



santa rosa junior college
All Faculty Association

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

EXECUTIVE COUNCIL MEETING MINUTES

November 8, 2023

(Approved by the Executive Council on November 29, 2023)

Executive Councilors present (noted by *):

* Sean Martin, <i>presiding</i>	* Wayne Downey	* Venona Orr	* Ivan Tircuit
* Ashley Arnold	* Brenda Flyswithawks	Jessy Paisley	Carlos Valencia
* Marc Bojanowski	* Steven Kessler	* Salvador Rico	* Michelle van Aalst
* Bita Bookman	* Dawn Lukas	* Emily Schmidt	* Patsy Young
* Anne Donegan	* 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 3:00 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. **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. Access to SRJC online resources for new hires. A member reported that new hires are given access to SRJC online resources, including their cubby, on the first day of class. This practice does not allow instructors enough time to build and prepare their courses appropriately. The member asked that AFA work to resolve this problem.
2. Environmental impact of AFA promotional products. A member requested that AFA consult with the Sustainability Committee to choose promotional products that are environmentally friendly and sustainable.
3. FACCC Contract proposal. A member requested that AFA require the membership to vote on an appointee to the FACCC board. The member also requested that any AFA member be allowed to be elected to the FACCC board.

MINUTES

A motion was made and seconded to approve the minutes from the October 25, 2023 Executive Council meeting (16 in favor, 0 opposed, 0 abstentions). (Approved minutes are posted at <http://www.afa-srjc.org/minutes.shtml>).

DISCUSSION ITEMS

1. **Spring 2024 AFA Reassigned Time Proposal**

Sean explained that the AFA Cabinet is recommending a 5% increase in reassigned time for the Associate Cabinet Representative position. The other positions are unchanged. The reassigned time request was displayed for the Council.

- The item was opened for discussion.
- Questions & Comments
- What is the rationale for the increase?
 - ⇒ A: The time covers the hours to attend meetings, develop agendas for AIC meetings, create and attend listening sessions and anything else the Associate Cabinet Representative is working on to support associate faculty.
- A motion was made and seconded to move this Item to an Action Item.

2. Draft AFA Spring 2024 Calendar

Sean began by noting some changes to the fall calendar. On November 22, an open session of the Executive Council meeting will be held on Zoom from 4:00-5:00pm. The final meeting of the semester will be held on November 29. The December 13 tentative meeting is canceled.

- The spring calendar was presented for review, and Sean noted the following dates:
 - Spring Retreat – tentatively scheduled for either Friday, Feb 9 or 23, 2023
 - CCCI Spring Conference – April 25-27, 2024.
- Sean called for discussion or questions.
- There was a discussion in favor of the retreat occurring on Friday, February 23, 2024.
- There being no further discussion, a motion was made and seconded to move this item to an Action Item.

3. Two One-semester Contract Councilor Vacancies, Spring 24

On October 18, AFA sent out a call for candidates to fill two one-semester contract Councilor vacancies. The vacancies are the result of two Councilors going on sabbatical.

- The following nominations were received:
 - Amanda Greene, Counseling
 - Casandra Hillman, KAD
 - Sarah Whyly, Philosophy
- There was a discussion regarding the process of appointment versus sending to the membership for an election.
- A motion was made and seconded to move this item to an Action item.

4. Appointment of Executive Council Associate Candidates per AFA Bylaws, Article II, Section 2.D.

On October 23, AFA sent out a call for candidates for its annual elections; there were four associate seats open for a two-year term beginning Fall 2024, and three nominations were received. Sean explained that the Council can vote to hold an uncontested election for the open seats, or the AFA bylaws give the option to appoint the eligible candidates.

- The following nominations were received:
 - Wayne Downey, Psychology
 - Dawn Lukas, English
 - Emily Schmidt, Humanities & Religion
- There was a discussion regarding the process of appointment of candidates when there are fewer candidates than open seats.
- A motion was made and seconded to move this Item to an Action Item.

COUNCIL PRESENTATION

1. Report on Member Concerns (Sean Martin, AFA President)

Sean continued the report detailing how Member Concerns made during the past year have been addressed. The report out began on October 25. AFA receives dozens of concerns every month, and most are addressed as they are received. This presentation addressed only those brought to Executive Council meetings spanning the time period of Oct 2022 - Sept 2023. There were 38 member concerns in total.

- Chemistry and Physics Resolution. (10/26/22). The Chemistry and Physics departments presented a resolution that objected to the proposed location of their Dean's office, which would be in close proximity to the workspaces of faculty. AFA approached the District, and the District disagreed with the Resolution. AFA assisted affected faculty with finding office space elsewhere on campus.

