

EXECUTIVE COUNCIL MEETING MINUTES

January 22, 2020

(Approved by Executive Council on February 26, 2020)

Executive Councilors present (noted by *):

*Sean Martin, <i>presiding</i>	*Deirdre Frontczak	*Bud Metzger	*Kat Valenzuela
*Ashley Arnold	*Robert Jackson	*Jessica Paisley	*Sarah Whyllly
*Paulette Bell	*Steven Kessler	Margaret Pennington	<i>Contract Vacancies (2)</i>
*Shawn Brumbaugh	*Laura Larqué	*Karen Stanley	
*Claire Drucker	*Matthew Martin	*Erin Sullivan	

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

Staff members present: Carol Valencia

The meeting was called to order at 3:05 p.m. in Kunde #113, 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 4:02 p.m.

MEMBER CONCERNS WITHIN AFA'S PURVIEW

1. Definition of Department Electorate. Paulette Bell raised a concern from an adjunct faculty member about the definition of Department Electorate in the AFA/District Contract (see [Art. 7: Definitions](#)). This faculty member is in two departments due to a department split in prior years and, as a result, is never able to have the 40 percent load in any one department that is required for voting. The faculty member asked if overall SRJC load could be used rather than 40 percent in each individual department.
2. Pressure to add students to courses. Paulette raised a concern about students trying to add into courses this semester because the number of sections was decreased by her department. She also raised a concern about individuals from the Admissions & Records and Counseling departments pressuring her to provide add codes to specific students. There was a discussion about this not being the protocol for the Counseling department.
3. Hiring Training for Adjunct Faculty. Sarah Whyllly raised a concern about an email message sent to all adjunct faculty about a training to help adjuncts prepare to apply for the full-time faculty positions coming available this spring. She found it especially inappropriate because most of the presenters are administrators.
4. IT Department Handling of Reported SPAM Messages. Canon Crawford raised a concern about the handling by the IT department of his recent report of a SPAM email message. After reporting the message to IT, they shut down his account and monitored it for a period of time afterward.

5. Council Introductions. Karen Frindell asked if Council introductions could be made since we have several new Councilors this semester.

MINUTES

There being no corrections or additions, the Council approved a motion made and seconded to approve the minutes from the December 11, 2019 Executive Council and General Membership Meeting Minutes as submitted (15 in favor, 0 opposed, 0 abstentions).

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

PRESENTATION

1. **Title V Hispanic Serving Institution (HSI) Grant Application Update (*Robert Holcomb, Dean of Language Arts & Academic Foundations*)**

- Robert explained that the District is applying for a new \$3 million grant that will be for 5 years. The application deadline is Feb. 10.
- The grant has two Competitive Preference Priorities, and SRJC's application will address both of them.
- The "weaknesses" noted in the review of SRJC's last (unsuccessful) application are being used to improve this one.
- If the proposal is not successful this go-around, additional recipients will be selected in the next cycle.
- The Council and guests were directed to the section on personnel. The "job descriptions" in this section are required for the grant proposal but should be seen as "placeholders". The actual descriptions and compensation for faculty would be negotiated with AFA after the grant is accepted.
- This new proposal scales up the number of students served from the last proposal which focused on only a few learning communities.
- Comment: I'm concerned about the narrow focus of the financial literacy competency. I would hope that SRJC's implementation would reflect our institutional values and not just this narrow focus.
- Please contact Robert directly with any other questions, comments, or concerns.

DISCUSSION ITEMS

1. **Spring 2020 Department Liaison Vacancies**

- Sean gave a brief explanation of the role of department liaisons and explained that there are several vacancies for the current semester. He asked Councilors to consider signing up for one of the vacancies if not already serving as a department liaison. The following Councilors volunteered for openings: Matthew Martin for Art; Kat Valenzuela for Business; Steven Kessler for Culinary Arts; and Ashley Arnold for Work Experience.

2. **CCCI Spring Conference Attendees**

- Sean explained the purpose of the CCCI conference. AFA has a process for determining who is selected to attend the conference. We also will pay for conference registration for anyone who wants to attend the one full day (Friday). Please let AFA staff know by Feb. 12 if you are interested in attending.

3. **Replacement of AFA Representatives to District-wide Committees**

- Sean explained that we still have three committee representative vacancies for this semester: Fringe Benefits meets on Thursday mornings but only 1-2 times per semester; Sabbatical Leaves meets on Monday afternoons; and Sustainability meets on Thursday afternoons. Steven Kessler volunteered to serve on the Sabbatical Leaves committee.

4. **Council Vacancies: Adjunct Full Term (2020-22), Contract Replacements (2) (2019-21)**

- Sean explained that these vacancies are being advertised, and any candidates will be reviewed at our next meeting, on Feb. 12. In accordance with the AFA Bylaws, the Council can either appoint a candidate or send the selection out to the membership for a vote.

ACTION ITEM

1. **Election of AFA Officers, Negotiators and Other Appointed Positions, 2020-21**

- Sean reviewed the list of nominees from the Dec. 11 meeting and called for further nominations. Casandra Hillman was nominated for Conciliation-Grievance Officer.
- A motion was made, seconded and approved by hand vote to appoint the following officers in uncontested elections (14 in favor, 0 opposed, 0 abstentions):
 - President: Sean Martin
 - Executive VP: Karen Stanley
 - VP of Membership & Outreach: Steven Kessler
 - Chief Negotiating Officer: Karen Frindell Teuscher
 - Conciliation Grievance Officer: Casandra Hillman
- There were no nominees for Secretary-Treasurer and Financial Analyst, so those elections will be carried over to the next meeting.
- For the contested positions, paper ballots were issued, collected and counted. The following individuals were elected:
 - Adjunct Cabinet Representative: Jessy Paisley
 - Adjunct Negotiators: Claire Drucker and Warren Ruud
 - At-large Negotiators: Marc Bojanowski and Mark Ferguson

OTHER REPORTS

1. **President's Report.** None.
2. **Treasurer's Report:** November & December 2019
 - For the November report: we paid additional CCCI Fall Conference expenses (*Conference & Travel* expense item), two months of FACCC dues (*Professional Fees: Dues* expense item), and our annual rent payment (*Rent* expense item).
 - For the December report: we donated \$500 to the West County teachers for their labor dispute (*Donations* expense item), and we paid for Fall 2019 reassigned time (*Reassigned Time* expense item).
 - One item of concern is that, at the halfway point through our fiscal year, our revenue is \$12,000 below our projections. We are still projecting a surplus of revenue over expenses for the year, but we want to keep an eye on this trend as we go through the spring semester.

The meeting was adjourned at 5:15 p.m.

Minutes submitted by Carol Valencia.