

EXECUTIVE COUNCIL MEETING MINUTES

March 26, 2014

(Approved by the Executive Council on April 9, 2014)

Executive Councilors present (noted by *):

*Julie Thompson, <i>presiding</i>	Dianne Davis	*Sean Martin	*Nikona Mulkovich
*Filomena Avila	*Terry Ehret	*Jacqueline McGhee	*Matt Murray
*Paulette Bell	*Karen Frindell Teuscher	*Bud Metzger	MJ Papa
*Shawn Brumbaugh	*Deirdre Frontczak	Terry Mulcaire	*Margaret Pennington
*Paula Burks	*Andre LaRue	Dwayne Mulder	

Officers/Negotiators/Appointed Positions present: Will Baty, ~~Fed Crowell~~, Warren Ruud

Officers-Elect present: Denise Beeson, Karen Stanley

Staff members present: Candy Shell, Carol Valencia

The meeting was called to order at 3:09 p.m. in Doyle Library, Room #4245, on the Santa Rosa campus.

CLOSED SESSION REPORTS

1. **Negotiations Report**. This report and discussion were conducted in closed session.
2. **Conciliation/Grievance Report**. This report and discussion were conducted in closed session.

Closed Session adjourned at 4:04 p.m.

OPEN SESSION

Open Session reconvened at 4:04 p.m.

MEMBER CONCERNS WITHIN AFA'S PURVIEW

Margaret Pennington thanked Matt Murray (Publications Coordinator) and others for the recent email urging faculty members to send letters to State legislators regarding the restoration of part-time categorical funds. (See link to [AFA Advocacy Page](#).) She requested that AFA re-send the email to keep the issue in the forefront and to include the addresses of legislators in the text of the email for ease in writing the requested letters.

MINUTES

There being no corrections or additions, by unanimous voice vote, the Council approved a motion made and seconded to approve the minutes from the March 12, 2014 Executive Council meeting as submitted (14 in favor, 0 opposed, 0 abstentions).

(Approved minutes are posted at <http://www.santarosa.edu/afa/minutes.shtml>.)

PRESENTATION

District EEO Plan (*Sabrina Meyer, Director of Human Resources*)

Julie introduced Sabrina and explained that the Council had been supplied with the most recent draft of the Equal Employment Opportunity Plan before spring break. After reviewing the draft, Julie had some concerns, which she shared with Sabrina at the IPC (Institutional Planning Council) meeting on Monday. As Julie, Sabrina, and Robin Fautley will be meeting in order to go over the document line-by-line, today she would like input from the Council on *broad* concerns.

Sabrina began by thanking the Council for taking the time to look at the document carefully. There is a requirement that an EEO plan be implemented at some point (per the SRJC Strategic Plan and upcoming ACCJC accreditation). She also believes strongly in the premise of fair and equal employment practices. She recognizes the value of AFA's input and wants to hear our concerns.

Sabrina summarized the history of the Plan. Charles Prickett, former District Compliance Officer, originally drafted the Plan about seven years ago. This draft document moved to Human Resources after Prickett's retirement. About one and a half years ago, Sabrina reconvened the original Equal Employment Opportunity Advisory Committee, and they have met every month since then. The committee's task was to review the original document (a model from the Chancellor's office) and revise it to make it more readable and understandable. As part of this revision, they reviewed AFA and SEIU contracts and District policies.

Comments & Questions from the Council:

