

**APPROVED
EXECUTIVE BOARD MINUTES
FEBRUARY 11, 2010
DVC RM. LC-109**

The meeting was called to order at 2:37 P.M.

PRESENT: Emmanuel Akanyirige, Glenn Appell, Nancy Bachmann, Shirley Brownfox, Milton Clarke, Debra Dahl-Shanks, Marco Godinez, Katrina Keating, Bruce Koller, Stuart Lichter, Jeff Michels, Dionne Perez, Mary Ulrich, Michael Zilber, and Rudy Zeller, Terri Adame, note taker.

ABSENT: Casy Cann-Figel, Vern Cromartie, Jason Mayfield, Licia Morrow, and Steve Padover.

1. ANNOUNCEMENTS –

- Michels announced that the United Faculty has been asked by ASU DVC to endorse an upcoming rally against funding cuts on March 4th at DVC. Discussion followed about the need to focus political energy not just at expressing anger at funding cuts but on supporting tax increases or other revenue-based approaches to the State's budget crisis.

Following a motion by Bachmann, seconded by Lichter, MSU to co-sponsor the student rally on March 4th at DVC and for Michels and Appell offer to speak at the rally and to help focus the students on supporting solutions rather than just decrying budget cuts.

- Michels asked for volunteers to participate in a workgroup to begin the process of creating handbooks for departments to include the requirements for creating bylaws, with templates and examples, as well as scheduling requirements from the contract and ideas for scheduling that are transparent and fair. Dahl-Shanks, Michels, Appell, Bachmann, Zeller, and Keating all offered to participate in a workgroup.
- Michels announced that he has been named as FACCC's Full-time Faculty member of the year following a nomination from Keating, Appell and Zilber. Michels will be presented with this award at the FACCC Advocacy and Policy Conference on Sunday February 28, 2010 at 1:00 p.m. at the Tsakopoulos Library Galleria, 828 I Street in Sacramento, CA. Michels thanked Executive Board members for their support and went on to say that the Contra Costa County Board of Supervisors will pass a resolution congratulating Michels at their Feb. 23 meeting.
- Michels announced that his cover story for this month's edition of FACCC's magazine on accreditation issues has been delivered to faculty. Appell quoted a paragraph from the article to the Executive Board noting that many more colleges in California are facing sanctions than anywhere else in the nation.
- Adame passed out a document with information regarding the FACCC Advocacy and Policy conference coming up in Sacramento on February 28 through March 1. Anyone who wants

to go to please contact the UF office for reservations. The conference will include meetings with legislators on Monday, March 1, in Sacramento.

- Michels reported that the Evaluation proposals will be completed and presented to the Cabinet by the 23rd of February. The E-Board will review the final drafts on Feb. 25. If Cabinet and the E-Board approve, a ratification vote will be held in March. Appell mentioned that we should set up a training program at each college for Deans and Department Chairs. Michels mentioned that the District's IT Department will put the Evaluation Forms online and will make them technologically advanced and interactive by April of 2010.
- Michels announced that the CCCCDD Governing Board will have 3 governors up for elections in November: Tony Gordon, Tomi Vanderbrook, and John Nejedly. John Nejedly may not return to the Governing Board since he is running for County Tax Assessor. The Executive Board agreed that the UF should invite each candidate for Board to speak at an E-Board meeting, and that the UF should develop and implement a process for endorsing candidates.
- Michels reported information on the District's Retirement Incentive stating that 18 employees of the District have taken the incentive, and that five of them were faculty, seven classified and six managers.
- Michels reported that March notices are on the next Board agenda, and there are no plans for faculty layoffs.
- Michels announced that the Compensation Committee met and agreed to a new compensation survey. Gene Huff will meet with the Bay 10 management team in February to prepare a benefit survey to be added to the Santa Rosa salary data for review. Michels went on to say that they have agreed to do a comprehensive 311 comparison with other College District information and then compare costs and also spending patterns of our own 3 colleges. Anker is beginning to collect this data now.
- Michels reported that Appell, Destefano, and Brown will form a committee to review UF Financial reporting practices and then to make recommendations to the Executive Board. Michels said that while he wants to give a fair hearing to any request for changes, his own feeling is that UF reporting practices are accurate and adequate, and he would like to put this issue to rest for awhile and get on with other more pressing union business.

Akanyirige mentioned that he had a concern about the formation of the committee and stated that when he first raised this issue one year ago, he was assured that there would be a committee formed to review the UF financial practices and stated that it "went by the wayside." Akanyirige went on to say that a committee was mentioned a second time later on and that it "went by the wayside as well" and that he is a little perturbed about that development and felt that it was intended to slow the process down. Akanyirige said that forming a committee has never been the issue at all and that as Board members we have a fiduciary responsibility to the rank and file member to certify the financial records of the

organization which requires us to look at the actual financial papers and make decisions or recommendations. Akanyirige stated that if he does not have actual QuickBooks records, it does not really assist him to raise the right questions and that things will fall through the cracks.

