

**Mt. SAC Faculty Association
Executive Board Meeting
April 14, 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 flexibility at 11:32 a.m.

II. Approval of Minutes

The minutes of March 24, 2020 were approved as written.

III. President's Report – Joan Sholars

A. TRI Email to Faculty – Joan sent an email to faculty Friday, April 10, regarding compensation for TRI. Some faculty expressed concern regarding the means of determining compensation. They were not aware that they needed to be registered and take DL training through POD to receive this compensation. After a well fought battle, Joan got approved that faculty **do not** have to prove they did TRI training to get the \$500 compensation but need to indicate on a form emailed to faculty what they did to prepare for TRI (trained by a faculty colleague, self-trained through use of materials, trained in department setting, trained at a different college). The \$500 compensation isn't really enough compensation for what faculty managed to do in a short period of time but that is all that is being offered. Faculty who trained for TRI will have the choice of getting \$500 or 2 units of PGI.

B. Negotiations – The “me too” clause was taken off the table and the following is being proposed by the District: 3.26 COLA; \$3/hour increase for Office Hour for Adjunct; \$400,000 one-time monies that the FA will need to figure out how to disburse. The District knows that the faculty are not on campus and are dealing with converting their courses to DL format so the District is not negotiating. The projected financial impact of COVID-19 to the college is uncertain and a decrease in funding is a strong possibility. Joan has to consider that if we go to impasse, we may lose the 3.26 COLA.

IV. Vice President's Report – Emily Woolery – No Written Report

Emily Woolery stated she attended the Zoom Board of Trustees meeting held Wednesday, April 8, 2020. Many faculty attended as well and voiced their concerns regarding the District's inequity in health benefits funding. Emily also stated that Extended PAC was cancelled. The April 8 BoT meeting can be viewed on the following link:

https://cccconfer.zoom.us/rec/play/u5Yqf7isrD03H9DHsgSDC_BwW425Lf2s0CRLqfRfxB23UiEHY1WmNLoaM-TLA_LxYjLDoR8cwJ7EtY61?continueMode=true

V. Treasurer's Report – Steve Lancaster

Treasurer Steve Lancaster shared that he could not get on campus to get his laptop since the COVID-19 mandate stipulating that the campus was closed. Steve was concerned as to how staff will be paid but Joan stated that she has been signing checks and paying the staff. Steve also expressed concern as to the training of Masoud Roueintan for next year. Eric Kaljumagi stated that Treasurer Training is usually held at the President's Conference in July or Leadership Conference in October. Eric also stated that in past practice, the Treasurer usually works through Summer. Steve will train Masoud probably via Zoom this Summer.

