

## Policy Board Minutes DRAFT

7 November, 2018

3:30-5 PM

McLaren 252

Convened at 3:35 PM

In attendance: PB members: Rachel Brahinsky, Fernando Comiran, Jennifer Dever, Doreen Ewert, Catherine Gabor, Candice Harrison, Catherine Horiuchi, EJ Jung, Susan Katz, Sonja Martin Poole, Rebecca Mason, Gabe Maxson, Keally McBride, Mathew Mitchell, Ed Munnich, Kathryn Nasstrom, Meera Nosek, Stefan Rowniak, Calla Schmidt, Claire Sharifi, Mouwafac Sidaoui, Carol Spector, Mike Webber, Annick Wibben, Justine Withers. (Quorum)

USFFA-FT members and guests: John Higgins, Paul Lorton, Brandi Lawless, Kathleen Coll, Deb Malone

1. Minutes from 10/17 meeting approved
2. President's Report (Attached)
  - a. Re: New USFFA Counsel
    - Q: Other universities represented? A: Will bring to next meeting
    - Q: Why did we change? A: Lack of timely response to emails
    - Q: Cost, given that Altshuler Berzon is among the most highly ranked; A: Previously \$700/month, now \$750/month
  - b. Re: Grievance Committee Report
    - Comment: Grievances have to be submitted within 20 working days—if someone brings a grievance to us, be aware of timeline
    - Q: How are working days counted over, e.g., session; A: Our understanding is that holidays and Intersession not considered a “working days.”
    - Q: would be helpful to understand how grievances are handled. A: See CBA, Article 39.
    - Comment: grievances are against individual or union, turn on violations of CBA.
    - Comment: Get grievance to grievance reps ASAP so it can be submitted, specify “what who when why where” and desired remedy;
    - Comment: important to listen to members whether they have a formal grievance or not.
    - Comment: We will be posting grievance form on website.
    - Comment: Note patterns for grievances to inform our negotiations of future CBAs.
    - Comment: Keeping track of grievances are part of good housekeeping for union.
    - Comment: When form is online, privacy considerations would people be comfortable with information being shared (as opposed to submitting paper form).

c. Re: WASC Recommendations

- Highlight: Dec 13<sup>th</sup> 9:30-11 Malloy 405 discussion of WASC with Administration 9; all Policy Board reps are encouraged to attend.
  - Q: Zoom option. A: Yes.
- Comment: At exit interview with few faculty/librarians in attendance. proposal was brought up that there should be a separate governance body—we should be proactive about this.
- Comment: If separate body is specified in WASC report, we may not be able to stop it; but meeting would be opportunity to frame the form it takes.
- Q: What is the problem for which new faculty body is the solution A: Union in the past has functioned as a union, not participated in direction of curriculum; although USFFA is designed as a governance body, but WASC did not appear to understand it that way.
- President's Response to several comments:
  - We may have buried our role in faculty governance in our meeting with WASC; we need to have conversations about reframing and message that we want to convey, to make clear that we serve two functions.
  - There is an openness from the Provost to work with us; McBride will be discussing.

d. Re: General Members' Meetings & Open Forum (Proposal)

- Q: Policy Board meetings already have full agendas, where will we find time for more general comment? A: We already have space reserved twice a month, trying to keep number of meetings for PB Members manageable.
- Q: Would we also conduct business of Policy Board at General Membership Meetings? A: No.
- Q: In terms of new messaging, new branding startups require more work in beginning; similarly, perhaps we need to add another meeting rather than replace one for the first year-1.5 years. A: Excited that people are enthusiastic, if Policy Board is willing to attend another meeting, we should consider it!
- Q: In previous years, we started with open session—why not bring that back? A: In the past, comments went on so long that Policy Board didn't get to business
- Q: To accommodate 2 hour meeting, could we start earlier rather than going later; A: We could poll people.
- Q: Could we start with two meeting structure, then move to three if we have too much business? A: A key issue is reserving whatever space we might need well in advance.
- Comment: Could we use time more efficiently by sending out reports ahead of time? Then use all meeting time for discussion.

