



Adjunct Faculty Association of the Maricopa County Community College District

Board Meeting Minutes – January 22, 2012

Call to Order

Phillip Jalowiec called to order the regular meeting of the AFA Board at 3:50 PM on January 22, 2012 in KSC208 of Paradise Valley College.

Roll

Board Members

Present: Phil Jalowiec (President), Mark Banas (Vice President), Jennifer Butler-Williams (Secretary), Ali Abboud (PC), Roxanne Beckstrom-Sternberg (PVC), Jeannie Berg (GC), Michael Cyll (GWC), Kevin O'Neill (SMC), Phyllis Salsedo (MC), Kim Wagner-Hemmes (EMC).

Absent: Michael Powell (Past President), Michele Kemp (CGC)

Advisory Committee Members

Present: Marianne Smith (Faculty)

Absent: Debbie Fox (MCLI), Denise Garland (Faculty)

Agenda

- Additions to the Agenda
- Call to the Adjunct Faculty
- Approval of Minutes: December 10, 2011
- Acceptance for Audit of Acting Treasurer's December 31, 2011 Report
- Committee Reports:
 - A. Executive Committee
 - 1. Bylaws Revision
 - 2. Compensation Distribution Subcommittee Progress Report
 - 3. District Meeting Reports
 - B. Communication and Membership Committee
 - C. Education and Conference Committee
 - D. Practices and Recognition Committee
 - E. College Representative Selection Committee Report
 - F. AFA/FEC Joint Student Success Committee Report
- Adjourn

AFA Board Meeting Minutes – January 22, 2012

District Meetings

13Dec11	Governing Board Meeting	Mark Banas, Phillip Jalowiec
10Jan12	Executive Committee Meeting	Phillip Jalowiec, Mark Banas, Jennifer Butler-Williams, Michael Powell
11Jan12	AFA/FEC Leadership Meeting	Phillip Jalowiec, Michael Powell
13Jan12	AFA/FEC Leadership Meeting	Phillip Jalowiec
17Jan12	Maria Harper-Marinick	Mark Banas, Michael Powell
17Jan12	Financial Advisory Council (FAC)	Michael Powell

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Additions to the Agenda

1. Phyllis Salsedo comments about meeting at MCC.
2. Mark Banas comments about faculty selection at MCC.
3. Michael Cyll request for making signage for future meetings

Call to the Adjunct Faculty

No speakers.

Adjunct Faculty in Attendance: Joy Watson (GC), Darra Kresge (PVC)

Approval of Minutes December 10, 2011

Motion by Kevin O’Neill, Seconded by Michael Cyll

No discussion.

Vote: 9 Yes 0 No 1 Abstention

Acceptance for Audit of Acting Treasurer’s December 31, 2011 Report

Motion by Kevin O’Neill, Seconded by Michael Cyll

No discussion.

Vote: 8 Yes 0 No 2 Abstention

Executive Committee Report (Phil Jalowiec)

Positions Vacant: Treasurer, Rio Salado College Representative, Scottsdale College Representative.

Bylaws Revision (Phil Jalowiec)

Recommended Bylaws revision presented to include enhanced Conflict of Interest Article and refined purpose. (See attached).

Motion by Kevin O’Neill, Seconded by Michael Cyll

No discussion.

Vote: 9 Yes 0 No 1 Abstention

Compensation Distribution Subcommittee Progress Report (Kevin O’Neill)

Did not meet. Moved to next Board Meeting.

Communication and Membership Committee (Jennifer Butler-Williams)

Committee meetings were held as a committee of the whole Board from 1:30PM to 3:50PM.

The committee is completing its work on the Spring Adjunct Faculty Connection.

Practices and Recognition Committee (Phil Jalowiec)

Committee meetings were held as a committee of the whole Board from 1:30PM to 3:50PM.

The committee will be proceeding with a refined application based on the previously circulated Outstanding Faculty Rubric. A survey will be sent out to all Adjunct Faculty asking “How Outstanding Are You?” and asking them to self-

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evaluate. Those who participate and evaluate highly will be invited to apply for Recognition as Outstanding Adjunct Faculty.

