

## **EXECUTIVE COUNCIL MEETING MINUTES**

April 8, 2020

*(Approved by Executive Council on April 22, 2020)*

Executive Councilors present (noted by \*):

*Sean Martin, <i>presiding</i>	*Deirdre Frontczak	*Matthew Martin	*Karen Stanley
*Ashley Arnold	*Robert Jackson	*Jacqueline McGhee	*Erin Sullivan
*Paulette Bell	*Steven Kessler	*Bud Metzger	*Kat Valenzuela
*Shawn Brumbaugh	Laura Larqué	*Jessica Paisley	*Sarah Whyllly
*Claire Drucker	Erica Lohne	*Margaret Pennington	

Negotiators/Appointed Positions present: Mark Ferguson, Karen Frindell Teuscher, Warren Ruud, Julie Thompson

Staff members present: Carol Valencia

The meeting was called to order at 3:03 p.m., via Zoom Conferencing.

### **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 3:59 p.m.

### **OPEN SESSION**

Open Session reconvened at 4:01 p.m.

### **MEMBER CONCERNS WITHIN AFA'S PURVIEW**

1. A faculty member expressed appreciation for what faculty members are doing to create remote classrooms in these unique times. They also appreciate the work of faculty leaders to protect us. Going forward, they hope the training and support of faculty will be a high priority. We need to prepare for the next emergency proactively instead of always being in crisis mode.

### **MINUTES**

There being no corrections or additions, the Council approved a motion made and seconded to approve the minutes from the March 11, 2020 Executive Council meeting as submitted (14 in favor, 0 opposed, 0 abstentions).

(Approved minutes are posted at <http://www.afa-srjc.org/minutes.shtml> .)

### **DISCUSSION ITEMS**

1. **Increase to Reassigned Time for Vice President of Santa Rosa for Spring 2020**
  - Sean explained that the current reassigned time for this position is 10 percent, but much has been added to the duties of this position (including attending President's Consultation Council & Faculty Leadership Council meetings). This extra workload was recognized, and we have approved an

increase in reassigned time to 20 percent for the fall semester. We would also like to consider increasing it for the rest of this semester.

- Our current VP (Karen Stanley) performed a lot of extra work over spring break and the transition week, including numerous meetings and communications. This extra work is likely to continue in earnest for the rest of the semester.
- The Cabinet discussed increasing the reassigned time by 10 percent for the rest of the semester.
- Several Councilors expressed support for the increase.
- A motion was made, seconded and approved by oral roll call vote to move this item to an Action Item (14 in favor, 0 opposed, 0 abstentions).

**2. AFA Representatives to District-wide Committees for 2020-21**

- Sean explained that Councilors are encouraged to serve on at least one district-wide committee. Adjunct Councilors will be paid to serve on one committee. If there are no Councilors who volunteer to serve on a particular committee, we will go out to the membership to seek representatives.
- The following nominations were accepted:

<b>Committee</b>	<b>Nominee(s)</b>
Budget Advisory	Bud Metzger
DCC Liaison	Mark Ferguson
District Online	Erin Sullivan (Sp'21)
EEOAC	Claire Drucker (shared AFA/Senate Position)
Integrated Student Success	Karen Frindell Teuscher
Parking & Transportation	Monica Ohkubo
Professional Development	Paulette Bell; Shawn Brumbaugh
PGI	Kat Valenzuela; Ashley Arnold
Sabbatical Leaves	Steven Kessler
SGA Liaison	Sarah Whyllly
Textbook & Instructional Materials	Canon Crawford

- Nominations will remain open until we vote at our next meeting. Please forward any other nominations to AFA staff.

**ACTION ITEMS**

**1. Increase to Reassigned Time for VP-SR for Spring 2020**

- This item was moved from a Discussion Item.
- There being no further discussion, a motion was made, seconded and approved by oral roll call vote to approve an increase in the reassigned time for the Vice President of Santa Rosa of 10 percent for the Spring 2020 semester (14 in favor, 0 opposed, 0 abstentions).

**OTHER REPORTS**

**1. President’s Report.** Sean reported briefly on the following items:

- We accomplished much over spring break and the transition week:
  - We produced and negotiated a comprehensive Side Letter Agreement with the District. We still need to negotiate compensation for adjunct faculty who converted classes and others who put in extra time.
  - Faculty leaders collaborated to produce the Faculty FAQ. Many faculty members raised issues and questions which we used to guide us in its preparation.
- Under Julie Thompson’s leadership, we were able to negotiate with the District to continue medical benefits for four adjunct faculty members who were going to lose them as of April 1. We were able to work collaboratively with the District to protect these adjuncts who lost their benefits due to class cancelations.
- I would like to acknowledge the tremendous effort of all faculty in adapting their courses to remote learning and helping their colleagues. We know that there are many workload issues surrounding this. Accordingly, we would like to give faculty the clear message that they do not have to go overboard trying to produce a fully online course on such a tight timeline. We are asking faculty members to pace themselves for the long haul and help protect our colleagues who are vulnerable

(probationary and adjunct faculty) by setting realistic expectations. Faculty should not feel pressured to perform extra duties.

- We are working on many issues regarding privacy and academic freedom that are arising due to the move to online environments for teaching and support services. The Side Letter Agreement addresses this, so please review it and be mindful of these important issues. We are working with the District to provide a clear, consistent message regarding upholding the Contract and Board Policy with regard to privacy.
- Question: Do we have any data on the number of courses cancelled because they could not be converted to remote teaching?
  - A: I've heard somewhere in the neighborhood of 150-160 courses. These are mostly in the health sciences, public safety and ITT departments.
- We do not know the number of people who have chosen to go on leave rather than continue to teach their classes remotely.
- We also do not know the number of faculty who are coming on campus in order to provide remote instruction. The District is requiring faculty to fill out a form if they will be using college facilities, so the District should have that number.

2. **Treasurer's Report: February 2020.** Jacqueline reported as follows:

- Our revenue has been coming in lower than projected. We believe this trend will continue, so we need to start planning now about how to increase memberships.
- Funds were expended for office supplies (*Office Supplies & Expenses*).
- We paid our yearly accounting fees for the audit and tax return preparation (*Professional Fees: Accounting*).
- Funds were expended on legal fees for advice on grievance matters and negotiations issues (*Professional Fees: Legal*).
- Our monthly Basecamp and Sonic subscriptions were paid (*Subscriptions & Publications*).
- Our bi-yearly non-profit organization filing fee was paid (*Taxes: Organization & Penalties*).

The meeting was adjourned at 5:17 p.m.

Minutes submitted by Carol Valencia.