

**Mt. SAC Faculty Association
Executive Board Meeting
March 24, 2020 via Zoom**

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

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 a FPDC report at 11:30 a.m.

II. Approval of Minutes

The minutes of March 10, 2020 were approved as written with the amendment to the Treasurer's Report to state a Budget Committee proposal to increase the Conference and Training budget from \$21,000 to \$24,000.

III. President's Report – Joan Sholars

A. Temporary Remote Instruction (TRI) Side Letter – Joan attended a Zoom meeting with Richard Mahon and Abe Ali and discussed the TRI Side Letter. This Side Letter is an agreement between the District and the Faculty Association regarding Office Hours, FLEX Hours, Payment for Assignments, Class Cancellations and Shared Governance. This letter outlines expectations for faculty office hours, allows faculty to apply hours used to move their classes over to a DL format toward Flex hours and Supplemental Hours. It also stipulates faculty, librarians and counselors will be paid for their current assignments. This compensation applies to all credit and non-credit faculty, reassigned time, department chairs and coaches. The FA is looking into how to provide stipends to faculty for moving courses online. Of note was that chairs may not have classes but have been involved in facilitating the online process. Highlighted was the importance of compensating Chisa Uyeki for her outstanding guidance through this process as well as Emily Woolery, DL leads and department chairs.

B. Elections – Joan has adjunct faculty names to add to the elections candidate list. If we need to mail out election ballots to faculty, we can have Staples print the ballots and then send them to Susan's and Vera's house to prepare for mailing. We might need to request an electronic election. Joan will ask CTA for an exception to the usual allowable election process.

C. Rep Council Zoom Meeting April 7th – Joan will be inviting the Representative Council to the Zoom meeting on April 7th. Linda Chan volunteered to monitor the "Chat" questions allowing Joan to orchestrate the meeting. Chisa Uyeki offered to share her experience running a large Zoom meeting with Joan after this week's Academic Senate Zoom meeting.

D. Office Staff – Our FA office staff were given the week off with pay. Discussion followed as to how to proceed with staff and compensation. We are currently paying them for 24 hours per week. We need to determine how long we should continue paying our office staff. This is addressed in XIV.B New Business and became an action item by suspending the rules. (XIV. B. Office Closure and Employee Pay – A motion to suspend the rules and approve continuing to pay our FA office staff through the Spring semester was made, seconded and carried.)

E. Computers for President and VP – Joan stated that both she and Emily need to continue FA work remotely and do not have computers to allow for this work. A motion to suspend the rules and approve the purchase of two computers for up to \$2000 to allow the FA President and VP to work off campus was made, seconded and carried.

F. Faculty Compensation for Spring – Joan reported that the District has assured her that faculty will get paid for all of their Spring classes whether the class was cancelled or not. The FA does not represent Fee-Based instructors, but Joan will fight for continued compensation for them as well.

IV. Vice President's Report – Emily Woolery

A. Board of Trustees (BoT) – The BoT met on March 11 and March 16. On March 11 the BoT held a special meeting and approved Resolution No. 19-19 - Approving Paid Leave of Absence for Employees in COVID-19 Quarantine Process Pursuant to Education Code Section 87765. On March 11 the BoT held a regular meeting. At the regular meeting, newly tenured faculty introduced themselves. The BoT also heard an information report – School of Continuing Education Update. On March 16 the BoT held an emergency meeting and approved Resolution No. 19-20 - Authorization Needed to Take Any and All Necessary Actions to Prepare and Respond Effectively to the Novel Coronavirus (COVID-19) Declaring Emergency Conditions Exist at Mt. San Antonio College.

B. President's Advisory Council – Emily was unable to attend the PAC that was scheduled to meet on March 11 due to FA Open Forum Meetings.

C. Student California Teachers Association (SCTA) - SCTA had an initial meeting on March 5. SCTA attended Join-A-Club Day on March 11 and have not met since the campus closed to instruction.

D. Other – Joan Sholars and Emily attended regularly scheduled check-in meetings with the Vice President of Human Resources, Abe Ali, and Vice President of Instruction, Richard Mahon and Joumana McGowan.

V. Treasurer's Report – Steve Lancaster

Treasurer Lancaster stated there was no written report and reiterated the FA Budget recommendations that will later be addressed in Old Business. These recommendations are to: 1) increase Social Activities from \$15,000 to \$20,000; 2) we have a budget of \$16,000 for Adjunct FA stipends and we are currently only at \$10,000 per year but we need a proposal to make the stipends permanent; 3) we have \$275,742 in CDs in the bank to break up into four staggered CDs allowing for access to funds throughout the year if necessary; 4) Increase the Negotiations budget to \$12,000; 5) create a PERS Legal Assistance line item with a budget of \$10,000; 6) Increase Conferences and Training budget to \$24,000.

