

EXECUTIVE COUNCIL MEETING MINUTES

August 27, 2014

(Approval by Executive Council on September 10, 2014)

Executive Councilors present (noted by *):

*Julie Thompson, <i>presiding</i>	*Terry Ehret	*Sean Martin	*MJ Papa
*Filomena Avila	*Karen Frindell Teuscher	*Jacqueline McGhee	*Margaret Pennington
*Denise Beeson	*Deirdre Frontczak	*Bud Metzger	*Karen Stanley
*Paulette Bell	*Michelle Hughes Markovics	*Terry Mulcaire	<i>Contract Vacancy</i>
*Paula Burks	*Andre LaRue	*Matt Murray	

Officers/Negotiators/Appointed Positions present: ~~Fed Crowell~~, Dianne Davis, Warren Ruud

Staff members present: Candy Shell, Carol Valencia

The meeting was called to order at 3:01 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 3:50 p.m.

OPEN SESSION

Open Session reconvened at 4:01 p.m.

MEMBER CONCERNS WITHIN AFA'S PURVIEW

1. Bud Metzger commented that he recently signed up for another year of professional educator liability insurance and asked if he, as an adjunct instructor, would be supported by the District if he were to be sued by a student or parent in the course of his teaching duties. Several Councilors responded that they didn't know the answer to that question with respect to *either* adjunct or contract faculty members.
2. Sean Martin brought up a recent email from Kris Abrahamson wherein adjunct faculty members were "strongly encouraged" to participate in Student Learning Outcomes (SLO) assessments, and that such work is eligible for flex credit. His question was, "Are adjunct faculty *required* to use their flex credit for SLO work?" He added that some departments are being offered money to pay adjunct faculty members to do SLO work, but they were told that they have to use their flex credit first before getting paid. He wondered if that is a violation of the Contract because faculty members are supposed to have "choice" in how they fulfill their flex obligations. He also expressed concern that people are being coerced to volunteer. Several Councilors spoke to their experience of feeling "coerced" to do SLO work without compensation.

3. Michelle Hughes Markovics reported that some faculty members are reporting considerable frustration because the new Article 32 is not being followed with respect to Extended Lecture course loads and reader support. These faculty members are forced to fight for what the Contract clearly provides for Fall 2014. There is also general confusion among college departments (Scheduling, etc.) about which faculty members are entitled to increased load and reader support when teaching courses with more than 70 students this Fall. (See Article 32: http://santarosa.edu/afa/2014/Art32_Clean.pdf .)

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 May 14, 2014 Executive Council meeting as submitted (17 in favor, 0 opposed, 0 abstentions).

There being no corrections or additions, by unanimous voice vote, the Council approved a motion made and seconded to approve the minutes from the May 14, 2014 General Membership meeting as submitted (17 in favor, 0 opposed, 0 abstentions).

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

DISCUSSION ITEMS

1. AFA Budget 2014-15

- Paula Burks took the Council through the 2014-15 Budget Proposal and highlighted several items:
 - The last column of the budget is where the proposed budget figures are located.
 - For *Revenue* items, the proposed budget figures were generated starting with the actual dues and service fees from 2013-14 and increasing them by the faculty raise percentage from the 2014 Tentative Agreement. (See Tentative Agreement summary letter: http://www.santarosa.edu/afa/TA_email.pdf .)
 - Regarding Expenses:
 - For most items, last year's figures were used with minor modifications.
 - The *AFDAF Contribution* (\$32,000) assumes that every adjunct Councilor will attend every meeting for the full time period. Because this is unlikely, the actual expense will probably be less than the budgeted amount.
 - *Payroll: Employee Benefits* is for payment of accrued sick leave to an AFA office retiree.
 - *Professional Fees: Legal* was decreased because of the expectation that legal expenses will be less than they were last year. This budgeted amount still includes a healthy cushion over the monthly retainer amount, however.
 - *Reassigned Time* has been reduced; this will be discussed later in today's Council meeting.
 - Overall, this Budget Proposal has an expected shortfall of \$12,307. However, we are hoping that the amount of the shortfall will decrease when final expenses are tabulated.
 - Regarding the *AFA PAC Account*, AFA is not making any new contributions to this account. There will be some expenses this year with the SRJC Board of Trustees election; the Council might want to consider beginning contributions again at some point. Those contributions can begin and end at any time; another option is to ask faculty members for voluntary contributions (one-time or payroll deductions). There will probably be enough in the account for this year's expenses, but then the account will need replenishment.
 - There was a question about how often the budget is revised. Paula responded that it is revised when something major happens—usually an unexpected expense, which is unusual and is voted on by the Council.
 - All of the supporting budget documents are attached to the meeting packet.
- A motion was made, seconded and approved by unanimous voice vote to move the budget approval to an Action Item (17 in favor, 0 opposed, 0 abstentions).

2. AFA Budget Analyst Appointment 2014-15

- Julie explained that, over the summer, Will Baty accepted an administrative position and will not be doing research in support of AFA Negotiations this year. Last year Will received 15 percent reassigned time for his budget work. As we consider the future needs of the Negotiations Team, the Cabinet discussed starting to train a new person as soon as possible and compensating him/her with 5 percent reassigned time. She further explained the need to start building AFA's "memory" as people leave and retire.
- Several Councilors commented on the importance of this role in successful negotiations and the desire to get someone in training quickly. Paulette Bell suggested the possibility of having more than one person in training simultaneously.
- There was a discussion regarding Will's title (Budget Advisory Team leader) versus the duties he actually performed. Warren Ruud explained that Will had been functioning as Budget Analyst, absent a team. He further explained that any new person would not be a team leader or be part of the Negotiations Team.
- Julie explained that the positions on the Negotiations Team are fluid based on the people, their skill sets, and the needs of the Team. She asked the Council if there was consensus on the need to fill the Budget Analyst role. The Council consensus was affirmative.
- Given this consensus, Julie explained that a name has come up to fill this role—Mark Ferguson. He is a math faculty member in Year 3 of probation and has experience working with a union at another college, where he was a negotiator and completed budget trainings.
- A motion was made, seconded and approved by unanimous voice vote to move the Budget Analyst appointment to an Action Item (17 in favor, 0 opposed, 0 abstentions).

