

## **EXECUTIVE COUNCIL MEETING MINUTES**

November 30, 2011

*(Approved by the Executive Council on December 14, 2011)*

Executive Councilors present (noted by \*):

*Warren Ruud, <i>presiding</i>	*Cheryl Dunn	Andre Larue	Mary Pierce
*Paulette Bell	*Terry Ehret	*Reneé Lo Pilato	*Audrey Spall
*Paula Burks	*Brenda Flyswithawks	*Sean Martin	*Mike Starkey
*Ted Crowell	*Karen Frindell Teuscher	*Dan Munton	*Julie Thompson
*Dianne Davis	*Lynn Harenberg-Miller	*Margaret Pennington	

Officers/Negotiators present: Ann Herbst, Jack Wegman  
Staff present: Judith Bernstein, Candy Shell

The meeting was called to order at 3:10 p.m. in the Senate Chambers, Room #4638, in the Bertolini Student Center on the Santa Rosa campus.

### **MEMBER CONCERNS**

1. Compressed Calendar. Paulette Bell asked whether a shift to a compressed calendar would result in less teaching time and, therefore, a reduction in pay for hourly instructors. Warren clarified that AFA and the District have agreed to the basic principle that the same number of minutes in the classroom or lab would be preserved, so the length of instruction and compensation would remain the same. Karen Frindell Teuscher added that the number of minutes per session would be rounded up or down in set increments, as necessary; however, with the exception of rounding, no minutes of instruction would be lost. Ann Herbst said that the Compressed Calendar Negotiations Task Force (CCNTF) has narrowed down the number of potential models under consideration and that further information about possible schedules would be available in the spring. In order to get a better idea of what the schedule for a particular class might look like under a compressed calendar, Karen suggested that faculty members take a look at the classes they typically teach in the schedule of classes of a community college that is currently on a compressed calendar, such as Santa Barbara City College. (Information about the compressed calendar and the CCTF is available on the AFA Website at [http://www.santarosa.edu/afa/senate\\_task\\_force.shtml](http://www.santarosa.edu/afa/senate_task_force.shtml) . Links to the schedules from California community colleges that are on a compressed calendar are available at [http://www.santarosa.edu/afa/senate\\_other\\_districts.shtml](http://www.santarosa.edu/afa/senate_other_districts.shtml) .)
2. Load Lookup. On behalf of several adjunct faculty colleagues, Paulette Bell conveyed a concern about the current limitations of the load lookup function in the Student Information System (SIS). She stated that, since there are fewer classes in the schedule, competition for the available classes is keen, and many adjunct faculty members are concerned about receiving assignments. Paulette said she thought AFA should pursue the matter with the District. Warren stated that when AFA has raised the issue in the past the District has maintained that the IT department does not have the time and resources to deal with the problem. Several Councilors suggested that AFA continue to pursue the matter with the District.

3. Use of District Internet Connection during Work Hours. Sean Martin reported that, in a discussion held during the most recent DCC/IM meeting, IT Director Scott Conrad spoke about the appropriate use of school technology. One of Scott's concerns was the misuse of the District's Internet connection during work hours (for example, accessing social media). Sean raised the concern that many faculty members use social media in their capacity as instructors. For example, it may be appropriate for a Philosophy instructor to look at certain Websites to gather examples of faulty reasoning. Scott clarified that anytime an employee is using the District's Internet connection, IT staff can see what sites they've accessed and how much time they're spending there. Sean acknowledged that it is an obvious privilege of the administration that they can look in on employees' Internet usage and that employees' intelligent use of the District's equipment is important. At the same time, he suggested that the District should not conduct "fishing expeditions" without cause and should provide faculty with some reassurances about privacy and other ethical concerns. Sean made a distinction between what the District *can* do and what they *ought* to do.

During the brief discussion that followed, Councilors commented that: (1) this issue falls within AFA's scope as it is a working conditions issue; (2) the District ought not to be policing faculty's time or changing the nature of the academic schedule; (3) the Academic Senate could strengthen its position on this issue, which was previously addressed in terms of its relation to academic freedom; (4) twenty years ago, when this type of technology was not available, the District went into locked offices unannounced and removed computers; with a new president coming in, it is a important reminder that this issue should be taken seriously.

