

AFA EXECUTIVE COUNCIL MEETING MINUTES

September 8, 2010

(Approved by the Executive Council on September 22, 2010)

Executive Council members present (noted by *):

*Warren Ruud, <i>presiding</i>	*John Daly	*Lynn Harenberg-Miller	*Audrey Spall
*Alix Alixopulos	*Dianne Davis	*Reneé Lo Pilato	*Mike Starkey
*Paulette Bell	*Cheryl Dunn	*Michael Ludder	*Julie Thompson
*Lara Branen-Ahumada	*Brenda Flyswithawks	*Sean Martin	*Jack Wegman
Paula Burks	*Karen Frindell Teuscher	*Dan Munton	

Faculty present: Ted Crowell, Terry Ehret, Karen Stanley, John Tully, Marsa Tully

Staff present: Judith Bernstein, Candy Shell

The meeting was called to order at 2:30 p.m. in the Bertolini Student Center Senate Chambers on the Santa Rosa campus.

MEMBER CONCERNS

1. Proposed Amendments to AFA Constitution. John Tully, adjunct faculty member in the ESL Department, addressed the Council in support of the proposed amendments to the AFA Constitution that Marsa Tully submitted to AFA, and he read from a prepared statement. (On September 9, 2010, John emailed the text of this statement to DL.STAFF.FAC.ALL.) John also directed the Council's attention to a document Marsa Tully submitted to AFA prior to the Council meeting outlining the differences between the current proposal and the proposed amendments that Marsa Tully submitted in Spring 2010. (This document and the current proposed amendment to the AFA Constitution are posted on the AFA Web site at: http://www.santarosa.edu/afa/Misc/ProposedAmendments/proposed-const-AFAmbr-MTully_9.08.10.pdf.)
2. Kaiser Prescription Benefit. As a faculty member covered under the District's group plan with Kaiser, Michael Ludder reiterated his concern about the difficulties that he has encountered when requesting a 100-day supply of new or renewal prescriptions. He said that the Kaiser system is not currently set up to automatically provide this SRJC group plan benefit to its members. In Michael's experience, approval of a 100-day supply only occurs on a case-by-case basis when a patient approaches each prescribing physician individually and informs him or her about the plan benefit. Since the 100-day supply provides a substantial cost savings to the individual, Michael suggested that AFA encourage the District to engage in a discussion with Kaiser at an administrative level to remedy the matter and ensure that their system processes the SRJC plan benefit automatically. Alternatively, since it is the physician who makes the decision about the quantity of medication to prescribe, it was suggested that the District educate its

employees on the Kaiser plan about the need to inform their physicians on an individual basis in order to take advantage of this plan benefit.

3. Wellness Programs & Potential Reduction in Health Insurance Premiums. On behalf of several faculty members concerned about the increase in the cost of the District's group medical plans, René Lo Pilato asked whether it would be possible to tie premium rates to an employee wellness program that the District would sponsor or sanction (a common practice in private industry). Following brief discussion about the incentive programs that Kaiser conducted in the recent past, Warren said that AFA representatives on the District-wide Fringe Benefits Committee would follow up on the matter.
4. Acknowledgment. René Lo Pilato conveyed a message of appreciation to Warren Ruud, Ann Herbst, and the AFA staff for all of their efforts during the last several weeks.
5. Department Chairs & Evaluations Backlog. Sean Martin, co-chair of the District Tenure Review and Evaluations Committee (DTREC), reported that a growing number of department chairs are expressing concern to him about the restrictions imposed by the AFA/District Contract re: chairs performing evaluations in the face of increasing pressure on their departments to complete adjunct faculty evaluations in a timely manner in anticipation of the District's next accreditation visit.

MINUTES

There were no corrections or additions to the minutes from the August 18, 2010 Special Executive Council meeting or the August 25, 2010 General Membership meeting. Both sets were accepted as submitted. (Approved minutes are posted on the AFA Web site at: <http://www.santarosa.edu/afa/minutes.shtml> .) Brief discussion followed about the wording in two of the discussion items in the August 18 minutes. It was pointed out that the minutes reflected what was said at the meeting. In response to a question, Warren Ruud provided further clarification about the two different types of funding that the District receives from the State: (1) block grant funding, which is based on reaching a particular benchmark (for 20,000 FTES, the amount the District receives is \$1 million); and (2) FTES funding, which is based on meeting a specific workload figure set by the State (for SRJC, the figure is 20,436 FTES). Presently, the State will not provide apportionment for any FTES above 20,436 for 2010-11.