Education and Conference Committee (Mark Banas)

Committee meetings were held as a committee of the whole Board from 1:30PM to 3:50PM.

Mark Banas presented a tentative schedule for the Spring Adjunct Faculty Conference is April 14, 2012 at Scottsdale Community College.

After extensive discussions, the committee recommended expanding to two learning session periods. It was agreed to extend the conference until 2:00PM and adjust the start time and the opening icebreaking session as necessary to accommodate. The Conference is still to include discipline dialogs, the Chancellor's presentation, and awards by Maria Harper-Marinick.

Committee meeting participants agreed to provide presenters and topics to the Education Committee by Sunday, January 29, 2012.

College Representative Selection Committee Progress Report (Kim Wagner-Hemmes)

Summary of ideas from meetings distributed to Committee Members and Executive Committee.

Kim discussed interviews she conducted with students and Adjunct Faculty on the value of Adjunct Faculty and locally organized activities.

AFA/FEC Joint Student Success Committee Report (Phil Jalowiec)

Email summary among FEC/AFA Leadership about initiative areas shared with Board (see attached).

Comments about Meeting at MCC (Phyllis Salsedo)

The up and down nature of Adjunct Faculty roles and participation opportunities at MC were reviewed by Phyllis. This mixed-signal environment at MC made broad, enthusiastic engagement difficult.

Comments about Faculty Selection Policies at MCC (Mark Banas)

Mark's experience with the non-compliance to department policies, confusing and inconsistent communication with his department chair highlighted the difficulty and the poor treatment that Adjunct Faculty can be subjected to by their Department Chair in being scheduled into classes. Mark created a document to describe all the possible mechanisms that could be used by Department Chairs to make class assignment determinations. He will be meeting with the College President to further explore these issues.

Request for Making Signage for Future Meetings (Michael Cyll)

The request for signage for AFA Board Meetings is being taken as a directive to the Executive Committee to research and act on or come back to the Board for significant expenditure.

Motion to Adjourn

Made by Kevin O'Neil, Seconded by Michael Powell

Vote: 9 Yes 0 No 1 Abstention

Adjourned at 5:10 PM

Phillip Jalowiec

From: Phillip Jalowiec <phillip@jalowiec.org>
Sent: Friday, January 20, 2012 11:47 AM
To: board@myafa.org
Cc: advisory.committee@myafa.org
Subject: AFA Treasurer's Report December 2011
Attachments: FinancialStatement_201112_BalanceSheet.pdf; FinancialStatement_201112_IncomeStatement.pdf; FinancialStatement_201112_IncomeStatementLast12Months.pdf; FinancialStatement_201112_PayPalContributions.pdf

Attached please find the Financial Statements (Balance and Income) for 31December2011.

Also attached please find the Income Statement for the last 12 months and the PayPal Contributions report.

Income Statement Summary for the fiscal year through December 31, 2011:

.\$ 1,269.37	Income
<u>(\$ 1,724.40)</u>	Expenses
(\$ 455.03)	Net Income

Balance Sheet Summary as of December 31, 2011:

\$14,005.25	Wells Fargo Money Market
\$ 1,533.40	Wells Fargo Checking
<u>\$ 249.62</u>	PayPal
\$15,788.27	Net Assets

Income Statement Summary for the last twelve months January 1, 2011 through December 31, 2011:

.\$ 1,844.24	Income
<u>(\$ 3,979.63)</u>	Expenses
(\$ 2,135.39)	Net Income

Please email with any questions.