Warren said that what Scott Conrad was saying at the DCC/IM meeting falls within the scope of the District's policy, which is fairly broad. Warren confirmed that faculty's use of the District's Internet connection is a working conditions issue, which would have to be addressed in negotiations and resolved through contract language. While the issue is important, it is not at the point where AFA needs to deal with it immediately. Currently, AFA is focusing on other issues that are equally important but more urgent. Warren said that he has made note of the Council's concern about the issue and would make sure that the District is aware of that.

## MINUTES

There being no corrections or additions, the Council accepted the minutes from the November 9, 2011 Executive Council meeting as submitted. (Approved minutes are posted at [www.santarosa.edu/afa/minutes.shtml](http://www.santarosa.edu/afa/minutes.shtml) .)

## DISCUSSION ITEMS

1. Change in Dues Assessment: Rate & Effective Date. Warren pointed out that the first proposal that the membership approved in the recent FACCC Contract Membership election was to set the maximum assessment rate at 0.74 percent. The second proposal that the membership approved allows the Council to set the effective assessment rate up to the maximum allowed by the membership. He noted that the increase from the current rate of 0.55 percent to 0.72 percent would most likely cover the assessment for the FACCC contract membership; however, in previous discussions, the Council considered the idea of increasing the assessment to 0.74 percent. The extra 0.02 percent is not a large amount of money, but it would help to mitigate AFA's deficit for the current academic year. The deficit is projected to be approximately \$34,000 and is primarily a result of the decrease in AFA's revenue from faculty payroll due to reductions to the schedule of classes. AFA is continuing its negotiations with FACCC about various elements of the contract agreement, and there are still a few issues remaining to be resolved. By unanimous voice vote, the Council approved a motion made by Brenda Flyswithawks and seconded by Lynn Harenberg-Miller to move this item to action.
2. Nominations for Spring 2012 Vice President for Santa Rosa. Warren reminded the Council that Dan Munton, AFA's current Vice President for Santa Rosa, will be on sabbatical leave in

Spring 2012, and the Council needs to appoint a one-semester replacement to take Dan's place in that position. (Officers are elected for one-year terms. In Spring 2012, elections for the 2012-13 slate of officers will be held, for terms that begin on the first day of the Fall 2012 semester.) Following Warren's call for nominations, Dan Munton nominated Mike Starkey, and Karen Frindell Teuscher seconded the nomination. Based on past practice and consistency with the Bylaws, Warren suggested one of the following two options in terms of the procedure for this appointment: (1) the Council could leave the nominations open for two more weeks until the next Council meeting on December 14th, during which time Councilors may nominate other candidates via email; or (2) if it is anticipated that there will be no other candidates for the position, the Council could move the approval of the appointment to action at this meeting. By unanimous voice vote, the Council approved a motion made by Margaret Pennington and seconded by Dan Munton to move this item to action.

