

EXECUTIVE COUNCIL MEETING MINUTES

August 28, 2013

(Approved by the Executive Council on September 11, 2013)

Executive Councilors present (noted by *):

*Julie Thompson, <i>presiding</i>	Dianne Davis	*Jacqueline McGhee	*Margaret Pennington
*Filomena Avila	*Terry Ehret	*Bud Metzger	*Audrey Spall
*Paulette Bell	Deirdre Frontczak	*Terry Mulcaire	<i>vacancy (adjunct)</i>
*Shawn Brumbaugh	*Andre LaRue	*Dwayne Mulder	<i>vacancy (adjunct)</i>
*Paula Burks	*Sean Martin	*Nikona Mulkovich	

Officers/Negotiators present: Karen Frindell Teuscher, Warren Ruud
Faculty: Matt Murray, Karen Stanley
Staff members present: Candy Shell, Carol Valencia

The meeting was called to order at 3:05 p.m. in Doyle Library, Room #4245, on the Santa Rosa campus.

Welcome back from Julie Thompson. In addition to our new Councilors, Matt Murray, who has stepped forward for Publications Coordinator, is present. Also, Carol is joining us for the first time. Introduction of everyone in attendance.

MAIN REPORTS: CLOSED SESSION

1. **Negotiations Report.** This report and subsequent discussion were conducted in closed session.
2. **Conciliation/Grievance Report.** This report and subsequent discussion were conducted in closed session.

Closed Session adjourned at 4:00 p.m.

MEMBER CONCERNS WITHIN AFA'S PURVIEW

1. Terry Ehret asked for clarity regarding when students need an add code to enroll in a class. She said that last spring had a different procedure than this fall. Julie responded that it is a question for Admissions & Records and/or the Academic Senate; it's not AFA's purview.
2. Bud Metzger commented that he is no safer in his classroom now than last year. He explained that he had two students program the phone number [for campus police] into their cell phones and told them to keep their cells on vibrate in case of emergency.
3. Margaret Pennington noted that many emails were forwarded by Julie over the summer regarding City College of San Francisco and accreditation. She asked if AFA would have the chance to discuss this. She also asked if we are concerned and want to do anything to make our faculty and students aware of the situation.

4. Dwayne Mulder stated his concern about the inability to lock his doors (after attending an active shooter presentation). He remembers having a key in the past that could disable doors from the inside. He wondered if this might be a possible solution to the locking door problem (stated above).

MINUTES

There being no corrections or additions, by unanimous voice vote, the Council approved a motion made by Nikona Mulkovich and seconded by Sean Martin to approve the minutes from the May 15, 2013 Executive Council Special meeting; May 17, 2013 Executive Council Special meeting; and May 17, 2013 General Membership meeting as submitted (13 in favor, 0 opposed, 0 abstentions).

(Approved minutes are posted at <http://www.santarosa.edu/afa/minutes.shtml>.)

MAIN REPORTS

1. **President's Report.** Julie Thompson reported briefly on the following items:

- Strategic Planning. AFA was given a seat at the table on the task force. Julie projected the lib guide web page onto the screen. We have been asked to talk to our constituent groups about the Vision, Mission and Value (VMV) Statement draft before it goes to the Board. (To see the most recent draft of the VMV Statement, go to <http://libguides.santarosa.edu/vision>) Julie requested that the Council read it and forward feedback to her or to the co-chairs of the VMV Workgroup. The Strategic Planning group is trying to be open and transparent, and this is AFA's opportunity to speak up.

Paulette Bell commented about seeing a new direction in the section on Beauty and Well-being in the draft.

Julie responded that there's some good work (in the draft) and asked everyone to provide feedback if they care to.

- This is a follow up on faculty absences due to attending professional conferences. The question is, if an adjunct is attending a conference or presenting a paper, does that faculty member have to file an absence form and can that faculty member get his/her class covered? The answer is there is no policy difference between part time and full time; it's the same across the board. If you are doing District business, then you don't need to submit a Notice of Absence (NOA) and can request a substitute, but if it's not part of District business, then it's not covered and you would have to file a NOA.
- Nikona (Mulkovich) and Julie met with Dr. Chong on Monday. There has been a small number of sexual harassment/sexual assault issues, and the District is concerned about liability. If there were a court case, it would be important for the employer to demonstrate that it had a training program in place and required all employees to go through the training. This would potentially work in the employer's favor in settling a case. AFA will be hearing from Mary Kay Rudolph and Karen Furukawa on the details of the training. The District is keen on getting the training in place. If the District is requiring such a training for all employees, AFA would want to be sure that adjuncts are compensated. Contract faculty already have the five hours per week for professional development and service, and this time could conceivably accommodate required sexual harassment training.