ACTION ITEMS

1. AFA Council Composition Team (ACCT). For their review prior to the meeting, Warren Ruud forwarded to Councilors the Cabinet's recommendations for nominations of candidates to serve on ACCT, along with a short paragraph describing ACCT's charge. Earlier, he also sent to the Council for their review and input a recommended list of criteria to be applied in the selection of any candidate for ACCT. Based on the feedback, Warren said that he assumed that the criteria were acceptable to all. In forming its recommendations, the Cabinet had an interest in finding a balance of individuals, each with a wide breadth of experience across the College, who would complement each other and work well together, so that the team as a whole would be greater than the sum of its parts. The Cabinet's recommendations were Ted Crowell, adjunct faculty in Philosophy, as facilitator; Lara Branen-Ahumada (P.E., Dance & Athletics and Theatre Arts), Terry Ehret (English), and Mike Starkey (Computer Studies) as the three adjunct faculty members of the team; and Barbara Croteau (Business Administration), Brenda Flyswithawks (Behavioral Sciences), and Andre LaRue (Social Sciences) as the three regular faculty members of the team. Warren said that approximately 35 faculty members were considered, including the faculty members who put their own names

forward. Council discussion followed. Michael Ludder asked that the Council delay the appointment of ACCT members until after the vote on the proposed Constitutional amendment and the potential membership vote on the pending proposal for a Constitutional change, which he felt would preempt the need for the ACCT. Warren stated that ACCT needs to begin its task immediately so that they can present their recommendations as quickly as possible, and that he was hoping for a final ACCT report and recommendation to the Council before the end of the fall semester. It was also suggested that there's no good reason to wait, as ACCT could be disbanded if, in two weeks the Council voted to approve sending the proposed amendment to the membership and, another two weeks after that, the membership voted to approve the amendment. Following a motion made by Reneé Lo Pilato and seconded by Sean Martin, the Council approved the Cabinet's recommendation of candidates for ACCT as submitted by a show of hands (15 in favor, 2 opposed.)

2. AFA Appointments.

- AFA District-wide Committees. The Council was informed that Norberto Quiroz, regular faculty in the Counseling Department, has agreed to serve as the AFA representative on the Strategic Enrollment Planning Committee (StEP). Following a motion made by Brenda Flyswithawks and seconded by Reneé Lo Pilato, by unanimous voice vote the Council approved the appointment of Norberto Quiroz to represent AFA on StEP. AFA's appointment of a representative to the District's Equal Employment Opportunity Advisory Committee (EEOAC) is on hold, pending further information from the Human Resources Department. AFA has one more representative position to fill on the Professional Development Committee (PDC), and Warren encouraged Councilors to seek out interested candidates.
- AFA Standing Committees. Councilors received the list of the AFA officers' recommendations for appointments to AFA Standing Committees for their review prior to the meeting. Following a motion made by Brenda Flyswithawks and seconded by Lara Branen-Ahumada, by unanimous voice vote the Council approved the appointments to AFA Standing Committees as presented.

3. Adjunct Faculty District Activities Fund (AFDAF) 2010-11 Budget. Councilors received a copy of the AFDAF budget projection for 2010-11 prior to the meeting for their review. Warren pointed out that the budget for AFDAF has been significantly reduced as a consequence of the reduction in State categorical funds and that compensation of adjunct faculty participation on District-wide committees has been reduced accordingly. As was done last year, the District has indicated that it would provide compensation of Academic Senate appointees to District-wide committees. Upon Council approval, AFA would compensate AFA appointees to District-wide committees. AFA's AFDAF budget is projected to be a little under \$19,000, which is similar to the amount that AFA spent in 2009-10 for the same purpose. In 2008-09, AFA contributed approximately \$16,500. Prior to 2008-09, AFA administered the program and oversaw the compensation of adjunct faculty for all District-wide committee participation. The AFA officers recommended Council approval of the projected AFDAF budget for 2010-11. Following a motion made by Cheryl Dunn and seconded by Sean Martin, by unanimous voice vote the Council approved the AFDAF budget for 2010-11 as presented.