- Comment: Meetings could still be focused on business, but let members know what we will be discussing so they can come and comment on specific issues.
- Comment: Perhaps designate specific time when people could come for comment, so people can plan on it; at end of meeting, connected to monthly Happy Hours.
- Comment: How do we bring in division councils to make their work more aligned with ours? Also task forces are only taken seriously when they are joint task forces, so more focus on that would be helpful.
- Comment: Perhaps on an ad hoc basis, designating a meeting as a general meeting would work—not committing to always having one per month.
- Request from President: Please submit proposals for how this could work for next Policy Board Meeting. Will send request out to each division to solicit their responses.
  - Q: Perhaps online forum with many proposals, where people could look across proposals, pull good ideas into a small number of proposals; A: We will have google doc to develop proposal, Ewert volunteered to take charge of synthesizing a proposal.
  - Q: Could each unit should have designated rep to explain how each division; A: Let's focus on general meeting format for now, incorporate divisions as we move along.
  - Comment: Make sure if we invite division chairs, that we leave time for them. Inviting more people to meeting does not create collaboration.
  - Q: Do we have a mandate to create a new format to bring general membership into meetings? A: We have gotten feedback that there is a need for greater participations
  - **Straw Poll:** Should we change format of meetings to accommodate greater participation of members?
    - 22 Yes, 1 No, 2 Abstain
- Ewert will put 3-4 models up on document to focus discussion.

### 3. Vice President's Report

#### a. Given the following:

- Bylaws and committee structure were designed for much smaller faculty
- Campus Climate, Magis both suggest that faculty feel overburdened with service

#### b. Three aspects of governance

- Develop org chart of committees we currently have in order to:
  - eliminate redundancy
  - streamline transfer of knowledge
  - reporting structure
  - accountability
- Create Faculty Advisory Boards for specific administrative functions

- Ex. Reviving Budget Committee
  - Prepare proposal for University-Wide Council by end of academic year
    - Both faculty unions, staff union, students, other unions on campus that builds on democratically-elected leadership that already exist
    - Looking at models from other universities
    - Academic literature on faculty unions vs. faculty senates
  - c. Proposed Timeline:
    - First Policy Board Meeting in February—University Council proposal
    - First Policy Board Meeting in March—Org Chart
    - First Policy Board Meeting in April—Revised proposals
  - d. Passed out questionnaire about individual interests in faculty governance—please respond today.
  - e. Questions and Comments:
    - Comment: Training on CBA would be helpful to Policy Board members; for example, even if WASC report comes back with recommendation to create faculty senate, there is specific language in CBA that might contradict that; we need to understand our CBA to know what we already have. Response from President: We promised training during elections, and agree that we need more training.
    - Comment: See also bylaws for organizational structure.
    - Continued Response from President: Reiterated that WASC makes recommendations, not mandates.
    - Comment: We need to be aware of WASC guidelines on shared governance—they are not likely to mandate specific structures, but we need to understand what the guidelines are so whatever faculty governance we come up with will be consistent with them.
    - Comment: Provost has promised that as soon as WASC report is returned in February, it will be posted on website.
    - Comment: Note that CBA is for a labor organization, make sure that we are serving that need; before we sign on to university council, we need to make sure that we are honoring our CBA.
4. Committee Reports
- a. Solidarity Committee Report (Attached)
    - Motion (Mason, seconded by Gabor): Explore the possibility of a conference on labor and cura personalis at USF.
      - Passed: 21 Yes, 0 No, 0 Abstain
    - Motion to table conversation about Solidarity Committee Report, passed unanimously.

## Policy Board 11/07/18 – President’s Report

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- **Grievance Committee Report**

At the first meeting (October 25) new members reviewed the role and responsibilities of the Grievance Committee. Mike Webber led the discussion on the difference between a grievance and a gripe, reviewed the article in the CBA that outlines the grievance process, and shared a template that we will use to process grievances and gather key information to support them. Also discussed was the importance of adhering to timelines and establishing procedures based on best practices. The Grievance Committee will be receiving additional training led by our union council, but they are currently ready to process grievances. The GC will meet monthly. We encourage USFFA members with potential grievances to contact the grievance representative in their unit.

