

**ALL FACULTY ASSOCIATION  
SANTA ROSA JUNIOR COLLEGE  
EXECUTIVE COUNCIL MEETING MINUTES**

January 27, 2010

*(Approved by the Executive Council on February 10, 2010)*

Executive Council members present (noted by \*):

*Ann Herbst, <i>presiding</i>	*Dianne Davis	*Reneé Lo Pilato	*Audrey Spall
*Alix Alixopulos	*Cheryl Dunn	Michael Ludder	*Mike Starkey
*Lara Branen-Ahumada	*Karen Frindell	*Sean Martin	*Julie Thompson
*Paula Burks	*Lynn Harenberg-Miller	*Dan Munton	<i>One Reg Fac Vacancy</i>
*John Daly	*Michael Kaufmann	Andrea Proehl	

Officers/negotiators present: Ted Crowell, Janet McCulloch

Staff present: Judith Bernstein, Candy Shell

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

**MEMBER CONCERNS**

1. Dr. Agrella's "Reengineering" Email and Adjunct Faculty. Ted Crowell reported that in conversations with colleagues regarding Dr. Agrella's recent email about reengineering, many expressed concern about the noticeable absence of any mention of the role that adjunct faculty members play and the courses they cover, and little recognition that there is a need to address that part of the equation. Ann Herbst commented that, although she has heard a similar reaction from the regular faculty, it is her belief that Dr. Agrella did not intend to convey that the District would only be employing regular faculty in the future, and she said that the concern would be duly noted.
2. Class Cancellations. Karen Frindell conveyed a concern about the District's management of the Spring 2010 schedule. On short notice at the end of the first week of classes, a department was asked to open another section of a course. In a short amount of time, the department located an available room, lined up students, and submitted all of the required information to the dean, only to receive an email the next day stating that the section was not approved. Karen said that the students were told that the course was pending approval, but the department believes the situation was handled poorly.
3. Compressed Calendar Task Force. Karen Frindell conveyed the concern that there is very little understanding on the part of District administrators about plans to move to a compressed calendar and that many unconfirmed rumors are being communicated as if they are fact. Compressed Calendar Task Force (CCTF) member Audrey Spall clarified that CCTF is still in the fact-finding stage. A Website has been set-up where people can go to get information ( [http://www.santarosa.edu/afa/senate\\_home.shtml](http://www.santarosa.edu/afa/senate_home.shtml) ); they have prepared a frequently-asked-questions document, which is posted online; and they have plans to issue a survey. Cheryl Dunn, who is also a member of the CCTF, added that CCTF Chair Mary Pierce has been meeting directly with District administrators. Cheryl recommended that anyone who has questions should visit the Website and/or contact Mary directly. The suggestion was made that Mary be invited to make a presentation to the Council, which

would afford the Council an opportunity to pass on these concerns. It was agreed that the officers would extend the invitation promptly. Cheryl added that the CCTF has an interest in having all departments engage in a discussion this semester about how a compressed calendar might affect each department in terms of delivery of instruction, curriculum, and final exams, among other issues. Mary Pierce made this request at a DCC meeting in Fall 2009 and also asked departments to forward their feedback to the CCTF. Cheryl also invited Council members to email their questions or comments relative to the compressed calendar to herself, Audrey, or Mary.

4. Student Information System (SIS) and Final Exam Schedule. As a follow-up to a concern mentioned at the January 13 Council meeting, Lara Branen-Ahumada reported that Computing Services confirmed to her that there are errors in the SIS portal and discrepancies between the information contained in the portal and the printed final exam schedules. It was recommended that the printed schedule be referred to for the correct information. Lara said that faculty should check the portal schedule against the printed schedule and, if they see an error, they should report it to the office of Abe Farkas, Dean of Curriculum and Educational Support Services. Abe's office is collecting information on where the discrepancies are so that they can work with Ken Lofgren in Computing Services to remedy the conflicts. The comment was made that there is an increasing move on the part of the District to become paperless and, since the District's official mode of communication is now the Outlook email system, the online version of the schedule must be accurate. Noting that the printed final exam schedule also exists online and that it is the SIS portal that's having the problem, Ann Herbst said that students need to be informed and the District needs to correct the problem. She said that AFA would work with Academic Affairs to inform faculty about the problem.

### **MINUTES**

There were no corrections or additions to the minutes from the January 13, 2010 Executive Council meeting, which were accepted as submitted.

