

# ALL FACULTY SANTA ROSA JUNIOR COLLEGE ASSOCIATION

## EXECUTIVE COUNCIL MEETING MINUTES

August 28, 2024

(Approved by the Executive Council on September 11, 2024)

Executive Councilors present (noted by \*):

|                                  |                           |                   |                            |
|----------------------------------|---------------------------|-------------------|----------------------------|
| * Anne Donegan, <i>presiding</i> | * Amanda Greene           | * Jessie Paisley  | * Michelle van Aalst       |
| * Ashley Arnold                  | * Steven Kessler          | * Emily Schmidt   | * Sarah Whyllly            |
| * Marc Bojanowski                | * Dawn Lukas              | Christie Soldate  | * Patsy Young              |
| * Bita Bookman                   | * Siobhan McGregor-Gordon | * Ivan Tircuit    | * <i>associate vacancy</i> |
| * Wayne Downey                   | * Venona Orr              | * Carlos Valencia |                            |

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. **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 3:55 p.m.

### OPEN SESSION

Open Session reconvened at 4:05 p.m.

### MEMBER CONCERNS

1. **Disregard of AFA direction by Student Services Administration.** A Councilor read a concern from a member reporting the administration from Student Services' continued to disregard AFA's direction regarding permitting Counselors to schedule student appointments and control the calendar in a way that doesn't cost the District money.
2. **Spot-checks on DRD faculty.** A Councilor reported that DRD faculty were told Wednesday morning that the dean would be performing spot checks of faculty workspaces, taking note of faculty away from their workspaces, with the intent to perform follow-up questioning of those faculty not present at the time of the spot-check.
3. **Dean infringement on designated associate faculty spaces.** A member reported that, during the summer, the member used the designated associate faculty office of another department due to closure of Emeritus. The member reported that the designated associate faculty office was regularly used and accessed by a dean without notice.
4. **Safety concerns in Emeritus during ongoing building rehabilitation.** A Councilor shared a concern from members regarding Fire Watch signs in Emeritus. The faculty members reported that no specific information regarding the Fire Watch was disseminated including who is assigned to the Fire Watch, contact information, and hours of operation. The faculty requested clearly posted contact information, the implementation of a more efficient temporary fire alarm, and an updated estimate of time until repair completion.
5. **Restroom access at Emeritus.** A member reported the bathrooms in Emeritus have been locked on Fridays and after a certain time in the afternoons. Students and faculty were inconvenienced by the unannounced closure, which required students and faculty to hunt for an open restroom in another building.
6. **In-person course availability.** A member reported that their students requested more in-person course offerings, as there appeared to be fewer in-person courses available.

⇒A: The member was encouraged to report student complaints to SGA.

## MINUTES

A motion was made and seconded to approve the minutes from the May 8, 2024 Executive Council (17 in favor, 0 opposed, 0 abstentions). (Approved minutes are posted at <http://www.afa-srjc.org/minutes.shtml>).

## DISCUSSION ITEMS

### 1. Welcome to Incoming Councilors and Officers

Anne offered welcome to new and returning Councilors. This is Anne's first term as AFA President, and Anne will serve in the office from Fall 2024-Spring 2026. Anne asked new and returning Councilors to introduce themselves. She noted there is an associate Councilor vacancy, and encouraged attendees to spread the word to help fill the vacancy.

### 2. AFA Representatives to District-wide Committees for 2023-24: Sabbatical, TIMC

Anne explained that there were two committee appointments that needed to be filled. The Council determined most appointments last semester. The 2023-24 list of positions was displayed. The item was opened for discussion.

- Several requests were made to change appointments due to schedule changes made since last semester. The following changes were proposed:
  - Bita Bookman to move from SGA to Sabbatical Leave (16 in favor)
  - Marc Bojanowski stepped down from the Fringe Benefits Committee
  - Sarah Whyllly expressed interest in changing from PDC to SGA
  - Patsy Young returned to the associate role on PDC (16 in favor)
- The contract faculty appointment to PDC remained vacant.
- The TIMC appointment remained vacant.
- A motion was made and seconded to move the Discussion Item to an Action Item (16 in favor).