- Katherine Horiuchi, SoM
- Mathew Mitchell, SoE
- Andy Nguyen, SONHP
- Carol Spector, Gleeson
- Mike Webber, Arts (Vice-chair)
- Janet Yang, Sciences

- **New USFFA Counsel**

Last month, the Executive Committee elected to terminate the USFFA’s retainer relationship with Weinberg & Associates, effective December 1, 2018. Stewart Weinberg had been our union council since the founding of the USFFA in 1976 and we are grateful for his service. We sent him notice on October 31, 2018 thanking him for many years of representation. On November 1<sup>st</sup>, we retained the services of our new union counsel, Altshuler Berzon, LLP one of the highest ranking labor law firms in the region.

- **WASC Recommendations**

In anticipation of the WASC team’s report, Provost Heller reached out to the Policy Board to initiate a meeting with him and VP Shirley McGuire to discuss the WASC recommendations. We mutually agreed on **Thursday, December 13, 9:30-11** for this meeting to occur. Please let me know if you plan to be in attendance. This is a valuable opportunity for management and our members to work together to resolve some of our pressing issues. I encourage everyone who can to attend.

- **Shared Governance**

At our last Policy Board meeting we briefly discussed the notion of shared governance. I suggested that we develop a proposal for shared governance that includes other faculty bodies and prepare to present it to Provost Heller before the end of 2018. I have heard from many of you that the timeline may be too soon. I agree and now propose that we begin the work necessary to evaluate alternative models. Keally will discuss the proposal development process in her report today.

- **General Members' Meetings & Open Forum (Proposal)**

I've heard from many of you that we need to bring back to our Policy Board meetings an open forum time for our general USFFA members to bring issues to the full Policy Board for consideration. We are often challenged with identifying time to conduct Policy Board business, but the Executive Board agrees that we need to make open forum opportunities a priority. To address this need, we are proposing that we fundamentally change our structure for Policy Board meetings. Currently we meet every first and third Wednesday of each month, 3:30-5pm. We are proposing that the Policy Board meets as a whole group once a month on the third Wednesday. Policy Board meetings will be where the bulk of the business/decision-making occurs. Then every first Wednesday of each month, we hold a general membership meeting during which members are invited to bring issues, concerns, and questions in a town hall format. The items discussed can be recorded and brought to the Policy Board and/or our unit councils for further discussion and action.

***Recommended Action: Policy Board change the meeting format as described (Vote).***

- **Other**

We need a Parliamentarian for our meetings. If you are interested, please see me.

*Report Submitted by: Sonja Martin Poole*

## **Solidarity Committee Report**

November 7, 2018

Members of the Solidarity Committee have met several times since the beginning of the semester to discuss how the USFFA can build solidarity between Faculty Association members and other workers both on and off campus. We have identified a set of short- and long-term priorities and recommendations for solidarity work.

In our view, the purpose of the Solidarity Committee is not to initiate, lead, and implement solidarity activities *on behalf of* the USFFA, but to recommend and participate in solidarity activities *with* the USFFA. This is not just a matter of our realistic assessment of our capacity as individuals. Building meaningful solidarity is the collective work of the entire Faculty Association.

We also want to emphasize the importance of membership development and education. Members of the USFFA need to understand why standing in solidarity with other workers is both politically and practically important. The relationships and organizational structures we build over the coming months and years will help to determine the political context that frames our next contract negotiations. To win a better contract for Faculty Association members, we need broad, democratic participation in our union, and support from other workers and unions at USF and across the Bay Area.

**(Short-Term)** This academic year, the USFFA should:

1. Procure USFFA T-shirts that members can wear at solidarity events and actions, e.g., picket solidarity.
2. Procure USFFA banner that can be used at marches and rallies, e.g., May Day.
3. Select members to represent the USFFA at the [San Francisco Labor Council](#) .
4. Join [Jobs with Justice San Francisco](#) , a labor-community alliance with social justice goals aligned with the USF mission.

**(Medium-Term)** Next academic year, the USFFA should:

1. Host a one-day labor conference on campus that brings together USF students, workers, and members of the community on the theme of “ *Cura Personalis* : Learning and Working at the University of San Francisco.”

**(Long-Term)** Within three-five years, the USFFA should:

1. Help establish a campus labor council, consisting of delegates elected to represent groups of unionized and non-unionized workers at the University of San Francisco.