

AFA EXECUTIVE COUNCIL MEETING MINUTES

December 8, 2010

(Approved by the Executive Council on January 26, 2011)

Executive Councilors present (noted by *):

*Warren Ruud, <i>presiding</i>	*John Daly	*Lynn Harenberg-Miller	*Audrey Spall
*Alix Alixopoulos	*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	

Officers/Negotiators present: Ann Herbst
Faculty present: Ted Crowell, Terry Ehret, André Larue,
Staff present: Judith Bernstein, Candy Shell

The meeting was called to order at 3:08 p.m. in the Bertolini Student Center Senate Chambers on the Santa Rosa campus.

MEMBER CONCERNS

1. **Bullying in Academia.** Michael Ludder directed the Council's attention to an article entitled "Bullying, Academic Freedom & Labor Relations," from the most recent issue of FACCTS, the magazine published by the Faculty Association of California Community Colleges (www.faccc.org/). He suggested that, in the spring, the Executive Council consider discussing the issues raised in this article and incorporating language into policy or the Contract. Michael also had distributed copies of the article at the most recent meeting of the Academic Senate.
2. **FACCC Contract Membership.** Having recently renewed her FACCC membership for the upcoming year, Lynn Harenberg-Miller asked about the status of AFA's discussions with FACCC about the organization becoming a "contract member." Warren Ruud said that, over the course of the last several months, the AFA leadership has been engaged in an ongoing discussion with FACCC's membership director and executive director about this possibility. There are two different models of contract membership to consider (e.g., individual memberships paid through automatic payroll deductions or block membership paid through the organization). Current FACCC members would see a reduction in their membership cost, as contract members receive discounted rates. Any agreement on the part of AFA to enter into contract membership with FACCC would require a vote of the faculty. Warren noted that the challenge has been to identify an opening in the calendar for the Council to discuss the issue in greater depth and consider scheduling an election.
3. **Absence of Diversity on Hiring Committee for District Superintendent/President.** Brenda Flyswithawks expressed her appreciation to Ann Herbst and Warren Ruud, as well as to the Council at large, for their efforts and leadership in working with the Academic Senate to ensure that AFA is represented on the Screening and Interviewing Committee for the Superintendent/President. She noted, however, that faculty members of color are not represented on this committee and said that they "once again feel invisible in this process."

Brenda pointed out that diversity was the number one issue raised when the District went through the last accreditation process, but the District has yet to address the issue. She expressed appreciation for the fact that the AFA leadership considered gender diversity in deliberations about selecting an appointee. She noted that students had the vision and foresight to appoint one person of color; however, students come and go. Faculty members serve the students and are long-term members of this institution. Brenda said that faculty members of color would be appearing before the Board of Trustees in the spring to voice their concern about this issue. Brenda also said that it was unfortunate that Reneé Lo Pilato, who previously had been appointed, would not be serving as one of the four Senate appointees on the committee. Warren noted that there would be more discussion on this subject during the President's Report later on in the meeting. He noted that the Academic Senate sent out an email to DL.STAFF.ALL to inform the College community about the appointments to the committee, and the District's Web site has been updated (www.santarosa.edu/presidents-search/). Warren also noted that decisions by the Board of Trustees at the beginning of the process were the reason for many of these problems.

