

EXECUTIVE COUNCIL MEETING MINUTES

September 25, 2013

(Approved by Executive Council on October 23, 2013)

Executive Councilors present (noted by *):

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

Officers/Negotiators/Appointed Positions present: Will Baty, Karen Frindell Teuscher, Warren Ruud
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.

CLOSED SESSION REPORTS

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

Closed Session adjourned at 4:00 p.m.

OPEN SESSION

Open Session reconvened at 4:00 p.m.

MEMBER CONCERNS WITHIN AFA'S PURVIEW

Dianne Davis brought forth a concern from a member regarding the future sexual harassment trainings discussed in the minutes from the August 28, 2013 Executive Council meeting. This member believes that contract faculty should not be required to use their five hours per week of College Service to attend such trainings, but rather the training should be held on a Professional Development Day. The member cited AFA Contract Article 17.01.C.3.a.1 in support.

MINUTES

There being no corrections or additions, by unanimous voice vote, the Council approved a motion made and seconded to approve the minutes from the September 11, 2013 Executive Council meeting as submitted (14 in favor, 0 opposed, 0 abstentions).

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

PRESENTATION

Revision to District Policy & Procedure 3.13 Career & Technical Education Program Advisory Committees (*Jerald Miller, Dean of Career & Technical Education and Economic Development*)

Julie introduced Jerry Miller and explained how Board policy changes are made. The process starts with College Council, where all constituent groups have representation. If a representative thinks that the policy change will be relevant to their constituency, they request to weigh in on the proposed changes. She explained that Jerry was here to talk about the proposed changes to Board Policy 3.13P and answer questions about those revisions. Jerry thanked the Council for allowing him to present on such short notice. He explained that he will be making a Board presentation in November so needs to move quickly. Jerry began by saying that he is open to any and all suggestions at this point, and would also appreciate any corrections—even typographical errors. In background, Federal funding, which is shifted to the State and then distributed to K-12 districts and Community Colleges for Career & Technical Education (CTE) programs, mandates Advisory Committees.

Jerry went through the revised Policy, section by section:

- **I. Advisory Committees** – Advisory Committees “recommend” but have no real power to change programs. There are currently 43 committees administering 160 programs. Jerry said that some committees function better than others depending on how well they follow the policies. This revision defined “advisory,” cleaned up prior language, and separated “policy” and “procedures” into two separate documents.
- **II. Functions** – The prior language was condensed and cleaned up. Committees do not advise regarding enrollment or write curriculum. Number 11 was deleted because it’s included in number 10. Regarding number 12, committee members often find faculty for the programs and recruit them from the field.
- **III. Appointment** – Committee members are recruited from industry partners. Jerry explained that number 2 is important in order to make sure that prospective members understand their responsibilities and especially the time commitment; committees without good attendance have difficulty functioning effectively. Numbers 3 & 4 were deleted because they are included in numbers 1 & 2.
- **IV. Membership** – Jerry said that the revised procedure will bar faculty members from being on committees (see #2) because there can often be a conflict of interest. The revised procedure will still allow faculty to attend the meetings and offer input—just not be voting members. Jerry was persuaded to allow students to be on committees after considerable “outcry” about being excluded.
 - Jacqueline McGhee asked if it wouldn’t be a conflict of interest for students to be on committees. Jerry responded that some committees have legal mandates to include students on their rosters, and he was persuaded by the students’ strong feelings about being included.
 - Paulette Bell commented that she thought it would be good to have one or two faculty members on committees. Jerry responded that they are certainly invited and allowed to give comments at meetings.
 - Julie Thompson expressed concern about the “duties” in the Policy deviating from and being beyond the scope of the job descriptions found in Article 17 of the AFA Contract. She specifically referred to numbers 4 & 6 of the policy. Jerry agreed, saying that the Board Policy and job descriptions need to be aligned.
 - Nikona Mulkovich commented that since faculty members are recruiting committee members, there could also be a conflict of interest. Jerry responded that, even though that might be true to some extent, he didn’t see any other way to recruit members. He added, “Committee members don’t usually come to us. We rely on faculty knowing who the business leaders are in their field and bringing them in.” He said he was open to suggestions for other ways to recruit members that would result in less bias.
 - Julie asked who writes the notification letters in number 5, and Jerry responded that the Dean’s office writes them.

- Sean Martin stated that he wondered how much time these duties require of faculty members, and if those duties could be tied to job descriptions and evaluation requirements. Jerry responded that faculty members do get Professional Growth Increments for their Committee work, but recognized that faculty also put in many, many extra hours by virtue of their connections to both the academic and business communities.
- Jerry explained that the Board wants to look at the composition of Advisory Committees and tighten everything up.
- VI. Meetings – He added the need for a quorum because he found that without a reasonable number of people present for meetings, it's difficult to have meaningful discussion and voting. He's also hoping this requirement will get more people to attend meetings regularly. The Policy is meeting legal requirements through the number of meetings required, and the writing and posting of agendas and minutes. All these documents will be posted on the CTE web page.
 - Paulette Bell wondered if "students" should be added to number 4, or if they would be included as "interested individuals."
 - Bud Metzger stated that he thought having faculty members as part of committees might lend more dignity to the groups' discussions. Julie responded that, since there will be a department chairperson or coordinator at meetings, that would probably suffice.

