

EXECUTIVE COUNCIL MEETING MINUTES

November 13, 2013

(Approved by Executive Council on December 11, 2013)

Executive Councilors present (noted by *):

*Julie Thompson, <i>presiding</i>	*Dianne Davis	*Sean Martin	*Nikona Mulkovich
*Filomena Avila	*Terry Ehret	*Jacqueline McGhee	Matt Murray
*Paulette Bell	*Karen Frindell Teuscher	*Bud Metzger	*MJ Papa
*Shawn Brumbaugh	*Deirdre Frontczak	*Terry Mulcaire	Margaret Pennington
*Paula Burks	*Andre LaRue	*Dwayne Mulder	

Officers/Negotiators/Appointed Positions present: Will Baty, Warren Ruud

Staff members present: Candy Shell, Carol Valencia

The meeting was called to order at 3:05 p.m. in Doyle Library, Room #4245, on the Santa Rosa campus.

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.

Closed Session adjourned at 4:00 p.m.

OPEN SESSION

Open Session reconvened at 4:00 p.m.

MEMBER CONCERNS WITHIN AFA'S PURVIEW

There were no member concerns.

MINUTES

1. Paulette Bell clarified the issue from the first member concern she reported on and would like this clarification to be reflected in the minutes. The main issue was that this faculty member *did* contact CIRT and the District police, but no one got back to him in over two weeks.
2. Julie explained that information from the CCCI Conference, reported on at the previous meeting, is being reviewed by the CCCI/CCSF legal counsel before possible inclusion in the minutes. We will amend the minutes at a later date if needed.
3. Julie explained that, out of concern for individuals' privacy, she removed from the draft the names of faculty being considered for committee appointments. She also asked for the Council's input regarding whether to include the personal discussion of the candidates from this section. The Council's consensus was that this discussion should be summarized and all personal information should be excluded from the minutes.

With the corrections noted above, the Council approved by unanimous voice vote a motion made and seconded to approve the minutes from the October 23, 2013 Executive Council meeting as submitted (16 in favor, 0 opposed, 0 abstentions).

(Approved minutes are posted at <http://www.santarosa.edu/afa/minutes.shtml>.)

PRESENTATIONS

1. **Revision to District Policy & Procedure 2.5 – Governance and the Committee System** (*Mary Kay Rudolph, Vice President of Academic Affairs*)

- SRJC has over 400 policies and procedures that are written in-house; any changes must go through College Council. Mary Kay explained how policy revisions are made.
- The *Policy* includes the overarching goals and intent:
 - The source of the new policy language (underlined) is from a “Best Practices” document and the old procedures section. The stricken policy language (strikethrough) was moved to the procedure section.
 - If you have any comments about the policy section, please get them to Mary Kay or Julie soon—it will go to College Council on December 19.
- The *Procedure* includes the method of accomplishing the policy:
 - The diversity statement in the first paragraph was added and was formerly part of Policy 2.5.1.
 - All committee information can be found on the SRJC website. The intent is to lay out committee roles and information for all to see in the hope that it will encourage people to get involved in committee work.
 - There was a discussion regarding the first paragraph at the top of page 10 (yellow highlighted), which discusses the situation where the President or the Board might not follow the Council’s recommendation. Mary Kay explained that this situation has never happened, but could. The intent is to have a “feedback loop” in this revision in the event the situation ever does occur. Several Councilors expressed their opinion that feedback language should be included in the policy. Shawn Brumbaugh asked if the President or Board is required to give a justification if they exercise this veto right. Mary Kay said it is currently not required, but she would consider any language submitted that would address such a requirement.
 - Sean Martin brought up the need for an addition to the diversity statement about a diversity of academic backgrounds (i.e. departments). He suggested that the language “variety of disciplines” be added. Terry Ehret also suggested that the diversity statement include adjunct faculty members as a group.
 - There was a discussion about how people are selected for committee membership and the need for transparency in this process.
 - Please send in any additional comments to Mary Kay or Julie.

2. **Revision to Policy and Procedure 2.7 – Discrimination and Sexual Harassment** (*Karen Furukawa, Vice President of Human Resources*).

