

**Mt. SAC Faculty Association
Executive Board Meeting
November 26, 2019**

Present: Chan, Esslinger, Greco, Greenberg, Heard, Horton, Kaljumagi, Lancaster, Sholars, Ward, Woolery.
Absent: Ott, Thomas, Uyeki,.

I. Call to Order and Approval of Agenda

The meeting was called to order and a motion was made, seconded and carried to approve the agenda at 11:35 a.m.

II. Approval of Minutes

The minutes of November 12, 2019 were approved as written.

III. President's Report – Joan Sholars

A. Executive Board Position – Gary Enke has submitted his resignation from the Executive Board. We could open nominations at the December Rep Council and close them in March and do the election in March or hold the seat vacant and fill it during the regular election cycle. This is on the agenda for discussion.

B. MOUs – In an effort to be more transparent, Joan will be reporting to the Executive Board any side letters or MOUs that are signed between the FA and the District. In that vein, she signed a side letter allowing classroom visitations for one of our probationary faculty to extend past the 12th week deadline due to a family emergency. Karelyn Hoover and Joan are talking to Richard Mahon on Monday concerning a faculty member's request to spread load and teaching more units than allowed online. Both Karelyn and Joan agree that there was a misunderstanding with this professor who thought that their request had already been approved. We are willing to agree to a side letter for this one semester only. We are letting Richard decide this one.

C. Executive Board Position – Joan has resigned her position at CTA State Council effective June 15, 2020. Antoine Thomas had mentioned that he would be interested in running for this position.

D. Board of Trustees Meeting – At the Board of Trustee meeting on Wednesday, November 13, Joan asked to pull an item from the Board agenda concerning management contracts. Joan specifically asked that the Board look closely at Jennifer Galbraith's and Fawaz Al-Malood's contracts. Joan asked the Board to do an investigation into the claims by faculty that they are being retaliated against. The Board did pull the item and discussed it. The agenda item was passed with the caveat that the District investigate some of the allegations. Joan has not heard anything about the investigation as of yet.

E. Temporary Replacement Board Member Jay Chen – The Board of Trustees is looking at a temporary replacement for Jay Chen's Board seat. They have no policy on filling a seat temporarily as Jay will be returning during the summer. The District is looking at writing policy in order for the Board to appoint someone temporarily. The Board is split whether this is a good idea or not. Both 262 and 651 sunshined their reopeners at this Board meeting.

F. Expanded PAC – At Expanded PAC on Wednesday, November 13, the strategic plan was discussed. The main idea that Joan heard expressed is that we hope to have a written strategic plan before the end of this year. We also talked about what do we want to see in PIE.

IV. Vice President's Report – Emily Woolery

A. AP 3445 Accessibility of Electronic Media Workgroup – The workgroup met on November 20. A draft of the AP and recommendations for implementation are included in this packet.

B. President's Advisory Council (PAC) – Expanded PAC met on November 13. Presentation topics were: Student Centered Funding Formula (SCFF) – Overview, Update on Budget and Projects; Strategic Planning (SP): The Next Generation; PIE Summary Report – What would you like to see in it? PAC will meet again on November 27.

C. Board of Trustees – The BoT met on November 13. We heard informational reports on Measure GO Quarterly Project Update and Transfer Outcome Report. The BoT agreed to appoint a temporary interim member of the Board of Trustees representing Area 5. It is accepting applications for this interim position. The BoT will meet again on December 11.

D. Inclusion Summit – Emily attended the Inclusion Summit: Critical Conversations About Our Students on November 15. We heard presentations and participated in breakout sessions on: 1) Placement, Accessibility, and Meeting our Students' Needs Through the Equity Lens (AB 705 and Developmental Education); 2) Academic Support Services Through the Equity Lens; 3) GPS Through the Equity Lens.

V. Treasurer's Report – Steve Lancaster

Treasurer Lancaster reviewed the September 1, 2019 – November 26, 2019 Treasurer's Report and stated that the auditor came last Friday and received the required information. The Treasurer's report is accurate except for a few recent items that need to be recorded. We have received the official letter from CTA stating the installments will be \$11,285 up from last year's installments of \$10,450.