3. Appointment of Spring 2012 Sabbatical Leave Replacement for Regular Faculty Councilor. This item, related to the previous discussion item, was a late addition to the agenda. Two regular faculty Councilors are each taking one-semester sabbatical leaves in 2011-12. The leaves are contiguous. The first one was scheduled for Fall 2011 (Terry Mulcaire) and the second one is scheduled for Spring 2012 (Dan Munton). Warren reminded the Council that, at the end of the Spring 2011 semester, the Council appointed Andre LaRue to serve on the Council as the sabbatical leave replacement for Terry Mulcaire and also discussed the likelihood of appointing Andre as the sabbatical leave replacement for Dan Munton. (See Action Item #1 on page one of the minutes from the May 11, 2011 Council meeting at [http://www.santarosa.edu/afa/1011/Meetings/Minutes/minutes\\_051111.pdf](http://www.santarosa.edu/afa/1011/Meetings/Minutes/minutes_051111.pdf).) Although the Council agreed in principle that Andre would serve on the Council as a one-year leave replacement, technically speaking the two leaves are separate one-semester positions and the appointments need to be approved in sequence chronologically as they occur. By unanimous voice vote, the Council approved a motion made by Brenda Flyswithawks and seconded by Dan Munton to move this item to action.
4. 2013-14 Academic Calendar. Warren explained that the Calendar Committee, which is chaired by Diane Traversi, developed this draft of the calendar, which then goes to AFA for approval and to constituent groups for review and feedback. After the draft is circulated to the various groups, it goes to the negotiating table. After agreement is reached in negotiations, the District takes the proposed calendar to the Board of Trustees for final approval. Warren asked Councilors to review the calendar carefully, but noted that their approval at this time would not preclude them from suggesting further changes before the calendar is finalized. During the discussion that followed, Councilors expressed some comments and concerns about several items, including the shorter length of the winter break as compared to previous years; the name and function of the "District Designated Activities Day"; the notable absence of the Flex placeholder day on the Wednesday before Thanksgiving; the fact that the final exam template doesn't work for every class, resulting in finals for more than one class being scheduled in the same room at the same time; and in the list of significant dates on the left-hand side of the page, November 24 appears out of order chronologically. In response to the comments, Warren clarified that the winter break is one week longer than usual every six years; there are constraints on the summer calendar imposed by the Summer Repertory Theatre schedule; the needs of the registrar's office affect the calendar between the end of fall and the beginning of the spring semesters; and the District has learned that the State doesn't allow fewer than three days in an instructional week (thus, the day before Thanksgiving must be an instructional day). Warren confirmed that, if a shift to a compressed calendar were to be negotiated and approved for 2013-14, the calendar would be adjusted to fit the new template. He explained that District-Designated Activities Day has always been on the calendar, but it was renamed. (It used to be called "New Faculty Orientation Day.") As one of the 177 working days in the academic calendar, faculty members have always been compensated for that day; however, in recent years, that day has been one of two furloughed days. Warren further explained that the only days that faculty members sign attendance sheets are those days for which the District receives

apportionment from the State (i.e., mandatory institutional PDA days and Flex placeholder days). A few Councilors suggested that the term "District-designated activities" could be misleading to faculty, that a better term would be "non-instructional," and that it would be helpful if AFA communicated to the faculty that they are not expected to work on days for which they are not compensated. Karen Frindell-Teuscher pointed out that department chairs no longer work on District-Designed Activities Day, because they gave up one of their two chair training days several years ago in response to the budget crisis. Warren suggested that the Council could communicate its consensus about District-Designated Activities Day to the negotiations team if they chose to do so. Following the discussion, by unanimous voice vote, the Council approved a motion made by Brenda Flyswithhawks and seconded by Dan Munton to move this item to action.

### **ACTION ITEMS**

1. Change in Dues Assessment: Rate & Effective Date (see Discussion Item #1). Warren reiterated that, although it is likely that a 0.72% assessment would cover the cost of the FACCC contract membership, the additional 0.02% would help to mitigate the projected revenue shortfall in AFA's 2011-12 budget. Following the election results, AFA informed the Payroll Department about an upcoming change to the dues rate and a change to the way FACCC membership will be processed for those faculty members who are currently individual members of FACCC. In response to a question about timing, Warren pointed out that membership by contract with FACCC will be on an annual basis. Although FACCC would be amenable to structuring the contract on a calendar-year basis, Warren suggested that an academic-year basis would be preferable. He mentioned that FACCC requires a prescribed amount of advance notice of any intention to terminate the contract membership, and he suggested that Councilors review Santa Barbara City College's contract with FACCC, which is available online ( <http://ia.sbccc.edu/FACCC%20Contract%20for%20PD.php> ). By unanimous voice vote, the Council approved a motion made by Brenda Flyswithhawks and seconded by Sean Martin to set the dues assessment rate at 0.74%, effective at the beginning of the Spring 2012 semester.
2. Nominations for Spring 2012 Vice President for Santa Rosa (see Discussion Item #2). By unanimous voice vote, the Council approved a motion made by Karen Frindell Teuscher and seconded by Cheryl Dunn to appoint Mike Starkey as Vice President for Santa Rosa for the Spring 2012 semester.
3. Appointment of Spring 2012 Sabbatical Leave Replacement for Regular Faculty Councilor (see Discussion Item #3). By unanimous voice vote, the Council approved a motion made by Brenda Flyswithhawks and seconded by Sean Martin to appoint Andre LaRue as the sabbatical leave replacement for Dan Munton's seat on the Executive Council for the Spring 2012 semester.
4. 2013-14 Academic Calendar (see Discussion Item #5). Warren noted that, even if Councilors were to approve the draft calendar at this meeting, they would have additional opportunities to provide further comments before the final negotiations of the calendar. He also said that there is no urgency at this point in time and the Council could wait until the December 14<sup>th</sup> meeting to take action. Members of the Calendar Committee will present the draft to constituent groups, including the Academic Senate, Classified groups, Associated Students, EPCC, and College Council. After College Council, the calendar will be forwarded to the negotiating table, before it is finalized and presented to the Board of Trustees for approval. The consensus of the Council was to place the 2013-14 Academic Calendar on the agenda for the December 14<sup>th</sup> Council meeting.