- This policy has been in existence since 1995.
- Karen highlighted the policy changes:
 - The protected categories on page one have added “gender identity” and “gender expression.” (These have also been added to the definitions section.)
 - The Non-Retaliation section (page 2) offers protections to anyone involved in a complaint.
 - The Academic Freedom section (page 2) is not new, but it now prohibits discrimination and sexual harassment.
 - There was a discussion about the definitions section (pages 2-4). Karen explained that the language came from the Chancellor’s Office, the Americans with Disabilities Act (ADA) office, and the Office of Civil Rights (OCR). The language is lengthy and sometimes confusing, but is legally compliant. She also explained that where ambiguity still exists, it would be decided through future court cases.

- Bud Metzger asked if there would be training on these policies. Karen replied that all “supervisors” will be trained on the procedures and must be certified every two years. Faculty members will have the opportunity to take the training voluntarily.
- Karen highlighted the procedure changes:
 - All complaints now go to the Vice President of Human Resources.
 - Confidentiality for all parties is ensured to the extent possible.
 - There is now a distinction between formal complaints and informal complaints.
 - The section on the Complaint Process (bottom of page 2 to the top of page 3) is new.
 - The section on third party complaints (top of page 4) is new and comes from the Office of Civil Rights. Terry Mulcaire asked a question about the rights of the accused in a third-party complaint situation. Karen responded that her office has the duty to investigate any third-party complaints.
 - The section on Investigative Reports (bottom of page 4) is new.
 - Pages 5-8 include the Appeal Rights—there are now several levels of appeal with names and addresses listed in the policy. (This is an OCR requirement.)
- Please let Karen know if you have any other questions or suggestions.

DISCUSSION ITEMS

1. **AFA Budget Planning.** This item was moved to the Dec. 11 agenda with Paula Burks’ consent.
2. **AFA Appointment to Academic Senate Textbook Committee**
This is a new committee that will meet on the second and fourth Friday afternoons at 2:00. Its purpose is to develop policies on textbook selection, establish selection timelines, and establish guidelines to help with the affordability of textbooks for students. AFA has a seat and, as AFA does not have the funds to pay an adjunct faculty member to serve, will first ask for volunteers from among the contract faculty Councilors. If no one volunteers, then a call will go out to all contract faculty members. Please consider the request and let Julie know if you’re interested in serving.
3. **AFA Resolution: Adjunct Faculty Hiring**
This Resolution was written and adopted a few years ago; the last paragraph has been revised. With the upcoming contract faculty hiring, it is timely to look at the Resolution again. The reasoning is that some departments are very good at looking at their adjunct faculty members for full-time positions, but some are not. Hiring is not AFA’s purview, but we represent our adjunct faculty and want them to be given fair consideration if they are applying for contract positions. Julie asked for comments from the Council.
 - There was a discussion about the intent of the Resolution. Julie clarified that we are not asking that preference be given to adjuncts, but that the “fairness principle” prevail so that adjuncts are given a fair chance at the new positions.
 - A motion was made, seconded and approved by unanimous voice vote to approve the AFA Resolution for Hiring SRJC Adjunct Faculty in Contract Positions. (See link to [AFA Resolution.](#))
4. **AFA Spring 2014 Calendar**
Julie pointed out the following changes to the spring calendar: the first spring Executive Council meeting is moved to Jan. 29 (the fifth Wednesday of the month), to be held in Petaluma. At the last Executive Council meeting, there was a discussion about how to increase the presence of AFA at the Petaluma campus. This calendar includes two meetings in Petaluma next semester, one of which will be before Council elections. Julie asked for comments from the Council. The consensus of the Council on these changes was positive.

OTHER REPORTS

1. **President’s Report.** Julie reported briefly on the following items:
 - The Petaluma Social Mixer will be tomorrow (November 14) at 4:00. Seven Councilors indicated they would attend.

- There will be an Adjunct professional development workshop after the Mixer from 5:00-7:00.
- We will most likely cancel the Nov. 27 Executive Council meeting. Most Councilors indicated they would be able to attend a meeting that day, if necessary.

The meeting was adjourned at 5:18 p.m.

Minutes submitted by Carol Valencia.