VI. Director J Report – Linda Chan – No Report – Next Meeting is April 24, 2020

VII. SOne/CTA State Council Report – No Report

VIII. Academic Senate Report – Chis Uyeki

A. Temporary Remote Instruction (TRI) – The past month has been tremendously challenging for students as well as for faculty. Chisa knows that my faculty colleagues share her concern for our students. As hard as this month has been, Chisa has never been prouder to be part of the Mt. SAC faculty. Faculty have undertaken tremendous efforts to transition 95% of our spring face-to-face sections to teaching via Remote Temporary Instruction (RTI), while supporting and guiding students in the midst of this crisis. To make this work possible Chisa wanted to particularly acknowledge the work of the entire staff of FCLT (Faculty Center for Learning Technology), Meghan Chen, Dean of Library and Learning Resources, our Distance Learning Coordinator Carol Impara, and Assistant Distance Learning Coordinator Catherine McKee, and the entire IT team. We have also done tremendous work to get needed technology to staff, faculty, and students, and for that Chisa is grateful to Students Services, the Library, and IT. Additionally, under the leadership of Student Services we have continued to provide for students' basic needs, most recently with a drive-through food pantry. To be able to move face-to-face instruction to RTI, Dr. Richard Mahon, VPI, submitted a Distance Learning Addendum to the Chancellor's Office to cover all face-to-face classes for spring semester. The faculty worked to identify courses that would not be able to transition to online either because their discipline accreditation would not permit it, or the curriculum cannot be delivered online. To teach Distance Learning (DL) at Mt. SAC our local requirement for faculty is that they are SPOT (Skills and Pedagogy for Online Teaching) Certified. For spring 2020 RTI, faculty have not been required to be SPOT certified to teach, and are being provided with multiple forms of professional development and methods of support including webinars, individual mentorship, drop-in office hours. Because we do not know when we will be able to return to face-to-face instruction, Dr. Mahon will be submitting DL Addenda for summer and fall 2020 and planning for an online summer session has already begun. Unfortunately, the Chancellor's Office is requiring that in order to include courses in the addendum that we include a plan for moving the courses through the Distance Learning curriculum approval process. There are certainly classes that have not yet been approved for DL and make sense in terms of the curricular content and for student audience to be approved for DL. However, there will be many courses that we are teaching remotely on a temporary basis because of our current emergency situation, but are not ideal to be taught through DL either because of the curriculum or because of the student audience, and therefore should not be required to go through the process of DL approval. Mt. SAC administration have acknowledged and supported the faculty role in curriculum and in the decision to recommend curriculum for DL. During a Chancellor's Office webinar on Monday it was shared that courses could be approved for DL for Emergencies only, and identified as being approved for Fully Online by Mutual Agreement (FOMA). Distance Learning Committee is meeting today to provide recommendations to Senate. In moving to RTI we were very clear with faculty that their willingness to teach online in a temporary emergency situation would not be used to coerce them into proposing courses for DL. Chisa shared this with faculty because she believes it's important for faculty to be aware of what is happening, to understand the concerns of faculty that the Chancellor's Office is forcing them to choose between providing offerings over summer, and possibly fall, and retaining our faculty purview over the decision of if a course should be approved for DL.

B. SPOT Recertification – The deadline has been changed from July 31, 2020 to December 21, 2020. Faculty who were SPOT certified 4 or more years ago as of June 2020, will need to complete 4 hours of required continuing education and submit documentation to be recertified.
<https://www.mtsac.edu/distancelearning/spotrecert.html>

C. Faculty Hiring – Chisa was informed last week that faculty hires have been put on hold until there is more information about the future budget situation. This is difficult to accept at a time when faculty are working harder than ever, pulling together to support each other, and we know more than ever students are relying on us. Most of the departments with hires continue to see these faculty positions as essential to go forward with now, and Chisa shares their frustration. A few departments determined that they would be better served to wait. As always, Chisa appreciates the thoughtfulness of our faculty in considering what is best for students. A factor that also goes into our decision making on faculty hiring is the Faculty Obligation Number. This should be utilized as a minimum, with the true number of faculty that we should have, being what is needed to serve our students to appropriately deliver the college curriculum and serve students. Chisa will continue to advocate for the hiring of those faculty positions that were prioritized and mutually agreed upon.

D. Council & Committee Work – In an effort to scale back work made more complicated by working remotely, and to not add to the stress and time that teaching remotely has put on members of Senate Councils and Committees Chisa will ask that Senate Councils and Committees reconsider their goals for the rest of the academic year. It is appropriate for Councils and Committees to only focus on items that are directly related to essential work and functions. She knows that some, (the Distance Learning Committee for example) will see an increase in the items for consideration by the committee, and others, such as Faculty Professional Development Council, will have considerable work to adjust their previously set plans.

E. Senate Actions – The April 2, 2020 full Senate meeting was to be our special meeting to consider statewide resolutions before Plenary. Because Plenary was canceled we used that time for an open Senate meeting to answer questions and hear from faculty particularly related to instructional continuity during the Coronavirus pandemic.

F. Election – Our Senate Election was held at the last Senate meeting and Chisa was elected to serve another two-year term as Senate President. Kelly Rivera was elected to serve a one-year term as Secretary, and Sun Ezzell and Michelle Shear were elected to serve two-year terms as Directors. All elections were unanimously approved by acclamation. Senator-at-Large nominations were closed. Bruce Nixon and Shiloh Blackshear were nominated. The election by a vote of the full faculty is currently open in the portal.

G. Senate Approvals – The following appointments were approved: 1) appointment of Betsy Lawlor to Assistant Faculty Accreditation Coordinator; 2) appointment of Esha Ahmed to Scholarship Committee. The Senate approved AP 4225 Course Repetition and Withdrawals and a revised Distance Learning Course Amendment Form Template to meet 2019 Title 5 requirements.

