

EXECUTIVE COUNCIL MEETING MINUTES

April 24, 2024

(Approved by the Executive Council on May 8, 2024)

Executive Councilors present (noted by *):

* Sean Martin, <i>presiding</i>	* Brenda Flyswithawks	* Venona Orr	* Ivan Tircuit
* Ashley Arnold	* Amanda Greene	* Jessie Paisley	* Carlos Valencia
* Marc Bojanowski	* Steven Kessler	* Salvador Rico	* Sarah Whylly
* Bita Bookman	* Dawn Lukas	* Emily Schmidt	* Patsy Young
* Wayne Downey	* Siobhan McGregor-Gordon	* Christie Soldate	

Negotiators/Appointed Positions present: K. Frindell Teuscher, Mark Ferguson

Staff members present: Stephanie Simons

The meeting was called to order at 3:05 p.m. in Bertolini 4734, on the Santa Rosa campus and via Zoom conferencing.

CLOSED SESSION REPORTS

1. **Conciliation/Grievance Report**. This report and discussion were conducted in Closed Session.
2. **Negotiations 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 4:03 p.m.

MEMBER CONCERNS

1. **Gratitude for AFA and the Academic Senate**. A member extended thanks to AFA and the Academic Senate for supporting faculty rights and purview. The member stated that both bodies have been vital in ensuring the impacts and effects on working conditions are addressed, and rights under the 10+1 are upheld, while navigating administrative and legislative changes.
2. **Non-receipt of summer allied schedules**. A Councilor has received multiple concerns that summer allied schedules in Counseling have not been received. The department chair has confirmed that the dean has not provided the approval needed to complete making those assignments or the fall allied assignments. The equitability of this delay was questioned.
3. **Management evaluation process**. A Councilor read a concern from a member that over the last week, there have been multiple requests to complete evaluations for management without explanation as to why evaluators were chosen to complete the evaluation. The member expressed concern that management may be handpicking evaluators for the management team, and skipping over other persons that may have direct contact with evaluatees, such as department chairs.
4. **Department Chair feedback form**. A Councilor shared a concern from a member regarding a question on the Department Chair Feedback form. The questions were broad in range, and did not address the duties of the chair, as directed by Article 13.08 and 13.03.C. The member requested the form be revised to focus on duties rather than personal bias.
5. **Equitable associate faculty participation in shared governance**. A member reported they asked a member of administration if associate faculty would be paid for their participation on a taskforce regarding equitability. The administrator answered that they didn't know if pay would be available.

The member stated though the answer was truthful and transparent, it was also disingenuous in relation to equitability. The member stated that associate faculty comprise 53% of the total employees at SRJC, and are the only population who do not participate in shared governance and receive compensation, with a few exceptions. The member called for action for associate faculty, who deserve equitable pay and representation in shared governance.

MINUTES

A motion was made and seconded to approve the minutes from the April 10, 2024 Executive Council meeting (19 in favor, 0 opposed, 0 abstentions). (Approved minutes are posted at <http://www.afa-srjc.org/minutes.shtml>).

DISCUSSION ITEMS

1. Donation to North Bay Jobs with Justice (NBjwJ)

- Sean explained that AFA historically has made an annual contribution to NBjwJ during their annual fundraising period. The fundraising event has been shifted to fall so the donation will be addressed at that time.
- There will be a march held at the end of July. Steven Kessler will provide more information as it is available.
- Sean encouraged AFA members to attend the march, while noting that one of AFA's obligations as an affiliate member, is to participate in their actions/events.

2. AFA Policy Revision: Duties of AFA Officers

Sean explained that the Cabinet has been working to revise the AFA Policies, to bring them up-to-date with current practice. Siobhan McGregor-Gordon took a lead role in updating the policies and was invited to provide insight into the discussion on the proposed changes, which were displayed for the Council.

