

EXECUTIVE COUNCIL MEETING MINUTES

April 26, 2017

(Approved by Executive Council on May 10, 2017)

Executive Councilors present (noted by *):

*Karen Frindell Teuscher, <i>presiding</i>	*Shawn Brumbaugh	*Robert Jackson	*Margaret Pennington
Filomena Avila	*Dianne Davis	*Sean Martin	*Karen Stanley
*Denise Beeson	*Terry Ehret	*Molly Matheson	Michelle Van Aalst
*Paulette Bell	*Deirdre Frontczak	*Bud Metzger	Albert Yu
Marc Bojanowski	*Michelle Hughes Markovics	*Terry Mulcaire	

Negotiators/Appointed Positions present: Debbie Albers, ~~Mark Ferguson~~, Warren Ruud, Julie Thompson

Staff members present: Carol Valencia

Faculty members present: Michael McKeever, Phyllis Usina, Kat Valenzuela, Sarah Whyllly

The meeting was called to order at 3:12 p.m. in Mahoney Library, Room #PC 721, on the Petaluma 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.
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 4:06 p.m.

MEMBER CONCERNS WITHIN AFA'S PURVIEW

1. **Payment for Sexual Harassment Training.** Bud Metzger asked how he and other faculty members will get paid for completing the mandatory sexual harassment training online. Karen responded that the payment will be processed automatically (unless the faculty member chooses to receive flex credit) and will be included with the May 10 paycheck.
2. **University of California Hidden Funds.** Bud raised the issue of the recent news about the University of California "hiding" \$175 million and asked if other colleges (including SRJC) can do that successfully. (See <http://www.mercurynews.com/2017/04/25/california-auditor-slams-uc-presidents-office-over-175-million-in-hidden-funds/> for more information.) Karen responded that there are places [in the budget] that colleges can hide money, but they can also be caught. AFA's forensic accountant looked at SRJC financial records last year and found a few reporting issues that the District has since corrected. There was a further discussion regarding the services performed by the AFA-hired forensic accountant.
3. **CSU Administrative Growth.** Michelle Hughes Markovics announced to the Council that there was an article in the Sacramento Bee about an audit of the CSU system that found that there was unjustified growth in administrative numbers and salaries. (See <http://www.sacbee.com/news/politics-government/capitol-alert/article145776119.html> for more information.) Julie added that we would like to talk to CCCI lobbyist David Balla Hawkins about the possibility of legislation calling for the

audit of a random sample of California Community Colleges to see if this is a systemic problem that needs to be addressed.

4. Hourly Faculty Scheduling. Terry Ehret received an email from an adjunct faculty member about a class assignment wherein they have a class late at night and then another one early the next morning. The contract prohibits this practice for full time faculty but not for adjunct faculty members. (See [Article 31.01.C-D](#).) The faculty member is requesting that this might be addressed in future negotiations.

MINUTES

There being no corrections or additions, by unanimous voice vote, the Council approved a motion made and seconded to approve the minutes from the April 12, 2017 Executive Council meeting as submitted (11 in favor, 0 opposed, 3 abstentions).

(Approved minutes are posted at <http://www.afa-srjc.org/minutes.shtml> .)

DISCUSSION ITEMS

1. **Summer 2017 Anticipated AFA Expenses**

- Karen explained that the Cabinet is proposing the same or fewer hours as those worked last summer (2016). The exact figures for summer expenditures will be sent out for email approval next week.

ACTION ITEMS

1. **Approval of AFA Representatives to District-wide Committees, 2017-18**

- Karen explained that because we have fewer Councilors present today, we will not be voting on any contested appointments. Voting for contested appointments will be conducted via email next week.
- Karen asked for further nominations for AFA representatives to District-wide Committees for 2017-18. Shawn Brumbaugh was nominated for the Professional Development Committee.
- A motion was made, seconded and approved by unanimous voice vote to approve the uncontested District-wide committee appointments below (14 in favor, 0 opposed, 0 abstentions):
 - Budget Advisory Committee: Bud Metzger
 - Department Chair Council Liaison: Molly Matheson
 - Equal Employment Opportunity Advisory: Julie Thompson
 - Fringe Benefits: Deirdre Frontczak
 - Institutional Technology Group: Robert Jackson
 - Parking & Transportation: Dianne Davis
 - Professional Development: Shawn Brumbaugh & Paulette Bell
 - Professional Growth Increments: Mark Ferguson
 - Sabbatical Leaves: Molly Matheson
 - Sustainability: Albert Yu
 - Teaching Fellowship Program: Shawn Brumbaugh
 - Textbook & Instructional Materials: Canon Crawford

2. **Approval of Representatives to Standing Committees, 2017-18**

- Two additions were made to the Standing Committee roster:
 - Karen Stanley--New Faculty & Membership Steering Committee
 - Michelle Van Aalst—Political Action Committee
- Karen asked for further nominations for Standing Committee representatives for 2017-18. There were no further nominations.
- A motion was made, seconded and approved by unanimous voice vote to approve the roster of Standing Committee representatives for 2017-18 (14 in favor, 0 opposed, 0 abstentions).