VI. Director J Report – Linda Chan

Linda Chan provided the CCA Director J Report and highlighted the following items: 1) Merced – faculty being falsely accused of dishonesty; 2) San Joaquin Delta – new contract with 3.5% increase this year, and 3% next year; 3) Rio Hondo – prioritization of part time faculty assignments; 4) North Orange – change in negotiations leadership, board meetings open to all members and communication from leadership has improved; 5) Citrus College – challenging a discrimination claim by student against a faculty member feeling the faculty member did not receive due process; 6) Rancho Santiago – ratified a 12% raise over 3 years (4% this year, 4% next year, and 4% the following year); 7) Mira Costa – negotiating noncredit salaries increased to .817 load parity; 8) South Orange County – negotiated 2.85% salary increase for 2019-20 and 2.92% for 2020-21; 9) Norco – large number taking the Golden Handshake, 2 hours of compensation for sexual harassment training, 3 hours extra pay for PT faculty teaching at high schools and prisons, and PT faculty allowed to evaluate each other; 10) Committee Concerns: a) Racial & Ethnic Minority Committee – what are statistics of new hires in terms of ethnicity, gender, race, gender identification and please submit the name of contact for your equity team; b) Budget Committee – considering a new auditor. The next board meeting will be on February 7, 2020. Please let Linda know what issues should be brought to the CCA Board.

VII. SOne/CTA State Council Report – Joan Sholars

A. Service Center One – Joan announced that on December 3rd, she will be attending CTA's Board of Trustees dinner with Robert Hildago and Richard Mahon. The next SOne meeting will be held January 21, 2020 from 4:30 – 9:00 pm at the San Dimas Country Club.

VIII. Academic Senate Report – No Report

IX. Adjunct Faculty Advisory Committee – Herschel Greenberg/Linda Chan

The Adjunct Faculty Advisory Committee (AFAC) met November 19, 2019. Topics discussed: 1) English department issues were resolved; 2) We would like to have two workshops in the Spring: "How to Diffuse Difficult Situations with Students" & "Open Forum – by adjuncts, for adjuncts Q & A"; 3) The success of the Adjunct Appreciation Day on October 22; 4) Brochure; 5) Having possible virtual meetings. Our belief is that we may need to continue discussions on ongoing issues and the allotted once per month meeting may not be enough; 6) How to counter negative and unprofessional messages by adjuncts. The following are the goals for 2019-2020: 1) Increase membership by reaching out to adjuncts, having workshops and being a

resource to adjuncts; 2) Act as a conduit of communication between adjunct and FA; 3) Become a permanent committee. A huge issue facing adjunct faculty is the discontinuance of the Office license. Adjuncts will not have the access to Word, Excel, PowerPoint, etc. as do the full-time faculty. It will increase the difficulty to access for adjuncts who use the Microsoft Office program, especially for the non-credit adjunct since they teach these programs to the students. This is an issue of equity and student success. The AFAC would like to request \$500 for food for each of the workshops (\$1000 total) and use of the Founders Hall for March 17th at 11:30 a.m. for the first workshop the second workshop; date is to be determined. Our next scheduled meeting is Tuesday, December 17th at 11:30 a.m. on ZOOM.

X. Insurance Task Force – Joan Sholars/Sandra Esslinger – No Report

XI. Professional Development Committee – Linda Chan – No Report

XII. Closed Session – Grievance and Negotiations Report

The Executive Board reviewed and discussed the Grievance and Negotiations reports.

XIII. Old Business – Action Item

A. Standing Rules – A motion to postpone the Standing Rules to determine the financial impact of the AFAC was made, seconded and carried. This will be an action item at the next Executive Board meeting on December 10, 2019.

B. CCA Winter Conference Appointments – Joan Sholars and Emily Woolery – A motion was made, seconded and carried to approve the appointment of Joan Sholars and Emily Woolery to the CCA Winter Conference.