Michels replied that his understanding of the current reporting system is that the United Faculty's Executive Board designates the Treasurer of the organization to compare the QuickBooks reports and the Bank reconciliations to the monthly financial statements for accuracy and reporting to the UF Executive Board and to the faculty at large. Michels stated that it is not in fact the responsibility of anyone else on the Executive Board and for this reason; Michels stated that this financial review committee will be formed to answer any questions and make recommendations.

Michels also noted that all information from the QuickBooks files was contained in the monthly financial statements provided to the E-Board. Michels stated that he has consulted with the Auditor, UF's attorney as well as financial officers from the District and other unions, and none of them had seen anything wrong with the current UF reporting practice.

A lengthy discussion ensued, and Appell concluded that his workgroup would review reporting practices. Michels agreed that for the current quarter, he would provide the E-Board with both the Quarterly Statement and the Quickbooks Income Statements used to produce that statement.

2. EXECUTIVE BOARD MINUTES –

The meeting minutes from December 17th and January 28, 2010 were tabled due to Akanyirige's comments and corrections. Secretary Brownfox suggested that Akanyirige send her the corrections and she will submit the minutes with the corrections for approval at the next Executive Board Meeting.

3. NEW EXECUTIVE BOARD MEMBER –

Michels appointed a new member, Marco Godinez, representing Los Medanos College.

Following a motion by Keating seconded by Dahl-Shanks, MSU, to appoint Marco Godinez to the Executive Board to represent Los Medanos College.

4. VARIANCE REQUESTS –

Following a motion by Ulrich, seconded by Dahl-Shanks, MSC, with two abstentions to approve DVC's request for Helen DeMarco, Nutrition Professor, to evaluate 2 part-time nutrition instructors, Karen Munoz and Jennifer Vigo.

Following a motion by Dahl-Shanks, seconded by Lichter, MSC, with one no vote and 3 abstentions, to approve DVC's request to delay Glenn Willis's evaluation until the Fall of 2010.

5. AUDITOR'S REPORT –

Michels presented the United Faculty's Auditors Statement Draft to the Executive Board for review and approval. Michels related that the UF's books are in order and there are no material transactions that have not been properly recorded in the accounting records underlying the financial statements. In other words, Michels stated, we have a clean bill of health with regards to the audit.

Akanyirige noted that the Audit as presented to the E-Board was still incomplete since it did not include the specific review of finances. Michels said that he had only brought the summary page, since there were no material findings, and that he had not yet reviewed the financial details from the audit with Keating. He agreed to bring the complete detailed report to the next E-Board meeting.

Akanyirige suggested that the UF's Auditor should present the year-end audit at the next Executive Board Meeting and answer questions. Michels suggested that there was little for the auditor to present since he had not found anything out of order in the UF's books.

Following a motion by Akanyirige seconded by Appell, with one yes vote, 9 no votes, and 4 abstentions. The motion failed to have the Auditor present the year-end audit at the next Executive Board meeting. For the record, Keating was one of the members that abstained.

Akanyirige stated for the record that the Auditor does a good job and his suggestions have no bearing or judgment on his work but that he wants to look at the audit so that he and the Executive Board can make informed decisions.

6. CONSTITUTIONAL CHANGES –

Michels reported that the Auditor made some suggestions in a "Management Letter" as follows:

1. Review and Update the Accounting policies and procedures manual
2. Add a whistleblower policy to the UF Constitution
3. Add a conflict of interest policy to the UF Constitution
4. Add a document and destruction policy to the UF Constitution

Michels stated that he, Keating and Adame would work on updating the UF desk manual, and that Appell, Brown and De Stefano will review it when they meet to discuss accounting practices. He said that the UF leadership would follow up on all of the suggestions and report back to the E-Board soon.

7. DEPARTMENT CHAIR AGREEMENT IMPLEMENTATION–

Michels reported that implementation of the Department Chair agreement was a success so far, although it had taken longer than expected. All department chairs received increases, and the

math has been completed now at every college. Michels will include an article in the next *Table Talk* explaining implementation.

8. EXECUTIVE SESSION–

Negotiations will begin on March 12th this year, and the negotiating teams will plan the schedule of meetings through May at the March 12 meeting. The District has made one change in its negotiating team, replacing area Dean, Kevin Horan with Vice President Susan Lamb from DVC. McKinley Williams, CCC President, and Pete Garcia, LMC President, will also join the teams at points during the semester. This year's openers include Faculty Load/Class Size, Banked Load, Benefits, Leaves, Evaluations, and Reassigned Time.

A lengthy discussion ensued regarding the upcoming negotiations meetings and UF positions on issues.

9. OTHER BUSINESS–none

10. UPCOMING MEETINGS–

- A. 02/16/10 CRC
- B. 02/22/10 BFA
- C. 02/24/10 Governing Board Meeting
- D. 02/25/10 Next Executive Board meeting at LMC in room SC-132

The meeting was adjourned at 5:10 P.M.

Submitted by: Terri Adame