Margaret Pennington asked if this is for sexual harassment or sexual assault?

Julie responded that it's all being discussed together.

2. **Treasurer's Report:**

2012-13 Year-End Report by Paula Burks:

- These are the expenses for May and June: Adjunct Faculty District Activities Fund (AFDAF), which is paid to adjunct faculty members for Council and some District-wide committees; Conference and Travel (Bay Faculty Association and final payment for California Community College Independents conference);

equipment purchase for the office (this has been in the budget for many years, to replace the hodge-podge of equipment with more professional office furniture. Candy researched the options and cost). We have one more final payment on the copier (now just a maintenance contract); Legal Fees (regarding lawsuit consultations); Reassigned Time (RAT) for spring; and stipends (for publications). RAT for summer is not included – it will be in the next budget year.

Julie Thompson asked Candy Shell if the legal bills from July have come in yet; Candy responded negatively.

- The bottom line for the year is \$303,243 in revenue and \$332,218 in expenses, which equals \$29,000 in the red for the year.

2013-14 Proposed Budget by Paula Burks:

- Paula reported that Candy estimates our revenue and expenses and meets with her. Paula and Candy tend to overestimate expenses and underestimate revenue, but due to cuts in the class schedule and other unforeseen events, revenue has not been as robust as we would like it to be. We're hoping it will go up this year, with the salary increase and increase in the number of courses. We're projecting \$326,498 in revenue and \$354,425 in expenses for this year. We're hoping to meet somewhere in the middle.

Julie added that the 6 percent figure for growth was overly optimistic. Fall enrollment growth is below the District target. Karen Frindell Teuscher commented that her Dean said yesterday it was at 3 percent.

Audrey Spall added that is also what she heard.

Terry Mulcaire stated that the District is trying to grow by 9 percent in the spring.

- As for expenses for next year: AFDAF was increased to pay for a full year of adjunct councilors and District-wide committee representatives; RAT is increased (an authorized increase for a couple of positions) and summer was a bit over what was estimated last spring. At this point there are a lot of unknowns, including what our actual revenue will be for the year. We will carefully track the first few pay periods and see if we are close. Our Faculty Association of California Community Colleges (FACCC) obligation may go up also. Things could also change with overloads and legal fees.

Bud Metzger asked if the Council should wait to accept the budget proposal until it's firmer (after two adjunct pay periods).

Bud Metzger moved to postpone acceptance of the Budget until the October 23 Executive Council Meeting. Paula Burks seconded the motion, which was passed by unanimous voice vote (14 in favor, 0 opposed, 0 abstentions).

DISCUSSION ITEMS

1. **Revised Reassigned Time for Officers, Negotiators, & Other Positions: Fall 2013**

- There are two changes to Reassigned Time (document projected). Both are to allow for the outgoing Conciliation/Grievance Officer (C/GO) and Publications Coordinator to mentor the incoming C/GO and Publications Coordinator, consistent with past practice. The proposal is for 5% RAT each = 1.75 hours/week.

Nikona Mulkovich stated that it sounds like a good investment.

Nikona Mulkovich made a motion to move the Revised Reassigned Time for Officers, Negotiators & Other Positions: Fall 2013 to an action item. Andre LaRue seconded and the motion was passed by unanimous voice vote (14 in favor, 0 opposed, 0 abstentions).

2. AFA Standing Committee Appointments for 2013-14

- These are internal committees. There are several openings.

Julie asked Warren Ruud to talk about the Budget Advisory Team (BAT).

Warren explained that last year BAT didn't meet much because Will Baty was effective in putting out fires on his own, and it was hard to pull the team together. Will was also meeting with the District, which took up most of his time.

Julie explained that Bud Metzger put his name forward for both the BAT and the District's Budget Advisory Committee. There are also open seats on the New Faculty Committee, Political Action Committee (PAC) Steering Committee, Publications Workgroup, and Retirement Issues Task Force. Julie explained that things are still in flux; so if there's an open seat you are interested in, email the staff.

