

EXECUTIVE COUNCIL MEETING MINUTES

August 26, 2015

(Approved by Executive Council on September 9, 2015)

Executive Councilors present (noted by *):

*Karen Frindell Teuscher, <i>presiding</i>		*Molly Matheson	*Margaret Pennington
*Filomena Avila	*Terry Ehret	*Jacqueline McGhee	*Karen Stanley
*Paulette Bell	*Deirdre Frontczak	*Bud Metzger	*Julie Thompson
*Denise Beeson	*Andre LaRue	*Terry Mulcaire	*Michelle Van Aalst
*Shawn Brumbaugh	*Michelle Hughes Markovics	*MJ Papa	<i>Adjunct Seat Vacancy</i>

Officers/Negotiators/Appointed Positions present: Ted Crowell, Mark Ferguson

Staff members present: Candy Shell, Carol Valencia

Faculty members present: Joe Anderson

The meeting was called to order at 3:04 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 4:05 p.m.

OPEN SESSION

Open Session reconvened at 4:10 p.m.

MEMBER CONCERNS WITHIN AFA'S PURVIEW

1. Paulette Bell reported that several faculty members contacted her after the Tentative Agreement vote in May, asking for information about how AFA tentative agreement elections are conducted. She requested that this topic be added as a Discussion Item and communicated to faculty members in a publication. (Note: details of AFA's elections procedures are included in the election results announcements emailed to all faculty and are also stated on the AFA website TA page http://www.santarosa.edu/afa/tentative_agreement.shtml.)
2. Bud Metzger brought up an ongoing concern about classroom safety and the need for the College to do more to ensure the safety of both faculty and students.
3. Terry Ehret brought up three concerns:
 - a. A faculty member requested that AFA post, in a prominent location, a clear explanation of what is included in the hourly pay rate, including a breakdown of the number of minutes for each area. She would also like this to be communicated to faculty in a publication.
 - b. The Staff Resources website did not have the current information posted on adjunct faculty flex obligations. This should be updated before Professional Development Day. Karen said that she is aware of the issue and will be speaking with Mary Sandberg from Staff Resources.
 - c. An adjunct faculty member teaching in Emeritus is concerned about the potential health hazards from accumulated chalk dust and overflowing garbage in her classroom. Department Chair Terry Mulcaire reminded the faculty member to first contact the Chair directly to correct this type of problem.

4. Michelle Hughes Markovics brought up a concern from two Petaluma faculty members about the parental leave policies for faculty members. She also heard that the SEIU contract has better parental leave policies than the AFA contract. Karen responded that we have new provisions in Article 18.3: Family/Personal Leaves effective this year that have improved those policies; she will also look into the leave provisions in the SEIU contract.
5. Karen Stanley brought up a concern from her department (Kinesiology, Athletics & Dance) about the lack of effective enrollment planning. Their department had to cancel 20 classes at the last minute due to low enrollment; this adversely affects both full-time and part-time faculty members. There was also a discussion about the current practice of combining face-to-face and online students into one large class section without compensating faculty members for the increase in workload. Karen said she would look into this practice because of potential Contract violations.
6. Denise Beeson brought up a concern from an adjunct faculty member who requested that her department record its department meetings via CCC Confer for those faculty members who are not able to attend. She was told by the Department Chair that, since faculty members voted not to record their meetings last year, they would not consider changing the practice, instead providing only written minutes of meetings. Karen said she will look into the concern if there is a contractual issue.

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 13, 2015 Executive Council meeting and the May 13, 2015 General Meeting as submitted (18 in favor, 0 opposed, 0 abstentions).

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

DISCUSSION ITEMS

1. **AFA Executive Council Adjunct Faculty Representative Vacancy for 2015-16**
The office sent out a call to membership for interest in this open seat, effective until Sept. 6, and we have received one interest statement so far. This will be an Action Item at our next meeting.
2. **AFA Executive Council Regular Faculty Representative Leave Replacement for Spring 2016**
The office sent out a call to membership for interest in this upcoming vacancy, effective until Sept. 6, but we have received no interest statements so far; please talk to your colleagues about this one-semester opportunity to serve. We hope to place this as an Action Item at our next Council meeting.
3. **Appointment of AFA President Leave Replacement for Spring 2016**
Nominations are now open for those who are interested in serving as AFA President during Spring 2016 while Karen is on Sabbatical Leave. Nominations will be open until our next meeting on Sept. 9. Sean Martin was nominated. This item will be an Action Item at our next Council meeting.
4. **Nominations for Publications Coordinator for Fall 2015**
Nominations are now open for those who are interested in serving as Publications Coordinator for Fall 2015. Nominations will be open until our next meeting on Sept. 9. Paulette Bell and Michelle Van Aalst were nominated. This item will be an Action Item at our next Council meeting.
5. **Fall 2015 Executive Council Meetings Calendar**
Karen explained that we have a few items to discuss regarding the Fall 2015 calendar:
 - a. Number of Council meetings held at the Petaluma campus
 - Several Councilors stated they would not be able to attend Council meetings in Petaluma; several others said they would have to be late to or leave early from any Petaluma meetings.
 - There was a discussion about the need for carpooling to Petaluma and whether all or part of the meetings could be video-conferenced to Santa Rosa via Skype or CCC Confer.
 - Council consensus was to keep two Petaluma meetings on the calendar, but carpooling will be encouraged and video-conferencing options will be explored.

- b. November meeting schedule: Karen explained that because of the holiday on Nov. 11, our only regularly scheduled meeting in November is the day before Thanksgiving. We will be cancelling that meeting (Nov. 25) and adding a special meeting on Nov. 18 (the third Wednesday of the month).
- c. Retreat date change: Karen explained that several officers have a conflict with the current retreat date of Sunday, Oct. 4; we will be looking for a new date. AFA staff will explore Pepperwood availability for other dates and then Doodle Poll the Council for availability.

OTHER REPORTS

1. **President's Report.** Karen Frindell Teuscher reported briefly on the following items:
 - Equal Employment Opportunity Advisory Committee (EEOAC) representative vacancies
We have 1.5 appointments to make for this year (one AFA representative and one representative shared with the Senate). The committee has 12 members with a tri-chair and meets on the first Friday from 10:00 a.m.-12:00 p.m. and the third Friday, as needed. We need contractually minded people to serve. There was a discussion about the Equal Employment Plan drafted last year by this committee without considering contract and policy implications. AFA needs someone on this committee who can take a strong position regarding contractual matters, so it would be better not to serve on this committee if the person feels "vulnerable." Please forward any potential names to the office; we hope to appoint someone at our next meeting, if possible.
2. **Treasurer's Report: Year-End 2014-15.** Michelle Van Aalst reported briefly on the following items:
 - We finished the year with a positive net revenue balance of \$26,000. Although our total revenue was lower than expected, we realized savings from lower-than-expected total expenses in *Payroll Wages, Legal Fees, Reassigned Time, and AFDAF Contributions*.
 - We will be looking at reinstating our Political Action Committee allocations later this year.

The meeting was adjourned at 4:53 p.m.

Minutes submitted by Carol Valencia.