### 3. Amendment to AFA Calendar: addition of Cabinet meeting placeholders and Executive Council meeting 10/30 (tentative)

- Anne requested that a tentative Executive Council meeting be scheduled for the fifth Wednesday in October. It was noted that one of the regular meeting days falls on the day before the Fall Break, and is usually canceled. October 30 might be a better choice for adding a meeting if needed.
- The calendar was updated to include several placeholders for weekly Cabinet meetings.
- This item was opened for discussion and the proposed changes were displayed for the Council.
- A motion was made and seconded to move the Discussion Item to an Action Item (16 in favor).

### 4. Review of Summer Hours for Officers

The budgeted hours for summer work were exceeded by fifty-two hours as a result of the transition of the AFA Presidential office and Conciliation/Grievance work. It was requested that the Council approve the overage.

- The reconciliation spreadsheet was displayed for the Council.
- A motion was made and seconded to move the Discussion Item to an Action Item (16 in favor).

### 5. AFA Draft Budget, 2024-25. Siobhan presented the draft budget in conjunction with the year-end Treasurer's Report. The 2023-24 Year-end Treasurer's Report was presented first, and appears under the main reports section of the meeting minutes.

- 2024-25 Budget
  - *Revenue:*
    - Dues: The budgeted amount for associate and overload dues was reduced. The calculation for projected associate and overload dues was adjusted to be conservative. It may increase if enrollment climbs.
    - Investments: Money that was moved from the Luther Burbank account (closed) was invested into accounts at Summit State Bank. The money market account is expected to earn \$6000. A CD was opened with the remaining funds.
  - *Expenses*
    - AFDFAF (associate compensation fund): It has increased because all positions are expected to be filled. Previously, an associate Councilor declined pay due to CalSTRS restrictions.
    - Staff Compensation: Staff is expected to work 15% more hours. In addition, the pay structure for staff is aligned with the SEIU contract which includes a step increase and COLA.

- FACCC dues: AFA agreed to pay for one academic year of associate faculty dues until the implementation of Banner.
- Legal Fees: There were reduced expenses in fiscal year 2023-24, and the budget was reduced accordingly.
- Reassigned Time: This line increased to account for the 5% increase made mid-year 2023-24 to the Associate Interest Representative position, for the addition of the 10% FACCC Representative position, and additional summer work.
- Strike Fund: This fund completed its move to a new account at Summit State Bank, and was added as a separate line on the draft budget.
- Questions and Comments
  - Q: A question was raised about a discrepancy between the 2023-24 year-end Treasurer's Report and the reported 2023-24 year-end values on the 2024-25 budget document.
  - ⇒ An amended document will be shared with the Council at the next Council meeting.

#### **6. CCCI Fall Conference Attendees (10/24/24 to 10/26/24)**

The CCCI Conference is slated to take place in San Diego, October 24 through October 26. AFA provides reimbursement for travel and accommodations for up to five members of the Council. Anne explained that the President and Chief Negotiator, by position, receive two of the reimbursements, allowing three others to attend and receive reimbursement.

- Questions and Comments
  - Q: Will AFA continue the past practice of paying the conference fees for persons not selected to receive full reimbursement?
  - ⇒ A: The response to this question resulted in a discussion regarding past practice and appropriate budgeting. The 2024-25 budget did not include an allowance for this past practice, instead working on the assumption that in Spring there may be "leftover" funds in the Travel and Conference Budget that could be used in this way.
  - ⇒ A: There was a call to change the policy and/or budgeting method.

#### **7. Donation Requests: North Bay Jobs with Justice (NBJwJ), UNITE HERE Seed the Vote**

Anne explained AFA has been approached by two non-profits requesting donations.

