

**Mt. SAC Faculty Association
Executive Board Meeting
January 21, 2020**

Present: Chan, Esslinger, Greenberg, Heard, Horton, Lancaster, Sholars, Uyeki, Ward, Woolery.

Absent: Greco, Kaljumagi, Ott, Thomas.

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 with the addition of New Business: E. Jury Duty Pay and F. FA Exec Meeting on February 18th at 11:35 a.m.

II. Approval of Minutes

The minutes of December 10, 2019 were approved as written.

III. President's Report – Joan Sholars

A. Welcome Back – Joan welcomed the Executive Board back and wished a Happy New Year to all. She hope that all are ready for a busy and productive year.

B. Proposed Mission and Vision – PAC will be discussing the proposed new vision, mission and core values at the next meeting. Joan will ask to pull it so that the new proposal can be seen by both the Executive Board and the Rep Council. Joan emailed everyone a copy of the proposal and it was included in the Executive Board's packet.

C. Grievance Committee Training – On Friday, January 10, the FA held a Grievance Committee Training. David Mrofka, Maria Davis, Emily Woolery, Tamra Horton, Donna Necke, and Vicki Greco attended the training and discussion session. Discussion ensued concerning getting more people involved in the process without creating more work for the Vice President, needed education for faculty on the grievance and dispute process, required training for classroom evaluators, restorative justice training for faculty and managers, and a Grievance Chair that is not the Vice President. The goal is to involve the Executive Board and the Rep Council in these discussion before anything is set in stone. The Grievance Committee is asking the Governance Committee to review the function of our committee as stated in the Standing Rules.

D. MOU – Joan met with Richard Mahon concerning an MOU to correct a mistake in the contract. The MOU was provided in the packet.

E. Separation Agreement – On Wednesday, January 15, Joan met with Sokha Song, Richard Mahon and a 1st year probationary faculty member to sign a separation agreement. This faculty member is resigning as of June 30, 2020.

F. MOU for FT Non-Credit Faculty – On Monday, January 6, Emily Woolery, Abe Ali, Madelyn Arballo and Joan met to work on a Side Letter or MOU to fix the salary schedule placement for our full-time non-credit faculty. We have agreed in principle that these faculty should be placed on the Vocational track and not the Academic track. We are looking at the minimum qualifications to determine what track a faculty member should be placed – Master's – Academic; below Master's – Vocational. We are also thinking about doing this as a pilot for a few years to make sure that there are not any unintended consequences.

G. Discipline Clause – On Tuesday, January 14, Joan met with Abe Ali concerning a possible Discipline clause for our contract. We are in discussions at this time. Joan needs input from both sides – pro and con for a discipline clause. This will not be done without input from many people.

H. Treasurer Lancaster – Stephen Lancaster has informed Joan that he is not going to run for Treasurer. Please be on the look out for someone who would be interested in running for Treasurer. The

reassigned time is 3 LHE for Fall and Spring and 1 LHE for Winter and Summer. There is CTA training available.

I. Linda Chan – Linda Chan has informed Joan that she will be retiring after this year. Congratulations to Linda. This means that we need someone to run for CCA Director position at the Spring Conference.

J. Jury Duty – Vera has informed Joan that she has jury duty summons for next week. We have not paid in the past for jury duty. She is asking that we consider payment for her two days of possible jury duty.

IV. Vice President's Report – Emily Woolery

A. PAC – PAC met on December 11 and January 8. Emily did not attend the December 11 meeting. At the January 8 meeting, Bill Rawlings provided a Board of Governor's update. PAC approved BP/AP 3721 Information Security and reviewed purpose and function statements and committee goals for Campus Equity and Diversity Committee and Homelessness and Basic Resources Committee. PAC will meet again on January 22.

B. Board of Trustees – The BoT met on December 11 and January 8. The BoT will meet again on February 26.

C. Human Resources Meeting – Emily attended meetings with Human Resources regarding Salary placement for faculty with MQs less than a Master's degree (CTE and noncredit), and BPs/APs on the prohibition of discrimination and harassment.

D. FLEX Day – The Faculty Association's FLEX Day breakout session proposal was accepted, "Negotiations Update: What to Expect in the Next Contract."

V. Treasurer's Report – Steve Lancaster

Treasurer Lancaster reviewed the September 1, 2019 – January 21, 2020 Treasurer's Report and stated that we are in the surplus for the first time this academic year. Our budget is in good shape. Treasurer Lancaster will be setting up a meeting with the Budget Committee to review line item budgets but he doesn't see any issues and doesn't anticipate any future problems.

