

# ALL FACULTY SANTA ROSA JUNIOR COLLEGE ASSOCIATION

## EXECUTIVE COUNCIL MEETING MINUTES

November 13, 2024

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

Executive Councilors present (noted by \*):

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

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 4:04 p.m.

### OPEN SESSION

Open Session reconvened at 4:06 p.m.

### MEMBER CONCERNS

1. **District prioritization of Title IX.** A member reported that there was a fact-finding report released from a committee regarding Title IX and its processes in higher education. The member made a statement at the November 10 Board meeting asking the Board to prioritize two of the recommendations put forth by the committee, including one professional whose work is dedicated solely to Title IX compliance. The SRJCD Title IX work is split among twelve administrators. The member hoped that others will join the call to initiate the change.
2. **Retiree placement on the LOS.** A Councilor presented a concern from a member who voiced disagreement with the practice of retirees retaining their pre-retirement position on the LOS because the practice may impact associate faculty advancement.
3. **Inclusion of associate faculty in department meetings.** A Councilor presented a concern from a member regarding associate faculty inclusion in departmental meetings. The member felt associate faculty were being excluded from some departmental meetings. The member offered two solutions. First, the member requested that departments be required to inform and invite all faculty when there are department-related meetings. Alternatively, the member suggested there be a requirement that if there are department meetings held without associate faculty in attendance, there be a requirement that the meeting minutes be reported to associate faculty in the department.
4. **Purview of AFA versus Academic Senate:** A member requested informational resources be developed regarding the stated purviews of Academic Senate and AFA. The resources should include the areas of overlap, especially those that affect instruction.
5. **Transparency in sign-ups and training.** A member stated that because they are at the bottom of the seniority list, they often do not get assigned credit classes. The member feels their special expertise skillset is not being utilized because of the way in which classes are assigned.

6. Working conditions at off-site teaching locations. A member asked how the quality of off-site instructional facilities can be improved when those facilities do not meet District standards for working conditions.
7. HVAC system in Emeritus. A Councilor reported on an ongoing concern from a member teaching in Emeritus. Despite the recent repairs to the HVAC system, the temperatures in the building remain erratic. It was requested that any member with personal experience of the continued HVAC inadequacies, please contact AFA.

### MINUTES

Minutes from October 25 were slated to be reviewed at the December 11 meeting.

### DISCUSSION ITEMS

#### 1. Spring 2025 AFA Reassigned Time Proposal

The proposal was displayed for the Executive Council. Anne explained that the District is very generous, charging a very discounted rate for AFA reassigned time. The amount requested was unchanged from the previous semester.

- Questions and Comments
  - Q: Are the listed hours an appropriate amount of time to complete the work?
    - ⇒ A: Yes, the hours were reviewed by the Cabinet.
- A motion was made, and seconded to move this item to an Action Item.

#### 2. Amendment to AFA Spring 2025 Calendar

The Spring 2025 Calendar was set during the Spring 2024 semester. Since that time, a few changes became necessary.

- Changes included:
  - Addition of a tentative Executive Council meeting on the fifth Wednesday in April
  - Addition of the spring CCCI Conference dates: April 24-26, 2025
  - Addition of the FACCC Conference dates: February 22-24, 2025.
- This item was opened for discussion.
- A motion was made and seconded to move the Discussion Item to an Action Item (14 in favor).
- Questions and Comments
  - Q: What does "TA Ballots" mean?
    - ⇒ A: Tentative Agreement balloting period

#### 3. Results of Councilor Elections 2025-27

The 2025-27 Councilor elections were held October 24 – November 2. Anne announced the winners of the Council Elections. The newly elected individuals will begin their terms in Fall 2025.

Congratulations were given to:

- Contract Faculty
  - Marc Bojanowski, English
  - Bitia Bookman, EMLS
  - Amanda Greene, Counseling
  - Michelle Hughes Markovics, Anthropology
  - Sean Martin, Philosophy
  - Jessy Paisley, Counseling
- Associate Faculty:
  - Siobhan McGregor-Gordon, EMLS
  - Emily Schmidt, Humanities and Religious Studies
  - Christie Soldate, Counseling
  - Patricia Young, World Languages

#### 4. Nominations for AFA Officers, Negotiators & Other Appointed Positions, 2025-26

Anne noted that the nomination period is open through January 15, 2025. All positions are open, except the office of President because it is Anne's first two-year term. Nominations, including a statement, may be sent to the AFA Office. A reminder will be issued in December.

