



santa rosa junior college  
All Faculty Association

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

## EXECUTIVE COUNCIL MEETING MINUTES

April 26, 2023

(Approved by the Executive Council on May 10, 2023)

Executive Councilors present (noted by \*):

* Sean Martin, <i>presiding</i>	* Erica Lohne	* Salvador Rico	* Kat Valenzuela
* Ashley Arnold	* Dawn Lukas	* Emily Schmidt	* Michelle van Aalst
* Anne Donegan	* Steven Kessler	* Ivan Tircuit	* Ethan Wilde
* Wayne Downey	* Siobhan McGregor-Gordon	* Dawn Urista	* <i>vacant associate</i>
* Brenda Flyswithawks	* Venona Orr	* Carlos Valencia	

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

Councilors-Elect present: Bitu Bookman

Staff members present: Stephanie Simons

The meeting was called to order at 3:08 p.m. in in Doyle 4520, on the Santa Rosa campus and 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 4:00 p.m.

### OPEN SESSION

Open Session reconvened at 4:01 p.m.

### MEMBER CONCERNS WITHIN AFA'S PURVIEW

1. **Disappointment with conditions of departure from AFA**. A former Councilor expressed disappointment regarding circumstances that resulted from their resignation from AFA. The member explained the reasons for their resignation from AFA. The member felt that information regarding a leave process with AFA was not sufficiently shared or explained, and that subsequent communication with the office staff to clarify the member's situation were an invasion of privacy and not conducted on a timeline preferred by the member. The member characterized the AFA leadership as showing a lack of transparency, collegiality, responsibility and accountability. The member requested the Council hold leaders accountable for their actions, and requested reflection on how the Council and its leadership relate to marginalized members.
2. **Accessibility of the main elevator in Doyle Library**. A Councilor stated that many colleagues have witnessed the difficulty faced by persons using wheelchairs while attempting to enter the Doyle Library. The Councilor reported that wheelchair users must transfer elevators to gain access to floors two through four of the library. According to the Councilor, wheelchair users have been denied access to the main elevator as a matter of security. The one-story elevator in the foyer has, on almost every occasion, closed on the wheelchair user, which presents a danger to the occupant and their canine companion. The Councilor requested AFA advocate for persons with accessibility concerns to gain permission to use the primary elevator in the Doyle Library.

### MINUTES

A motion was made and seconded to approve the minutes from the April 12, 2023 Executive Council meetings (18 in favor, 0 opposed, 0 abstentions). (Approved minutes are posted at <http://www.afa-srjc.org/minutes.shtml>).

## DISCUSSION ITEMS

### 1. AFA Summer 2023 Budget for Officer Hours

- Sean explained that every summer, there is work that must be done by the President, Chief Negotiating Officer, Conciliation-Grievance Officer, and Secretary/Treasurer.
- The proposed budget was displayed for the Council. Sean explained that the hours are increased for the Secretary/Treasurer position because of specific duties the Cabinet has directed the Secretary/Treasurer to complete, due to the Officer's professional expertise in Accounting.
- Sean called for discussion.
- Question: Is this a temporary increase in hours for the Secretary/Treasurer?  
⇒ Yes, this is for specific work to be done this summer.
- A motion was made and seconded to move this item to an action item.

### 2. Donation to North Bay Jobs with Justice (NBjwJ)

- Sean explained that AFA supports North Bay Jobs with Justice through an annual donation of \$1000. This contribution of funds supports the various social justice programs they conduct. Their most recent work includes advocating for protections for farm workers who often are required to work during hazardous conditions, and a move by the County to fund research into health benefits for workers. In addition, this affiliation presents a powerful opportunity to work with communities of future students, and is a way AFA can have a prominent role in supporting students and the faculty.
- A Councilor commented that they attended a NBjwJ event supporting hospitality workers from a large hotel chain. The Councilor joined the picket and deeply admired the workers that put themselves at risk so visibly picketing in front of their employers.
- A Councilor commented that AFA may turn to this organization in the future, should there ever be a need for a show of solidarity.
- A Councilor requested a budget analysis from the Secretary/Treasurer.  
⇒ A: In the Donations line item, AFA is \$1000 over budget due to a carryover from the previous year. In general, current estimates show revenue will exceed expenditures by about \$50,000 this year.
- A Councilor expressed strong support for continuing this donation, noting the organization does a lot of effective work with K-12 unions across the county. The Councilor stated the NBjwJ leadership is very effective with social media campaigns, which are garner the attention of the community. Working with and supporting the social justice work done by NBjwJ is an honorable endeavor.
- A Councilor stated they are very concerned about what may occur when the budget goes back to the formula. AFA members and colleagues that are teaching may need help that this organization can provide.
- A Councilor asked if this contribution amount has been made in the past.  
⇒ A. Yes for two or three years running
- Sean proposed AFA donate at least \$1000.
- A motion was made and seconded to move this item to an action item.

