

SCFA Executive Board Meeting Minutes

November 3, 2016
Rare Book Room, LRC 212
Rocklin Campus

Present: President Johnnie Terry, VP-Treasurer Paul Cooper, and Board members Wayne Barbee, Debby Carter, Jennifer Kattman, Judith Kreft, Susie Le, Alistair Moles, Michelle Macfarlane, and Kara Perry.

Visitors Present: Mike Robinson and Mithia Mukutmoni.

Joe Farrelly, acted as secretary.

A quorum was declared and the meeting was called to order by the President at 4:03pm.

I. Visitor Comments:

Mithia Mukutmoni raised an issue that came up at the Distance Learning Committee regarding whether faculty who teach online classes should be compensated for the hours they have to put in to make their teaching materials ADA compliant, such as alt tags on photos and closed captioning of videos. Members noted that District staff is available to provide staff *training* on these matters, but there are currently no staff resources available to *perform* these duties. Mike Robinson pointed out that he and other faculty often provide these ADA compliant services at their own expense. It was also noted that the issue affects more than just instructors who teach online. The matter was referred to the Negotiating Team for possible discussion at contract negotiations. Later in the meeting Jennifer agreed to bring the matter to negotiations and also offered to speak with Suzanne Davenport about whether or not ADA compliance is a mandatory work requirement.

II. Approval of Minutes: The draft minutes of the October 20 meeting were reviewed and the spelling of Michelle Macfarlane's name was corrected. In addition, the minutes were amended to specify the exact number of hours, rate of pay, and total compensation for each of the four Board members who attended the IBB training in section IV.a of the draft minutes. With those changes, the minutes were approved by unanimous vote.

III. Reports:

I. Vice-President/Treasurer/Membership Report:

- i. Paul Cooper reported that he was planning to submit the Hudson audit next week. Debby will provide the final amended versions of the minutes for the auditor's review.
- ii. Paul also reported that he had scheduled the Faculty Breakfast at Del Webb for August 18 of 2017 and will cancel the Rocklin Event Center reservation.
- iii. Paul plans to reduce the reserves to a more modest number, and details will be discussed in closed session. Referring to his written report, he also called

attention to an internal interfund transfer which explains the doubling of the cash balance in the checking account. The cash will be needed to cover the IBB training stipends and expected amounts for upcoming events.

- iv. To reduce the need for multiple interfund transfers, Paul said he may not renew the CD again, since the CD interest rate is comparable to SCFA's interest-bearing checking account, so it may be simpler to just leave the money there.
- v. Regarding membership, Paul said that there was little new activity and no new data on recent dues. He received three membership cards to distribute to new members. He will be checking the post office box for any new mail.

II. President's Report

- i. Johnnie thanked Debby Carter for her valuable comments about the stipend rates and pay scale. He also thanked Paul Cooper for gathering the important materials the Board needed to gather in preparation for the audit.
- ii. Johnnie said he would be unavailable for the next scheduled Executive Board meeting and offered three options to the board members. After a discussion, the members unanimously agreed to cancel the November 17 meeting and instead hold an extra meeting in December on the 8th.
- iii. Johnnie issued an apology to Paul over a facetious comment that he had added to a rough draft of meeting minutes that had inadvertently been submitted and posted on the website. The final approved version with the humorous comments deleted has been substituted.
- iv. Johnnie said he wanted to compliment Paul on his skills in overseeing the SCFA finances. He said he gained a new, deeper appreciation for what Paul does after attending a workshop on chapter financial management at the recent CCA conference.
- v. Members discussed the need to maintain an 80%-20% split between chargeable and non-chargeable expenditures such that at least 80% of expenditures inure to the benefit of the entire membership. Currently, SCFA is well within the appropriate ratio. The meeting packet contained a handout showing a form with a checklist that helps determine what is and what is not a chargeable expense.
- vi. Johnnie announced that at the recent CCA Conference, he had been elected as the Area 4 Director on the State Board and his first meeting was scheduled for the upcoming weekend.
- vii. He also said that he expected to be added to the agenda of the next Academic Senate meeting to discuss issues related to academic freedom.

III. Executive Board Member Reports:

- i. Judith said that the Calendar Committee is grappling with summer schedules. Jennifer pointed out that some faculty members prefer the shorter schedule to allow a vacation break, while others prefer the longer one because it is easier to double up the lessons plans of a 16-week semester to an 8-week format. She urged the Committee to speak with R4S on the matter. Debby asked if they had collected any data on the effects of various lengths of summer schedules on student retention, grades, and overall success, but no data is readily available.
- ii. Alistair said that some part time faculty members had inquired about why the preliminary class schedules posted by the Administration sometimes listed lower seniority instructor's teaching assignments before higher seniority instructors were listed. Members agreed that this can cause confusion and consternation, and that the matter needs to be taken to the Dean's Council as well as the Negotiating Team for possible inclusion of wording in the new contract. It was noted that all part time faculty names should appear on the schedule at the same time whenever possible.

