

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

February 10, 2010

(Approved by the Executive Council on February 24, 2010)

Executive Council members present (noted by *):

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| *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 | |

Other faculty present: Mary Pierce, Chair, Compressed Calendar Task Force

Staff present: Judith Bernstein, Candy Shell

The meeting was called to order at 3:02 p.m.

MEMBER CONCERNS

1. Kaiser Plan Prescription Protocol. Michael Ludder reiterated a concern he mentioned at previous Council meetings about the problems Kaiser patients have been experiencing when they attempt to obtain 100-day supplies of certain prescription medications. He is waiting for verification from the Human Resources Department regarding the prescription benefits included in the District's group plan with Kaiser. Pending verification, Michael suggested that AFA publish information recommending that faculty members contact their physicians directly to specifically request a 100-day order of their prescribed medications in order to reap the full benefit of the District's plan through Kaiser.
2. Proposed Changes to Evaluation Process. Referring to presentations made at two different meetings of the Academic Senate, Michael Ludder expressed concern about the possibility of two changes to the evaluation process for adjunct faculty that he said the District Tenure Review and Evaluations Committee (DTREC) is considering. He said that one proposed change would eliminate the use of rotation lists and the second would eliminate the team evaluation option. Michael noted that historically DTREC operated under the principle that the processes for adjunct and regular faculty should be parallel. Brief Council discussion followed. DTREC Co-chair Janet McCulloch was not present at this meeting; however, DTREC members Sean Martin and Audrey Spall spoke to Michael's concern. While they said that DTREC has engaged in discussion about specific problematic issues, neither Sean nor Audrey was aware of any proposals to make these two changes to the evaluation process. At the conclusion of the discussion, Ann said that she and staff would follow-up on the matter with Janet McCulloch and report back to the Council.

PRESENTATION

Mary Pierce, chair of the Compressed Calendar Task Force (CCTF) appeared before the Council to inform them about CCTF's current activities and plans, to address questions and concerns, and to solicit feedback. She expressed appreciation to AFA Webmistress Candy Shell for designing and maintaining the CCTF Website. Noting that the most helpful thing to do right now is to talk about the various issues that would be involved in switching to a compressed calendar, Mary said that she has been making presentations to various departments and encouraged Councilors to invite her to speak to their departments, clusters or other groups. As a starting point, she encouraged everyone to use the Website (http://www.santarosa.edu/afa/senate_home.shtml) to which new information is being added on a regular basis. Mary said that, with the exception of one person, everyone on the CCTF is either on the Academic Senate or AFA, and they all see the issues from a wider point of view than just their own constituency group. The CCTF's focus is on pedagogical and instructional issues. Although the District has requested repeatedly to add administrators, CCTF members have agreed that they're not ready yet for implementation or to grow beyond faculty membership.

Mary gave the Council some background about the history of the compressed calendar, addressed some of the myths and rumors circulating around the College, and mentioned some of the issues that the CCTF has been discussing (including whether to eliminate the traditional final exam and/or spring break). She encouraged departments to have discussions and think about these issues prior to completing the survey that will be coming out later this spring. The survey will provide faculty members with the opportunity to express their points of view on a wide variety of issues, including the length of the semester, whether a traditional final should be included or held on the last day of class, and whether there should be a spring break.

Mary then responded to the Council's many questions about (1) the effect of the compressed calendar on summer sessions, weekend college, students, hourly pay, instructors who perform clinical hours, the number of Flex days, the number of working days, and the length of classes; (2) the timing of the survey; (3) what other colleges are doing; (4) the composition of the CCTF; and (5) when a change to a compressed calendar might happen.

In conclusion, Mary asked Councilors to contact her if they (1) have questions, concerns or issues; (2) have an idea that they think the CCTF should be talking about; or (3) would like her to come talk to their department.

MINUTES

There were no corrections or additions to the minutes from the January 27, 2010 Executive Council meeting, which were accepted as submitted.

ACTION ITEMS

1. Appointment of AFA Representative(s) to Hate-Free Task Force. Ann Herbst reported that the Academic Senate has determined that the ad hoc Hate-free Task Force will have two Senate appointees, one AFA appointee, one classified appointee, and one student appointee. The director of Student Affairs and the Vice President of Student Services will also serve on the task force, which has been charged with finishing the task that the Hate-free Campus Committee began several years ago of developing a District policy re: hate speech. Ann commented that AFA would have additional opportunities to provide further input into the

policy through the College Council consultation process and that AFA would also be able to ensure that working conditions are addressed in Contract language through the negotiations process. She said that the Senate is open to having additional AFA representatives attend meetings in an ex officio, non-voting capacity. The AFA officers are recommending that the Council appoint René Lo Pilato to be AFA's official representative. Ann recommended that the Council wait to appoint two additional ex officio representatives until the next meeting, so as to allow time to solicit interest amongst Councilors and other faculty members. The task force has started to work on determining the best time for the meetings to occur. Ex officio members would need to see if the time that is ultimately chosen fits into their schedules. Ann requested that Councilors contact her or another AFA officer if they are interested or know of another faculty member who might be interested in being appointed to one of the ex officio positions and representing AFA's interests from a contractual point of view. She also suggested that one of the tasks that the ex officio appointees could perform would be to research contracts across the State for sample language.

