

EXECUTIVE COUNCIL MEETING MINUTES

November 9, 2016

(Approved by Executive Council on December 14, 2016)

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

Staff members present: 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**. None.

Closed Session adjourned at 3:56 p.m.

OPEN SESSION

Open Session reconvened at 4:08 p.m.

MEMBER CONCERNS WITHIN AFA'S PURVIEW

1. **Faculty Liability**. Bud Metzger raised a question about the District's willingness to support faculty members in situations where they are accused of wrongdoing while performing their job duties. Having raised this concern in the past, he would now like an answer from the District.
2. **Online Grading Information**. Bud explained that he recently discovered that there is information online about the grading patterns of SRJC faculty members. He was informed by a representative of the District that this information is available on www.myedu.com, a website recently purchased by Blackboard. He added that it is troubling that this information is readily available.
3. **Passage of Proposition 55**. Sean Martin read a message from Councilor Deirdre Frontczak expressing thanks to all who promoted [Proposition 55](#) which passed with a 62 percent "yes" vote. The passage of this proposition protects California Community College funding for now.
4. **Attack on Union Service Fees**. Sean raised a concern about the inevitable attack on a union's right to collect service fees from non-members given the outcome of the presidential election. He urged AFA to be proactive in garnering support for increased membership and other measures to ensure a secure funding source for the important work of AFA.
5. **Requirement to Identify Undocumented Persons**. Sean raised a working conditions concern. Because the court neglected to overturn an Arizona law (SB 1070) that requires public officials to identify possible undocumented workers, a similar law could be passed in California whereby instructors would be required to report students or other members of the community they suspect are undocumented. AFA should start looking ahead and be proactive to prevent the passage of such a law

in California. (For more information, see <http://www.latimes.com/nation/immigration/la-na-nn-arizona-immigration-law-20150905-story.html> .)

6. 2030 Bond Planning Process. Shawn Brumbaugh raised a concern about collaboration and shared governance in the bond planning process. He explained that there is the appearance of transparency, but the input of faculty members is not valued and not included in the decision-making process. He urged faculty to get together and discuss this issue.

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 October 26, 2016 Executive Council meeting as submitted (17 in favor, 0 opposed, 0 abstentions).

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

PRESENTATION

1. Board Policy & Procedure 2.16: Records Retention and Destruction (*Scott Conrad & Dan Exelby, Information Technology Department*)

- Scott and Dan explained that Title 5 has requirements for document retention (see [https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I0DEF97E0D48611DEBC02831C6D6C108E&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I0DEF97E0D48611DEBC02831C6D6C108E&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default))), and this policy and procedure are not changing those requirements. The purpose of these revisions is to specify the current District practices and procedures for document retention that are not found in Title 5.
- Class 3 Records can be destroyed after the third academic year they are created, and records will be classified once per year.
- Most grades and student records are kept electronically by the Admissions & Records department.
- A question was raised about the Ed Code requirement for instructors to keep gradebook back-up documents. Scott explained that he will verify the Ed Code requirements for grade and final exam retention by instructors.
- The last section of the Procedure explains that the paper version of permanent records can be destroyed once an electronic copy is made.
- Procedures for email message retention will be in a separate policy from Policy & Procedure 2.13. Language on that issue will not be brought forward until there is a draft written by a committee with representation from all constituent groups. When that procedure is written, it will only address the deletion of email messages that have not been saved into sub-folders but remain in "sent" and "deleted" folders for a specified period of time.
- Terry Ehret raised concerns about the security of records being stored electronically ("Permanent, Microfilm and Electronic Copies" section). She suggested that perhaps language could be added about using an "industry-standard secure vendor." Scott and Dan took note of this suggestion.
- Terry also raised a concern about the Board's authority to determine permanent records at their will ("Timeline" section). Scott explained that this language is included to address legal situations that may arise where the District must retain records until a matter is resolved.
- Scott and Dan thanked the Council for their input and explained that the next step is to make revisions based on feedback from constituent groups, and then come back for review before going before the Board for final approval.

DISCUSSION ITEMS

1. Reassigned Time Request—Spring 2017

- Karen explained that the Reassigned Time Request for Spring 2017 should be approved by the Council today, if possible. She called for discussion of the proposal. There being none, a motion was made, seconded and approved by unanimous voice vote to move this item to an Action Item (17 in favor, 0 opposed, 0 abstentions).

2. Spring 2017 Calendar

- Karen asked the Council to review the draft Spring 2017 Calendar. There being no questions or discussion, a motion was made, seconded and approved by unanimous voice vote to move this item to an Action Item (17 in favor, 0 opposed, 0 abstentions).

3. **Member Relations and Communications Planning, Part 2**

- Karen explained that the Council began this discussion two meetings ago. Using the list of ideas from that meeting, Councilors were asked to join a different group or remain with the original one. She explained that the goal for the discussions is to list some action steps that can be accomplished this academic year. The Council split up into three groups, recording their ideas. At the conclusion of the discussions, Karen explained that all the ideas will be compiled into one list and distributed to the Council for further consideration.

ACTION ITEMS

1. **Reassigned Time Request—Spring 2017**

- This item was moved from a Discussion Item. There being no further discussion, a motion was made, seconded and approved by unanimous voice vote to approve the Reassigned Time Request for Spring 2017 as submitted (17 in favor, 0 opposed, 0 abstentions).

2. **Spring 2017 Calendar**

- This item was moved from a Discussion Item. There being no further discussion, a motion was made, seconded and approved by unanimous voice vote to approve the Spring 2017 Calendar as submitted (17 in favor, 0 opposed, 0 abstentions).

OTHER REPORTS

1. **President's Report.** None.

The meeting was adjourned at 5:02 p.m.

Minutes submitted by Carol Valencia.