H. 20-04 Emergency COVID Response: Grading Options – This Resolution was approved by the Academic Senate Exec Board on behalf of the full Senate on March 19, 2020, to respond to the needs of our students during the Coronavirus pandemic, and presented to full senate at the March 26, 2020 Senate meeting: **Resolved**, The Academic Senate supports giving all students the option to change the grading option of each of their courses either from a letter grade to pass/no pass, or from a letter grade to a withdraw without a "W", or from a letter grade to an incomplete unless not allowable by an outside accrediting agency or Education Code, until and including the last day of the Spring 2020 semester; and **Resolved**, The Academic Senate supports ensuring that students receive all information as to how this change could impact their transcripts so as to be able to make informed decisions about whether to change the grading options for their courses. To respond to the needs of our students during the Coronavirus pandemic, Academic Senate Emergency COVID-19 Response: Grading Options Resolution 2020-04, passed on March 19, 2020, resolved that where ever possible flexibility be given to students in choosing to change the grading option for courses until the end of the course for spring 2020. There are complexities in making such a choice that we want to be sure students understand, the resolution also stated that the Academic Senate supports ensuring that students receive all information as to how this change could impact their transcripts so as to be able to make informed decisions about whether to change the grading options for their courses. Therefore we are encouraging students to talk to a Counselor before making such a change.

- Some of the complexities include that it is not recommended for classes in the major if the student might transfer to UC, private, or out of state, and there are some disciplines that the accrediting agency doesn't allow for P/NP (see below for the list of courses continuing this semester that require letter grading). We are encouraging students to meet with a Counselor to work through the considerations related to transferring, as we know some students don't know their major yet and we don't want them to end up with classes that don't transfer well.
- Members of Senate, Student Services, Instruction, and IT have worked together to develop a process and timeline that will work for the implementation of this change. Students will be able to change between letter grading option and P/NP beginning now. Once final grades are submitted students will have until 5pm on the second day following to make a final change to their grading option. (For the majority of classes faculty grades are due Tuesday, June 16th, and students will have until Thursday, June 18th at 5pm to make a change to their grading option.) After this time grade changes would have to be approved by faculty and submitted through A&R. Students will be receiving messages

customized for their courses (excluding courses that cannot make the change or already P/NP) and including the appropriate deadlines for each class.

I. 20-03 Emergency COVID Response: – Authorization for Academic Senate Officers to Take Necessary Actions on Behalf of the Academic Senate to Prepare and Respond Effectively on Academic and Professional Matters Related to Campus Plans Related to COVID-19. This Resolution was approved by the Academic Senate Exec Board on behalf of the full Senate on March 19, 2020, to respond to the needs of our students during the Coronavirus pandemic, and presented to full senate at the March 26, 2020 Senate meeting. Resolved, The Academic Senate Executive Board empowers the Academic Senate President and/or their Academic Senate Officer designees to act on behalf of the Academic Senate to represent faculty voice on academic and professional matters during the COVID-19 emergency. · 20-02 Emergency COVID-19 Response: Recommendation to Transition to Online Instruction for the Remainder of Spring 2020. **Resolved**, The Academic Senate asserts that a safe learning environment for students and faculty is an academic and professional matter; and, **Resolved**, The Academic Senate recommends to the campus administration that all lecture and discussion courses be delivered remotely for the remainder of the Spring 2020 semester to minimize face-to-face instruction to the greatest extent possible in order to enhance social distancing while also enabling any quarantined or ill instructors or students to access all educational materials remotely; and, **Resolved**, The Academic Senate recommends to the campus Administration that all courses deemed by departments as unable to move to remote instruction (various lab courses, clinicals, courses requiring campus materials that cannot be replicated through remote instruction, etc.) be modified, with faculty input, to limit the number of students in an instruction space to 10 at-a time with a minimum of 6 feet of distance between students as recommended by CDC guidelines to limit COVID-19 transmission in the community; and, **Resolved**, The Academic Senate supports the continued efforts of campus constituents to provide equitable learning environments in a safe manner for all students and faculty.

