



**EXECUTIVE COUNCIL MEETING MINUTES**

April 10, 2019

*(Approved by Executive Council on April 24, 2019)*

Executive Councilors present (noted by \*):

- |  |                 |                      |                |
|--|-----------------|----------------------|----------------|
| *Karen Frindell Teuscher, <i>presiding</i> | *Dianne Davis   | *Bud Metzger         | *Mike Starkey  |
| *Filomena Avila                            | *Claire Drucker | *Terry Mulcaire      | *Erin Sullivan |
| *Paulette Bell                             | *Robert Jackson | *Jessica Paisley     | *Sarah Whyllly |
| *Shawn Brumbaugh                           | *Sean Martin    | *Margaret Pennington | Albert Yu      |
| *Ted Crowell                               | *Molly Matheson | *Karen Stanley       |                |

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

Staff members present: Carol Valencia

The meeting was called to order at 3:14 p.m. in Lark #2004, 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.
3. **Cabinet Report**. None.

Closed Session adjourned at 4:02 p.m.

**OPEN SESSION**

Open Session reconvened at 4:05 p.m.

**MEMBER CONCERNS WITHIN AFA’S PURVIEW**

1. Margaret Pennington reported an update on her previous request that a confidentiality matter be put on the Closed Session agenda. She has spoken with Karen and also received an email message from her. She would like to reiterate her previous request that the matter be placed on a Closed Session agenda.
2. Mike Starkey reported that, regarding the Early Retirement Option (ERO) Side Letter recently signed by AFA and the District (see [http://www.afa-srjc.org/Contract/MOU/sideletter\\_art24\\_ERO-deadline.pdf](http://www.afa-srjc.org/Contract/MOU/sideletter_art24_ERO-deadline.pdf) ), if a faculty member would like to know how their adjunct years convert to FTE years of service, he/she can contact Christie Colón in Human Resources.

**MINUTES**

There being no corrections or additions, the Council approved a motion made and seconded to approve the minutes from the March 27, 2019 Executive Council meeting as submitted (14 in favor, 0 opposed, 3 abstentions).

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

## PRESENTATION

### 1. Proposed Draft Board Policy & Procedure: Accessibility of Information and Communication Technology (*Leila Rand, Coordinator, Online Accessibility*)

- Leila works in the IT department and has responsibility to ensure that all materials on the SRJC website and on Canvas are accessible.
- She introduced the guests she brought with her: Phyllis Usina (College Council Co-Chair), Lisa Beach (Director of Distance Education), Corrine Haverinen (Instructional Accessibility Specialist), and Kim Starke (Dean of Disabled Student, Programs & Services).
- Many colleges are being sued because their online presence is not accessible.
- These draft Policy & Procedures (P&P) have been reviewed by the Academic Affairs Council, Classified Senate, SEIU, Student Services Council, Management Team and District Online Committee. This draft reflects changes based on input from these constituent groups.
- These P&P will be in Section 2 of the Policy Manual and will replace other policies that refer to accessibility.
- The Policy is simple and brief.
- Summary of the Procedure:
  - The first paragraph is a reiteration of the policy language.
  - Scope Section
    - There is an intersection of accessibility and accommodations. The red wording reflects changes based on feedback from the constituent groups above.
    - Much of the new software purchased is coming already accessible out of the box, so that is helpful.
  - Definitions Section
    - Information and Communications Technology (ICT) has a very broad definition.
    - Accessibility Exception Review process:
      - This is an important protection for faculty in the event of student complaints.
      - The timeline (originally 10 days) was taken out because of the number of people who need to meet together during the review process. It is usually not a time-crunch situation.
      - Comment: I would like to see more content experts (department faculty) on the panel (at least a number equal to the rest of the panel).
      - The department dean could easily be taken out and replaced with a faculty member.
    - This procedure applies to face-to-face courses, too, although they are harder to monitor. Any issues usually come in the form of student complaints.
- Please send any additional comments to Leila before next Wednesday when she will be presenting before the Academic Senate.
- Leila provides regular training and support to assist faculty and other college employees in the process of making their documents accessible.

## DISCUSSION ITEMS

### 1. Fall 2019 Executive Council Calendar

- Karen reviewed the draft calendar with the Council and pointed out the dates for the Retreat and Petaluma meeting.
- She asked for questions or comments on the draft. There being none, a motion was made, seconded and approved by unanimous voice vote to move this to an Action Item (17 in favor, 0 opposed, 0 abstentions).

### 2. AFA Summer 2019 Budget for Officer Hours

- Karen reviewed the proposed Summer 2019 Officer Hours Budget with the Council. These figures are the same as what was proposed and approved for Summer 2018 before the extra negotiation meetings were scheduled. She is encouraging officers to take time off this summer and only do the work that is absolutely necessary.
- She asked for questions or comments. There being none, a motion was made, seconded and approved by unanimous voice vote to move this to an Action Item (17 in favor, 0 opposed, 0 abstentions).

## ACTION ITEMS

### 1. **Appointment of AFA Other Appointed Positions, 2019-20**

- Karen explained that the only position we are voting on is Negotiator Data Analyst. At our last meeting, Warren Ruud was nominated.
- She asked for further nominations. There being none, a motion was made, seconded, and approved by unanimous voice vote to appoint Warren Ruud as the Negotiator Data Analyst for 2019-20 (17 in favor, 0 opposed, 0 abstentions).

### 2. **Appointment of AFA Representatives to District-wide Committees, 2019-20**

- Karen explained that we began nominations for committee appointments at our last meeting, and the current slate of nominees is in the meeting packet. She asked for further nominations.
- Sean Martin was nominated for the PGI committee, but the nomination was declined.
- Shawn Brumbaugh was nominated for the Professional Development Committee.
- With the additional nomination above, a motion was made, seconded and approved by unanimous voice vote to approve the slate of nominees for the AFA Representatives to District-wide Committees for 2019-20 (17 in favor, 0 opposed, 0 abstentions).

### 3. **Fall 2019 Executive Council 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 Fall 2019 Executive Council Calendar (17 in favor, 0 opposed, 0 abstentions).

### 4. **AFA Summer 2019 Budget for Officer Hours**

- 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 Summer 2019 Budget for Officer Hours (17 in favor, 0 opposed, 0 abstentions).

## OTHER REPORTS

### 1. **President's Report.** Karen reported briefly on the following items:

- At the Board meeting last night, she read the AFA resolution in support of an increase to the student worker minimum wage (see [http://www.afa-srjc.org/Misc/resolution\\_re\\_min\\_wage.pdf](http://www.afa-srjc.org/Misc/resolution_re_min_wage.pdf) ). The Board instead voted for a tiered raise. The students told the Board that they were not thrilled with the decision, and the District said they would keep working on something better. Sarah Whyllly added that the Board also did not affirm that they would not reduce student hours in response to the tiered wage increase.
- Karen also reported to the Board that AFA is in support of AB 897 that would raise the cap on the adjunct load percentage from the current 67 percent to 80-85 percent. (See [https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=201920200AB897](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB897) ).

The meeting was adjourned at 4:55 p.m.

Minutes submitted by Carol Valencia.