



santa rosa junior college

All Faculty Association

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

EXECUTIVE COUNCIL MEETING MINUTES

April 27, 2022

(Approved by Executive Council on May 11, 2022)

Executive Councilors present (noted by *):

*Sean Martin, *presiding*

Ashley Arnold

*Paulette Bell

*Leticia Contreras

*Claire Drucker

*Brenda Flyswithawks

*Deirdre Frontczak

*Laura Larqué

*Erica Lohne

*Matthew Martin

*Steven Kessler

*Jessica Paisley

*Salvador Rico

*Emily Schmidt

*Ivan Tircuit

*Carlos Valencia

*Kat Valenzuela

*Sarah Whyllly

*Catherine Williams

Negotiators/Appointed Positions present: Anne Donegan, Casandra Hillman, K. Frindell Teuscher

Councilors-Elect present: Ethan Wilde

Staff members present: Stephanie Simons

The meeting was called to order at 3:02 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.
3. **Cabinet Report.** This report and discussion were conducted in Closed Session.

Closed Session adjourned at 4:04 p.m.

OPEN SESSION

Open Session reconvened at 4:07 p.m.

MEMBER CONCERNS WITHIN AFA'S PURVIEW

1. Vaccine mandate, equity, and SRJC working conditions. A member expressed concern that SRJC's adoption of a COVID-19 vaccination mandate disproportionately affects working conditions of persons not of European descent at SRJC, referencing reports that persons not of European descent are more affected by the serious and deadly side-effects of the COVID-19 vaccine.
2. COVID-19 and safe working conditions. A member explained that they are concerned the removal of the mask mandate puts instructors who teach in person at undue, higher risk for contracting COVID-19. They shared that they contracted COVID-19 while participating in a group with persons who were all vaccinated and boosted against COVID-19. They stated that associate faculty teach on campus in higher numbers than contract faculty, thus putting associate faculty in working conditions that are a greater risk to their health. They felt that it is especially unfair practice on behalf of the District to reduce health safety protocol, while also not paying for associate medical care.
3. Associate pay for course preparation. A member spoke of concerns regarding the allotment of preparation time for courses that become available to associate faculty very close to the beginning of the semester. They encourage departments to be prepared with potential ways to mitigate the effects of a likely increase in illness among associate faculty, given the removal of the mask mandate.
4. AFA participation in Earth Day celebration. A member announced that the AFA-NAC collaboration on the Earth Day mural was a success. The member is grateful for AFA's participation in the event.

5. Student loan forgiveness. This member would like the District and AFA to explore ways to speed up the timeline to reach the public service loan forgiveness threshold, such as certifying the actual hours given in service without pay to the College.
6. AFA participation in Earth Day celebration. A member and NAC representative thanked AFA for their participation and collaboration in the Earth Day mural.

MINUTES

There being no corrections or additions, a motion was made and seconded to approve the minutes from the April 13, 2022 Executive Council and General Membership meetings as submitted (17 in favor, 0 opposed, 0 abstentions).

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

DISCUSSION ITEMS

1. Fall 2022 AFA Calendar

- The AFA calendar was presented for review, and Sean noted the following dates:
 - Fall Retreat – Friday, September 23, 2022
 - CCCI Conference – October 20-22, 2022
- Sean opened the floor to discussion.
- A motion was made and seconded to move this item to an Action Item.

2. AFA Summer 2022 Budget for Officer Hours

- Sean explained that summer officer hours are used to support work done in response to any new issues that arise over summer. The hours are an approximation based on previous summers, and are only used on an as needed basis.
- Sean opened the floor to discussion.
- A motion was made and seconded to move this item to an Action Item.

