella about their workload. Warren Ruud said that the issue of department chair workload was not addressed in the forum, and that there are plans to hold another informational budget forum after the governor issues the "May Revise" and before graduation. It was also noted that a DVD recording of the March budget forums is available in the library.
5. Department or Location? Cheryl Dunn was asked to bring forward to the Council an ongoing concern that many faculty members working at the Petaluma Campus think is getting worse. The distinction about who's in charge continues to be a problem (deans or department chairs).

6. **Assignment Priority vs. Location.** Cheryl Dunn conveyed a concern re: summer assignments at the Petaluma campus that she said comes up on a regular basis. In certain situations, faculty members assigned full-time to the Petaluma campus have not ended up receiving summer assignments in Petaluma. When faculty members who are assigned full-time to the Santa Rosa campus want a summer assignment in Petaluma and they are ranked higher on the assignment priority/length-of-service list than the Petaluma faculty member, they end up with the Petaluma assignment. It was noted that, as the Petaluma and Santa Rosa campuses are both part of one district, seniority “trumps” location. The Contract does allow departments to create a set of Hourly Assignment Procedures for summer assignments that differs from their procedures for fall and spring, as long as the procedures are in writing and in compliance with the Contract, and everyone is treated equitably.

MINUTES

No action was taken re: the minutes from the April 9, 2008 Executive Council meeting.

ACTION ITEMS

1. **Proposed Revisions to Bylaws.** The Council reviewed two proposals for the wording of Article II, Section 5 of the AFA Bylaws and engaged in lengthy discussion about the process to be used when filling Council seats that would be newly created as a result of the approval of the proposed revisions to the Bylaws. The Article II, Section 5 language proposed by Johanna James would mandate a special election when filling the newly created Council seats. The Article II, Section 5 language proposed by Warren Ruud would leave it to the will of the Council to decide (by 2/3 vote) whether to hold a special election or make an appointment to fill those seats. In both proposals, statements of interest would be solicited from the AFA membership and special elections would not be required in the case of uncontested seats. Both proposals would allow the Council to continue the past practice of the last 19 years of making appointments by 2/3 vote when mid-term vacancies occur in existing seats. Since the Constitution currently specifies two-year terms, the Council would need to decide, in either case, whether to defer filling the newly created seats until the next regularly-scheduled election or to ask the membership to approve a change to the Constitution that would bring the newly created seats into a regular election cycle, so that those seats weren't in a special-election cycle forever. Following the discussion and a motion made by Janet McCulloch and seconded by Lara Branen-Ahumada, the Council approved a motion to approve all of the revisions to the Bylaws, including the Article II, Section 5 language as proposed by Warren Ruud (10 in favor, 3 opposed, 0 abstentions). Johanna James and Alix Alixopulos requested that their opposition to the motion be recorded in the minutes. Johanna said that her objection was only to the provision in the Bylaws that would allow the appointment of the three new seats because she feels it is a violation of the AFA Constitution and AFA's members' rights.

DISCUSSION ITEMS

1. **AFA Representation on District-wide Committees for 2008-09.** Council members reviewed the list of appointments to be made for the 2008-09 year. Warren Ruud requested that existing committee representatives clarify their intentions to continue or step down from their positions next year. Following is a summary:
 - **Academic Senate Liaison:** Ted Crowell will step down if someone else is interested

- Budget Advisory: Deborah Sweitzer will step down; Janet McCulloch and Ted Crowell
- Calendar/Registration: Deborah Sweitzer will step down; Greg Sheldon
- College Council: Warren Ruud (*President, by position*)
- District Tenure Review & Evaluations: Janet McCulloch and Ted Crowell
- District-wide Fringe Benefits: Warren Ruud, Johanna James, Paula Burks, John Daly, Stephen Oppenheim
- District Online: Alix Alixopulos
- Hate-Free Campus: *One open seat* (possibly merged with DEEO)
- Institutional Planning Council: Warren Ruud (*President, by position*)
- Parking and Transportation: Alix Alixopulos
- Professional Growth Increment: Cheryl Dunn
- Sabbatical Leave: Xuan Ho is stepping down; Micca Gray and Gary Pasqualetti will be asked if they are interested in serving as AFA representative
- Professional Development Committee: René Lo Pilato is stepping down; Lynn Harenberg-Miller will be asked if she wishes to continue; *One open seat*
- District Equal Employment Opportunity: *One open seat*
- Strategic Enrollment Planning: Greg Sheldon

AFA Standing Committee appointments will occur at the first Council meeting in the fall. A list of positions will be e-mailed to Council members in advance.