IV. Open Session Agenda Items:

- I. Members held a lengthy discussion about possible changes to both the SCFA Constitution, which would require ratification by the full membership, and some proposed changes to the By-Laws which can be approved by the Executive Board. The packet distributed at the meeting contained some draft wording for possible additions and amendments. One of the changes was to replace all references to the "grievance" officer with "dispute resolution." Another proposal discussed was whether or not dues could or should be raised. It was pointed out that dues can only be raised by a percentage equal to or less than the percentage raise given to the union membership in that year. Members also discussed the need to hold new elections for both the President's and Michelle Macfarlane's seats since the incumbents had recently been *appointed* to fill vacancies. The Board may also need to hold another election the following year to maintain the proper staggering of terms of the Board officers. Bylaws Article XI which addresses the duties and responsibilities of Executive Board members lists duties (a) through (f) and helps define what is an expected duty to be covered under release-time compensation versus extraordinary duties that might warrant a special stipend. Johnnie asked members to think about whether the list of duties needed to be modified or expanded. It was also proposed that the title of Bylaws Article XII be revised from "Release Time and Stipends" to "Reassigned Time and Stipends." Wording to cover policies on stipends for summer activities, training, conference attendance, and other compensable activities was also proposed and discussed. Regarding conference attendance, Mike Robinson suggested that if a deadline was imposed on members to apply for reimbursement for attending a conference, that members needed to be made aware of such a policy change. Johnnie agreed that, if approved, there would be an educational roll out of information to let members know about such a deadline. Finally, members discussed whether to modify the wording in Bylaws Article XIV 3 (b) to use the phrase "at the request of the board" instead of "at the pleasure of the Board."

- II. Members discussed whether to increase in the stipends paid to Executive Board members for meeting attendance. The current stipend payments are low, substantially below the amount SCFA is requesting that the district pay for faculty time, and have not been raised since the early 1990s. Board members questioned how the union can justify paying its board members and officers a rate that is well below what our Negotiating Team is insisting is the minimum amount the District needs to be paying faculty and staff to perform professional duties for the College. Johnnie reported that one member had responded to the proposal to increase the Executive Board stipends and that this message had been sent to all faculty. He read the content of that member's email which expressed support for an increase in stipend payments for part timers but not for full timers, urging instead that full-timers donate their meeting stipends to the foundation or other charity. Paul pointed out that making direct donations of unwanted stipends to the College's foundation raised serious concerns from our auditors, and it was generally agreed that SCFA ought not implement such a policy. Members did discuss the member's other points about whether or not stipends to full timers on the Board would constitute "double-dipping." The Board agreed it did not. Finally, the board pointed out that, unlike the Academic Senate, union work is not district, shared governance work; SCFA is distinct from the district. Indeed, this is what complicates the use of district email for SCFA business and the use of district copiers for SCFA copies. Further discussion about stipends included a proposal from Debby that Board members be paid their stipends on a per-hour basis rather than a flat-fee-per-meeting basis, partly to raise the compensation level and also because the flat fee formula doesn't adequately compensate members when the meetings extend beyond the planned two-hour schedule (which often happens). Other members expressed concerns that such a change might require members to document their time with an in-out-time-sheet in 15-minute increments., which might open up a number of other attendance reporting and documentation issues. Following some further discussion, Debby proposed that effective December 1, 2016 the stipend to Board members for attending SCFA Executive Board meetings be increased to \$100 per 2-hour Executive Board meeting and \$50 per hour be paid for additional time at meetings lasting longer than two hours. The motion was seconded by Judith, voted and approved by five yeas, no objections, and two abstentions.
- III. Johnnie and Jennifer announced that it had just recently been negotiated with the District that *part time* faculty who complete the mandatory Sexual Harassment Online Training course will be paid a \$40 stipend. The stipend is not paid to full time faculty because it is considered part of a full timer's ongoing training responsibility.
- IV. Members discussed whether to integrate Board compensation into the SCFA bylaws. It was suggested that wording could be added to Bylaws Article XII (with a revised title as noted above). Johnnie said that the draft wording presented in the meeting packet incorporated the changes Susie had suggested at a prior meeting, and he asked members to review the draft and suggest any additional or alternate wording for consideration at a future meeting. Kara volunteered to draft something.
- V. Members also discussed the proposed wording for including a provision in the Bylaws regarding donations of union funds to charitable causes. Members agreed

the wording needed to specify criteria that would be used as a “lens” or set of guidelines for the Board to consider when deciding whether or not to fund a request for a charitable donation. It was agreed that the donation request form’s checklist would improve transparency and would help applicants understand the Board’s decision-making process. It was agreed that the Bylaws wording needed to be flexible enough to allow the Board to use discretion and to ensure that such decisions will be made on a rational and equitable basis.

- VI. Item IV.G. on the agenda regarding a Staff Photo project was very briefly discussed. Johnnie reported that the \$30 per enlargement cost was higher than he had projected, and that 100 photos would cost more than \$3,000.

Open session ended at 5:19pm and members and officers continued in closed session.

Respectfully submitted

Joe Farrelly