4. Constitutional Amendment Process. Terry Ehret addressed the Council with a member concern. She said that, in the course of her research as a member of the AFA Council Composition Team (ACCT), she became interested in how different representative bodies at other campuses handled proposed changes to their constitutions and bylaws. She noted that she was impressed by the professional and collegial way that ACCT arrived at the recommendation that they would be presenting later on in the meeting. She expressed hope that the Council would consider forming a "bylaws and constitution review team," either on an ongoing or an ad hoc basis, similar to the one used at Santa Barbara City College. She suggested that such a committee would not take the place of the kind of discussion and dialogue that happens via email, but would ensure that proposals would be presented to the membership in a fair and balanced way. Terry said that she would send an electronic copy of her member concern outlining a possible new constitutional amendment procedure to AFA staff for forwarding to the Council.
5. P.E., Dance & Athletics (PEDA) Final Exam Schedule. Lara Branen-Ahumada reiterated that, every semester since PEDA started holding final exams during finals week, the actual time of the exams is unclear and confusing for faculty and for students. (Up until several years ago, PEDA instructors held finals on the last day of class before finals week.) In many cases, faculty members discover inadvertently that final exams for two different courses appear in SIS as being scheduled at the same time and in the same place. The affected faculty members end up working out the situation between themselves; however, Lara suggested that it would be helpful if the scheduling of these final exams—many of which are for 1-unit courses—were correct from the beginning. Many faculty members are unclear about how many hours they're getting paid for and how long the final exams should be. Lara asked if AFA could follow up on the matter. Several Councilors cited similar scheduling problems affecting a few courses in their departments. Warren suggested that faculty members contact: (1) Payroll Department staff if they have questions about the number of hours of pay they will receive for their final exams; and (2) their chairs or administrative assistants if they have questions about the number of hours that their final exams are scheduled for during final exam week. Warren acknowledged that the issue of confusion on the part of students is a significant one, and he said that the District has been struggling to figure out a solution in the absence of any template or model. He suggested that the Academic Senate might have an interest in this issue. Brenda Flysworth added that this problem, which affects all departments, could be addressed with a compressed calendar.
6. Use of DL.STAFF.ALL. In response to some confusion on the part of some members of the College community, Ann Herbst clarified that AFA has no interest in changing the use of DL.STAFF.ALL (the District-wide Outlook email distribution list). She noted that the Academic Senate is the body that is addressing this issue.

MINUTES

There were no corrections or additions to the minutes from the November 10, 2010 Executive Council meeting, and they were accepted as submitted. (Approved minutes are posted on the AFA Web site at www.santarosa.edu/afa/minutes.shtml .)

ACTION ITEMS

1. Officer & Negotiator Reassigned Time Spring 2011. Councilors received a copy of the officers' recommendation for the allocation of Spring 2011 reassigned time prior to the meeting for their review. Warren Ruud noted that AFA's contribution to the reassigned time for the Compressed Calendar Negotiations Task Force (CCNTF) chair could potentially be reduced by 10%, pending the outcome of negotiations with the District. By unanimous voice vote, the Council approved a motion made by Brenda Flyswithhawks and seconded by Paula Burks to approve the allocation of AFA officer and negotiator reassigned time for Spring 2011 as presented, contingent upon the outcome of negotiations relative to the District's contribution to reassigned time for the CCNTF chair.

DISCUSSION ITEMS

1. Resolution re: Adjunct Faculty Hiring. Warren Ruud reported that the Board of Trustees would be voting at the December meeting on whether to officially approve a relatively large number of regular faculty job openings for Spring 2011. A list of the tentative positions was disseminated via email to chairs in affected departments. Depending upon funding, there is a possibility that a number of additional openings will be approved in the spring. Warren presented a brief explanation about the relationship between the "Faculty Obligation Number" and the number of open positions, as well as the strategic benefits of starting the hiring process early, before increased revenue starts coming back into the system and every other community college is also looking to hire new full-time faculty.

Although AFA has no say over hiring, in the interest of the adjunct members of Unit A, the AFA officers are recommending that the Council consider drafting a resolution encouraging the District to carefully consider SRJC adjunct faculty for new open positions. In response to Warren's call for volunteers, Alix Alixopulos, Paulette Bell, Michael Ludder, and Brenda Flyswithhawks agreed to develop a draft resolution for consideration at the first Council meeting in January 2011. Based on experience with a similar resolution at SSU, Sean Martin suggested that the resolution include some language that recognizes students' interest in continuity of departments. Warren added that adjunct faculty members should be recognized for the contributions they have made to their departments and the District.

Warren mentioned another idea raised at a recent Cabinet meeting, which involves organizing regular faculty in the departments that have openings to act as resources or mentors for adjunct faculty interested in applying for positions. Audrey Spall and Amy Merkel have offered to present a resumé tune-up workshop before the closing of the application deadline. Other ideas include holding mock interviews and general workshops on preparing for a job interview. Any help offered by regular faculty would have to occur prior to the beginning of the screening process. Warren asked that Councilors take this idea back to their departments and let him or AFA staff know as soon as possible the names of any regular faculty members who might be interested in serving as a resource or mentor to adjunct faculty for this purpose.