3. **Approval of Additional Appointments for 2017-18**

- Karen explained that we have three remaining appointments for 2017-18 and asked for additional nominees. There were no further nominations.
- A motion was made, seconded and approved by unanimous voice vote to appoint Terry Mulcaire as the Bay Faculty Association Representative and Julie Thompson as the Data Analyst Negotiator (14 in favor, 0 opposed, 0 abstentions).

OTHER REPORTS

1. **President's Report.** Karen reported on the following items:
 - Our joint PDA proposal with the Senate for Fall 2017 was approved. We will be holding a session for all faculty from 1:00-4:00 in Ellis auditorium, on the Petaluma campus.
 - She attended the Board Facilities meeting and the Citizen's Bond Oversight committee meeting. These meetings were very worthwhile and are open to the public if you would like to attend.
2. **Treasurer's Report: March 2017.** Sean reported on the following items:
 - The \$1,500 *Conference & Travel* expense was for the FACCC conference and CCCI conference registrations.
 - The \$350 *Events* expense was for our spring retreat.
 - We have paid our last *Professional Fees: Accountant* bill for the year.
 - We spent \$1,000 for *Professional Fees: Legal* and just spend another \$1,000 in April. We are still under the amount budgeted, however.

PRESENTATION

1. **The Future of the Online College Project and Distance Education at SRJC (Lisa Beach, Director, Distance Education)**
 - Karen prefaced the presentation by announcing that this is a "working title" for the presentation and may not coincide with what is discussed today.
 - Lisa gave the Council a brief biography and projected a list of current Distance Education (DE) department projects.
 - Questions & Answers:
 - Q: Why is the upcoming Online Summit (May 5) limited to 35 people?
 - A: Mostly it was the room size and to plan for the food we will be providing. If there are more than 35 people who want to attend, we will switch to a bigger room.
 - Q: It was my understanding that the "ninja" positions were created to facilitate Canvas conversion. Why are they going away in June?
 - A: The funding for those positions was for the migration to Canvas. After June there are not going to be faculty members on other platforms. After the ninja positions are eliminated, the remaining four people in our department will provide ongoing support to faculty members.
 - Q: Corrine Haverinen is great on accessibility compliance, but the SRJC standards are high and many publisher sites are not accessible.
 - A: The issue is how we check on whether publisher sites are accessible or not. Corrine cannot make the publisher sites accessible, but we are looking at this issue. We may be asking the Online Education Initiative (OEI) for help in vetting publisher sites for California Community Colleges on the Exchange.
 - Lisa projected a slide for the Council with links to privacy information.
 - Questions, Answers & Comments:
 - Q: We've heard that the Canvas help staff can go into instructor online courses without their permission, and that is troublesome to us.
 - A: Yes, they do that. We could instruct Canvas not to go into courses without permission, but we could not have instructors opt-in or opt-out of that on an individual basis. Canvas and the DE department are the only ones that can go into courses. If all faculty members decide they want to limit access, we can do that.
 - Comment: This is a privacy issue that affects working conditions, and so it is a negotiable item.
 - Comment: Canvas should come up with a solution for us (to allow faculty members to opt-in or opt-out). We are their customer.
 - A: It could also be put out there as a discussion item on the OEI.
 - Comment: [An excerpt from a SRJC Board Procedure was read to the Council, "District contracts with outside vendors for electronic communications services shall explicitly reflect and be consistent with all District policies related to privacy." (Board Procedure [2.13P](#)).] This is a clear violation of this policy, and it needs to be fixed now or someone will be able to grieve it.
 - Lisa confirmed that the wish of the Council: that Canvas help staff would only have access to instructor courses if those faculty members give permission for access.

- There was a discussion regarding the desire of some faculty members for technical support that might be limited with the opt-in/opt-out requirement above versus the need for the protection of faculty privacy by limiting access to their courses.
- Lisa thanked the Council for their input and offered to help with any additional issues that arise.

The meeting was adjourned at 5:13 p.m.

Minutes submitted by Carol Valencia.