



santa rosa junior college  
All Faculty Association

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

## EXECUTIVE COUNCIL MEETING MINUTES

October 12, 2022

*(Approved with corrections by Executive Council on October 26, 2022)*

Executive Councilors present (noted by \*):

* Sean Martin, <i>presiding</i>	* Claire Drucker	* Venona Orr	* Carlos Valencia
* Ashley Arnold	* Brenda Flyswithawks	* Salvador Rico	* Kat Valenzuela
* Leticia Contreras	Deirdre Frontczak	* Emily Schmidt	* Michelle van Aalst
* Anne Donegan	* Erica Lohne	* Ivan Tircuit	* Ethan Wilde
* Wayne Downey	* Steven Kessler	Dawn Urista	

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

Staff members present: Stephanie Simons

The meeting was called to order at 3:04 p.m. 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. **Membership Report**. This report and discussion were conducted in Closed Session.

Closed Session adjourned at 4:00 p.m.

## OPEN SESSION

Open Session reconvened at 4:04 p.m.

## MEMBER CONCERNS WITHIN AFA'S PURVIEW

1. **Indigenous Peoples Day Celebration**. A Councilor reported that Indigenous People's Day was celebrated on Monday, Oct. 11. It was a great gathering, with many wonderful performances and presentations. The Councilor expressed appreciation of AFA, in particular for the MOU re [Native American Center Coordinator](#) position, and the official holiday coming next year in honor of Native people. It meant a lot to be supported and recognized.
2. **Clarification of the T.A. ratification**. A member requested that MOUs be voted on separately from the T.A. Alternatively, they suggested the process for incorporating MOUs into the contract be highlighted to improve awareness of the process.
3. **Recent changes to District COVID-19 policies**. In response to the most recent District email re COVID-19 policies, a member expressed concern over how to implement these changes in the classroom. Clarification is needed on how to approach students that show symptoms in class, and what faculty rights are in regard to their personal health and safety.
4. **Hazard pay for faculty**. A Councilor read a statement from a member. The member reported that many programs had to remain open and provide in-person services during the pandemic closures. They questioned if there has been any discussion about hazard pay for contract and associate faculty in these departments?

## MINUTES

There being no corrections or additions, a motion was made and seconded to approve the minutes from the September 28, 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. **AFA Draft Budget, 2022-23.** Leticia presented the Draft budget.

- Some notable changes include:
  - Conferences and events – adjusted to pre-pandemic levels to accommodate in-person meetings for retreats and CCCI conferences
  - Legal fees - due to increased consultation with the lawyers, a buffer has been added to this line item.
- The item was opened to questions and comments.
  - Q: Is this buffer shown in the budget as presented?
    - A: Yes.
- A motion was made and seconded to move this item to an action item. (unanimous show of hands).

### 2. **Approval of Excess Summer Hours for Officers.** Leticia explained that one of the officers went over the budgeted summer hours. The amount for all officers remained under budget.

- The item was opened to questions and comments.
- A motion was made and seconded to move this item to an action item. (unanimous show of hands).

### 3. **Approval of Revised Fall 2022 Reassigned Time Request.** Leticia explained that the reassigned time budget for Fall had to be pro-rated for the three persons elected into the negotiator and cabinet positions.

- The item was opened to questions and comments.
- A motion was made and seconded to move this item to an action item. (unanimous show of hands).

### 4. **Public Service Loan Forgiveness (PSLF) update.** K. Frindell Teuscher provided an update to the discussion at the Executive Council meeting on Sept. 14. She reported that the Chancellor recently released a memo addressing the calculation for the District.

- The calculation is as follows:
  - $\text{Hours/week in classroom} \times 3.35 = \text{associate adjusted load}$
- Every three hours of lecture time, translates to approximately 10 paid working hours.
- The calculation does not appear to discriminate between lecture and lab time.
- Persons who already had hours calculated by HR are strongly encouraged to revisit their total calculation with HR.

### 5. **What is the Union's role in Enrollment Management?**

This discussion centered around issues of decreased enrollment that are contributing to a decline in teaching assignment. Sean Martin led the discussion.

