

ALL FACULTY SANTA ROSA JUNIOR COLLEGE ASSOCIATION

EXECUTIVE COUNCIL MEETING MINUTES

January 22, 2025

(Approved by the Executive Council on February 12, 2025)

Executive Councilors present (noted by *):

* Anne Donegan, <i>presiding</i>	Wayne Downey	* Siobhan McGregor-Gordon	* Carlos Valencia
Ashley Arnold	* Steven Kessler	* Venona Orr	* Michelle van Aalst
* Marc Bojanowski	* Dawn Lukas	* Jessie Paisley	* Sarah Whyllly
* Bita Bookman	* Sean Martin	* Emily Schmidt	Patsy Young
* Jessica Bush	* Tony Martin	* Ivan Tircuit	

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 Bertolini 4875, 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 4:03 p.m.

OPEN SESSION

Open Session reconvened at 4:04 p.m.

MEMBER CONCERNS

1. **Pay for committee work beyond the regular meeting.** A Councilor reported that some committees require work outside of the regularly scheduled meeting. The Councilor stated they and other associate faculty should be paid for that extra work.

MINUTES

A motion was made and seconded to approve the minutes from the December 11, 2024 Executive Council and General Membership meetings (16 in favor, 0 opposed, 0 abstentions). (Approved minutes are posted at <http://www.afa-srjc.org/minutes.shtml>).

COUNCIL REPORTS

1. Associate Pay Steps (Mark Ferguson, Conciliation-Grievance Officer)

Mark explained that in January 2024, a glitch in the District's payroll system caused several associate faculty to miss a step advancement on the salary schedule. The problem was discovered by an associate faculty member who brought the issue to the attention of AFA and the District. The District reported that all affected individuals were made whole. Mark presented a tutorial that explained how to calculate step advancements for associate faculty so individuals can monitor their standing. The tutorial document shared with the Council was posted to the AFA website: http://afa-srjc.org/Misc/Step_Advancement_for_Associate_Faculty_1.pdf.

- Questions and Comments

- Q: Is there a process for faculty that only teach in summer?

- ⇒A: In the current system, it would take 36 years of service to advance from step 1 to step 9 if one worked only summers, but it doesn't seem to be addressed in the Contract. The Negotiations Team will take on the work of addressing this inequity.

- Q: Where can members find the valuation table for completed education to make sure their education was accounted for correctly?
- ⇒ A: It is found in Article 27 of the Contract.

DISCUSSION ITEMS

1. AFA Leadership Elections

Anne explained that the ballot for the AFA Leadership Elections was available at 5pm on Wednesday, January 22, 2025. Councilors were provided one week to submit their ballots. Results were scheduled to be announced at the meeting on February 12, 2025.

2. CCCI Spring Conference Attendees (April 24-26)

Anne announced the dates of the spring CCCI Conference. She explained that there are funds to pay for five Councilmembers to receive full reimbursement and additional funds to pay for conference registrations for those not selected to receive full reimbursement. Anne directed Councilmembers to view the [Professional Conference Policy](#) on the AFA website. Councilmembers were invited to submit interest to the AFA office by 5pm on February 5, 2025.

- Questions and Comments
 - Q: Can individuals who do not qualify for reimbursement from AFA book rooms at the conference rate?
 - ⇒ A: Yes, please contact the AFA office for instructions.

3. AFA Representatives to District-wide Committees: DFAC, Fringe Benefits, DEPW

There were open seats for AFA representatives on several District committees. It was noted that the DEPW changed the title to District Strategic Plan Workgroup.

- The following persons volunteered:
 - Tony Martin - DFAC
 - Jessica Bush – Fringe Benefits
 - Dawn Lukas – DSPW (DEPW), if the council voted to approve to pay for attendance at a second committee
- A motion was made and seconded to move this item to an action item.

4. Policy Development: Confidentiality Policy

- Anne asked the Council to address Discussion Item 5 before beginning the discussion on this Item. The Council unanimously agreed.
- The discussion on this item was postponed due to time constraints.

5. Policy Development: Communications Director

The Communications position replaces the Publications Coordinator. This item was continued from the December 11, 2024 Discussion Item *Policy Development: Communications position*. The edits suggested during that meeting were incorporated into the policy, and shared with the Council.

- Proposed duties (presented 12/11/24):
 - Produce 5 publications per year
 - Produce and update social media content
 - Work with the Associate Interests Representative, VP of Membership & Outreach, and staff
 - Meet with Cabinet 2-3 times per year for direction
 - Report to the Executive Council once per year
- The position would be paid 10% reassigned time
- Duties added as a result of the December 11, 2024 meeting:
 - Preference given to associate faculty applicants
 - Requirement to attend 90% of Executive Council meetings
- Anne opened the item to discussion.
- Questions and Comments
 - Q: What social media platforms would be used? Is the person in the position expected to choose the platforms?
 - ⇒ A: Cabinet would advise the person in the position as to which platforms are preferred.
 - Q: Why are five publications required per year, as this is not an even number per semester?
 - ⇒ A: This is a minimum. There may be additional publications required at the beginning of the year versus later in the year, so there may not be an even number of publications each semester. The minimum could easily be changed to six.
 - Q: Can you clarify how the job will be announced, filled, and how the candidate will be held accountable for the duties listed?
 - ⇒ A: The job is announced by the Council and the Council will vote on who will fill the position. This is a guideline for expected duties, but there is no evaluation process at the end.

- Q: Why was "director" chosen as the title for this position instead of "officer"?
 - ⇒ A: This position is not a Cabinet position. This position consults with the Cabinet, and is invited to Cabinet meetings, but is not an active participant in Cabinet meetings.
- Q: One of the duties of the AFA president is to approve all communications. Can a corresponding duty be added to this duties list?
 - ⇒ A: Yes, it will be added that the position is expected to get approval from the President before publishing all communications.
- Q: Can this position receive preference for attending CCCI conferences so that reports about the other organizations in which AFA is a member can be given?
 - ⇒ A: Yes, that should be added to the Professional Conference Policy rather than this job description.
- Q: Can social media be excluded, given its volatile political nature?
 - ⇒ A: Social media can be an effective tool when used appropriately. We will follow the examples of other peer groups.
- C: Please lower the required attendance rate to be more attainable.
 - ⇒ A: There was discussion regarding the attendance requirement. Suggested changes included removing the requirement, changing the verbiage to "encouraged to attend" or "attend as convenient."
- The discussion was closed and the Item was expected to return at the February 12 meeting with the suggested edits incorporated.

ACTION ITEMS

1. Pay for an associate to serve on more than one committee.

- This item was generated by Discussion Item 3.
- A motion was made and seconded to pay Dawn Lukas to serve on a second committee so that Dawn could serve on the DSPW.
- The motion was approved (16 in favor).

2. AFA Representatives to District-wide Committees:

- This Item was moved from a Discussion Item.
- There being no further discussion, a motion was made, seconded, and approved to approve the nominations noted during the discussion (16 in favor).

OTHER REPORTS

1. President's Report.

- This report was postponed.

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

Minutes submitted by Stephanie Simons.