3. Fossil Fuel Resolution on SB 1173

- This bill was brought to the attention of AFA by the Sustainability Committee, and is supported by State Senator Gonzales. It is requested that AFA support this resolution.
- The bill demands that STRS and PERS retirement funds divest from fossil fuels.
- There was a recent retrodicted study presented at CCCI showing that had divestment occurred in 2019, the fund would have an increased net value of approximately \$40 billion more than at present.
- Sean opened the floor to discussion.
- A Councilor commented that the bill is very well written, especially when compared to similar resolutions.
- A motion was made and seconded to move this item to an Action Item.

4. Resolution to Reduce Single-Use Plastic Waste

- This bill was brought to the attention of AFA by the Sustainability Committee, and addresses sustainability practices within SCJCD. It is requested that AFA support this resolution.
- Sean opened the floor to discussion.
- A member commented that this resolution strengthens some of the current sustainability practices within the District, and affirmed supporting the resolution.
- A motion was made and seconded to move this item to an Action Item.

ACTION ITEMS

1. AFA Representatives to District-wide Committees, Sp. 22: EEOAC, Textbook and Instructional Materials, fitSRJC

- Nominations for representatives to these committees were opened at a previous Council meeting.
- A call was made for further nominations and discussion.
- There being no further discussion, a motion was made, seconded and approved by unanimous voice vote to appoint the uncontested nominees as a slate (16 in favor, 0 opposed, 0 abstentions):
 - EEOAC: Ivan Tircuit
 - Textbook and Instructional Materials: Emily Schmidt
 - fitSRJC: Salvador Rico

2. Nominations of AFA Representatives to District-wide Committees for 2022-23

- Councilors are asked to serve on at least one committee. Councilors received the list of positions via email, and sent nominations to AFA Staff.
- The list of nominees for committee representatives was reviewed. A call was made for further nominations and discussion.
- Sean explained that the second seat nomination to PDC is pending the outcome of appointments made by other governing bodies, and will be filled by either Kat Valenzuela or K. Frindell Teuscher, whomever is not appointed to the same committee by another governing body.
- There being no further discussion, a motion was made, seconded and approved by unanimous voice vote to appoint the nominations as a slate (16 in favor, 0 opposed, 0 abstentions).

3. Spring 22 - Summer 22 Officer Vacancy: Secretary-Treasurer

- This item fills a vacancy due to a leave of absence during summer session.
- Sean called for further nominations and discussion.
- There being no further nominations or discussion, a motion was made, seconded and approved by unanimous voice vote to appoint Leticia Contreras to the Secretary-Treasurer vacancy (16 in favor, 0 opposed, 0 abstentions).

4. Reassigned Time Request

- This Item was presented at the previous Council meeting.
- Sean explained it remains the same as last year. The document was projected for the Council. Sean asked for comments or questions.
- There being no further discussion, a motion was made, seconded and approved by unanimous voice vote to approve the Reassigned Time Request as presented (16 in favor, 0 opposed, 0 abstentions).

• Fall 2022 AFA Calendar

- This Item was moved from a Discussion Item.
- There being no further discussion, a motion was made, seconded and approved by unanimous voice vote to approve the calendar as presented (16 in favor, 0 opposed, 0 abstentions).

• AFA Summer 2022 Budget for Officer Hours

- This Item was moved from a Discussion Item.
- There being no further discussion, a motion was made, seconded and approved by unanimous voice vote to approve the summer budget (16 in favor, 0 opposed, 0 abstentions).

• Fossil Fuel Resolution on SB 1173

- This Item was moved from a Discussion Item.
- There being no further discussion, a motion was made, seconded and approved by unanimous voice vote to support the resolution (16 in favor, 0 opposed, 0 abstentions).

• Resolution to Reduce Single-Use Plastic Waste

- This Item was moved from a Discussion Item.
- There being no further discussion, a motion was made, seconded and approved by unanimous voice vote to support the resolution. (16 in favor, 0 opposed, 0 abstentions).

OTHER REPORTS**1. President's Report.** Sean reported briefly on the CCCI Conference.

