



santa rosa junior college

All Faculty Association

*AFA is working for you.  
The strength of faculty working together.*

### EXECUTIVE COUNCIL MEETING MINUTES

February 10, 2021

(Approved by Executive Council on February 24, 2021)

Executive Councilors present (noted by \*):

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

Councilors-Elect present: Dawn Urista, Carlos Valencia

Negotiators/Appointed Positions present: Marc Bojanowski, Mark Ferguson, Casandra Hillman, K. Frindell Teuscher, Warren Ruud

Staff members present: Carol Valencia

The meeting was called to order at 3:05 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 3:30 p.m.

#### OPEN SESSION

Open Session reconvened at 4:01 p.m.

#### MEMBER CONCERNS WITHIN AFA'S PURVIEW

1. A member raised a concern about the accessibility of courses. One of her students requested captions even though s/he does not have official accommodations on file. DRD said they cannot provide captions without official paperwork in place and suggested that the faculty member use "auto captions." The member is advocating for the District to hire staff in order to provide universal access for all students regardless of official accommodations. She is urging AFA and the Academic Senate to take this issue up with the District as soon as possible.
2. A Councilor read an email from a member regarding the lack of available information regarding computer surveillance software that is being used in our District. The member stated that SRJC managers have the ability to surveil all users using current analytics and asked what AFA knows about the Microsoft Teams analytics and other surveillance. S/he also asked about the protections that are given to faculty.

#### MINUTES

There being no corrections or additions, the Council approved a motion made and seconded to approve the minutes from the January 27, 2021 Executive Council meeting as submitted (16 in favor, 0 opposed, 0 abstentions).

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

## DISCUSSION ITEMS

### 1. **Candidates for Contract (1) and Adjunct (1) Councilor Vacancies, Two-year Terms beginning Fall 2021**

- Sean explained that we have three candidates for each of the two vacancies (one contract and one adjunct). The AFA Bylaws require the Council to decide whether to appoint one of the candidates [for each vacancy] or to send the selection of the candidates out to the membership for a vote.
- There was a discussion regarding support for elections since there are multiple strong candidates, and both vacancies are for full two-year terms.
- A motion was made, seconded and approved by unanimous vote to move this item to an Action Item (16 in favor, 0 opposed, 0 abstentions).

### 2. **Nominations of Other AFA Appointed Positions, 2021-22: Adjunct Cabinet Representative & Financial Analyst**

- Sean explained that nominations for these two positions are open today and will remain open until we vote at our next meeting.
- Nominees for Adjunct Cabinet Representative: Brenda Flyswithawks, Jessy Paisley.
- Nominees for Financial Analyst: none.

## ACTION ITEMS

### 1. **Election of AFA Negotiators, 2021-22**

- Sean explained that we have several nominees and will be conducting the voting for any contested positions via the private chat function on Zoom.
- Per AFA Policy, the first election was for the Data Analyst Negotiator. The nominees were Dawn Urista & Carlos Valencia. There was a call for further nominees. There being none, voting was conducted via the private chat function on Zoom and counted by Jacqueline McGhee and Deirdre Frontczak. Carlos Valencia was elected to the Data Analyst position.
- The next election was for the TREG Negotiator. The one nominee was Anne Donegan. There was a call for further nominees. There being none (and there being no objections), Anne Donegan was appointed to the TREG Negotiator position.
- The two remaining at-large negotiator positions need to be filled by adjunct faculty since the other four members of the team are contract faculty. There were three nominees for the two remaining positions: Jessy Paisley, Sarah Whyllly, and Dawn Urista. There was a call for further nominees. There being none, voting was conducted via the private chat function via Zoom and counted by Jacqueline McGhee and Deirdre Frontczak. Jessy Paisley and Sarah Whyllly were elected as at-large negotiators.
- Sean thanked all of the nominees for their willingness to serve AFA.

### 2. **Candidates for Contract (1) and Adjunct (1) Councilor Vacancies, Two-year Terms beginning Fall 2021**

- This item was moved from a Discussion Item.
- There being no further discussion, a motion was made, seconded and approved by voice vote to send the candidates for the council vacancies to the membership for a vote unless there are fewer than two candidates for each vacancy (16 in favor, 0 opposed, 0 abstentions).

## PRESENTATION

### 1. **Review of Proposed Revisions to SRJC Policy & Procedure 8.2.9 (FERPA) (Vayta Smith, Director of Admissions & Records)**

- Sean introduced Vayta Smith, Director of Admissions & Records and Mitch Leahy, Coordinator of Admissions & Records. Vayta walked the Council and guests through the changes to SRJC Policy & Procedure 8.2.9.
- All the Board Policies are in the process of being changed so that any "procedures" are removed. Accordingly, you can see that in the revised policy, only the first paragraph remains.
- Most of the changes are found in the Procedure. There are three main sections that were added:
  - Directory Information: This section has been expanded to include more information that will be disclosed (there are now 14 items).
  - Solomon Amendment: Lists the information provided to military recruiters.
  - Law Enforcement Agencies: Lists the information provided to law enforcement agencies.

- Immigration & Customs Officials: Governs the procedures surrounding the handling of any immigration orders or inquiries on campus.
- The new language in these sections came from FERPA and is in compliance with California Assembly Bill 21.
- Questions & Answers:
  - I heard that if an instructor records a remote class session where students are present it constitutes a "student record" and, as a result, it cannot be posted online for later viewing. Is that addressed in this policy/procedure?
    - A: Once a class session is recorded, it becomes a student record, and an instructor would need the permission of all the students present in order to post it. That isn't addressed in this policy/procedure, but the Admissions & Records department has developed some FERPA guidelines on their website, and it's addressed there.
  - I have a question about the military recruitment section. Why does the recruiter need this information?
    - A: This information is released to recruiters for those students who have consented to a release of information. All the directory information is released unless the student says they want to be excluded. We have to comply with this because we receive Federal Aid (VA stipends and other financial aid).
- If you have any further questions or suggestions, please reach out to Vayta, Mitch or Sean before the Policy & Procedures are approved in their final form.

### **OTHER REPORTS**

1. **President's Report.** Sean reported briefly on the following items:
  - He gave a report at the Board meeting yesterday, and it is posted on the AFA website.
  - AFA negotiators are consulting with faculty regarding Fall 2021 plans and the potential re-opening of our campuses. We will be holding a listening session for this purpose on 2/18, so please attend or send in your comments beforehand. Petaluma Faculty Forum shared their input with us after their meeting last week.
  - A small group met with the FACCC leadership last week to discuss our 2021-22 contract. We will be filling you in on this later.
  - Our role with the North Bay Jobs with Justice steering committee is developing. We are exploring partnerships with them and the other affiliates on the steering committee. We hope those collaborations will better meet the needs of the people in special programs that we share.
  - AFA continues with its involvement in the enrollment management effort. There will be ample opportunities for faculty members to weigh in.
  - AFA is working to reform the shared governance system to better align with labor law; we are also working with the Senate on this matter.
  - He has been working on Senate Executive Committee matters: regarding professional development and several Senate Executive Committee positions that will need to be negotiated by AFA.
  - Union work is equity work, and we are committed to it as part of our role and mission.

The meeting was adjourned at 5:05 p.m.

Minutes submitted by Carol Valencia.