- Several Councilors asked if the document could be revised to show which language came from outside sources and which was written in-house.
 - Sabrina plans on adding those references to the draft next week.
- Councilors also asked about the terms that are currently undefined.
 - Sabrina responded that the committee would be pulling the language together to fully define all terms.
- A question was asked about the reporting of the District's workforce demographics.
 - Sabrina responded that they submit demographic information to the Chancellor's office. She was hoping the Chancellor's office would provide a published demographic comparing SRJC to other districts but has recently heard that this data will not be forthcoming. She has been pulling data on her own to compare SRJC workforce demographics to those of the college's student population.
- Several Councilors expressed concerns about the timeline for the Plan's approval. They would like to make sure that all faculty concerns have been heard and addressed before moving forward with the Plan's approval. It was further explained that the committee will get stronger support and it will be a stronger document if we take the time to ensure that all concerns are addressed.
 - Sabrina responded that she does not want people to commit to language that is uncertain. She suggested we could use a phrase such as "This will be reviewed and revised at a later date" in order to move forward on the whole document even though certain parts are still being discussed. Regarding the approval date, the original goal for approval was June 30, 2014. She will need to review the deadline for approval for accreditation and the Strategic Plan. She also explained that, although she wants to give everyone a chance for input, there is a balance between the momentum and attention we currently have on this issue and the opportunity for all groups to have input. She added that this needs to be a document we all support, but with an achievable timeline.
 - Julie suggested that since one of the committee's functions is to review the plan each year, we could take out the language that doesn't comply with existing contract language and then review or add new language as negotiations progress.
 - Sabrina responded that, since it is a three-year plan, the questionable language could be taken out and then the committee could use the next two years to review, revise, or add language, as needed.
- A question was asked about the new compliance/diversity officer position.

- Sabrina explained that the committee recommended there be a dedicated person for diversity because the issue is so important. They envisioned that this position would encompass both employee and student diversity. No other decisions about the position have been made.
- There was a question about the requirements in the Plan that would violate current collective bargaining agreements.
 - Sabrina explained that the committee might have missed some things when they reviewed the contracts. There is currently a component in administrative evaluations regarding "cultural competence" so the committee thought that it would be a good idea to include that in all employee evaluations.
- A question was asked about whether the original Plan was in response to the Sonoma County Grand Jury investigation (See link to article: ["SRJC must explain grand jury findings on 'diversity' in hiring practices"](#) 2007.)
 - Sabrina responded that it might have been. She also explained that the Plan was delayed by the Chancellor's office when the Department of Finance investigated the cost factors. In addition, Proposition 209 issues were also part of the delay. (See link to [Proposition 209 Text](#).) She added that the committee reviewed the Grand Jury findings. They also ensured compliance with Proposition 209, Title 5, and Affirmative Action laws.
- A comment was made about the make-up and experience of the advisory committee. A Councilor questioned why there was only one faculty member on the committee.
- There was a concern about the reliability of data from the Voluntary Data Form (completed by job applicants) since it is "voluntary."
- There was a question about how a lack of diversity on a hiring committee would be remedied. The Councilor asking this question had concerns about diluting content-area expertise on a hiring committee in order to achieve diversity.
 - Sabrina suggested that the Plan's language about hiring committee diversity could be changed to "whenever possible" rather than being stated as a mandate.
- There was a concern about the Plan's requirement for two interview questions on diversity because of the brevity of faculty interviews (45 minutes) and the need for determining applicant content area expertise during that time period. The Councilor raised a concern about the District dictating the content of interview questions.
- There was a question about the "cultural competence" requirement on page 30 and how it would actually be implemented.
 - Sabrina responded that the committee needs to articulate how "cultural competence" would be demonstrated.
- There was a comment that faculty members are behind the idea of the Plan, but addressing the details is important. This Councilor encouraged the committee to get input from the many SRJC faculty members who have expertise in diversity to help better the document.
 - Sabrina explained that the committee's function is "advisory." She is confident that we will be able to work through all the concerns expressed.
- Julie commented that she was concerned that Sabrina and the committee may not have received the support they needed early on in the process. She further explained that, in the future, any documents that address faculty hiring need the active involvement of an Academic Senate representative who understands the Senate's purview.
 - Sabrina explained that the level of needed support was not anticipated, but this a lesson learned for future tasks.
- There was a question about the relationship between this document and the Academic Senate task force on the faculty hiring procedure.
 - Sabrina responded that the committee is making sure there are no conflicts between the Plan and the new policy as it is being written this year.

