

EXECUTIVE COUNCIL MEETING MINUTES

January 28, 2015

(Approved by Executive Council on February 11, 2015)

Executive Councilors present (noted by *):

*Julie Thompson, <i>presiding</i>	*Paula Burks	*Sean Martin	*Matt Murray
*Filomena Avila	*Terry Ehret	*Molly Matheson	*MJ Papa
*Paulette Bell	*Karen Frindell Teuscher	*Jacqueline McGhee	*Margaret Pennington
*Denise Beeson	*Deirdre Frontczak	*Bud Metzger	*Michelle Van Aalst
*Shawn Brumbaugh	*Michelle Hughes Markovics	*Terry Mulcaire	

Officers/Negotiators/Appointed Positions present: Ted Crowell, Mark Ferguson, 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 3:58 p.m.

OPEN SESSION

Open Session reconvened at 4:00 p.m.

MEMBER CONCERNS WITHIN AFA'S PURVIEW

1. **DTREC Volunteer Wanted**. Sean Martin announced that he is looking for a volunteer to serve on DTREC this semester on an ad hoc basis with the possibility of then serving as the AFA-appointed DTREC co-chair in the fall. Please contact him if interested.
2. **SLO Assessments and Adjuncts**. Sean Martin brought up a concern from a department chair about the District sending strong messages to the chairs about adjuncts being "contractually required" to participate in SLO assessments for those courses taught only by adjunct instructors. Some department chairs are yielding to this pressure even though it is not contractually required.
3. **IT Department Updates**. Paulette Bell brought up a working conditions issue related to the scheduling of technology resource shutdowns for updates by the Instructional Technology (IT) department. Because IT schedules the shutdowns on the same day of the week during class time for night classes, there is significant instructional disruption because faculty members are unable to use any technology resources during these times.
4. **Recognition for Councilor**. Warren Ruud would like the Council to recognize Deirdre Frontczak for her work on our behalf as the Governor for Part-Time Faculty North with the Faculty Association of California Community Colleges (FACCC). She just finished another long weekend of FACCC meetings. The Council thanked Deirdre for her hard work on behalf of SRJC faculty members.

5. Sick Leave Inequities. Terry Mulcaire brought up a concern on behalf of a faculty member about inequities in how contract faculty sick leave is applied because sick leave deductions are not based on a faculty member's schedule on the day of the absence; rather, a contract faculty member has 8 hours of sick leave deducted even if s/he is scheduled for only one class that day. (See link to [Article 18: Leaves](#).)

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 December 10, 2014 Executive Council meeting as submitted (17 in favor, 0 opposed, 1 abstention).

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

PRESENTATION

1. **Annual Audit for 2013-14** (*Mike Gibson, Mike Gibson & Associates, C.P.A.*)
Mike introduced himself and explained that he is hired by the Council to conduct AFA's annual audit. This presentation will summarize the results of the audit:
 - The Audit Report includes the Audited Financial Statement and the Allocation of Chargeable and Non-Chargeable Expenses.
 - The audit resulted in a clean opinion, which is found in the "Opinion" section of the Independent Auditor's Report.
 - The Schedule of Expenses contains supplemental information and is attached to the report.
 - The accrual basis for accounting is used because it's a more accurate presentation.
 - The unrestricted/restricted columns show the portion of the dues allocated to the Political Action Committee (PAC) account. No funds were allocated to that account this year.
 - AFA's operations broke even this year because the dues and fees were up \$28,000-\$30,000 from last year.
 - The Association has \$195,000 in equity, and that is equal to seven months of operating expenses at the current level—in his opinion, a "healthy reserve."
 - AFA spent \$2,300 out of its PAC account this year.
 - Expenses broke even this year—salary expenses were down, but operating expenses were up.
 - AFA has a 19 percent supplemental services allocation, and that is about average for a 501C [nonprofit] organization.
 - A chargeable and non-chargeable expenses allocation was performed:
 - Timesheets are the main basis for this allocation
 - Legal bills are also reviewed
 - \$506 was non-chargeable
 - 99.85 percent of the expenses were chargeable—a very high allocation rate
 - Q&A:
 - Q: Is anyone else at the college (other than our members) required to get copies of our financial information?
 - A: No. AFA sends an annual notice to all non-members in our unit explaining the fair share service fee and audit results of the chargeable/non-chargeable expenses.
 - See link to [AFA Audits page](#).