VI. Director J Report – Linda Chan

A. Motions Approved – The following motions were approved: 1) Approved Noushin Seddighzadeh from South Orange as a member of the Faculty Equity Diversity Committee; 2) Approved the Officer's itineraries and expense reports as well as the conference chair report; 3) Approved the Officer's itineraries and expense reports as well as the conference chair report; 4) Approved the Officer's itineraries and expense reports as well as the conference chair report; 5) Approved the Resolution in Support of a Distinct Higher Education Director on the CTA Board; 6) Approved for recommendation to the CCA Council standing rule 2-3.D.3.d CCA Council committee members who are not appointed as delegates by their local may be reimbursed for two nights single occupancy hotel stay at CC a conference is provided their council committee is meeting and or presenting at the conference; 7) To add SR6-2.D. (Elections Manual) as follows: "In the event that a Fall or Spring conference must be cancelled, elections that were scheduled to occur at that conference shall be conducted by mail in accordance with CTA guidelines for electing State Council delegates. Elections conducted by mail should be concluded no later than November 15th for a cancelled Fall conference and no later than May 15th for a cancelled Spring conference." 8) Cancel Spring Conference and Council. The WHO awards will probably be mailed out. Elections for officers will still be held; 9) Cancel Spring Conference and Council. The WHO awards will probably be mailed out. Elections for officers will still be held; 10) Send the budget in elections as vote by mail; 11) Move the Chairs and Elections Committee meetings online; 12) Move the April 24th board meetings online and split for the northern directors to meet at the Natomas RRC and for the southern directors to meet at the Ontario RRC.

B. FEDC Workshop – Due to the evolving issues regarding the virus the FEDC workshop scheduled for May 1st and the April 4th San Bernardino event are postponed indefinitely.

C. Around the State – Merced: Continued to identify negotiation priorities in preparation for 2021-24 contract negotiations. Rio Hondo: Rio Hondo College has reported some issues with the new president trying to change the process of sabbaticals and attempting to move the graduation date to an off-contract day that has already been negotiated. Rio did not reach their FON numbers and has been fined \$500,000. Administration is trying to rectify this by fast tracking the hiring of 12 new FT faculty. Chaffey: The two endorsed candidates that Chaffey had for the March 3rd election were defeated by the incumbents. Long Beach (full-time): Long Beach FA has “sunshined” their collective bargaining proposal. They are hiring 18 new faculty members for Fall 2020 and one for Spring 2020. The Board of Trustees continues to be divided. There are 4 trustees who the FA endorsed and supported by their PAC and are now divided. They have a President that is faculty friendly and two of the trustees support the President and two do not. Long Beach (CHI): CHI ratified their tentative agreement giving them a 2.75% salary increase retroactive to July 2019 and strengthened rehire right language so that most senior adjuncts will be assigned 67% load. The district hired 165 new adjuncts this Spring increasing the annual turnover rate to about 40% this year. North Orange: Both UF and NOCCD are currently at impasse and have had three mediation meetings. One feature action is a “Family Night” planned for an April BOT meeting in which faculty will bring their families to eat pizza and hold signs outside of the district’s Anaheim office where BOT meetings are held and then sit and comment during the public commentary segment of the meeting. They will also have car windshield signs. Citrus College: Citrus College Has started negotiations for all the bargaining units. The discrimination case that went to PERB resulted in modifying the original NUC In its content and one of the original charges was upheld. Two other charges of discrimination were ordered to be expunged from the grievance record as well as the modification of language in the NUC that attempted to demonstrate that the agreement was unreasonable and unfair towards the student. Rancho Santiago: Rancho Santiago is working on adopting electronic voting at their campus. Mira Costa: No changes as of last report on negotiations.

D. Responses to Epidemic – Merced: Sent out a bargaining advisory. College of the Canyons: They have canceled classes. They are 100% on-line including labs. There is concern over students not having equipment and or a Wi-Fi connection. They identified one case of COVID-19 within one mile of the campus. Victor Valley: The Association has submitted a demand to bargain. There will be payment for going from face-to-face to remote instruction of \$1500 for a first class and \$500 for each additional class. The campus has formed a Canvas Action Team to assist faculty in remote instruction. Chaffey: Chaffey is closed next week until spring break. Lab and activities will resume March 30th. Noninstructional employees have to be on campus. They will be reassessing the situation every two weeks. Citrus: Citrus is having faculty move towards remote instruction as of March 23. They are reassessing the situation as events progress. Mira Costa: Mira Costa is negotiating faculty compensation for move to online. South Orange Coast: The FA president is urging both Saddleback and IVC Presidents to ensure the faculty at Saddleback and IVC receive the same information, to compensate faculty for training on campus and other online platforms, and to recognize that the use of canvas is not mandated. The FA is pushing for compensation for people especially part time faculty and to provide resources for purchasing additional software tools and paying for more tech support. They are also urging the Presidents to suspend important but nonessential activities. RCCD: RCCD is canceling classes Monday and Tuesday to allow for training and will be remote on Wednesday March 18th.

E. CCA Spring Conference – The CCA Spring Conference in Irvine Orange County Hilton April 24-26 has been cancelled.

F. CCA Board Meeting – April 24 – The next board meeting will be on April 24 and will be done remotely. Please let Linda or Joan know what issues we should bring to the CCA Board.