DISCUSSION ITEMS

1. District Policy 3.6: Program Review, Evaluation, Revitalization and Discontinuance. Councilors received a copy of the latest draft revision to this existing policy for their review prior to the meeting. Warren noted that the policy comprises the first paragraph

and the procedures follow on the remaining 16½ pages. He asked Councilors to read through the draft and to ask themselves the question, "If my program were under scrutiny, what kind of protections would I want for my program and myself?" Warren said that he has spoken with the Academic Senate president about the policy and he pointed out that the only aspect within AFA's scope is what happens to faculty members if a program is discontinued or reduced under this policy. The District has asked AFA to sign off on the policy and Warren suggested that the Council might want to direct the AFA Negotiations Team to negotiate an MOU simultaneously with accepting the policy in order to "nail down" exactly what happens to faculty in the event of program discontinuance.

Brenda Flyswithhaws, who serves on the committee that worked on the revision for over a year, offered her assistance to anyone wanting to have a conversation about the policy. She recommended that Councilors pay particular attention to page 6 and the flow chart on page 3, as they both simplify the language in other parts of the document. She provided some background information, stating that faculty wanted to have a strong process and set of procedures in place for the District to follow should it want to close down a major or a program. Brenda said the revised draft includes a system of checks and balances to guide the process and ensure that faculty have some protections. The drive to revise and strengthen this policy was initiated after the last accreditation team's visit, when team members asked what happens when a program is not bringing in FTES or suffers from low enrollment. At that time, the existing version of Policy 3.6 was weak and lacking in procedures. Brenda said that the committee's work on the revision was already in process before Dr. Agrella issued his white paper on reengineering. Warren added that, before Dianne Smith retired and prior to the last accreditation visit, she led College Council in a review of all District policies and this policy was on the to-do list even before the current sense of urgency surrounding program review.

In response to a question about the role of the Educational Planning & Coordinating Council (EPCC) in the process, Brenda said that EPCC would be kept informed through reports from the Academic Senate, as it is involved on the academic side of the house. EPCC members would be able to ask questions; however, they have no approval authority.

Brenda also reported that the District has performed some tests on the vocational side of the house and found that the draft process worked well. In response to a question about how faculty would know that a particular program was being looked at, Brenda said that typically a dean or program coordinator would flag a program and decide whether it needs to go through the process. Not all programs or majors would be put through the process. Brenda said that the committee chose a 6-year cycle, as that fits in with the cycle of other District processes that are already in place.

Councilors made several suggestions, including: (1) The District ought to revisit the transfer policy, as it might include some viable mechanisms for repurposing faculty; (2) Since many programs are specialized and faculty members aren't necessarily going to meet minimum qualifications in another department, the sooner they know that they might have to go back to school, the better; (3) There need to be procedures that provide adjunct faculty with the opportunity to qualify for assignments in other programs so that they can keep their jobs.

Councilors engaged in an extensive discussion about programs that depend on categorical funds from the State and the difficulties that faculty members in those programs — and their students — face when the funding disappears. It was suggested that the process outlined in Policy 3.6 might be a way to protect a categorical program, in that the question could be asked, "Is this something that is so valuable that we want to find other funding?"

Warren said that he would bring any further revisions of the policy back to the Council for their review, prior to any motion to accept it and he recommended that Councilors forward any feedback or suggestions to Brenda, Terry Shell, or him.

2. Fall 2010 Retreat. The AFA Fall 2010 retreat is scheduled for Saturday, October 2, from 11:00 a.m. to 4:00 p.m. at the Pepperwood Preserve. The agenda will include two discussion items: negotiations and statewide advocacy. Following a consensus from the Council, Warren said that he would invite a representative from the Faculty Association of California Community Colleges (FACCC) to the retreat to provide information about how AFA could become more involved at the state level. Dianne Davis volunteered to submit a Group Flex Activity Proposal for the retreat to Staff Development.
3. 8.23.10 Amendment to AFA Constitution. Councilors received a copy of the proposed amendment prior to the meeting for their review. Warren encouraged Councilors to give the proposal serious consideration over the course of the next two weeks and to be prepared to vote on it at the September 22, 2010 Council meeting. Michael Ludder spoke in favor of the proposal and encouraged Councilors to review the document that outlines the differences between the current proposal and the proposal submitted in Spring 2010. (Both documents are posted on the AFA Web site at: http://www.santarosa.edu/afa/Misc/ProposedAmendments/proposed-const-AFAmbr-MTully_9.08.10.pdf .)