Enrollment is an important issue for AFA members. He noted that in the past, declining enrollment or cancelling classes has been attributable to District actions. Now there are many other factors that appear to be contributing to the decline. Many of our associate colleagues are not receiving enough assignments to make a living and continue working for SRJC. Last semester, the District established the Enrollment Management Workgroup. There are two AFA appointees to the Enrollment Management Workgroup, along with last year's AFA appointee who asked to be allowed to continue their work with the group. The issue

was also discussed at Planning and Budget Council, indicating there is movement and discussion on the side of the District. The purpose of the discussion at the Executive Council meeting is to generate input about how the Union can assist in the districtwide effort to increase enrollment. The item was opened for discussion.

- *Enrollment Management Workgroup ideas recap.* In recent EMW meetings, the discussion around increasing enrollment produced a list of over 60 ideas. These include adding late start classes, work experience dual enrollment, winter session, make students feel welcomed and supported, and offering free books. Public relations could be improved by showcasing the great value of reduced class size, instruction by faculty not T.A.'s, and course offerings at variable times and modalities to accommodate working students. There were two areas to examine to increase load: professional development and calendar modification (including support for a winter session).
- *Shortened semester.* A 17-week semester is long. It doesn't allow students time to work and save during breaks rather than working during the semester.
- *Increased work week.* Condensing coursework for students, especially in mathematics, can be difficult for students. It may be beneficial to bring back Fridays to have a M-F process. Has there been past work about condensing the calendar included adding Fridays back in. The template of M-Th does not allow for compression of the calendar.
- *Recruitment and community outreach.* The Councilor suggested using caution in regard to this discussion. It appears that the District is keen to get help from faculty, however, good intentions lead to bypassing and direct dealing. It is important to remind faculty that if they want to participate in things like recruitment or community outreach, they be mindful that these are things for which faculty should be paid.
- *Increase types of assignments available to associate faculty.* For the first time in 20 years, this Councilor has not received their established load, and this indicates that 19 persons below them on the LOS did not receive their load. There is an illusion of security created by the LOS, and the Councilor is concerned that the District is tying the loss of assignments to enrollment to force out associate faculty. AFA should be brainstorming ways to give associates work other than increasing enrollment. They suggest creating a more robust older adult program.
  - ⇒ A: It is common practice, and contractually allowable, to assign substitute assignments to associate faculty. Faculty who substitute for just one day can keep their placement on the LOS.
  - ⇒ A: One of AFA's current goals is to try to get paid work on SLOs for associates. It would be considered departmental paid work. Any paid work in a department in a semester allows a faculty member to retain their place on LOS.
- *Conduct research into the effects of lower enrollment.* AFA should be vigilant despite the fears surrounding low enrollment. Is the same reduction in load happening for contract faculty? It appears that special projects for contract faculty are occurring with increased frequency. If enrollment were robust, these special assignments would not be occurring as frequently.
- *Lower enrollments may be the future.* Many forces contribute to shrinking enrollment within the entire community college system. With new leadership coming, we can work together to make sure that the college remains a vibrant part of Sonoma county. The Councilor hopes that we will be looking out for an austerity mindset from the new leadership. The Councilor doesn't want to see a narrowing of the mission of the college. The Councilor appreciates the ideas to be more proactive about increasing enrollments, but their concern is despite our best efforts, enrollments may continue to go down.
- *Establish contact hours similar to UC and CSU system.* Does the District require our students the same contact hours per unit that UC and CSU's do? Would it be beneficial to match the UC/CSU system? Do auditing student count for enrollment?