2. Institutionalization of AFA/District Past Practice. Warren Ruud noted that AFA staff has started preparing a list of "past-practice" agreements between AFA and the District that are not of a contractual nature. Warren would like to present the list to Dr. Agrella early in the Spring 2011 semester. Examples include agreements related to office space; use of email, telephone, and facilities; and purchase of reassigned time. He asked members of the Council, in particular those who have prior experience as AFA officers or negotiators, to forward any ideas to AFA staff as soon as possible. Brief discussion followed about whether it would be preferable for some of these items to be incorporated into the Contract.

3. AFA Council Composition Team (ACCT) Report. On behalf of the six members of ACCT (all but one of whom were present at the meeting), ACCT Facilitator Ted Crowell presented their report (www.santarosa.edu/afa/ACCT/12.08.10_ACCT_Report.pdf). Hard copies of the *ACCT Recommendations to AFA Executive Council* were distributed to the Council, and a spreadsheet summarizing their research was projected onscreen. Ted commended team members for their collegial and cooperative efforts, noting that the process of working through each item point by point was "very smooth." He said that, in addition to participating in a series of meetings, team members spent a great deal of time conducting research. Based on the idea that the governing structure of other independent community college bargaining agents would most likely be closely comparable to AFA, ACCT members began their research by posing a set of ten questions to CCCI member colleges (www.cccindependents.org/). They also surveyed College of San Mateo (CSM) and City College of San Francisco (CCSF)—both of which are represented by CFT. A total of eleven colleges responded to the questions and participated in the survey. Ted noted that ACCT's primary focus was on the ratio of full-time to part-time representatives. Ted reviewed ACCT's seven recommendations, and a lengthy question-and-answer session and discussion followed. The following points were made:
- In comparing election procedures, ACCT found that AFA was unique in that the full-time faculty votes for full-time faculty representatives, and the part-time faculty votes for part-time faculty representatives. In every other organization that ACCT surveyed, all faculty members vote for all representatives.
 - Prior to forwarding any of ACCT's recommendations to the membership for a vote, the existing Bylaws and Constitution would have to be carefully reviewed for "ripple effects."
 - ACCT members developed an interest in changing the focus from "fair" representation to "equitable" representation. Fairness is very subjective and cannot always be achieved, whereas one can make progress towards equity.
 - ACCT's recommendation is that each Council member represents all faculty members, regardless of whether s/he is full-time or part-time.
 - ACCT's recommendation is that there be a minimum of one and a maximum of five more full-time than part-time representative in terms of the total number of representatives on the Council.
 - Although ACCT members found it difficult to obtain hard data, they were able to determine that the majority of the colleges surveyed appear to have an approximate ratio of 2/3 part-time faculty to 1/3 full-time faculty.
 - While ACCT did not develop a rationale for their recommended ratio of representation, they did review AFA's original Bylaws and Constitution, as well as the history of changes to the composition of the Council since AFA was formed. They also considered what would be equitable, practical, and workable. ACCT members discussed the history and principles of representation in depth and carefully considered every perspective. They did not encounter any similar discussion of organizing principles or any written conceptual analysis of a rationale in their research of other colleges.
 - There is a great deal of variation in the governance structure among the colleges surveyed and, in the majority of colleges, the ratio of full-time to part-time representatives is informally determined. Santa Barbara Community College has a similar ratio in terms of the number of full-time to part-time representatives when compared to AFA.
 - Although the size of Santa Barbara's executive board is smaller than AFA's (9 members compared to 19), its structure made the most sense to ACCT. ACCT member Terry Ehret noted that, of all the configurations that they could imagine or see, Santa Barbara's seemed to be the most equitable and seemed like it might work for AFA. It comes close to, but does not include, a 50/50 ratio.
 - Santa Monica comes the closest to having a 50/50 representative structure. The college is organized into divisions (like departments not clusters), and each division has at least one

part-time and one full-time representative. The number of representatives is reflective of the size of each division and the ratio of full-time to part-time faculty within that division; however, in terms of the total number of representatives, there is at least one more full-time representative than part-time.