- This conference was scheduled for Apr. 21-24.
- It was an opportunity for AFA to confer with other independent community college unions within the state, FACCC, and legal counsel.
- The guest speaker, State Senator Nancy Skinner, reported that the State Legislators have a very positive view of the Community College system and faculty. CCCI presented the Senator with the CCCI Legislator of the Year award, which included financial support from FACCC and CCCI.
- AFA proved to be a leader among its peers in meeting member needs in regard to negotiated matters.
- AFA representatives were awarded a 6th Poker Championship.

COUNCIL PRESENTATION

1. **The Grievance Process 101** (Casandra Hillman, Conciliation/Grievance Officer [CGO]).

The process that occurs after the decision to file a grievance is significantly complex. It often adds frustration to the already high tensions inherent in the process. Sometimes these situations can be resolved through consultation with the parties, and a formal grievance can be prevented.

- Some points of note:
 - AFA interprets the spirit of the contract and its dimensionality.
 - AFA does not resolve grievance issues between faculty. Such issues are directed to HR and to the Dean ([Board Policy 4.14aP](#)).
- Initiating a grievance - While an individual may initially approach any Executive Committee member with a concern, a grievance will pass to the Conciliation/Grievance Officer.
- [Article 11](#) addresses the grievance process in detail, and can be found on the AFA website.
- Examples of grievable issues:
 - Faculty workload: hours, added duties
 - Leaves: NOAs, sabbaticals, campus closures
 - Transfers and reassignment policies: reassigned time for coordinators, teaching in multiple disciplines/departments/campuses
 - Safety conditions: health concerns, personal safety, classroom security and safety
 - Class size: changing, limiting, adding
 - Job descriptions: added duties, altering workload
 - Salary/Compensation: pay for special projects, reassigned time, flex credit
 - Benefits: changes in options, contributions
 - Evaluations: anything being used in an evaluative manner, e.g., outcomes based on duties, feedback from students or colleagues.
- Most common grievances surround:
 - Article 9: Academic Freedom
 - Article 16: Hourly Assignments
 - Article 17: Job Descriptions
 - Article 30: Tenure Review
 - Article 31: Working Conditions – General Conditions of Employment
 - Article 32: Workload.
- Sick leave: It is important to note that faculty are entitled to use sick leave. Faculty can be absent for up to 11 days, after which HR will require submission of a doctor's note. While absent, it is the department chair's responsibility to find a substitute for an individual's missed classes.
- Timeframe: Faculty concerns or grievances are a process that require time to complete each step.
 - Work on a grievance is done during business hours.
 - This work involves coordination and conversations between many persons.
 - Each step of the grievance process has its own timeline.
- Steps of the Grievance Process
 - Contact AFA: Requests can be made to either staff or CGO directly.
 - AFA review: The CGO reviews the concern and, with the AFA Cabinet, determines best course of action. Ninety percent of the time concerns are addressed through informal consultation with each party.
 - Conciliation
 - The first step of a grievable complaint
 - Involves informal conversations between the parties.
 - Administrative review: conducted by a Presidential appointee
 - Presidential review
 - Advisory arbitration (non-binding): includes the selection of an arbiter by the Board of Trustees, and the formal hearing
 - Board decision: the final step of a formal, written complaint when arbitration is unsuccessful.
- Questions & Comments
 - Q. What is the timeline one can expect during the grievance process?

⇒A. It can range from one to several months. The process involves many people in many departments whose schedules must be coordinated. There is, however, no time limit given to the process once filed. It is continued until it affects change.

Q. Is there a time limit to file a grievance?

⇒A. Yes. For example, grievances filed in response to a tenure review must be completed during the tenure review process, before the tenure process reaches presentation to the Board of Trustees.

Sean concluded by extending thanks to Casandra for her presentation, and to those others who continue to support to faculty through their work with AFA.

The meeting was adjourned at 5:03 p.m.

Minutes submitted by Stephanie Simons.