

# ***MCCCD Adjunct Faculty Association***

## ***Meeting Minutes***

**May 15, 2010**

### **I. Call to order**

Jane Leaf-Miller called to order the regular meeting of the Adjunct Faculty Association at 10:35 AM on May 15, 2010 at the Rio Conference Center.

### **II. Roll**

The following board members and alternates were present: John Bojonny (PC), Michael Cyll (GWCC), Phillip Jalowiec (PVCC), Michele Kemp (CGCC), Jane Leaf-Miller (President), Tristan Marble (RSC), Kevin O'Neill (SMCC), Jodie Kay Petra (Treasurer), Michael Powell (Vice President), Karen Russo (GCC), Marianne Smith (Secretary), Andrea Venner (SCC) and Jennifer Waters (MCC). 12 voting board members were present. The following board member was not present: Amanda Cunow (EMCC).

The following advisors were present: Debbie Fox (MCLI) and Denise Garland (Faculty).

### **III. Reports**

A. **President:** Jane Leaf-Miller stated that next year adjuncts will receive their full professional growth funding, as well as AFA board stipends. Debbie Fox suggested that we look at the AFPG deadlines and amounts, in an attempt to make the process more user-friendly.

B. **Treasurer:** Jodie Kay Petra handed out a financial statement dated April 30, showing net income of -\$2,670.05, and net assets of \$17,892.49. The AZ Corporation papers have been filed, and the 990N form is in suspension.

**Motion:** File the Treasurer's Report for audit. Made by Michael Powell, seconded by Kevin O'Neill. Vote: Motion Approved – 11 for, 0 against, 1 abstaining.

C. **Secretary:**

**Motion:** Accept the April meeting minutes, as presented. Made by Michael Powell, seconded by Kevin O'Neill. Vote: Motion Approved – 12 for, 0 against, 0 abstaining.

D. **Committee Reports:**

1. **Bylaws:** Descriptions of the AFA officers' positions and all the committee have been electronically distributed to the Board.
2. **Communications:** No report.
3. **Conference:** No report.
4. **Membership Committee:** Since May 2, the AFA has received 381 registrations, and \$916 from 35 contributors. This cost the AFA \$37.10 in fees. The Membership

Committee will develop talking points for the August AFA meeting, tentatively scheduled for August 8.

5. **Provider:** No report.
6. **Recognition:** No report.
7. **Risk Management:** Liability related motions will be discussed later in the meeting.

#### **IV. New Business**

- A. **Proposed Grievance Process:** Marianne Smith presented a draft grievance process, which was further amended by the Board.

**Motion:** Approve the grievance policy, subject to modifications. Made by Phil Jalowiec, seconded by Kevin O’Neill. Vote: Motion Approved - 12 for, 0 against, 0 abstaining.

**Motion:** The Communications Committee shall address any outstanding concerns and report back to the Board by July 15. Made by Phil Jalowiec, seconded by Jennifer Waters. Vote: Motion Approved - 12 for, 0 against, 0 abstaining.

- B. **Review Goals:** It was suggested that each representative construct a list of accomplishments benefiting adjuncts at his or her college and email it to the Secretary and the Board.

**Motion:** Each representative shall provide a report related to his or her college’s adjunct activities by July 1, to be included in the Executive Committee’s report. Made by Michael Powell, seconded by Jennifer Waters. Vote: Motion Approved - 12 for, 0 against, 0 abstaining.

- C. **District Contracts and Compensation:** The President reported the following information: Each college representative is paid \$1500 per year, through 12 months. The Executive Committee members have a total of 30 credit hours in stipends to divide among themselves. This past year, the President was given 9 credit hours, the Secretary and Past President were given 6 each, and the Treasurer was given 3.

**Motion:** All AFA contracts shall be disclosed to the Board by July 1. Made by Phil Jalowiec, seconded by Andrea Venner. Vote: Motion Approved - 12 for, 0 against, 0 abstaining.

- D. **Liability Issues:** The President called an Executive Session to deal with the remaining Risk Management liability issues.

- E. **Directors and Officers Insurance:** Jodie Kay Petra said she will reapply for Directors and Officers insurance from Secura Insurance Company. This insurance will cost \$375 per year, and was the best buy of the three the committee reviewed. She will try to renegotiate better prices from all three providers, and will ask for a vote from the Board to proceed via email.

**Motion:** The ad hoc D&O committee shall move forward with obtaining Directors and Officers insurance. Made by John Bojonny, seconded by Kevin O’Neill. Vote: Motion Approved – 12 for, 0 against, 0 abstaining.

#### **V. Adjournment**

Kevin O'Neill moved that the meeting be adjourned. Phillip Jalowiec seconded the motion, which was passed by consensus. Jane Leaf-Miller adjourned the meeting at 3:20 PM.

**VI. Next Meeting**

The next regular meeting will be held in August 2010, at a time and location to be determined.

Minutes submitted by: Marianne Smith