VII. SCOne/CTA State Council Report – No Report

VIII. Academic Senate Report – Chis Uyeki

A. End of Spring Semester – In a meeting between the President, Vice President of Instruction, Vice President of Student Services, and Senate leadership, it was confirmed that there will not be a change to

the end dates of Spring 2020. Some faculty have expressed concern about how they will be able to condense 16-weeks of content into 14 weeks of instruction. We understand that this is a challenge. If it is absolutely not possible Chisa encourage faculty to talk with their deans as these classes may need to be cancelled.

B. Department Meetings – Department meetings should be continuing via zoom as already scheduled for the semester, this includes during this week. Instruction is on hiatus, but it is vital for departments to be meeting at this time.

C. Academic Senate Meetings – Full Senate will meet remotely on Thursday, March 26th at 11:30 AM. In accordance with Governor Newsom’s most recent Executive Order and Mt. SAC’s COVID-19 level 3 response status, next week’s Academic Senate meeting will take place over ConferZoom. [Here is the link to join the meeting remotely.](#)

D. Senate Councils & Committees – Unless there is work of the council or committee that needs to be addressed related to the current Coronavirus emergency, councils and committee meetings will be on hiatus until the week of April 6th. If you are unsure if a committee you are part of is meeting please be in touch with the co-chairs. <https://www.mtsac.edu/governance/committees/>

E. Faculty Returning to Campus – Faculty who must return to campus to get essential materials from your offices or classrooms need to work with deans for approval. You may not work on campus, and should be on campus for as short a period as possible. You must also inform Mt. SAC Police and Public Safety (909) 274-4555, as they are monitoring who is on campus.

F. Distributing Materials to Students – In some circumstances faculty may also come to campus to distribute essential materials to students. Please be in touch with your deans. (And once approved with the campus security and they will help you manage this.)

G. How to handle holidays for online instruction? – You should treat these as you do a holiday in your face to face classes- don’t have anything assigned as due that day. It is fine to tell students that you will not be reachable on a holiday (whether you are or not is up to you, of course).

H. Refunds, dropping, W, and EW – We have made great progress, but this is a very complex issue. Not all the procedures have been figured out for this yet- and there are particular complications for the state says that Colleges should not record a withdrawal (W) or grade on the transcript of a student who withdraws due to an epidemic or other extraordinary circumstances; and a withdrawal due to extraordinary conditions should not affect a student’s academic progress, academic probation, or ability to repeat a course. Developing the best policies and procedures for these complicated situations take time and careful consideration. IT and Student Services are working diligently to developed a process to provide students the best options based on their particular circumstances. They anticipate having a solution in place by next Monday, March 30, for students who need to make decisions about whether or not to continue their enrollment in particular classes.

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

X. Insurance Task Force – Sandra Esslinger/Vicki Greco/Tamra Horton – No Report

XI. Professional Development Committee – Linda Chan – No Report

Linda reported that CCA has cancelled FP&E since they do not have the required 20 delegates.

XII. Closed Session – Grievance and Negotiations Report

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

XIII. Old Business – Action Item

A. Proposed Budget 2020 – 2021 – A motion was made, seconded and carried to recommend to the Representative Council the following FA Budget Committee recommendations: 1) increase Social Activities from \$15,000 to \$20,000; 2) extend the pilot Adjunct FA stipends budget of \$16,000 for another year; 3) to break up the \$275,742 in CDs into four staggered CDs allowing for access to funds throughout the year if necessary; 4) Increase the Negotiations budget to \$12,000; 5) create a PERS Legal Assistance line item with a budget of \$10,000; 6) Increase Conferences and Training budget to \$24,000.

B. Extension of Adjunct Faculty Advisory Committee – A motion was made, seconded and carried to recommend to the Representative Council a one year extension of the pilot Adjunct Faculty Advisory Committee.

XIV. New Business – Discussion

A. Financial Awards Applications – A motion to suspend the rules and approve the extension of the Faculty Association Awards application due date from April 14th to May 12th was made, seconded and carried.

B. Office Closure and Employee Pay – A motion to suspend the rules and approve continuing to pay our FA office staff through the Spring semester was made, seconded and carried.

C. Recommendation for Side Letters – The Side Letter discussed in the President's Report that is an agreement between the District and the Faculty Association regarding Office Hours, FLEX Hours, Payment for Assignments, Class Cancellations and Shared Governance will need a recommendation. This will be an action item at the next Executive Board meeting on April 14th.

D. Additional CCA Delegates – CCA Spring Conference Delegates will be voting by mail. Additional Mt. SAC faculty who will be voting delegates are Tamra Horton, Stephen Lancaster, Vicki Greco, Antoine Thomas, and Sandy Esslinger. This will be an action item at the next Executive Board meeting on April 14th.

E. Computers for President and VP – As noted in the President's Report, a motion to suspend the rules and approve the purchase of two computers for up to \$2000 to allow the FA President and VP to work off campus was made, seconded and carried.

XV. Announcements

A. Next Representative Council Meeting – Tuesday, April 7, 11:30 – 1:00 via Zoom.

B. Next Executive Board Meeting – Tuesday, April 14th, 11:30 – 1:00 via Zoom.

XVI. Adjournment

The meeting was adjourned at 1:00 p.m.

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