Phil Jalowiec
Acting Treasurer

AFA Balance Sheet - As of 12/31/2011

As of 12/31/2011

1/20/2012

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Account	12/31/2011 Balance
ASSETS	
Cash and Bank Accounts	
PayPal	249.62
WF CK4936	1,533.40
WF MM4779	14,005.25
AFA Cash	0.00
TOTAL Cash and Bank Accounts	15,788.27
TOTAL ASSETS	15,788.27
LIABILITIES	
	0.00
OVERALL TOTAL	15,788.27

AFA Income Statement

7/1/2011 through 12/31/2011

1/20/2012

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Date	Account	Amount
INCOME		1,269.37
	Contribution	1,266.00
	Interest Inc	3.37
EXPENSES		-1,724.40
	Banking	1.00
	Board Gatherings	-164.09
	Board Supplies	-313.01
	Board Training	-203.28
	College Gatherings	-83.10
	Communication	-474.93
	Conferences	-438.07
	Contribution Costs	-48.92
TRANSFERS		0.00
	PayPal	1,200.00
	WF CK4936	-2,200.00
	WF MM4779	1,000.00
OVERALL TOTAL		-455.03

AFA Income Statement Last 12 Months

1/1/2011 through 12/31/2011

1/20/2012

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Date	Account	Amount
INCOME		1,844.24
	Contribution	1,837.00
	Interest Inc	7.24
EXPENSES		-3,979.63
	Banking	0.00
	Board Gatherings	-730.58
	Board Insurance	-375.00
	Board Supplies	-407.74
	Board Training	-203.28
	College Gatherings	-264.72
	Communication	-534.87
	Conferences	-801.69
	Contribution Costs	-66.20
	Recognition	-295.55
	Scholarships	-300.00
TRANSFERS		0.00
	PayPal	1,369.25
	WF CK4936	-3,733.07
	WF MM4779	2,363.82
OVERALL TOTAL		-2,135.39

This Fiscal Year

7/1/2011		41	\$1,251.00	-\$48.92	\$1,202.08	Total
6/30/2012	AFA Contributing Member	19	\$30.51	-\$1.19	\$29.32	Average
	AFA Bronze Supporting Member	14				
	AFA Gold Supporting Member	5				
	AFA Silver Supporting Member	2				
		40				

Last 12 Months

12/1/2010		54	\$1,734.00	-\$66.85	\$1,667.15	Total
12/31/2011	AFA Contributing Member	25	\$32.11	-\$1.24	\$30.87	Average
	AFA Bronze Supporting Member	19				
	AFA Gold Supporting Member	6				
	AFA Silver Supporting Member	3				
		53				

Last Fiscal Year

7/1/2010		45	\$1,129.00	-\$46.31	\$1,082.69	Total
6/30/2011	AFA Contributing Member	26	\$25.09	-\$1.03	\$24.06	Average
	AFA Bronze Supporting Member	17				
	AFA Gold Supporting Member	1				
	AFA Silver Supporting Member	1				
		45				

Since Inception

4/23/2010		133	\$3,617.00	-\$145.26	\$3,471.74	Total
12/31/2009	AFA Contributing Member	74	\$27.20	-\$1.09	\$26.10	Average
	AFA Bronze Supporting Member	45				
	AFA Gold Supporting Member	8				
	AFA Silver Supporting Member	4				
	Adjunct Faculty Association	1				
		132				

**ADJUNCT FACULTY ASSOCIATION
of the MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT**

BYLAWS

Article I – NAME OF THE ORGANIZATION

- A. The Organization name is the Adjunct Faculty Association ("AFA") of the Maricopa County Community College District ("MCCCD").
- B. The AFA shall govern itself in accordance with the laws of the State of Arizona and the AFA Articles of Incorporation.

Article II – PURPOSE

- A. The AFA is a professional association organized pursuant to its Articles of Incorporation whose purpose is to provide Adjunct Faculty a framework within which to achieve certain goals, as follows:
 - 1. Educate the public and MCCCD institutions about Adjunct Faculty talents and abilities.
 - 2. Support the advancement of Adjunct Faculty knowledge and skills.
 - 3. Provide a network through which common interests, education and assistance may be shared among Adjunct Faculty.
 - 4. Encourage the working together and the joining of forces of all MCCCD resources for the application of effective practices for the improvement of education within the MCCCD.
 - 5. Advocate for Adjunct Faculty within the structure of the MCCCD policies and guidelines.