J. 20-02 Emergency COVID-19 Response: – Recommendation to Transition to Online Instruction for the Remainder of Spring 2020. This Resolution was approved by the Academic Senate Exec Board on behalf of the full Senate on March 19, 2020, to respond to the needs of our students during the Coronavirus pandemic, and presented to full senate at the March 26, 2020 Senate meeting. **Resolved**, The Academic Senate asserts that a safe learning environment for students and faculty is an academic and professional matter; and **Resolved**, The Academic Senate recommends to the campus administration that all lecture and discussion courses be delivered remotely for the remainder of the Spring 2020 semester to minimize face-to-face instruction to the greatest extent possible in order to enhance social distancing while also enabling any quarantined or ill instructors or students to access all educational materials remotely; and, **Resolved**, The Academic Senate recommends to the campus Administration that all courses deemed by departments as unable to move to remote instruction (various lab courses, clinicals, courses requiring campus materials that cannot be replicated through remote instruction, etc.) be modified, with faculty input, to limit the number of students in an instruction space to 10 at-a time with a minimum of 6 feet of distance between students as recommended by CDC guidelines to limit COVID-19 transmission in the community; and, **Resolved**, The Academic Senate supports the continued efforts of campus constituents to provide equitable learning environments in a safe manner for all students and faculty.

IX. Adjunct Faculty Advisory Committee – Herschel Greenberg/Linda Chan- No Report – Meet April 21, 2020 via Zoom

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

The lawyer has been paid the \$5,000 retainer. It was recommended that an Insurance Committee be created and added to our Bylaws. This will be added to the next agenda as a New Business item.

XI. FA Web Page Update – Liz Ward

Liz Ward gave the Executive Board an update on the status of the FA Web Page. The Executive Board was sent a picture of the new site to review and were pleased with its esthetic appearance. A meeting is being scheduled with the creator, Brian Yokoyama, to review drop-down menus and contents. It was

recommended by the Board to place two years of Representative Council and Executive Board minutes on the website. We are looking to have the website completed by the end of the month. Eric Kaljumagi stated that the current website contract will expire this summer and recommended renewing it since it has the FA Awards link to the FA Secretary for downloading application packets. It was also recommended that past minutes get electronically digitized for FA reference. We are looking to reimburse Brian Yokoyama for the purchase of the website (\$32.50) and will request an invoice from him.

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 – Joan requested that Steve Lancaster prepare a memo for the Representative Council with the following Proposed Budget for 2020 – 2021: 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. Elections – A discussion regarding different options for conducting the voting for this year's elections was held. We would need faculty's personal emails to conduct online voting. It was recommended that a postcard be sent to faculty notifying them that to get a ballot and vote electronically, they will need to provide their personal email by a specific date. This was followed by more discussion and it was determined that we will mail out ballots this year but will not provide return postage. Joan will look into using "Simply Voting" for next year's elections.

XIV. New Business – Discussion

A. 2019 – 2020 Sunshine Letter – Joan is working on the 2019 – 2020 Sunshine Letter and the content will depend on the current negotiations. Benefits will be our #1 item along with Safety for Faculty, Evaluations for Adjunct Faculty without re-hire rights, class cancellation procedures, and 2nd class for Adjunct Faculty with re-hire rights. The Executive Board was directed to review the survey to see what other issues were regarded as important.

B. 2020 Faculty Appreciation – The FA Executive Board was directed to think of ways we can show faculty appreciation. Suggestions of randomly selecting faculty to send gift cards to was made as well as giving faculty a chance to win an iPad if they give the FA their personal email. The recommendation of possibly putting FA Faculty Appreciation off until the Fall was also made.

C. Awards Ceremony – The Foundation cancelled their award ceremony and we anticipate that holding the FA Awards Ceremony will not happen this year. We need to determine what to do with those who are recommended to receive financial awards. Students will want their money as soon as possible.

D. Retirement/Tenure Tea – The Retirement/Tenure Tea for this year has been cancelled. Joan will get gifts for our newly tenured faculty and will send with a nice note. Dr. Scroggins usually pays for the gifts for retired faculty. Perhaps we recognize the retired and tenured faculty with next year's recipients.

XV. Adjournment

The meeting was adjourned at 2:15 p.m.

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