DISCUSSION ITEMS

1. **AFA Representatives to District-wide Committees 2014-15**

- Julie explained that all Councilors are required to serve on at least one District-wide committee or AFA Standing Committee each year. Committee appointments are for one year. Referring to the document "AFA Representatives to District-wide Committees for

2014-15" in the meeting packet, the seats highlighted in green are "open" for next year, and appointments will be made at the next Executive Council meeting (April 9).

Councilors can express their interest in a committee now; they can also email Candy or Carol to express their interest up until April 9; or they can express their interest at the April 9 meeting up until the time that the appointments are made. She further explained that there is a balance between having continuity on committees because of the learning curve involved and giving new people an opportunity to serve.

- Sean Martin explained that the DTREC Co-Chair position would need to be covered in Fall 2015 when he will be on sabbatical. He further explained that it would be helpful to have someone volunteer to be on that committee next year (2014-15) to serve one year before filling in as co-chair in Fall 2015.

The following people have expressed interest in serving on committees:

Committee	Volunteer(s)
Budget Advisory	Bud Metzger
District Tenure Review and Evaluations	Paulette Bell
Fringe Benefits	Deirdre Frontczak
Parking & Transportation	Dianne Davis
Professional Development	Shawn Brumbaugh, Terry Ehret, Deirdre Frontczak
Professional Growth Increments	Nikona Mulkovich

OTHER REPORTS

1. **President's Report.** Julie reported briefly on the following items:

- AFA has rules for selecting attendees for conferences. (See link to [AFA policy on Professional Conference Attendance](#).) Those rules were applied in determining the following attendees for the upcoming CCCI Spring Conference in Sacramento: Julie Thompson, Warren Ruud, and Ted Crowell will attend for all three days; Karen Frindell Teuscher, Deirdre Frontczak, and Terry Mulcaire will attend for Friday only.
- Regarding AFA endorsements, it will be an interesting race for SRJC Board of Trustee seats this year. There are three seats up for re-election, and all are contested: Robert Burdo (Area 7), Don Zumwalt (Area 3, 4, 5), and Kathleen Doyle (Area 2). AFA needs to have a structure in place in order to vet candidates and come up with endorsements. Julie would like a small group to begin the process of coming up with a structure and then present a draft plan at the next Executive Council meeting. Margaret Pennington volunteered to head up the group. Please contact Margaret and the AFA staff if you would like to volunteer for the group.
- FACCC is asking faculty members to come to Sacramento to attend a meeting of the sub-committee on Finance on Wednesday, April 2 from 4:00-7:00 p.m. Julie will be attending and driving if anyone wants to join her. FACCC would like to see as many faculty members attend as possible.
- At the next Executive Council meeting we will be discussing how to move forward on the issue of the designation of a Petaluma campus representative to the AFA Council. This request has been expressed by Nikona Mulkovich, AFA Vice President for Petaluma, and was also addressed at the March 25 Petaluma Faculty Forum meeting, which several AFA Cabinet members attended.

2. **Treasurer's Report: February 2014.** Paula Burks reported as follows:

- The February dues and fees were not deposited until March 4, so they will be reflected on the March Treasurer's Report.
- *Professional Fees: Accountant* was a little higher than budgeted for the year; this includes fees for the audit and tax preparation services completed this year.
- *Professional Fees: Legal* were low this month. The fees paid were only a little over the retainer amount.

- *PAC Political Contributions* included a contribution made in February to Sharon Quirk-Silva. (See link to [Minutes from Jan. 29, 2014 EC Meeting.](#)) The PAC account now has a balance of \$18,700. In addition, we are still not contributing any new revenue to this account.
- Regarding *Professional Dues: FACCC*, we are now using the new formula whereby adjunct faculty members are automatic members only if their load is over 20 percent. We need to communicate with faculty about this change so that those affected can opt in for membership, if desired.

The meeting was adjourned at 5:09 p.m.

Minutes submitted by Carol Valencia.