Article III – MEMBERSHIP

- A. "Members" shall encompass all registered persons who are teaching or have taught part-time temporary instructional assignments within the MCCCD ("Adjunct Faculty") during the current or previous AFA fiscal year. The procedures for establishing and maintaining Member status and confirming Member qualifications shall be designated by the AFA Board of Directors ("Board"). Rights and privileges attached to Membership shall be designated by the Board. Members are non-voting.
- B. "Supporting Members" shall encompass those Members who make voluntary monetary contributions to the AFA during the current AFA fiscal year. The minimum voluntary monetary contribution to gain the designation of Supporting Member shall be designated by the Board. Rights and privileges attached to Supporting Membership shall be designated by the Board.
- C. "Life Members" shall encompass those Members who have been recognized by the Board for being Adjunct Faculty for fifteen or more years. Achievement of Life Membership will utilize a verification process approved by the Board. Rights and privileges attached to Life Membership shall be designated by the Board.

Article IV – BOARD OF DIRECTORS

- A. The AFA shall be governed by the Board of Directors comprised of the Executive Committee and a College Representative from each College of the MCCCD. Directors serve for a term of one AFA fiscal year. A person shall not hold more than one position on the Board. The duties of the Directors are designated by the Board from time to time. Directors must be Members.
- B. The Executive Committee shall be comprised of the AFA Officers and the Past President. The AFA Officers shall be President, Vice President, Secretary and Treasurer. The President shall serve as the Chairman of the Board and Chief Executive of the AFA and carry out the duties of the office as designated by the Board. The Vice President shall carry out the duties of the office as designated by the Board and shall in the event of the absence or inability of the President to exercise the office of president become acting President with all the rights, privileges, powers, and responsibilities as if having been duly

elected President of the AFA. The Secretary shall keep the minutes and shall be solely responsible for the records of the AFA and shall carry out the duties of the office as designated by the Board. The Treasurer shall have the care and custody of and shall be solely responsible for all monies belonging to the AFA and shall carry out the duties of the office as designated by the Board. The Past President shall serve as an advisor to the Executive Committee. The AFA Officers are elected by the Board for a term of one AFA fiscal year from among the Members whose name is put forth as candidates for these positions in a manner designated by the Board.

- C. College Representatives are selected for a term of one AFA fiscal year from among the Members in a manner designated by the Board. With Board approval, a College Representative position may be shared by two or more persons provided that only one vote shall be cast between or among those persons.
- D. Any Director may resign at any time by giving written notice to the President or Secretary. Any Director may be removed by the Board for cause, including, but not limited to, failure to carry out designated duties, failure to appear regularly at meetings, failure to support the Board and the AFA in their respective actions and duties, or malfeasance.
- E. Any vacancies on the Board shall be filled for the unexpired portion of the respective term by the Board. The Executive Committee shall utilize its good faith and reasonable efforts to identify and recommend to the Board suitable Members to fill each vacant position.
- F. Directors present equal to 1/2 of the filled Board positions shall constitute a quorum for the purposes of conducting a Board meeting. In the absence of a quorum, no formal action shall be taken by the Board except to adjourn the meeting to a subsequent date. Board passage of a motion is by simple majority of those present except as specified in Article XII. Directors may participate in Board meetings through use of a telephone if such can be arranged so that all participating Directors can hear all other Directors. The use of a telephone for such participation shall constitute a Director being present.

Article V – COMMITTEES

- A. The Board may designate a committee or committees, standing or temporary, to meet the needs of the AFA. The Board may designate Members who are not Directors to serve as non-voting committee members. The standing committees shall be as follows:
 - 1. Bylaws
 - 2. Elections
 - 3. Membership
 - 4. Communication
 - 5. Education
 - 6. Conference
 - 7. Practices
 - 8. Recognition
- B. Committees may be combined if necessary for efficiency, as shall be designated by the Board.
- C. Committees shall report to the Board at each scheduled Board meeting to ensure oversight of Committee activities.