## ACTION ITEMS

### 1. Fall 2023 Reassigned Time Request

- This item was presented at the April 12 meeting. The revised fall reassigned time proposal for AFA Officers was projected, noting a 5% reduction in reassigned time for the TREG negotiator position.
- AFA has a policy that restricts reassigned time to 80% for any one person per semester. In the 2023-24 academic year, a single person will hold two offices (CGO and TREG negotiator) with reassigned time that totals 85%. Both positions have a requirement to attend weekly Cabinet meetings, which amounts to approximately 5% reassigned time per position. It is inequitable and unethical to double bill for identical work. Cabinet suggests that this be additional justification for a reduction of the reassigned time by the amount of 5%.
- No other changes were made to the reassigned time request.
- Sean called for discussion.
- Questions & Comments

- Q: Why was it necessary to postpone the vote to look at past practice?
  - ⇒ A: It was not necessary, but suggested. There have been many changes to the amount of reassigned time for these positions in recent years to reflect the additional workload associated with the changing job duties. This resulted in a lack of precedent. There is one specific case, and the reassigned time was relinquished in deference to this policy.
- C: When reviewing the AFA policies, this section could benefit from the addition of language that clarifies the procedure for such situations.
- Q: There are many qualifying instances where a person with dual positions will have overlapping duties but doesn't go over 80%. Should that be allowed?
  - ⇒ A: In the case of overlapping duties, we could make a policy that the time will be reduced accordingly.
- C: The assignment of time values to standing duties would assist in guiding the cabinet and Council should this situation arise in the future.
- Q: Can you clarify where the overlap is for these two positions?
  - ⇒ Yes, the Conciliation-Grievance Officer is a member of Cabinet and the TREG Negotiator is an invitee to Cabinet meetings.
- There being no further discussion, a motion was made and seconded to approve the revised reassigned time request.
- By show of hands, the Council voted unanimously to approve the revised reassigned time.

## 2. **Appointment of AFA Representatives to District-wide Committees, 2023-24**

- This item was presented at the April 12 meeting. A call was made for further nominations.
- A Councilor rescinded a nomination to PDC.
- There being no further nominations, a motion was made and seconded to appoint the candidates as a docket.
- The Council voted to appoint the candidates as shown, with above noted revision to PDC (unanimous show of hands).

## 3. **AFA Summer 2023 Budget for Officer Hours**

- This item was moved from a discussion item.
- There being no further nominations, a motion was made and seconded to approve the summer officer hours budget.
- The Council voted to approve the summer officer hours budget (unanimous show of hands).

## 4. **Donation to North Bay Jobs with Justice**

- This item was moved from a discussion item.
- A motion was made and seconded to donate \$1000 to NBjwJ.
- A call was made for further comments. There being none, a vote of the Council was conducted.
- The Council voted to contribute \$1000 to NBjwJ (unanimous show of hands).

## **OTHER REPORTS**

1. **President's Report.** This item was postponed due to time constraints.
2. **Treasurer's Report.** Siobhan presented the Treasurer's Report for January, February and March 2023.
  - Siobhan explained that the report was updated to show year-to-date and annual projections.
    - AFA made \$253,840 and spent \$155,787 in the first quarter.
  - Projected End of Year (EOY) budget
    - Estimates were shown for the 4<sup>th</sup> quarter revenue and expenses.
    - The EOY estimate is \$325,000 in revenue and \$273,000 expenditures with a \$50,000 net increase
    - AFA has overbudgeted for dues received from associate and overload faculty assignments. Load prior to 2018/19 (pre-COVID) showed approximately 800 associate faculty and approximately 300 contract faculty paying dues. Overall, there are about 300 less associate faculty members working now. There is likely less overload available to contract faculty as well. It is expected there will be additional reduction in dues.
      - Q: Does that indicate AFA will have a deficit of \$7000 next year?
        - ⇒ A: No, the deficit is in the projected budget, as compared to last year.
      - Q: What is our overall standing balance?
        - ⇒ A: The balances were shown. Siobhan noted that some of the AFA funds are not entirely insured by the FDIC because the balances exceed the allowed insurable amount. This will be

addressed this summer. Siobhan addressed the Strike Fund account balance and noted that the Council may want to devote a portion of the budget to increase the balance in this account.