- Some significant changes:
 - Vice President of Membership and Outreach will serve as liaison to NBjwJ
 - President will be signatory on accounts, which is already a practice but was not a duty
 - The term *ex officio* was removed from the duties of the President
 - Secretary/Treasurer has substantial changes to align with current duties and remove some tasks that were previously reassigned to AFA staff.
 - Addition of the duty to periodically conduct research to assess budget and financial alignment
 - Associate Cabinet Representative will be defined as an Officer, rather than Appointed Position
 - This role was removed from regular appointment to the Grievance Committee, reflecting current practice, and instead will assist with grievances on an as needed basis.
- At the request of a Councilor, the requirement to maintain strict confidentiality was added to each position.
- A motion was made and seconded to group all of the policies as a consent agenda and move this Item to an Action Item for the meeting on May 8, 2024 (18 in favor).

3. AFA Policy Revision: Duties of Appointed Positions

- This item was opened for discussion and the proposed changes were displayed for the Council.
- Notable changes included removing the Associate Cabinet Representative position, and adding the Representative to the FACCC Board of Governors, with language that was approved on April 10, 2024.
- The Council reviewed the appointment process of the Financial Analyst position in depth.
 - Suggestions included:
 - Sending out a call when a need is determined
 - Developing a list of three instances to trigger a call for appointment, e.g. Governor's Budget cuts, plans to cut benefits or salaries
 - Creation of a cycle appointment to preemptively find issues, e.g. fill the position every three years
 - Modification of the policy for the short term, with the goal of seeking guidance from the appointee to the Planning and Budget Committee.
- A Councilor commented that having a Financial Analyst to monitor the District budget is not critical because SRJC AFA has Rank 10.
- A Councilor commented that regular appointments to the Financial Analyst position are important because the role might report on other situations in which the District budget affects enrollment, filing classes, salaries, and more.

- A Councilor suggested that the Financial Analyst be required to serve on the PBC.
- A motion was made and seconded to group all of the policies as a consent agenda and move this Item to an Action Item for the meeting on May 8, 2024 (18 in favor).

4. AFA Policy Revision: Duties of AFA Negotiators

- This item was opened for discussion and the proposed changes were displayed for the Council.
- An addition was made to the duties of the Data Analyst. The Data Analyst will conduct the statewide salary study as a courtesy to the public and other California Community Colleges.
- The term *ex officio* was removed from the duties of the President.
- A motion was made and seconded to group all of the policies as a consent agenda and move this Item to an Action Item for the meeting on May 8, 2024 (18 in favor).

5. FACCC Contract Membership Update

Sean explained that Payroll is engaged in the process of retiring the current financial software. While the new software is being designed and implemented, the ability to process payments according to load is not feasible. The intent of the 33% load threshold is to support our associate faculty who may already be experiencing financial fallout from District cuts to class offerings. AFA will honor the intent of the load threshold and subsidize in full the dues of all associate members of AFA to FACCC until the District is able to implement the new software.

- The cost of the associate dues to FACCC is approximately \$9000 per year.
- Councilors requested that the implementation of Banner be monitored to be certain the program will be able to make the deduction by percentage of load, and that additional research be done throughout the project to confirm feasibility.
- A motion was made and seconded to move this Item to an Action Item (18 in favor).

6. Appointment of AFA Designated Representative to the FACCC Board of Governors

Sean reported that there were two persons who submitted interest for the position. The election was then conducted online for the Executive Council, per the Elections Policy. At the close of the voting period, Siobhan McGregor-Gordon received the majority of votes (8 of 15 in favor).

ACTION ITEMS

1. FACCC Contract Membership Update

- This Item was moved from an Action Item.
- There being no further discussion, a motion was made, seconded and approved to pay FACCC dues for 2024-25 for all SRJC associate members of AFA making 33% FTEF or more (17 in favor).

OTHER REPORTS

- 1. President's Report.** This report was postponed.
- 2. Treasurer's Report.** This report was postponed.

The meeting was adjourned at 5:01 p.m.

Minutes submitted by Stephanie Simons.