### **DISCUSSION ITEMS**

1. Appointment of AFA Representative to Sabbatical Leave Committee for Spring 2010. Ann Herbst informed the Council that the officers are continuing their efforts to identify a regular faculty member, who has completed at least five or six years of service to the District and preferably has been on sabbatical, for appointment by the Council to replace Mike Meese as AFA's representative to the Sabbatical Leave Committee for the Spring 2010 semester. She said that it is anticipated that the work of committee members this semester, which entails reviewing reports from fall semester sabbaticals, should not be too onerous. The committee meets on the second and fourth Mondays of the month, from 3:00 p.m. to 5:00 p.m. The officers would like the representative to keep AFA informed about any potential concerns or problems s/he is aware of that relate to the Contract. Having been unsuccessful in recruiting a candidate since they first began looking in December, the officers are now requesting that Council members engage in a recruitment effort and forward names of prospective candidates for the position to the officers as soon as possible.
2. Appointment of AFA Negotiator for Spring 2010. Janet McCulloch conveyed the officers' recommendation that Dianne Davis be appointed to the AFA Negotiating Team to fill the seat formerly occupied by Mike Meese for the remainder of the one-year term, which expires

at the beginning of the Fall 2010 semester. Janet added that Dianne would bring the Student Services perspective to the team and that her input would be valuable as the team works on revising the articles on job descriptions and evaluations. Following the recommendation, the Council approved a motion made by Cheryl Dunn and seconded by Lara Branen-Ahumada to move this item to an action item at this meeting by unanimous voice vote.

### 3. Spring 2010 AFA Executive Council Elections — Voting Procedures.

- **Nominations Still Open.** Ann Herbst reminded the Council that the nomination period for the upcoming elections expires in one week on February 3. Seven regular faculty seats are open and to date only one candidate has submitted a statement. Three adjunct faculty seats are open and only one candidate has submitted a statement so far. Ann requested that incumbents who are not planning to run for reelection let AFA staff know as soon as possible. The AFA officers are seeking candidates who have energy to contribute to the organization and the faculty.
- **Eligibility.** The officers are recommending that anyone who has had an assignment during the 2009-10 year be considered eligible to vote (including, for example, anyone who had an assignment during Fall 2009, even if they do not have a Spring 2010 assignment, and anyone who has a late-start assignment this semester).
- **Voting Procedures.** Given the recent experience with an online referendum, the officers are recommending that AFA continue moving forward in the direction of online voting rather than going back to utilizing paper ballots. The plan for the Spring 2010 representative elections is to use [zoomerang.com](http://zoomerang.com), which the District has used in the recent past to conduct online surveys. (AFA used [surveymonkey.com](http://surveymonkey.com) in Fall 2009 to administer the adjunct faculty referendum.) Before the [zoomerang.com](http://zoomerang.com) email is sent out, AFA staff will send out an initial email from [afa@santarosa.edu](mailto:afa@santarosa.edu) letting faculty know that they should expect to receive an email shortly with an individualized link to a unique voting site. Staff would be available to assist those faculty members who experience any trouble voting online. Once AFA staff verifies the membership status of each voter, the votes would be thrown into the pool, after which the voter would be unidentifiable. Zoomerang has a feature that allows AFA staff to send out follow-up reminder emails only to those faculty members who have not yet voted. There were no objections from the Council to any of the proposed procedures; however, three additional suggestions were made: (1) flyers publicizing the online voting procedures could be posted in department offices and service centers; (2) an announcement could be made at a DCC meeting so that chairs could remind faculty in their departments; and (3) an email announcement could be sent to departmental administrative assistants.

### 4. AFA PAC Budget & Plan for FACCC Advocacy and Policy Conference.

Ann Herbst asked Council members to give thought to how they and the organization might participate in the FACCC Advocacy and Policy Conference that will be held in Sacramento on Sunday, February 28, and Monday, March 1. At the January 13 meeting, the Council authorized the AFA PAC to set aside \$5,000 to contribute to conference registration fees and travel expenses. Janet added that the officers would like to send as many faculty members as possible to this conference, that they agreed to pay for mileage (but not overnight lodging), and that FACCC's Bryan Ha would be able to make appointments for faculty members to meet with legislators if AFA contacts him soon. Janet reported that the officers are interested in using some of the PAC's \$5,000 to pay for buses to help transport students to the FACCC

conference, a rally in San Francisco on Thursday, March 4, and the March in March in Sacramento on Monday, March 22. She spoke briefly about these events with Student Affairs Director Robert Ethington and has plans to meet again with him and Associated Students President Jude Rowe in the near future to confirm plans and logistics. Based on a discussion that took place during a recent Budget Advisory Committee meeting, Ted Crowell suggested that Janet contact Maryanne Michaels in EOPS, as she was instrumental in organizing SRJC students for the 2009 March in March. Janet said she would invite Maryanne to attend the planning meeting with Robert and Jude, and also said that she plans to attend the meetings with legislators in Sacramento on Monday, March 1. Cheryl Dunn is also planning to participate on March 1. Ann said that AFA staff would send out an email to Councilors providing them with the dates and times of the various events. After it is determined how many Council members plan on attending, an email will be sent out to the faculty at large, soliciting their interest and offering to pay conference registration fees and mileage. Janet added that SRJC faculty members must not rely on a small handful of people at FACCC to advocate for the entire community college system. Students and faculty have to be more involved and make their voices heard in Sacramento — the consequences are far more important than most people realize.