MAIN REPORTS

1. President's Report. Warren Ruud presented brief reports, as follows:
 - Compressed Calendar Task Force (CCTF). Warren and Chief Negotiator Ann Herbst met recently with Academic Senate President Terry Shell and Compressed Calendar Task Force Chair Mary Pierce. Classified Union President Doug Kuula and Admissions & Records Director Diane Traversi are recent additions to the CCTF, which formerly was only composed of faculty. Warren said that, at some point, the CCTF would also be inviting Information Technology (IT) Director Scott Conrad to participate. Mary Pierce is continuing to meet with and keep constituent groups informed. CCTF members Audrey Spall and Cheryl Dunn added that this year the CCTF would be visiting other schools to collect feedback and research how the compressed calendar has affected student services, among other areas. The next CCTF meeting is scheduled for September 17, 2010.
 - Workload Task Force (WTF). Warren met with the Academic Senate President to discuss this task force, which was one of the components of the MOU re: Monetary Concessions. The goal of the WTF is to evaluate workload for online and lab courses. The District has selected four administrators to serve on the task force: Kris Abrahamson, Kimberlee Messina (representing the Science and Technology cluster); Steve Cohen (representing the Maggini cluster); and James Forkum (representing P.E., Dance & Athletics). AFA has two appointees on the task force and, in addition, Warren said that he is hoping to appoint a number of faculty members to serve on an advisory committee composed of faculty across the College who could serve as resources for information and advice.
 - Changes to the Council. Warren welcomed Paulette Bell, recently elected to serve as an adjunct member of the Council for a 2010-12 term. He also acknowledged Karen Frindell, who got married over the summer and has added Teuscher to her last name. Karen's email address remains unchanged.

- Council Meeting Location and Start Time. The September 22 Council meeting is scheduled for Room #4246 on the first floor of the Doyle Library on the Santa Rosa campus. If the room is available before 3:00 p.m., the meeting may start at 2:30 p.m. with Member Concerns, and the rest of the meeting following at 3:00 p.m. When the Cabinet deems it necessary for members to have sufficient time to express their concerns to the Council, Council meetings scheduled for the Senate Chambers will begin at 2:30 p.m. to accommodate those Member Concerns. Warren stated that he had felt, based on the emails on DL.STAFF.FAC.ALL from a small number of faculty members calling for others dissatisfied with the Council's decisions to attend this meeting, that additional time would be needed for those members to address the Council. As it turned out, only one member came to address the Council. (The schedule and location of Council meetings are posted on the AFA Calendar on the AFA Web site at: <http://www.santarosa.edu/afa/calendar.shtml> .)
2. Treasurer's Report: June 2010 and Year-End 2010. Councilors received both reports prior to the meeting for their review. Brief discussion focused on the net revenue deficit in the year-end report. AFA Bookkeeper Candy Shell pointed out that the treasurer's reports are prepared on a cash basis and that there may be a one-month lag between when revenue is earned and when deposits are actually made. For that reason, she recommended looking at the YTD figures rather than at any individual month to get the full picture. Candy also noted that the actual year-end deficit was lower than what it was projected to be when the budget was developed a year ago. Warren added that the organization has been frugal in the face of increased expenses (e.g., the \$20,000 AFDAF cost), and decreased revenues due to the reduction of overall faculty payroll from the class schedule reductions by the District. Warren said that AFA currently has sufficient reserves, which have been built up over the years to handle tight budget years such as this one, and that structural problems, if any, would need to be addressed. He added that, at 0.55%, AFA has the lowest dues and fee rates in the Bay area. Those community college faculty unions that are affiliated with national unions (such as Napa, San Francisco, and Marin) have dues and fee rates that are considerably higher.
 3. Negotiations Report. This report and subsequent discussion were conducted in closed session.
 4. Conciliation/Grievance Report. This report was conducted in closed session.
 5. Vice President for Petaluma Report. Cheryl Dunn reported that, at the recent meeting of the Petaluma Faculty Forum, Scott Conrad gave a presentation about the District's new IT Department, which is a consolidation of Computing Services and Academic Computing. In addition at the PFF meeting, Greg Granderson presented a report about some of the things he has implemented as the new dean of Student Services for Petaluma. Cheryl also reported that there are no longer any regular ESL faculty members in Petaluma and that the District conducted a program review about ESL services needed on the Petaluma campus. As a result, there is a new student lounge for ESL and Puente students, and the District is building a new Tutorial Service Center. On Friday, September 10, PFF will hold a retreat and discussion will focus on goals. Following the report, Warren mentioned that the District's IT Department is considering the possibility of moving the College email system from Outlook to Gmail. He said that the move would be seamless and would solve the problem of the limitation on the size of individual mailboxes.

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

Minutes submitted by Judith Bernstein.