#### 5. Policy Development: Staff Direction & Supervision

Anne explained that the changes suggested at the October 23 Executive Council meeting were incorporated into the policy.

- Points of note:
  - Change of title from *Staff Direction and Supervision* to *Management of Staff Members*

- Removal of redundant language
- Alignment of the payment and accrual of sick leave with the accrual rate equal to faculty and classified colleagues
- Staff positions will receive pay raises on July 1, aligning the policy with AFA's classified colleagues
- Changed the title "Sick Leave" to "Personal Time Off (PTO)"
- Added the Vice President of Membership and Outreach as an officer who may give direction to the staff member(s)
- Removal of reference to frequency of pay, which will be put into an employee manual
- Removal of parentheses as requested at the October 23 meeting
- Per suggestions given on October 23, the language in the first sentence was updated to "shall determine step placement according to equivalent classified salary schedule." This practice will take place every year before graduation as part of an evaluation process.
- Questions and Comments
  - C: Please change the sentence "PTO balances shall not carry a negative balance" to "PTO shall not carry a negative balance."
- A motion was made, and seconded to move this item to an Action Item.

## 6. Report-out from AFA Representatives to District-wide Committees

The report-out provides AFA Representatives the opportunity to request feedback, through an AFA lens, on experiences across campus. Anne invited reports varying from "that was a weird encounter" to clarifications and questions about actions to take in a given situation.

- Any committee representative can give a voluntary report.
- The [AFA District Committees policy](#) states that representatives may be asked to make reports.
- The reporting time is for "hair on fire" working conditions.
- No report is necessary if there is nothing of note.
- District Online Committee (DOC)
  - *AI Grant and faculty working conditions.* The DOC were working on a grant with SSU regarding AI, that would employ faculty from the English department, however, the English department was not consulted on the matter. The Academic Senate President has committed to better communication.
  - *Online expertise.* There were discussions at DOC to change to online teaching expertise to online teaching certification. It was acknowledged that AFA and Academic Senate have purview in the area, and they will be included in discussions.
  - *Requesting software within the budget process.* The system for requesting software is hindered by the lack of an annual budget. The DOC is developing a more streamlined process. They will also consult with the Academic Senate.
  - *Physical v Digital Accessibility.* The HR Accessibility Committee changed its focus to physical, not digital, accessibility. Those that were interested in addressing digital accessibility continued to meet unofficially. There is no official digital accessibility committee at the District level. It was requested that faculty participate in the digital accessibility survey sent out because it provides valuable feedback from students about the effectiveness of the programs employed by faculty in their classes.
  - AFA response: All of the stated items were considered "hair on fire" working conditions.
    - *Online special expertise.* The name was changed by AFA's Chief Negotiator. AFA intends to negotiate, via Article 31, working conditions related to online teaching. Teaching online is not a special expertise, but applies to all faculty who have online classes, and should not be department specific. AFA has requested input from the Academic Senate as to criteria, and then AFA will bring the topic to the table.
    - *AI Grant.* There was concern at PBC regarding the lack of transparency received from some administrators regarding the details of the grant. Simultaneously, the Academic Senate was discussing its stance to AI. PBC chose to terminate the process. In general, there are concerns about the long-term consequences of grants once the funds are depleted.
    - *Digital accessibility.* This committee was not shut down. The committee will be a part of the restructuring of committees completed by College Council.

- Questions and Comments
  - Q: Is there a software to identify AI generated assignments for class?
    - ⇒ A: Yes, but none of current tools are very good and all are extremely expensive. The combo of the two means nothing on the horizon, but it is a high priority.
  - C: AI is not Distance Ed, and it is alarming that Distance Ed is stepping outside of their purview to address concerns over the use of AI. A committee composed of persons who do not actively teach needs to be reorganized with more representation from the many different types of faculty across campus.
  - Q: Do you have ideas on how the District could continue funding programs after the initial grant fund is depleted?
    - ⇒ A: The AFA and Academic Senate Presidents have discussed the idea of encouraging the Chancellor's office to increase general funding, instead of offering up "little treats" via grants with expiration dates. This would allow the school to put funding toward programs best suited for their local community.
  - C: A member of the Academic Senate's AI Committee stated the committee is trying to obtain funding for AI mitigation efforts, such as training and software. In that process, they questioned if there might be a possibility to increase funding if the impacts of AI use in education could be assigned a level of importance similar to that held by COVID. It was mentioned that some feel this would not be possible because AI does not affect all programs equally.
  - C: Any class can be affected by AI if students can't read or write because of how they used AI in other classes. Even if a class doesn't have a component focused on the development of a particular skillset where AI is often abused, a student's ability to be successful in other classes is affected.
  - C: An additional member of the Academic Senate AI committee invited faculty to attend the Senate meeting on December 4<sup>th</sup>, when the committee will report out about their findings. Faculty can speak during the discussion, either by making a request to the Academic Senate AA or after all the Senators have spoken. Faculty may also share ideas with their Senators.
- The discussion was paused due to time constraints.