The Council engaged in lengthy discussion. Following the discussion, Lynn Harenberg-Miller nominated René Lo Pilato and Michael Ludder nominated Alix Alixopulos for the position of AFA's official (voting) appointee to the task force. Following a vote by secret paper ballot, René was elected. The Council then considered whether to appoint AFA's ex officio representative at this meeting or wait until the next meeting. Following the discussion, by unanimous voice vote, the Council agreed not to wait until the next meeting to approve both ex officio appointments at the same time. Lara Branen-Ahumada nominated Alix Alixopulos to serve as one of the two ex officio appointees and the Council approved the appointment by unanimous voice vote. Ann said that she would inform Senate President Barbara Croteau about the Council's appointment of René as AFA's official voting representative and Alix as one of two ex officio, non-voting representatives, and would also let Barbara know that there would be one more ex officio representative, to be appointed at the next Council meeting.

2. Appointment of AFA Representative to Sabbatical Leave Committee for Spring 2010. Ann Herbst reported that the AFA officers are continuing their efforts to seek out a regular faculty member who has the interest in being appointed to this one-semester position as well as an opening in his or her schedule for a meeting that is currently held on the second and fourth Mondays of the month from 3:00 to 5:00 p.m. No one has come forward to date. Ann said that she would check with the Sabbatical Leave Committee chair to find out the tasks the committee is currently working on, so that Ann will be able to assess the urgency of making the appointment. Ann said that it is important that someone be found who will be able to represent AFA's interests in contractual matters on this committee.

DISCUSSION ITEMS

1. Proposed Calendar for 2011-12. A copy of the proposed calendar for 2011-12 was distributed to Councilors for review prior to the meeting. A second document that showed the distribution of instructional days on Monday through Friday was also reviewed at the meeting. Council members engaged in a lengthy discussion and Ann said that AFA staff would convey their feedback to Janet McCulloch, who is AFA's representative on the Calendar Committee.

2. AFA PAC Budget and Plan for FACCC Advocacy and Policy Conference. Ann Herbst gave the following report:
 - The FACCC Advocacy and Policy Conference will be held on Sunday, February 28, and Monday, March 1. Advocacy training is scheduled for all day Sunday and Monday morning, and visits to legislators are scheduled for Monday afternoon. At this point in time, Janet McCulloch, Cheryl Dunn, and Lara Branen-Ahumada are planning to attend the conference on Monday. The AFA PAC is picking up the registration fees and mileage costs. Ann encouraged Councilors to participate on either or both of those two days and to let staff know as soon as possible if they decide to attend. After Councilors have been given an opportunity to participate, AFA staff will be sending out an announcement to the faculty at large, encouraging those who want to advocate with State senators and assembly members to get involved, and letting them know that the AFA PAC will pick up registration and mileage costs. Paula Burks added that the FACCC conference has been approved for a total of 12.5 hours of Flex credit for the two days. It was clarified that faculty members may not claim Flex credit for an activity that occurs at the same time as their scheduled assignment.
 - Faculty members attending the conference would be considered to be performing District business and they would need to file a *Travel Request Form* with the District. Instructors who would be absent from their classes would need to speak to their department chairs about substitutes. There has been discussion about reducing the number of substitutes hired in Spring 2010 and it is possible that the District would choose to cancel classes rather than hire substitutes for those instructors who would be absent. Adjunct faculty members may not trade and must be paid if their dean and chair has approved them to substitute for another instructor.
 - Janet McCulloch recently met with the Associated Students leadership to coordinate plans for this conference. Ann also said that students reported at the Board of Trustees meeting that arrangements have been made for buses to transport students to one of the advocacy events planned in March 2010.
3. Electronic Communication: Policy and Contract Implications. Ann Herbst introduced the topic by saying that the District is finding that many regular and adjunct faculty members either have not signed up for an Outlook account or are not maintaining one; however, the Outlook email system is now the official means of communication for District business. Ann said that, if instructors do not have or maintain an Outlook account, they are seriously putting their employment at risk. She noted that it is a possibility that, in the future, if an instructor doesn't maintain his or her email account so that s/he can receive incoming email, negative feedback could show up in his or her evaluation. Ann said that Chief Negotiator and DTREC Co-chair Janet McCulloch has additional concerns that she would communicate to the Council at the next meeting.

Council members engaged in a lengthy discussion and put forward many suggestions to improve the system. Based on the Council discussion, Ann suggested that, once Janet McCulloch provides guidance to the Council on this issue, a subgroup composed of adjunct and regular Councilors be formed to meet and discuss the contractual, District, and faculty requirements of an effective system of electronic communication.