## MAIN REPORTS

1. President's Report: Student Success Task Force (SSTF). Warren Ruud reported that he, Paula Burks, Cheryl Dunn, Ann Herbst, and Julie Thompson attended the open hearing of the Student Success Task Force (SSTF) in Oakland on November 16. Warren commented that the flexibility option within the categorical line items in the State budget seemed to be the biggest point of contention with many of the groups represented at the hearing, which included EOPS, CalWorks, and older Adult Education. (The categorical items that AFA is concerned about are part-time office hours, part-time compensation, and part-time medical benefits.) The SSTF decided at their meeting on November 9 to pull the flexibility option out of the Draft Recommendations. Some people who attended the November 16 hearing spoke about the potential impact of some of the recommendations on the 50 percent rule, and others representing Student Services spoke about the high workload level that would result if certain recommendations were to be implemented. Warren said that, in total, the SSTF recommendations are supposed to be revenue neutral. In response to a question from a Councilor as to whether there was any discussion about the concept of student success, what it means, and how the SSTF defines it, Warren said that there was no discussion of the broader issues or acknowledgement that there are other ways to achieve success other than getting a certificate or transferring. He mentioned that one person presented a convincing argument against letting students' educational plans drive the decisions about which courses districts should offer, because of the risk that a high demand for Basic Skills classes could significantly reduce other offerings. Cheryl Dunn added that a few individuals spoke to what is missing from the recommendations and asked how student success should be defined; however, the format of the meeting was set up for comments, and there was basically no discussion.

Warren noted that there would be a meeting of the Board of Governors on December 1 to review the draft recommendations and another meeting of the SSTF on December 7 in Sacramento to finalize the draft recommendations. The Board of Governors is scheduled to take action on the draft recommendations at their meeting on January 9 and 10 in Sacramento. From there, the approved recommendations would be forwarded to the legislature. (See the SSTF timeline and meeting schedule at <http://www.californiacommunitycolleges.cccco.edu/PolicyInAction/StudentSuccessTaskForce/TimelineMeetingSchedules.aspx> .) Warren also mentioned that two community college districts—Monterey Peninsula and North Orange County—have issued resolutions of concern regarding the draft recommendations. (See the MPC and NOCCC resolutions at [http://www.mpc.edu/GoverningBoard/Meeting%20Agendas/11\\_2\\_2011%20Board%20Minutes.pdf](http://www.mpc.edu/GoverningBoard/Meeting%20Agendas/11_2_2011%20Board%20Minutes.pdf) and <http://www.nocccd.edu/documents/DelayTaskForceRecommendationsResolution.pdf> .

2. Treasurer's Report: October 2011. Paula Burks noted that the 2011-12 projected budget has been adjusted to reflect the recent decision of the Council to suspend transfer of AFA member contributions to the AFA PAC. That adjustment decreased the projected deficit by approximately \$5,500, to approximately \$36,000. Paula commented that AFA has funds in various reserve accounts that will help offset the deficit for the short term, and she noted that the AFA officers would be monitoring the situation. She highlighted expenditures in October that were significant or differed from the normal monthly expenditures, which included conference and travel related to the Fall 2011 CCCI conference in San Diego; refreshments for the Fall 2011 Executive Council retreat; and legal counsel related to current conciliation/grievance matters.
3. Conciliation/Grievance Report. This report and subsequent discussion were conducted in closed session.
4. Negotiations Report. This report and subsequent discussion were conducted in closed session.

The meeting was adjourned at 5:22 p.m.

Minutes submitted by Judith Bernstein.