Article VI – ADVISORY COMMITTEE

An Advisory Committee, who need not be Members, shall be selected by the Board to assist the Board with community matters. One Advisory Committee member shall be selected from the Maricopa Community College District Administrators. Additional Advisory Committee members shall be selected from the MCCCDCD community.

Article VII – MEETINGS

- A. The Board shall meet at least nine times each AFA fiscal year.
- B. Special meetings of the Board may be called by Directors equal to 1/4 of the filled Board positions in such time and at such place as may be specified in the respective notice except as specified by Article IV, Section G.
- C. An annual meeting of the Members and the Board shall be held once per AFA fiscal year.
- D. Notice of all regular AFA meetings shall be published a minimum of 72 hours prior to the beginning of the meeting.
- E. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board meeting proceedings in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order designated by the Board. The parliamentarian for each Board meeting shall serve to provide guidance to compliance to the Board meeting proceedings rules as designated by the Board.

Article VIII – CONFLICTS OF INTEREST

- A. This Article VIII shall govern transactions between the AFA and Interested Persons, including, but not necessarily limited to, the lease or exchange of property between Interested Persons and the AFA, the lending or borrowing of monies between Interested Persons and the AFA, and the payment of compensation by the AFA for services provided by Interested Persons.
- B. Each Director shall disclose to the Board any known Conflicting Interest such Director or any of such Director's Related Persons have with respect to a transaction effected or proposed to be effected by the AFA, by a subsidiary of the AFA, or by any other entity in which the AFA has a controlling interest. Specifically, any Director having a Conflicting Interest must make the following Required Disclosures:
 - 1. The existence and nature of the Conflicting Interest; and
 - 2. All facts known to the Director respecting the subject matter of the transaction that an ordinarily prudent person would reasonably believe to be material to a judgment about whether or not to proceed with the transaction.
- C. Any Director having a Conflicting Interest shall abstain from voting on the proposed transaction and shall not be counted in determining the quorum for the vote on the proposed transaction. In addition, he or she shall not use his or her personal influence on the matter or remain in the meeting room during the discussion and vote on the matter, but may briefly state his or her position on the matter and may answer pertinent questions from other Directors since his or her knowledge may be of great assistance.
- D. Pursuant to the provisions of Section 10-3862 of the Arizona Nonprofit Corporation Act ("ANCA"), a vote of the majority of the Directors having no Conflicting Interest with respect to a proposed transaction may approve a proposed transaction in which a Director has a Conflicting Interest.
- E. The minutes of the meeting involving any such Conflicting Interest shall reflect whether the Required Disclosures were made, whether the Director having a Conflicting Interest abstained from voting, and the quorum situation.
- F. All capitalized terms used in this Article VIII and not otherwise defined in these Bylaws shall have the meaning set forth in Sections 10-3860-3864 of the ANCA. This Article VIII is intended to supplement, but not replace, any applicable federal or state laws governing conflicts of interest, including but not limited to Sections 10-3860-3864 of the ANCA.

Article IX – INDEMNIFICATION

The AFA shall indemnify the Directors against any and all Liabilities, and advance any and all reasonable Expenses incurred thereby in any Proceeding to which any Director is a Party because such Director is a Director of the AFA. The terms “Liabilities”, “Expenses”, “Proceeding”, “Party”, as used in this Article shall have the meaning set forth in Section 10-3850 of the Arizona Nonprofit Corporation Act (“ANCA”).

Article X – DISSOLUTION

In the event of the dissolution of the AFA, in addition to the provisions in the AFA Articles of Incorporation and pursuant to the laws of the State of Arizona, in no event shall assets be directly or indirectly distributed to, or inure to the benefit of any Director, former Director, Officer, or former Officer of the AFA.