Bud Metzger explained that he understood Will's solo capabilities, but that it might be a good idea for someone to be his understudy on BAT. Bud added that it's also good to have two sets of ears when meeting with the District and that he would like to learn.

Margaret Pennington asked if the entire Cabinet is on the Publications Workgroup.

Candy Shell explained that, per AFA Policy, officers are on by position, plus the publication coordinator, plus any other Councilors and Negotiators who are interested.

Julie added that it's a big group with many emails. She invited anyone who has time and eyes for editing to join the group. Even though people participate when they have time, it tends to work out okay. The core team makes sure everything gets edited.

Terry Mulcaire also added that in his experience, that's how it works.

Julie stated that if anyone is interested in an open seat, the Council will revisit this in two weeks. A deadline of next Friday, Sept. 6 was set for those interested to respond.

3. AFA Budget and prioritizing expenses for AFA Representatives to District-wide Committees for 2013-14

Julie began by explaining that last year the Council said they would revisit how to spend the "windfall." One of the things the Council was interested in was appointing more adjunct faculty to participate in shared governance through representation on District-wide committees. As a union, AFA's position is that faculty should not work for free, so it's not acceptable to ask adjunct faculty to serve on District-wide committees if AFA can't pay them. Today is the day to discuss this. There has been some growth in the budget, but not as much as AFA anticipated last spring. The Council needs to be reasonable and conservative this year and maybe beyond. How do we move forward?

Paulette Bell added an explanation for new adjuncts: AFA standing committee appointments are not paid. You get paid only for District-wide committees. Paulette asked how many of the committees are compensated.

Julie responded that AFA is currently compensating the adjunct appointee to the Budget Advisory Committee, the District Tenure Review & Evaluations (DTREC), and the Fringe Benefits Committee. Last year's paid AFA appointees were Lynn Harenberg-Miller, Ted Crowell, and Mike Starkey, respectively. Deidre Frontczak was also approved to serve on the Professional Development Committee through Spring 2013. Paula's 2013-14 budget has numbers for AFDAF representatives built in for four adjunct appointments: Budget Advisory Committee, DTREC, Fringe Benefits and Professional Development Committee. Looking at the list, where is it critical to have adjunct representation?

Terry Ehret thought Fringe Benefits would be an important one. [Fringe Benefits is already included.]

Paulette Bell stated that when she was new and trying to participate, people would get on the committees and stay on for years. She would like to see as many new adjuncts as possible serve – to make room for everyone who wants to participate instead of the same people doing everything (since there is a limited number of committee appointments). She suggested maybe it should be discussed in the Adjunct Issues Committee (AIC).

Julie explained that we have some time and don't have to decide today. She would like to see more people participating on committees. However, some of the committees take a while to get a handle on, and we should consider both wider participation as well as the learning curve and the need for historical memory.

Terry Mulcaire stated that we should go with Paula's budget. Since there was some prior agreement to go with the positions in the projection, the Council should go with that as currently laid out.

Paula Burks stated that the Council hasn't voted yet – these names are just suggestions.

Terry Ehret asked whether which committees should be compensated was still open for discussion.

Julie stated that it sounds like the AIC may want to make suggestions about which committees need adjunct representatives. Terry Mulcaire suggested that we remember Paula's budget proposal.

Terry Ehret asked how quickly AFA needs to do this to get people on committees.

Julie said that sooner is better, but we can always add names later. She explained that some committees don't start meeting the first couple of weeks of the semester. But we should make appointments in a timely manner.

Terry Ehret asked if the voting would take place on Sept. 11.

Julie explained that if the Council votes in a couple weeks, the names and AIC proposal would be needed ahead of time in order to figure out cost. The deadline for names to be forwarded will be the Thursday before the next meeting (Sept. 5).

Paula Burks commented that about 80% of the Fringe Benefits meetings are cancelled.

Julie explained that you are paid only for the meetings you actually attend.

4. Appointments: AFA VP for Santa Rosa, AFA Publications Coordinator

- Julie emailed everyone about these open positions last summer. At that time, Matt Murray's name was suggested for Publications Coordinator; this position had been open for nominations since last February. Also, Mike Starkey was hired into a full-time position, which created a vacancy for Vice President, Santa Rosa. There was only one response regarding that vacancy - from Jacqueline McGhee. Julie asked for discussion on these two appointments.