- Q. Does AFA earn interest on any of this money?  
⇒ A: This will be investigated, as it does not seem to earn much interest at the moment.
- Q. Why would any of this money not be FDIC insured?  
⇒ A: FDIC insures to a certain amount. Any account with an amount above the cap will need to be reinvested.

### **COUNCIL PRESENTATION**

#### **1. Current negotiations topics and AFA interests (K. Frindell Teuscher, AFA Chief Negotiator)**

- MOUs completed this year. K explained that there were not many MOUs this year, and that's a good thing. MOUs are completed when there is immediate need for change to occur before the faculty has an opportunity to vote on a change of contract language in May when the T.A. is presented.
  - This year's MOUs include job descriptions for two special assignments and one for allied faculty.
    - SLO Coordinators
    - Dance Coordinator
    - Counseling: This department has a different format than instructional assignments. The job description was updated and anti-racist language was added. This was put into effect via an MOU so the department could start scheduling for the next year.
- Side Letters. K. explained that side letters do not become a part of the Contract.
  - The side letter requiring faculty to put SLOs on the syllabi will not go into the Contract. This will be renegotiated in the next cycle to keep up with accreditation.
  - HyFlex: There is a side letter forthcoming, and is pending the District revisions/updates that will allow SIS to appropriately schedule HyFlex courses.
    - Adds a true HyFlex option
    - Support for student and combined modalities remain
    - Parameters for making HyFlex sections - Department must allow courses to be assigned as HyFlex and the individual section instructor must request the HyFlex option
    - Anticipated completion for Spring 2024 scheduling.
- Agreements for the TA
  - Salary increase 6.6%
    - This is an average that depends on the Step.
    - It is subject to the governor's May Revise and final state budget. The governor's office announced an 8.13% COLA in February.
      - The faculty share the COLA with the District, and as a result, the District does not ask for concessions on other points, such as reduced benefits.
        - Q: A member asked if more could be shared about the May revise? The member reported that the ASCCC indicated the State is concerned the budget will be reduced, and those numbers will not be available until after the T.A. vote. How will that impact the T.A.?
          - ⇒ A: Yes, a reduction is a possibility. Salaries in the T.A. are tentative and are stated to be dependent on the governor's budget. When Rank 10 changes, based on budgetary processes, it does update our Salary Schedule. It can change, positively or negatively, until the beginning of the fall semester.
  - Article 17: revision of the DRD job description, which includes student contact hours.
  - Article 21: This revised PGI Process will be fair and equitable with less units required to advance. If grandparenting is necessary, it will be done. No one will be harmed in the transition to the new process.
  - Article 29: revised NOA forms and absence reporting. The article was full of contradictions and outdated language.
  - Department chair release time was recalculated for next 3 years, per the formula.
    - Most departments are not changing, and Ethnic Studies was added.
  - Article 22: Changes to FLEX – updated to reflect the removal of the departmentally determined PDA day. It was replaced with the addition of six hours of DEIAA professional development requirement.
- For Associate faculty
  - Fully paid health benefits
    - Open enrollment is in September.

- The 1% deduction previously required of associates will remain for the next year as a buffer.
- Access to District laptops (pilot program)
  - Associate faculty with 40% online or hybrid load can use a District laptop.
  - There is an agreement to expand this option to all faculty, if resources allow, in the future.
  - Ready in Fall 2023.
- Access to office space: if there is not a space available, the District guarantees a secure space for personal belongings.
- Key or Key Card Access to classrooms and facilities.
- If a faculty member teaches in more than one department, the faculty member has the right to choose in which department to refuse load, if the offer is >67%.
- On the table or awaiting response
  - Self-evaluation option
  - Athletic Trainer job description
  - Special assignment: SLO Liaisons
  - Student contact hours for Counselors
  - Working conditions for IGNITE program
  - Increase of release time for Academic Senate Executive Committee
  - Workload study for CDCP classes in the fall to evaluate a higher parity rate
  - Class size negotiation.
- Questions & Comments
  - Q: Can you explain how the PGI negotiations improved the salary schedule?  
⇒A: Column A is now allowed to go past Step 20.
  - Q: What happens to those that should be at the end of the schedule but have been held back?  
⇒A: Those persons are immediately eligible to file for Step 24.
  - Q: Can we add Step 32 or Step 36?  
⇒A: While not in the realm of the impossible, it will require some research.
  - Q: Can this be done for Associate faculty?  
⇒A: Associate faculty only go to Step 9. The first thing would be to add steps to get to Step 16. Paid professional development for associate faculty would be a better first request, rather than requesting PGI.
  - C: The negotiations team is working to make the FLEX requirement for associate faculty simpler.

K thanked the negotiations team.

The meeting was adjourned at 4:59 p.m.

Minutes submitted by Stephanie Simons.