- SLO Coordinator Statement. (10/26/22). The SLO Coordinator brought concerns to the Council regarding the setup of the new program. These concerns remain relevant and are being addressed in negotiations.
- Student information on faculty personal computers. (10/26/22). This concern addressed the use of personal computers for work and the student information that becomes stored on faculty's personal computers. AFA brought the concern to its attorneys. The attorney reported that unintentional violations of FERPA are not the responsibility of faculty. In addition, AFA negotiated a pilot program that issues District computers to associate faculty.

There remain additional member concerns to address, but the presentation was paused due to time constraints. Sean will continue to report on these items at a future meeting.

ACTION ITEMS

1. AFA Representatives to District-wide Committees: ISSC

- This Item was moved from a Discussion Item on August 23, 2023.
- A member volunteered that this committee meets from 9am-10:30am on the 1st and 3rd Fridays with a Zoom option.
- Sean announced that this vacancy needs to be filled as soon as possible. He called for discussion and nominations.
- Questions & Comments
 - Q: Is it absolutely crucial to have a representative this semester considering there are only two meetings left for the semester, and it would require spending more money? There will be two new Councilors next semester – perhaps one of them would be available to attend ISSC meetings?
 - ⇒ A: This has been vacant for some time. It is crucial that we appoint a representative, and the appointment is for the entire academic year. The position can be filled by either an associate or contract Councilor, though pay would only affect AFA if an associate faculty member were appointed. At the moment, there is only an associate Councilor with availability.
 - Q: What is ISSC?
 - ⇒ A: ISSC was created as a merger of other shared governance bodies, beginning with Basic Skills and Student Success and Student Equity. It was formed to ensure student equity, focusing on certain groups of students who were identified as having disparate outcomes and needing special consideration. Funding was provided by the Chancellor's Office via categorical funding (i.e. the CCCC SEA Program).
 - C: This is an issue of equity because if the District doesn't pay for associate faculty members to be put on these committees, associate faculty have no representation. This is not a lot of money to pay for representation. Since AFA does pay for associates to serve on committees, AFA should be making every effort to seat associate faculty on those committees when possible.
 - Q: If the Council waits until next semester to appoint a representative, will the issue still be compensation?
 - ⇒ A: If a contract Councilor is available to serve on the committee, pay would not be an issue. However, AFA hasn't had a representative on this committee for some time, so it is likely the issue would continue to be compensation.
 - C: The Academic Senate President explained the process by which a limited number of associates are appointed and receive pay for sitting on a District-wide committee.
 - C: Associate faculty appointed by the Academic Senate also receive compensation.
 - C: The Associate Faculty Representative on Academic Senate stated that the Academic Senate has been thinking of this issue for many reasons. There are over 1000 associate faculty members teaching at SRJC. Representation of associate faculty and their expertise is crucial in the fight for equity for associate faculty.
- After review and implementation of Action Item 1B, the following nomination was made:
 - Dawn Lukas
- There being no further discussion, a motion was made and seconded to appoint Dawn Lukas as AFA representative to the ISSC (16 in favor).

1B. Interpretation and Suspension of the Policy: AFA District Committees – Associate Faculty Compensation

- Sean explained that AFA currently pays associate faculty to serve on one District-wide committee. He stated the Council could entertain a motion to temporarily change this policy to allow an

associate councilor to receive compensation to serve on more than one District committee. Sean called for discussion.

- There being no further discussion, a motion was made, seconded and approved to temporarily allow associate faculty to be paid for more than one committee (16 in favor).

2. Spring 2024 AFA Reassigned Time Proposal

- This item was moved from a Discussion Item.
- There being no further discussion, a motion was made, seconded and approved by unanimous show of hands to approve the Spring 2023 AFA Reassigned Time Proposal.

3. Draft AFA Spring 2024 Calendar

- This item was moved from a Discussion Item.
- The retreat was scheduled for February 23
- There being no further discussion, a motion was made, seconded and approved to accept the calendar with retreat date on February 23 (13 in favor).

4. Two One-semester Contract Councilor Vacancies, Spring 24

- This item was moved from a Discussion Item.
- There being no further discussion, a motion was made, seconded and approved to fill the vacancies by means of a vote of the membership (17 in favor).

5. Appointment of Executive Council Associate Candidates per AFA Bylaws, Article II, Section 2.D.

- This item was moved from a Discussion Item.
- There being no further discussion, a motion was made, seconded and approved to appoint the following faculty members to the Council for a two-year term beginning Fall 2024 (17 in favor):
 - Wayne Downey, Psychology
 - Dawn Lukas, English
 - Emily Schmidt, Humanities & Religion

OTHER REPORTS

1. President's Report. This report was postponed.

Sean thanked all participants.

The meeting was adjourned at 5:00 p.m.

Minutes submitted by Stephanie Simons.