Article XI – FISCAL YEAR

A. The AFA fiscal year shall be July 1 to June 30.

Article XII – FORCE AND EFFECT; AMENDMENT

- A. These Bylaws shall be in full force and effect from the date of passage until amended.
- B. Amendments to the Bylaws must be approved by Directors equal to $\frac{2}{3}$ of the filled Board positions. Amendments shall be effective immediately.
- C. In the event of questions or potential conflicts with respect to these Bylaws, the Bylaws Committee shall review the issues and make recommendations to the Board to resolve such conflicts or amend the Bylaws. The Bylaws Committee, with the authorization of the Executive Committee, may consult with legal counsel as necessary.

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Chairman of the Board and Chief Executive of the AFA and carry out the duties of the office as designated by the Board. The Vice President shall carry out the duties of the office as designated by the Board and shall in the event of the absence or inability of the President to exercise the office of president become acting President with all the rights, privileges, powers, and responsibilities as if having been duly elected President of the AFA. The Secretary shall keep the minutes and shall be solely responsible for the records of the AFA and shall carry out the duties of the office as designated by the Board. The Treasurer shall have the care and custody of and shall be solely responsible for all monies belonging to the AFA and shall carry out the duties of the office as designated by the Board. The Past President shall serve as an advisor to the Executive Committee. The AFA Officers are elected by the Board for a term of one AFA fiscal year from among the Members whose name is put forth as candidates for these positions in a manner designated by the Board.

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- ~~G. Any Board member who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.~~

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- D. Notice of all regular AFA meetings shall be published a minimum of 72 hours prior to the beginning of the meeting.
- E. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board meeting proceedings in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order designated by the Board. The parliamentarian for each Board meeting shall serve to provide guidance to compliance to the Board meeting proceedings rules as designated by the Board.

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- B. Each Director shall disclose to the Board any known Conflicting Interest such Director or any of such Director's Related Persons have with respect to a transaction effected or proposed to be effected by the AFA, by a subsidiary of the AFA, or by any other entity in which the AFA has a controlling interest. Specifically, any Director having a Conflicting Interest must make the following Required Disclosures:
 - 1. The existence and nature of the Conflicting Interest; and
 - 2. All facts known to the Director respecting the subject matter of the transaction that an ordinarily prudent person would reasonably believe to be material to a judgment about whether or not to proceed with the transaction.
- C. Any Director having a Conflicting Interest shall abstain from voting on the proposed transaction and shall not be counted in determining the quorum for the vote on the proposed transaction. In addition, he or she shall not use his or her personal influence on the matter or remain in the meeting room during the discussion and vote on the matter, but may briefly state his or her position on the matter and may answer pertinent questions from other Directors since his or her knowledge may be of great assistance.
- D. Pursuant to the provisions of Section 10-3862 of the Arizona Nonprofit Corporation Act ("ANCA"), a vote of the majority of the Directors having no Conflicting Interest with respect to a proposed transaction may approve a proposed transaction in which a Director has a Conflicting Interest.
- E. The minutes of the meeting involving any such Conflicting Interest shall reflect whether the Required Disclosures were made, whether the Director having a Conflicting Interest abstained from voting, and the quorum situation.
- F. All capitalized terms used in this Article VIII and not otherwise defined in these Bylaws shall have the meaning set forth in Sections 10-3860-3864 of the ANCA. This Article VIII is intended to supplement, but not replace, any applicable federal or state laws governing conflicts of interest, including but not limited to Sections 10-3860-3864 of the ANCA.

Article IX – INDEMNIFICATION

The AFA shall indemnify the ~~Board-members~~Directors against any and all Liabilities, and advance any and all reasonable Expenses incurred thereby in any Proceeding to which any ~~Board-member~~Director is a Party because such ~~Board-member~~Director is a ~~Board-member~~Director of the AFA. The terms “Liabilities”, “Expenses”, “Proceeding”, “Party”, as used in this Article shall have the meaning set forth in Section 10-3850 of the Arizona Nonprofit Corporation Act (“ANCA”).