### **ACTION ITEMS**

1. Appointment of AFA Negotiator for Spring 2010. Following discussion (see Discussion Item #2), by unanimous voice vote, the Council approved a motion made by Dan Munton and seconded by Lara Branen-Ahumada to appoint Dianne Davis to the AFA Negotiating Team for the remainder of the Spring 2010 term, which expires on the first day of the Fall 2010 semester.

### **MAIN REPORTS**

1. President's Report. Ann Herbst reported that, at the Institutional Planning Council (IPC) meeting held on January 18, 2010, IPC members reviewed a listing of the tasks identified during the accreditation process that the District had intended to address. Due to changes in the budget, the District's goals have shifted and the number of issues that will be addressed has been reduced. Ann said that her understanding is that it is not Dr. Agrella's intention to layoff staff or faculty; however, he is interested in matching the services that the District will be able to provide to the available budget. One concern that came up in the recent Budget Advisory Committee survey that the District plans to address is whether there are underused classified staff hours and how they might shift those hours to areas that are growing or losing staff due to retirement. There are plans in IPC to look at narrowing the focus of the District's mission statement in order to better determine what services should be discontinued. The District is focused on the target enrollment figure of 20,436, which means that classes are fully funded and there is no need to shrink the schedule more unless that target figure changes. A lengthy Council discussion followed Ann's report and the following comments were made: (1) the District's highest priority should be to figure out a reliable way of getting accurate enrollment figures, so that the process of making changes to the schedule can be well planned and rational; (2) a major problem is that none of the District's systems (payroll, human resources, scheduling) are interfaced; (3) there is no accurate or complete data about noncredit enrollment, as it is not tracked at all; (4) the District needs to pay attention to class size; (5) if the enrollment dips below 20,000, the District would lose \$1 million in funding; (6) accurate figures for Spring 2010 enrollment will likely not be known until right before

summer sessions begin, so it is anticipated that there will be many changes to the Summer 2010 schedule; (7) since only a small percentage of SRJC students end up transferring to four-year institutions, the District needs to pay attention to the issues related to employment and reemployment; (8) at the last DCC/IM meeting there was a discussion about moving courses that are not part of a major or certificate program to Community Education; (9) there are obvious cases where someone can benefit from taking a course more than once; (10) repeatability is becoming a focus of the State chancellor's office; and (11) there is a great deal of misinformation in the District about repeatability and the individuals who are making the decisions about the schedule need to be better informed. Janet McCulloch said that she would forward to the Council the chancellor's memo of January 22, 2010 identifying courses that districts should consider moving to Community Education.

2. Report from the Vice President for Santa Rosa. Dan Munton reported that (1) Janet McCulloch made a presentation at the Academic Senate meeting on January 20 regarding proposed revisions to Article 14: Evaluations and (2) the Senate discussed the proposed revisions to District Policy 3.9.1 regarding the content of syllabi. Janet briefly reviewed with the Council some of the proposed revisions to the policy, which included an additional submittal of an electronic version of syllabi to department chairs and supervising administrators. She said that part of the discussion in the Senate focused on the idea that it would be helpful if faculty could include a link in the online version of the syllabus to a site, perhaps through the student portal, which would provide information about what to do in case of emergency. Another issue that generated a great deal of discussion amongst senators related to the prohibition of any changes to elements in the syllabi that would impact grades given to students. Councilors commented that a syllabus represents a contract and that all contracts are subject to amendment through mutual agreement. It was suggested that the wording in the proposed revision to the policy be amended to require agreement from all participants should there be any changes to the syllabi. Janet noted that the issue would be brought back to the Senate again in February for further discussion. Ann Herbst recommended that faculty members forward their concerns about this issue to their senators.
3. Report from the Vice President for Petaluma. Cheryl Dunn reported that a forum was held to introduce the lone candidate for the position of interim dean of Student Services for the Petaluma campus — Greg Granderson — to the College community. Earlier in the day an announcement was made via email that Greg was hired for the position. Cheryl also reported that the Petaluma Faculty Forum would be having a retreat on Friday, January 29.
4. Treasurer's Report: December 2009. Paula Burks gave a brief report highlighting the salient expenses for the month, which included the full year of AFA office rent (paid to the District in advance), the Mike Meese memorial service, and the annual audit. Paula added that the audit reports have been posted on the AFA Website ( <http://www.santarosa.edu/afa/audits.shtml> ) and that AFA's accountant would present his report and findings at a future Council meeting.
5. Conciliation/Grievance Report. This report and subsequent discussion were conducted in closed session.
6. Negotiations Report. This report and subsequent discussion were conducted in closed session.

The meeting was adjourned at 5:10 p.m.

Minutes submitted by Judith Bernstein.