- ⇒ A. Yes, but number of weeks are different. The District uses a 177-day multiplier - see Josh Adams for more details. No, auditing students do not count toward enrollment.
- *Pay cuts.* In the past, the faculty was asked to take a pay cut when they were at or above a certain paygrade. Could something like this be applied to placement and overload on the LOS?
  - ⇒ A. In that situation, everyone received furlough days, not pay cuts. However, it resulted in a temporary pay reduction because of loss of hours. A four-year moratorium of taking people off the LOS due to the impasse and COVID-19, has just been completed. We should begin to see the LOS shorten as some faculty choose not return to campus.
  - *Differential unit values.* Some classes should be longer based on the number of credit units. Larger units should be longer classes to allow students more time to absorb the information.
  - *Long-term goals.* The college needs a long-term goal for enrollment management, rather than short term leak solvers.
  - *Contract faculty overload.* It is important to note that contract faculty are still taking overload courses, leaving associate faculty in the lurch.
  - *Reduce contract faculty overloads.* The Councilor noted that the contract outlines clearly the procedures for load and assignments. If there are contract faculty members getting excess load, where associates are not getting load, it seems apparent that department chairs are not doing their jobs to spread the assignments out.
  - *Rebuttal to reduce contract faculty overloads.* Overload assignments are hourly assignments and are distributed according to Article 16 in the same way all hourly assignments are given. So, a contract faculty member may receive an overload assignment up to 40% prior to associate faculty members receiving their load, so long as the contract faculty member is higher on the LOS list. Also, this county is experiencing a dramatic increase in cost of living. In some cases, overload assignments are necessary to retain contract faculty. Newer contract faculty may be taking overload because they need the extra courses to counter the increased cost of living, though this may result in a dearth of available load for associate faculty.
  - *Improve morale, support for persons of color, fee assistance.* A Councilor believes enrollment is down because the District has been unkind to faculty and students, particularly marginalized students or students of color. Students are leaving SRJC because of this. Native American students are moving to the UC system because of the offer of free tuition. Could the District look at lowering fees until enrollment becomes more stable, and then gradually increase the fees? Integrity is integral to this process. A message should be sent to the community, especially high school students, so they know they can get help to pay for the fees and the books. If school is affordable, enrollment will go up, and associate faculty will be needed.
  - *Consultation.* Consultation with other colleges is needed to learn about their methods of enrollment.
  - *Increase offering of late start, evening and weekend classes.* There has been good response to filling late start classes, and classes offered in the evening, on weekends, and online. More consideration should be given to making this type of change in other departments.
  - *Focus on bolstering support for faculty.* A Councilor feels strongly that AFA should be prepared for best and worst, and find ways to support faculty rather than increase enrollment. There is a need to organize the members and see ourselves in this work. The situation is complex and long-standing. It appears as though the District is spurning responsibility and accountability for having ignored the process for years.
  - *Public relations outreach.* There was a recent presentation in PBC about the District's public relations campaigns.

- *Faculty-student interface.* Faculty have connections with students every day in which the faculty can promote their field.
- *Faculty career snapshot.* Student focus groups reported that students attending this college desire to discover career inspiration and find direction. This is in conflict with completion reforms coming from the college President. If you feel you want to reach out to students to create a career snapshot promotion, ask Erin Bricker's office to arrange a meeting with your department.
- *Lower class sizes.* If class sizes are lowered, there will be greater retention through individualized assistance to students.
- *Dissemination of financial and other support.* We can promote the Doyle scholarships and college promise programs. Financial support can be provided in the form of a stipend to decrease the work day.
- At the upcoming CCCI conference, AFA and other members may request that the Chancellor's office explore this type of outreach.
- *Conduct research to quantify the loss of load.* AFA should conduct a survey of associate colleagues to obtain the raw numbers of previous load versus current load.
- *Community outreach.* The college needs to do a better job with community outreach to future students, especially high school students.
- *Public image.* The reputation of our college has dramatically declined over the last five years. The public needs to be reminded of the excellent academics and how well the students are prepared when transferring to a four-year institution. Leadership stopped addressing this in their press releases, focusing instead on improvement projects.
- *Change in leadership.* In addition to a new President, we anticipate a new Chancellor. The change in leadership brings hope of a positive change of focus. AFA has requested to be involved in the search for a new college President.

## **ACTION ITEMS**

### **1. AFA Draft Budget, 2022-23**

- This item was moved from a Discussion Item.
- A motion was made and seconded to approve the budget.
- A call was made for further comments. There being none, a vote of the Council was conducted.
- The Council voted to approve the 2022-23 budget (unanimous show of hands).

### **2. Approval of Excess Summer Hours for Officers**

- This item was moved from a Discussion Item.
- A motion was made and seconded to approve the additional summer hours.
- A call was made for further comments. There being none, a vote of the Council was conducted.
- The Council voted to approve the excess summer hours (unanimous show of hands).

### **3. Approval of Revised Fall 2022 Reassigned Time Request**

- This item was moved from a Discussion Item.
- A motion was made and seconded to approve the revisions.
- A call was made for further comments. There being none, a vote of the Council was conducted.
- The Council voted to approve the revised Fall 2022 reassigned time (unanimous show of hands).

## **OTHER REPORTS**

### **1. President's Report.** This item was tabled for future discussion.

Sean concluded by thanking those who attended and contributed to the discussion.

The meeting was adjourned at 5:04 p.m.

Minutes submitted by Stephanie Simons.