2. College Council Proposed Revisions to District Policy and Procedures. Warren Ruud reported that many technical changes continue to be made to District Policies and Procedures.

MAIN REPORTS

1. President's Report. Warren Ruud reported on the following items:
 - Institutional Planning Council (IPC). The *Roseland Report* was reviewed at the last IPC meeting and planning discussions continued.
 - Librarians' Workload. Four community college districts that are severely under-funded (San Bernardino, Crafton, College of the Desert and Copper Mountain) recently changed their FTE assignment for librarians to 40 hours per week. Performance of college service will now be considered as an addition to the 40 hours and timesheets would be required. Deborah Sweitzer noted that this move is a throwback to the time prior to AB 1725, when librarians and counselors were not considered faculty. The Statewide Academic Senate is taking a stand in opposition to this change and other professional community college faculty organizations are also considering issuing statements opposing it.
2. Treasurer's Report: March 2008. Paula Burks noted that an adjustment was made to the last column of the Treasurer's Report (now showing the amount "Over/Under Budget"), to clear up the minor misunderstanding that arose during Council review of the February report. She directed Council members' attention to the figures in the "Actual Budget" column. At the end of March, \$76,000 was remaining in the 2007-08 budget, although it was also noted that the District has not yet billed AFA for Spring 2008 reassigned time.

3. Negotiations Report. This report and subsequent discussion were conducted in closed session.
4. Conciliation/Grievance Report. This report was conducted in closed session.

COUNCIL/SENATE/COMMITTEE REPORTS

1. Budget Advisory Committee (BAC). Ted Crowell reported that P2 enrollment saw a 1.93% increase, which he said the District will parlay into restoration. The total number of FTES was 20,668. Enrollment in credit courses was way up, but noncredit enrollment was down. One explanation for the decrease relates to the retirement of Unit B (Seniors Program) instructors; those positions are not being backfilled or replaced, and the sections will no longer be offered. It was also mentioned that legislation has been proposed that would backfill property taxes for those districts that are experiencing a decline in that revenue stream. The May 9 BAC meeting has been cancelled; however, there is a meeting scheduled for May 20 (after the release of the May Revise on May 15).
2. Fringe Benefits Committee (FBC). Lara Branen-Ahumada commented on an item in the FBC meeting minutes related to the possibility of offering open-entry/open-exit fitness classes for District employees. She said that, because of State accounting methods, those courses could not be structured as non-credit 700 courses. (John Daly noted that the FBC had arrived at that same conclusion.) Johanna James also reported that FBC would be meeting three times in May — May 1, May 8 and May 15. SISC/Blue Shield will present proposed rates for 2008-09 at one meeting, Kaiser will make their 2008-09 rate presentation at another meeting, and FBC committee members will deliberate on the various plans at the third meeting. John Daly reported that, for 2008-09, the District's self-insured dental plan will see a 5% rate increase, SISC/Blue Shield will see a 6% rate increase, and it is anticipated that Kaiser's increase will be 6% or less.
3. Strategic Enrollment Planning (STeP) Committee. Greg Sheldon reported that, around the beginning of May, the District would be mailing out hard copies of the Fall 2008 class schedule to everyone in the county. That will be the last time the printed schedule is to be mailed out. As of Spring 2009, the District is going "green" and plans to engage in a media blitz to educate county residents about the availability of the schedule online. In the first three years, the District will probably only save between \$30,000 and \$50,000, because of the cost of advertising and education effort. Over the long run, it is estimated that they will save between \$150,000 and \$200,000.
4. Bay Faculty Association (BFA) Report. Warren Ruud reported that the President of the State-wide Academic Senate for California Community Colleges spoke at the March BFA meeting and listened to faculty concerns about Student Learning Outcomes (SLO's). Warren reiterated that CFT is putting together a lawsuit against the effort to include SLO's as part of the Accreditation evaluation process. Robert Bezemek, who serves as the attorney for AFA and several other community college unions, is scheduled to appear as a special guest at the May BFA meeting.

The meeting was adjourned at 4:35 p.m.

Minutes submitted by Judith Bernstein.