**7. Policy Development: Confidentiality.** This item was postponed due to time constraints.

### ACTION ITEMS

**1. Spring 2025 AFA Reassigned Time Proposal**

- This Item was moved from a Discussion Item.
- Questions and Comments:
  - Q: Could changes initiated by the federal government change the amount of reassigned time provided?
    - ⇒ A: Federal law changes could affect aspects of collective bargaining, but it is highly unlikely it will have any effect in the coming semester. State and local governments have the right to stop federal actions through courts. The passing of a federal law that caps or dissolves unions, or makes it much harder to have collective bargaining units, is in theory possible, but highly unlikely. They are more likely to cut away at the edges.
- There being no further discussion, a motion was made, seconded, and approved by unanimous show of hands to accept the reassigned time proposal as presented (14 in favor).

**2. Amendment to AFA Spring 2025 Calendar**

- 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 accept the amended calendar, as noted during the discussion (14 in favor).

**3. Policy Development: Staff Direction and Supervision**

- This Item was moved from a Discussion Item.
- There being no further discussion, a motion was made, seconded, and approved to accept the policy, with the edits noted during the discussion (14 in favor).

### OTHER REPORTS

**1. President's Report.**

- Meeting room. Anne reported AFA will not be meeting in Doyle 4520 in the future. Other locations are being considered, including a room in Bertolini. Further information will be presented in December.
  - Questions and Comments
    - Q: Why can't AFA continue to use the library space?
      - ⇒A: At the request of the Dean of Learning Resources and Educational Technology, the District Facilities Advisory Committee voted to discontinue the use of Doyle 4520 for "recurring business meetings." It was determined that special events will continue to be granted access, but "recurring business meetings keep restricting access to the room for students" ([DFAC meeting minutes 9/17/24](#)). AFA is the only group on campus that utilizes Doyle 4520 on a recurring basis.
    - C: A Councilor stated the library rooms provide the best, most comfortable option for wheelchair accessibility.
      - ⇒A: The room under consideration for meetings in spring is a DRD classroom, and is wheelchair accessible. It is expected to be more accessible than the room in Bertolini that AFA had used last semester.
    - Q: AFA only meets twice a month and for two hours per meeting. How is this so discomforting as to result in this change?
      - ⇒A: AFA will query the Dean again. Past reasons given for discontinuing use included the expenditure of staff time required to set up the furniture and media components.
    - C: Every single room on campus has to be rated for utilization. Changing the use of Doyle 4520 will result in a lowered utilization rate that will negatively affect promotions. The metric will show the impact, and I would like to review it.
    - C: The labor put into the setup of the room should be taken into consideration. What other factors led to this result?
    - C: The quality of the audio and video connection on Zoom in Doyle 4520 is better than when AFA meetings are held in other locations.
    - Q: Where do other unions meet? Could those spaces be used for AFA meetings?
      - ⇒A: AFA will inquire.
  - Anne will report back when further information is available.
- Changes in federal government leadership. The changes set to occur as a result of the new U.S. Presidential administration, may result in adverse effects for collective bargaining agents. The topic will be addressed at a future meeting.
- Associate Councilor vacancy. Anne announced an associate Councilor resigned for personal reasons, and will return again in Aug 2025 for their next two-year term. There is a vacancy for the remainder of Fall 24 and Spring 25. An additional reminder to apply for the vacancy will be sent before the close of the call.

2. **Treasurer's Report**. This report was postponed due to time constraints.

Anne thanked the Executive Council and participants for the feedback and thoughtful discussion before adjourning the meeting.

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

Minutes submitted by Stephanie Simons.