Jerry concluded his presentation by stating that he understands not everything in the policy is perfect, but he feels it's an improvement over the existing policy. He also explained that they have developed a handbook that will be provided to all faculty members; it includes many templates, best practices, and helpful ideas to make things easier. It will also reference the new Board policy and procedure and will be given to all committee members, as well. He would welcome any additional feedback.

DISCUSSION ITEMS

1. FACCC PT Symposium Nov. 2 Sacramento: Attendees

An email was sent to all Councilors explaining that AFA will reimburse registration fees and mileage (higher reimbursement rates for carpools) for those AFA Councilors and three additional faculty who would like to attend the conference. The Council has sent varying numbers of people in the past. Julie explained that Deirdre Frontczak is a "special attraction" this year because she is chairing the event. Deirdre added that the highlight this year would be several speakers on the Affordable Care Act.

2. Spring Conference Expense

Julie explained that AFA's dues revenue has not increased as much as our predictions from last spring targeted, and AFA is experiencing higher-than-expected legal expenses. She would like the Council to consider possibly cutting the number of attendees to the spring CCCI conference in order to conserve money. The conference will be held in Sacramento so the only expenses would be registration fees, hotel, and mileage. Julie asked the Council for comments. There being no comments, she suggested that the issue be revisited in January or February when there will be more firm revenue numbers.

ACTION ITEMS

1. **Contract Faculty Councilor Vacancy 2013-15 Mid-Term Appointment: Suspend Bylaws Article III Section 2.D re. Length of Continuous Membership**
2. **Contract Faculty Councilor Vacancy 2013-15 Mid Term Appointment**
 - Julie stated that there is one candidate for the vacancy—Karen Frindell Teuscher. Because Karen served as a dean last year (reference [AFA Constitution, Article II Section 1](#)), she does not have the Bylaws requirement of five months of continuous membership immediately prior to serving as a Councilor. The Council needs to have a two-thirds majority vote to suspend the membership requirement, and then make the appointment.

- A motion to suspend the Bylaws and appoint Karen to the contract vacancy was made, seconded and approved by unanimous voice vote (14 in favor, 0 opposed, 0 abstentions).
3. **Adjunct Faculty Councilor Vacancy 2012-14 Mid-Term Appointment: Suspend Bylaws Article III Section 2.D re. Length of Continuous Membership**
Julie explained that the Council also needs to suspend the Bylaws for the appointment of Matt Murray to the adjunct councilor vacancy voted on at the last Executive Council meeting.
 4. **Adjunct Faculty Councilor Vacancy 2013-15 Mid-Term Appointment**
 - At the last Executive Council meeting, the Council voted to hold an election between two candidates for the remaining adjunct councilor vacancy. Since that time, one of the candidates has withdrawn, so there is now one candidate for the vacancy—MJ Papa—who can now be appointed.
 - A motion was made, seconded, and approved by unanimous voice vote to suspend the Bylaws for the appointment of Matt Murray and to appoint MJ Papa to the remaining adjunct councilor seat (14 in favor, 0 opposed, 0 abstentions).

OTHER REPORTS

1. **President's Report.** Julie reported briefly on the following items:
 - a. Shawn Brumbaugh has volunteered to lead a hike before the retreat begins on October 6, at Pepperwood. Anyone interested should meet at 9:00 a.m.
 - b. We are still working on the Retreat Agenda, so please send any ideas to Julie, Paulette or staff.
 - c. Matt's first *Update* edition came out this week—thank you for a job well done. <http://www.santarosa.edu/afa/1314/Publications/clicktoAFA/130924.html>
 - d. The AFA Social Mixer will be held this Monday, Sept. 30, in the Doyle Library third floor Center for New Media. Nine Councilors indicated they are planning to attend. This is an opportunity to meet members, tell them what AFA does, and describe opportunities for serving in the future. The Mixer will be drop-in, so you do not have to attend for the entire two hours.
 - e. There will be an Adjunct Professional Development workshop after the Mixer, starting at 5:00 p.m. Paulette Bell is heading it up and hopes to have 50 attendees. Various Councilors will be making presentations, and there will also be raffles, prizes, and food.
 - f. Paula Burks is working on the flex paperwork for the Retreat.
 - g. We may be canceling the November 27 Executive Council meeting, but please keep the date open in case the meeting is needed.
2. **Treasurer's Report: July/August 2013.** Paula Burks reported as follows:
 - a. This report covers the slow summer months, so there is not as much activity as is normally seen.
 - b. The "Equipment: Purchase" item was the purchase of office furniture and computer upgrades for the AFA office. It's all completed now.
 - c. "Professional Fees: Legal" included a \$205 retainer, with the rest being fees associated with the current lawsuit.
 - d. We would like to hold off on a formal budget proposal for this year until the new revenue stream is settled—hopefully after the October 10 payroll.
 - e. Regarding the Spring Conference Expenses discussed earlier, there are not many "discretionary" expenses in the budget. Because of AFA's financial shortfall, we may need to look at flexible areas like this to get our budget back in the black.