DISCUSSION ITEMS

1. **Resume AFA Member PAC Allocations**
Julie explained that this item will be postponed. We have received some recent load information from the District suggesting that the overall faculty load has decreased significantly, and we are not sure whether it's accurate. This discussion will be tabled until we can get additional information.
2. **District Professional Development Committee Charter Review**
Julie explained that College Council is reviewing all the College committees—looking at their charges and membership and reviewing them for accuracy. The Professional Development

Committee (PDC) wants to make changes to its charter; we are bringing these proposed changes before the Council for input. (See link to [Professional Development Committee](#).) Our representatives to the PDC are Shawn Brumbaugh and MJ Papa:

- Shawn Brumbaugh explained that the most significant change is to increase the number of classified staff on the PDC from four members to six, making it equal to the number of faculty members. The PDC had a passionate discussion about this change. There will also be new language that says that faculty member representatives will have the primary responsibility for determining faculty professional development. In his opinion, there is good collegiality on the committee now, but that could change in the future. He would like additional language to give more meat to the question of who determines faculty professional development. One possibility is to change the wording from "primary responsibility" to "exclusive responsibility." There are also some practical issues surrounding the fact that classified employees will soon be required (by State law) to do their own professional development. One issue is whether there should be two separate committees [for faculty and classified] or two sub-committees within the larger committee structure.
- MJ Papa explained that, because of the new classified employee professional development requirement, the idea behind the increased classified representation was not to overrule faculty member voices but to help get ideas for classified professional development. It is her opinion that there would be sufficient language protecting faculty member input for their professional development. The plan is to have three separate workgroups within the committee (one for faculty, one for classified employees, and one for administrators). She does not see any problems with the proposed change. (See link to [AB 2558](#).)
- There was a discussion regarding the past practice of District control over the Professional Development Activity Day (PDA) offerings. Shawn and MJ explained that that practice has changed. The PDC is allowing more offerings for workshops, offering 60 workshops for the Feb. 12 PDA Day.
- There was a discussion about who should determine faculty professional development and who should determine classified employee professional development.
- There was discussion about the benefits of one committee so that resources can be shared for collective PDA days and workshops can be offered that would be appropriate for all employee groups.
- There was a discussion about the concern about the movement toward the de-professionalism of faculty members, treating them as "employees" in a corporate model.
- There was a discussion about appropriate language regarding voting or approving faculty professional development and whether there should be separate committees to best support the distinct professional development needs of each group.
- Julie thanked the Councilors for their input and explained that she would welcome additional thoughts before the next College Council meeting on Thursday, Feb. 5.

3. **Negotiating Team Vacancy—New Discussion Item**

Julie explained that Dianne Davis has decided to step down from the Negotiating Team for the remainder of her term, effective immediately. One suggestion is to use the opportunity to bring Karen Frindell Teuscher on board to enable training for the future. Julie asked the Council for discussion; Council comments affirmed Karen's appointment. A motion was made, seconded and approved by unanimous voice vote to move this item to an Action Item (18 in favor, 0 opposed, 0 abstentions).

ACTION ITEMS

1. **Negotiating Team Vacancy**

There being no further discussion, a motion was made, seconded and approved by unanimous voice vote to appoint Karen Frindell Teuscher to the open position on the Negotiating Team (18 in favor, 0 opposed, 0 abstentions).

2. **AFA PAC Co-Sponsorship of FACCC Honoree ASM Jose Medina**

Julie explained that FACCC has identified Assemblymember Jose Medina as its honoree for the PAC breakfast during the upcoming Advocacy & Policy Conference. FACCC has asked us for a donation to Assemblymember Medina equal to our \$750 contribution [to Sharon Quirk-Silva] last year. The Cabinet recommends the donation—Medina is an educator and the new

Chairperson of the Higher Education Committee. A motion was made, seconded and approved by unanimous voice vote to direct the PAC Steering Committee to donate \$750 to Assemblymember Jose Medina (18 in favor, 0 opposed, 0 abstentions). (See link to [Jose Medina website](#).)

OTHER REPORTS

1. **President's Report.** Julie reported briefly on the following items:
 - We would like to have a gathering at the Heritage House after Board meetings for interested Board members and faculty. She would also like to see more faculty members at Board meetings to show that faculty are engaged and interested. The new Board members want to hear from faculty.
 - There are no updates on the Bond process.
 - Our spring retreat will be on Sunday, Feb. 22, at Pepperwood Preserve. The Cabinet is working on the Agenda; if you have ideas, let us know.
2. **Treasurer's Report: 4th Quarter 2014.** Paula Burks reported briefly as follows:
 - This report covers both November & December 2014.
 - Contract dues were not deposited until January, so they are not included in this report.
 - Significant expenses:
 - *Conference and Travel* expenses were for the fall California Community College Independents (CCCI) conference.
 - *Events* expenses were for the AFA fall retreat and new faculty event.
 - *Professional Dues: FACCC* were paid.
 - *Professional Dues: Other* includes our annual payment of our CCCI dues.
 - The CCCI Advocate annual contribution was made—\$5,500 out of *Professional Fees: Other* and \$1,500 out of the PAC Account.
 - Other PAC Account expenses include the new Board member “retire the debt” contributions (\$500, \$500, and \$2,000).
 - We hope to have more accurate revenue numbers soon so we can discuss the reinstatement of PAC contributions.

The meeting was adjourned at 4:57 p.m.

Minutes submitted by Carol Valencia.