3. AFA Standing Committee Appointments 2014-15

- Julie explained that the AFA Standing Committee open seats are in *green* on the list included in the meeting packet and asked for nominations for any open seats. She further explained that most of the committees do not meet regularly. The Publications Workgroup is conducted via email. The New Faculty Committee plans and holds a new faculty event once a year in the Fall.
- The following nominations were made:
 - Terry Ehret volunteered for the Publications Workgroup and Retirement Issues Task Force.
 - Filomena Avila volunteered for the Retirement Issues Task Force.
 - Dianne Davis volunteered for the New Faculty Committee.
 - Deirdre Frontczak volunteered for the Benefits Workgroup.
- Julie thanked the Council and announced that the window for nominations will be open until Thursday, Sept. 4.

4. AFA Adjunct Rep. Appointment to Professional Development Committee 2014-15

- Julie explained the need to fill this adjunct representative seat and asked the Council for volunteers.
- MJ Papa volunteered for the seat.
- A motion was made, seconded and approved by unanimous voice vote to move the Appointment to the Professional Development Committee to an Action Item (17 in favor, 0 opposed, 0 abstentions).

5. AFA Contract Rep. Appointment to EEOA Committee 2014-15

- Julie explained the need to fill this contract representative seat. She further explained the need for a representative who has expertise with the AFA Contract, who can recognize areas in the EEOA plan that are within contractual purview, and who can address AFA at committee meetings. The committee meets "as needed." She asked the Council for volunteers.
- Karen Frindell Teuscher and Terry Mulcaire indicated interest in serving as the representative.
- Councilors have until Thursday, Sept. 4 to declare their interest or nominate someone else.

6. AFA Contract Councilor One-Semester Vacancies (3): Fall 2014 (1), Spring 2015 (2)

- Julie explained that Shawn Brumbaugh has a one-semester conflict with attending Executive Council meetings and will need to be replaced for Fall 2014. Since he plans to return to the Council in Spring 2015, he would like to remain informed about Council business and attend the Fall retreat. She asked for Council consensus on that decision. The consensus was affirmative.
- She further explained that there would be two Spring 2015 vacancies for Karen Stanley, who will be on Sabbatical Leave, and Andre LaRue, who will be teaching abroad.
- She outlined two scenarios for these short-term replacements:
 - One 1-year appointment and one 1-semester appointment; or
 - Three 1-semester appointments.
- There was a discussion regarding the benefits of new people serving on the Council for one semester or one year. Regarding long-term AFA leadership planning, there is also a need to recruit candidates. Julie asked the Council to encourage their colleagues to consider serving on the Council.
- The deadline for candidates to declare their interest is Sunday, Sept. 7.
- The Council will make the decision on whether to make an appointment or hold an election for the open seats based on the number of interested candidates.

7. AFA Leadership Planning

- Julie explained that a number of Councilors will be retiring or going on short-term leave in the near future. There will be a need for Councilors, Negotiators, and Officers. She asked all Councilors to think about their long-term plans with the Council and let her know if they think they will be leaving in the near future.
- Several Councilors reported their plans to retire after this year, and several more reported plans to be on Sabbatical Leave next year.

ACTION ITEMS**1. AFA Budget 2014-15**

Having been moved from a Discussion Item and there being no discussion, a motion was made, seconded and approved by unanimous voice vote to approve the Budget Proposal for 2014-15 (17 in favor, 0 opposed, 0 abstentions).

2. AFA Budget Analyst Appointment 2014-15

- Having been moved from a Discussion Item, a motion was made and seconded to appoint Mark Ferguson as Budget Analyst for 2014-15. The motion was amended to include that Mark would be compensated with 5 percent reassigned time. After a call for discussion, the amended motion was seconded and approved by unanimous voice vote (17 in favor, 0 opposed, 0 abstentions).
- The Council further discussed the need to continue to look for a possible second faculty member to begin learning the Budget Analyst duties.

3. AFA Adjunct Rep. Appointment to Professional Development Committee 2014-15

- Having been moved from a Discussion Item, a motion to approve MJ Papa as the Adjunct Rep. to the Professional Development Committee for 2014-15 was made and seconded. There being no discussion, the motion was approved by unanimous voice vote (17 in favor, 0 opposed, 0 abstentions).
- Given this new appointment, Julie asked Publications Coordinator Matt Murray to forward the notes from the August 2014 AFA Professional Development session to MJ.

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

- The AFA Fall Retreat will be Sunday, Nov. 2, at Pepperwood Preserve. Details will follow.
- Deirdre Frontczak announced that the Faculty Association of California Community Colleges (FACCC) Part-Time Symposium will be Sat., Nov. 1, in Glendale. (See link to FACCC Upcoming Events <http://wp.faccc.org/events/> .)

2. Treasurer's Report.

- Due to time constraints, Secretary/Treasurer Paula Burks agreed to postpone her report until a future Council meeting.

The meeting was adjourned at 5:05 p.m.

Minutes submitted by Carol Valencia.