- North Bay Jobs with Justice
  - Steven Kessler reported on activities with NBJwJ, noting AFA participation in a march over the summer. NBJwJ is a coalition of labor groups in the North Bay including farm workers, hospitality workers, healthcare workers, K-12 teachers, TEAMSTERS and more. They requested AFA make a contribution to the annual fundraiser.
  - AFA has donated \$1000 annually for several years. The Council was asked to consider the same donation for 2024.
  - This item was moved to an Action Item.
- UNITE HERE Seed the Vote
  - Anne explained that Unite HERE is working with Seed the Vote to do targeted canvassing in Nevada on behalf of the Harris/Walz presidential campaign. An informational flyer was shown to the Council.
  - Data shows that talking to regular people as to why this choice will better our lives. Harris/Walz are pro-Union, and are more likely to question the JANUS decision
  - An email with a link to the flyer was sent to AFA members.
  - The Council was asked to consider a donation of \$500 to support Seed the Vote.
  - Questions and Comments
    - C: A Councilor expressed hesitation for supporting a political action because they might represent members who do not have political interests that align with the action.
    - Q: Has AFA endorsed candidates for political office in the past? Does the Council need a vote to endorse Harris/Walz?
    - A: Yes, AFA has supported candidates for political office. Strictly speaking, due to the email that was sent out, AFA has endorsed the Harris/Walz campaign.
    - Q: Can we vote to legitimize the endorsement sent via email by conducting a vote of the Council?
    - C: This was addressed as a part of the JANUS decision. Because unions can use member funds in this way, it was ruled that requiring people to pay share fees is a form of coerced speech. Given this, it would be prudent to ask AFA's lawyer if there are any special concerns to consider.

- C: To clarify, the concern presented is that AFA risks alienating members of AFA who are not supporters of this political party. By voting, Councilors democratically speak on behalf of the faculty that belong to AFA. If the Council chooses, it can give as much money as it so deems and because of the JANUS ruling, there is freedom from legal reprisal. However, this might result in some members quitting AFA.
- C: From a budget perspective, AFA's revenue is fixed, with fixed expenses and some volatile expenses such as legal fees. The question to consider is how does the Council want to spend its discretionary funds: donations, travel, growing existing funds?
- C: AFA has implicitly supported the campaign via the flyer sent to the members. The flyer details how a donation can be made and that decision should be left to the members as individuals.
- C: A Councilor commented that AFA should choose to reserve funds for other uses.
- This Item was tabled for future discussion.

### **ACTION ITEMS**

#### **1. AFA Representatives to District-wide Committees for 2023-24: Sabbatical, TIMC**

- 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 confirm the following appointments:
  - Bita Bookman, Sabbatical Leaves Committee
  - Patsy Young, PDC

#### **2. Amendment to AFA Calendar: addition of Cabinet meeting placeholders and Executive Council meeting 10/30 (tentative)**

- This item was moved from a Discussion Item.
- There being no further discussion, a motion was made, seconded to approve the cabinet meeting placeholders and the tentative meeting on October 30 (16 in favor).

#### **3. Review of Summer Hours for Officers**

- This Item was moved from a Discussion Item.
- A motion was made and seconded to approve the hours as presented.
- A call was made for further comments. There being none, a vote of the Council was conducted.
- The Council voted to approve the revised Summer 2024 Budget for Officer Hours (16 in favor).

#### **4. Donation Requests: North Bay Jobs with Justice (NBjwJ)**

- 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 donate \$1000 to North Bay Jobs with Justice.

### **OTHER REPORTS**

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

**2. Treasurer's Report.** This report was presented in conjunction with Discussion Item number five. Siobhan reported on the 2023-24 fiscal year-end Treasurer's Report.

- *Savings*
  - Conference and Travel: no representatives attended the FACCC conference
  - Donations: the donation to North Bay Jobs with Justice was moved to 2024-25 because the organization changed the date of their fundraiser
  - Overall savings was achieved due to fewer expenditures totaling \$56,000.
- *Expenses*
  - General Liability: The carrier of the general liability insurance conducted an inspection of the office as part of a periodic audit. It was determined an increased premium was required due to the increase in square footage that resulted from the move from Analy Village to the current space.
- *Revenue*
  - Overall revenue increased. The increase was achieved through increased membership, and contract faculty dues deductions.
- Questions and Comments

- C: A Councilor requested AFA find methods to generate additional funds, suggesting donation buttons to specific funds be added to the website.
  - ⇒ A: There was a discussion regarding the development and use of the existing Strike and Legal Funds. Siobhan explained that at least one of those accounts has strict laws governing its use, and AFA's legal team will be consulted to ensure compliance with any legal obligations. Colleague members of CCCI will be consulted, as well.
- C: A comment was made in support of allowing donations, especially since they may be tax deductible.
- C: Traffic to the AFA website may not justify placement of the donation button option.

Anne thanked the Executive Council and participants before adjourning the meeting.

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

Minutes submitted by Stephanie Simons.