VI. Director J Report – Linda Chan – No Report

VII. SOne/CTA State Council Report – Joan Sholars

A. Service Center One – Joan announced that she will be attending tonight's meeting (January 21, 2020) from 4:30 – 9:00 pm at the San Dimas Country Club.

VIII. Academic Senate Report – Chis Uyeki

A. FLEX Day – FLEX Day consists of three breakout sessions and a prestigious opening speaker who came highly recommended. The Spring FLEX Day is not mandatory, but can be used for up to 6 hours of faculty FLEX obligation of 12 annual hours. The Academic Senate has partnered with the Muslim Students Association and Associated Students for breakout sessions and potentially for lunch. FA is sponsoring breakfast.

B. Academic Senate for California Community Colleges Adjunct Academy – Chisa will be attending the Academic Senate for California Community Colleges Adjunct Academy on January 23. This will be addressing the challenges that adjunct faculty face at the community college level.

IX. Adjunct Faculty Advisory Committee – Herschel Greenberg/Linda Chan- No Report

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. CCA Winter Conference Appointments – There are no additional appointments to the Winter CCA Conference.

B. Shadows/Resources – A motion was made, seconded and carried to pay Winter Shadows/Resources hourly (\$60/hour) with \$750 max and pay Spring 1 LHE or the hourly amount, whatever is best for the Negotiations Shadows/Resources.

C. Negotiation Survey Results – A motion was made, seconded and carried to negotiate the following items from the Negotiation Survey: 1) Safety – #28; 2) Faculty Evaluation – #31; 3) Substitutes for Hiring Committees – #18; 4) Virtual Office Hours – #16 with the understanding that items negotiated and not awarded this Winter will be part of the Spring Negotiations.

D. Office Staff Raises – A motion was made, seconded and carried to approve an increase of \$2.50/hour (to \$20.00/hour) for Vera and keep Susan at \$22.00/hour.

E. Awards Committee Appointment – Kristen DeWilde, Lani Ruh – A motion was made, seconded and carried to approve the appointment of Kristen DeWilde and Lani Ruh to the Awards Committee.

F. Academic Awards Packet – A motion to postpone the decision regarding the Academic Awards Packet until the next Executive Board meeting on February 18th was made, seconded and carried.

G. Extra Curricular Awards Packet – A motion to postpone the decision regarding the Extra Curricular Awards Packet until the next Executive Board meeting on February 18th was made, seconded and carried.

H. CTE Awards Packet – A motion to postpone the decision regarding the CTE Awards Packet until the next Executive Board meeting on February 18th was made, seconded and carried.

XIV. New Business – Discussion

A. Schools First CD – Stephen Lancaster – A motion to suspend the rules and change the signatory at Schools First by removing Eric Kaljumagi and Al Kirchgraber, adding Joan Sholars, Emily Woolery, Stephen Lancaster as signatories, leave Elizabeth Ward as signatory and require two signatures before any transaction can occur was made, seconded and carried.

B. CCA Spring Conference Appointments – It has been proposed that Joan Sholars, Emily Woolery, Linda Chan, Tamra Horton, Sandra Esslinger and Liz Ward be appointed to the CCA Spring Conference. This will be an action item at the next Executive Board meeting on February 18th.

C. Adjunct Faculty Seminar – March 17, 2020 – It has been proposed that a food budget of \$500 be allotted for the Adjunct Faculty Seminar to be held on March 17, 2020. This will be an action item at the next Executive Board meeting on February 18th.

D. Police and Campus Safety Committee Appointment – Kristina Allende – A motion to suspend the rules and appoint Kristina Allende to the Police and Campus Safety Committee was made, seconded and carried.

E. Employee Handbook Amendment – Jury Duty – A motion to suspend the rules and approve amending the Employee Handbook to pay office staff for Jury Duty with the understanding that they will surrender their jury duty pay was made, seconded and carried.

F. Executive Board Meeting February 18th – A motion to suspend the rules and approve the Executive Board meeting on February 18, 2020 from 11:30 – 1:00 in the FA Office was made, seconded and carried.

XV. Announcements

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

B. Next Board of Trustees Meeting – Wednesday, February 26, 6:00 p.m. in Founders Hall.

C. Next Executive Board Meeting – Tuesday, February 18th, 11:30 – 1:00 in the FA Office.

D. Next Adjunct Faculty Advisory Committee Meeting – Tuesday, March 17, 11:30 – by ZOOM.

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 1:05 p.m.

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