- Initially, ACCT considered the differences in workload between full-time and part-time faculty, and whether those differences would be an issue with regards to representation; however, as the team conducted its research, that issue fell by the wayside in favor of the idea that the organization needs to represent both categories of faculty.
- In comparison to other CCCI member organizations, AFA's eligibility criterion for voting is very liberal (i.e., one can vote on the same day that one becomes an AFA member). No other organizations offered that benefit. On the other hand, at CCSF, a faculty member may vote on the contract regardless of whether s/he is a member or not.
- As a part-timer working in Petaluma, Terry Ehret noted that faculty members perceive differences in working conditions on the Petaluma campus as compared to the Santa Rosa campus. The composition of the Petaluma faculty is largely part-time and many part-time faculty members working in Petaluma do not report feeling any difference between their full-time and part-time faculty colleagues. On the other hand, full-time faculty members working in Petaluma are carrying a very different load of responsibilities than their Santa Rosa counterparts. Terry said that initially she had an interest in finding a way for only Petaluma faculty to vote for Petaluma representatives. Ultimately, ACCT reached a consensus that the fairest way would be to create two at-large Petaluma positions (one full-time and one part-time), for whom all members would vote.
- ACCT considered the idea of maintaining the current size of the Council at 19 seats; however, in the interest of achieving a practical range in the number of representatives for full-time and part-time without diminishing the current number of full-time seats on the Council, their consensus was to increase the total number of seats to 21.
- ACCT members assumed that AFA's election procedures were most likely put into place originally to protect the rights of the minority, and to make sure that the minority would have representation. The part-time faculty used to be in the minority; however, the numbers have changed, and now full-time faculty members are in the minority. Given that there are currently 1,100 part-timers and 300 full-timers, if the ACCT recommendations were to be implemented, then part-timers would have a much larger role in electing Council representatives than full-timers. On the other hand, historically, a much higher percentage of full-time faculty participates in elections than part-time faculty.

At the end of the discussion, Warren raised several points:

- Roberts' Rules of Order state that a president may vote not only in case of a tie, but in any instance in which his/her vote affects the outcome of the vote.
- When the Council approved the change to the Bylaws, increasing the number of seats from 16 to 19, they engaged in lengthy discussion about the unwieldiness of having too many seats.
- In addition to San Mateo and San Francisco, Napa and Marin are two other local community colleges that ACCT could have included in the survey.
- The cost of funding additional part-time seats is an issue that would have to be addressed if the recommendation is accepted.
- If the Council were to accept this recommendation, they would need to spend time discussing how to implement it.

Warren directed AFA staff to post the ACCT recommendations and spreadsheet on the AFA Website and to notify the Council via email once they are posted. ACCT members expressed their appreciation of Ted's skill as a facilitator, and Warren thanked all seven members of the team for their efforts.

MAIN REPORTS

1. President's Report. This report and subsequent discussion were conducted in closed session.
2. Treasurer's Report: September and October 2010. Councilors received a copy of the Treasurer's Report prior to the meeting for their review. Paula Burks pointed out the largest expenses paid during the two-month period, which included stipends to negotiators for Summer 2010 meetings, CCCI annual dues, Fall 2010 CCCI conference registration fees and travel expenses, Fall 2010 AFA retreat expenses, and payroll for office staff. She also reported that AFA's accountants, Gibson & Company, CPA, conducted their annual audit of AFA's books on December 2. They will be presenting their report to the Council at the beginning of the Spring 2011 semester. According to Mike Gibson, 97.76% of AFA's expenses in 2009-10 were chargeable (i.e., related to negotiations, conciliation/grievance, and organizational operations). In 2008-09, the percentage of chargeable expenses was 99.65%. The primary reason for the lower percentage of chargeable expenses in 2009-10 was related to AFA's charitable contribution of \$5,000 to the Bridging the Doyle Scholarship Fund.
3. Conciliation/Grievance Report. This report was conducted in closed session.
4. Negotiations Report. This report and subsequent discussion were conducted in closed session.

The meeting was adjourned at 5:15 p.m.

Minutes submitted by Judith Bernstein.