Article ~~IX~~ – DISSOLUTION

In the event of the dissolution of the AFA, in addition to the provisions in the AFA Articles of Incorporation and pursuant to the laws of the State of Arizona, in no event shall assets be directly or indirectly distributed to, or inure to the benefit of any ~~director~~Director, former ~~director, officer~~Director, Officer, or former ~~officer~~Officer of the AFA.

Article ~~XI~~ – FISCAL YEAR

~~F.G.~~ The AFA fiscal year shall be July 1 to June 30.

Article ~~XII~~ – FORCE AND EFFECT; AMENDMENT

- A. These Bylaws shall be in full force and effect from the date of passage until amended.
- B. Amendments to the Bylaws must be approved by ~~Board-members~~Directors equal to 2/3 of the filled Board positions. Amendments shall be effective immediately.
- C. In the event of questions or potential conflicts with respect to these Bylaws, the Bylaws Committee shall review the issues and make recommendations to the Board to resolve such conflicts or amend the Bylaws. The Bylaws Committee, with the authorization of the Executive Committee, may consult with legal counsel as necessary.

Phillip Jalowiec

From: Phillip Jalowiec <phillip@jalowiec.org>
Sent: Friday, December 16, 2011 8:00 AM
To: 'Eddie Genna'; 'Harold Cranswick'; 'Jim Simpson'; 'michael.powell@myafa.org'
Cc: 'executive.committee@myafa.org'
Subject: AFA/FEC Joint meeting follow up notes
Attachments: StudentSuccessJointLeadershipMeetingSummary_20111108D.doc

Eddie, Harold, Jim and Michael,

I am compiling a second set of notes from the discussions we had on Sunday.

I have my notes and the notes Jennifer Butler-Williams took during the report out.

Could you please put together notes from your session so that we can release a second document like the one attached from the first meeting.

The meeting we had on Monday (sorry you could not attend Jim – see below for important need).

A. We agreed that we need to put together a formal statement of direction of our activities.

B. We need to summarize into key points the notes from the two meetings.

C. We identified the following possible short and mid-term initiative areas that we need to flesh out:

1. Faculty Student Success Instrument – the survey and related tools/reports faculty can begin to use access, understand and groom intent.
We discussed getting together for a 2-3 hour session to construct the first of this in short-order.
Getting a small set of Faculty to begin using the Instrument in February 2012
– potentially touch 1,000s of students and get initial corrections to instrument.
What feedback/refinement mechanisms will we need to put in place?
2. Identify Professional Development areas that will be needed to allow Faculty to effectively engage students based on new knowledge.
How do Faculty use the Instrument(s)?
What are the completion opportunities that the successful completion of a course can allow Student's to achieve?
i.e. What is my course's position in the galaxy of opportunities within Maricopa for a student to achieve?
3. Identify ways in which Faculty can share their successes and best practices in facilitating Student focus on refining their intent and pursuing completion.
Harold and Michael had some good ideas here.
Faculty/Adjunct Faculty Discussion events, Web based material, joint Faculty conference.
4. Use the information / skills that the "Public Agenda" presentation made to Faculty provided to Reach Out to and Engage Faculty on this issue.
5. Encourage the use of tools to have students better prepare to be learners.
Learning Styles for Students.
Teaching Styles for Faculty.
6. Create a repository for "What you will need to be able to do to succeed in this course" as a way to have students make an informed decision on Course selection.
7. We need portals for Faculty and Students, similar to "[Ready, Set, Go](#)" that will serve as one-stop gateways to the information, processes and resources to help Faculty and Students effectively engage in this.

One of the things that was not brought up in the meeting but I think that Jim will be an essential contributor to is how to effectively integrate with the Advising efforts:

1. What do they say in Advising.
2. What resources do they use?
3. What resources do they recommend Students use?
4. In the long-term, how do we keep them informed on what Faculty are saying and doing and coordinate our efforts?

When do we meet next on this?

Can we do some of this as subgroups in case we can't all meet?

Phil Jalowiec