Terry Ehret made a motion to move the appointments to an action item. The motion was seconded by Shawn Brumbaugh and approved by unanimous voice vote (13 in favor, 0 opposed, 0 abstentions).

5. Adjunct Faculty Councilor Vacancies

- Mike Starkey vacated his seat, and Lara Branen-Ahumada emailed at the beginning of the semester to say that she is stepping down. One vacancy is for a 1-year-term, and one is for a 2-year-term. The Council has dealt with needing to fill Councilor seats many times when we're not in an election cycle. The procedure has been to send out a call for interest to the faculty as there is much work for staff if we have an election. In the past we have asked for statements of interest - the Council can read and discuss the statements and then move forward with appointments. Thoughts on this?

Nikona Mulkovich stated that it sounds great and would be good to expedite the appointment of new Councilors.

Terry Ehret asked if there were any adjuncts that ran and weren't elected in the last election. Julie responded negatively. Terry added that the Council needs to have a discussion about how to get more faculty members who are willing to serve.

Julie explained that one motivation for having the AFA social mixers this fall is to get more faculty members interested. The mixer in Santa Rosa is scheduled for September 30, and Nikona is looking for a date for the mixer in Petaluma.

Terry Ehret stated that she likes the idea of appointments, but is concerned about getting the word out, especially in Petaluma where 90% of the faculty is part time and email doesn't get out well.

Julie responded that we have a responsibility to talk to our adjunct colleagues, and our adjunct colleagues have a responsibility to read their email. The Council is open to other ideas to get people interested.

Ehret asked if it is acceptable for her as an adjunct representative to contact her fellow Petaluma adjunct colleagues personally.

Julie responded that it absolutely is acceptable and that many of those serving now were recruited by faculty who served before us. Julie asked for everyone to please, get the word out.

Margaret Pennington asked, if there is a lot of interest, could the Council maybe change the procedure.

Julie responded that, if that happens, the Council could proceed differently next time. The Council made a decision to fill out-of-cycle vacancies by appointment. At this point, the agreement is to solicit interest and then have the Council make appointments. The Council will send out a communication asking for interest statements – in effect telling our colleagues that we are not changing the way things are done.

Margaret Pennington made a motion to move the Adjunct Faculty Councilor Vacancies to an action item. The motion was seconded by Bud Metzger and unanimously voice approved (14 in favor, 0 opposed, 0 abstentions).

6. AFA Fall Membership Survey

- Julie asked for Councilors to please send survey ideas and topics. The deadline for these will be next Wednesday (September 4).

Terry Ehret asked if the Council could see a prior survey and the topics that have already been suggested.

Julie asked the Council to look at the contract and issues raised over the past few years. Since the Council has been asking for questions for some time, it is now time to get something out to membership.

Margaret Pennington asked about how the upcoming retreat date will be decided.

Julie explained that, as usual, Candy Shell would send out a Doodle poll to choose the date.

ACTION ITEMS

1. Revised Reassigned Time for Officers, Negotiators, & Other Positions: Fall 2013

- Nikona Mulkovich moved to accept the revised Reassigned Time as presented. Paula Burks seconded, and the motion was approved by unanimous voice vote (14 in favor, 0 opposed, 0 abstentions).

2. Appointments: AFA VP for Santa Rosa, AFA Publications Coordinator

- Paulette Bell made a motion to approve the two-position slate of Jacqueline McGhee as VP, Santa Rosa and Matt Murray as Publications Coordinator. Nikona Mulkovich seconded the motion, which was approved by unanimous voice vote (13 in favor, 0 opposed, 0 abstentions).

3. Adjunct Faculty Councilor Vacancies

- The Council is discussing how to proceed with the adjunct councilor vacancies. We are deciding whether we should proceed as we have in the past – with email for interest statements, then the Council voting on it. Otherwise we would need to do an official election like we do in the spring. We have an action item on which way to appoint out-of-cycle vacancies.
- Bud Metzger asked if the adjunct caucus could decide.
- Warren Ruud pointed out that the Bylaws say the Council will solicit interest and decide. There is also precedent to have the Council appoint. [See link for Bylaws: <http://santarosa.edu/afa/Misc/bylaws.pdf>]
- Julie said that the Council would solicit interest first, and then decide at its next meeting whether to appoint or call an election.

The meeting was adjourned at 5:13 p.m.

Minutes submitted by Carol Valencia