C. Number of Flex Days Joint Task Force Appointment: Vicki Greco – A motion was made, seconded and carried to suspend the rules and appoint Vicki Greco to the Number of Flex Days Joint Task Force. Approved at November 12, 2019 meeting.

D. Salary and Leaves Committee Appointment – Tamra Horton – A motion was made, seconded and carried to approve the appointment of Tamra Horton to the Salary and Leaves Committee.

E. Splitting CD – A motion was made, seconded and carried to approve the splitting of our CD to allow for access to funds throughout the year.

F. Shadows – A motion to postpone the decision regarding Shadows was made, seconded and carried. This will be an action item at our next Executive Board Meeting on December 10, 2019.

G. December 10 Meeting Location – A motion was made, seconded and carried to hold the December 10 meeting in the FA Office.

H. AP 3445 – Accessibility of Electronic Media – The workgroup made modifications to AP 3445 – Accessibility of Electronic Media to clarify some language and remind faculty and staff what resources are available.

XIV. New Business – Discussion

A. Grievance Committee Appointment – Donna Necke – It was proposed that Donna Necke be appointed to the Grievance Committee. This will be an action item at our next Executive Board Meeting on December 10, 2019.

B. Negotiation Survey Results – The Negotiations Survey results were provided. The Executive Board was directed to review the results and be prepared to give rankings at the next Executive Board meeting on December 10, 2019.

C. Grievance Committee Training – It is necessary to provide grievance training to faculty to assist with the beginning levels of grievances. The proposed date is Friday, January 10 from 11 am – 2 pm in the FA Office with a food budget of \$500. This will be an action item at our next Executive Board Meeting on December 10, 2019.

D. Spring Adjunct Orientation Budget– It was proposed that a budget of \$1250 be approved for the Spring 2020 Adjunct Orientation budget. The Spring 2020 Adjunct Orientation will be held Thursday, February 20, 2019 in three sessions: 8:00 – 11:00 am; 12:00 – 3:00 pm; and 4:00 – 7:00 pm. This will be an action item at our next Executive Board Meeting on December 10, 2019.

E. Flex Day Budget – It was proposed that a budget of \$2000 be approved for Spring Flex Day. This will be an action item at our next Executive Board Meeting on December 10, 2019.

F. Vacant Director Position – The Executive Board discussed the possible scenarios for filling the vacant Director’s position. This will be an action item at our next Executive Board Meeting on December 10, 2019.

G. Academic Awards Packet – The 2019 – 2020 Academic Awards Packet was provided for review and recommendation. This will be an action item at our next Executive Board Meeting on December 10, 2019.

H. CTE Awards Packet – The 2019 – 2020 CTE Awards Packet was provided for review and recommendation. This will be an action item at our next Executive Board Meeting on December 10, 2019.

I. Extra Curricular Awards Packet – The 2019 – 2020 Extra Curricular Awards Packet was provided for review and recommendation. This will be an action item at our next Executive Board Meeting on December 10, 2019.

XV. Open Discussion – Faculty Open Forum

The invitation of Richard Mahon to the December 3rd Representative Council meeting has been proposed.

XVI. Announcements

A. Next Representative Council Meeting – Tuesday, December 3, 11:30 – 1:00 in Founders Hall.

B. Next Board of Trustees Meeting – Wednesday, December 11, 6:00 p.m. in Founders Hall.

C. Next Executive Board Meeting – Tuesday, December 10, 11:30 – 1:00 in the FA Office.

D. Next Adjunct Faculty Advisory Committee Meeting – Tuesday, December 17, 11:30 – 1:00 in the FA Office.

E. CCA Winter Conference – February 7 – 9 at the DoubleTree San Diego Mission Valley.

F. Next SCOne Council Meeting – January 21st, 4:30-9:00 p.m. at the San Dimas Country Club.

XVII. Adjournment

The meeting was adjourned at 1:30 p.m.

The minutes were respectfully submitted by Liz Ward, Faculty Association Secretary