

**Mt. SAC Faculty Association
Executive Board Meeting
April 28, 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 11:37 a.m.

II. Approval of Minutes

The minutes of April 14, 2020 were approved as written.

III. President's Report – Joan Sholars

A. Negotiations – After working with Richard Mahon, Karelyn Hoover, and Abe Ali, the FA and the District have reached agreement on several things:

- Office Hours for balance of Spring 2020, the College will reduce to two (2) hours weekly the number of office hours that need to be held synchronously. All emails will be answered within 24 hours Monday through Friday.
- Compensation for FOMA training was written in a side letter that was signed yesterday. The side letter includes compensation to faculty for completing FOMA training or SPOT training. The Academic Senate is requiring that all faculty who teach in either the summer or the fall need FOMA training, at a minimum. This side letter also says that the District agrees that more reassigned time is needed for DL Coordinators (both current and additional ones), SPOT and FOMA mentors.
- H11 form does not need to be turned in at the end of this semester.
- H6 forms are optional
- The FA and the District will work on training for the mentors that helped and are still helping with the TRI training and movement of classes to remote learning,
- There will be no evaluations for department chairs this year. Elections will be scheduled according to the deadlines in the contract.
- Evaluations for Fall 2020:
 - a) Regular faculty – no evaluations
 - b) Adjunct faculty – no evaluations
 - c) Probationary faculty – no evaluations – everyone just moved into the next year of their contract. That means that 4th year probationary faculty would automatically be granted tenure in March 2021.

This is not final yet – told Richard Mahon we needed to talk to the Executive Board first to see if they see any problems that Joan doesn't see.

No Evaluations also means no one checking on any remote learning/teaching evaluations in the fall.

- Still talking about faculty who may not get load in the fall – still on the table.
- Scheduling – department chairs and division deans must follow the contract as to scheduling priorities – SPOT training is not one of the priorities. We are going to give faculty time in the summer to become SPOT trained – if they are not SPOT or FOMA trained by August, 2020, faculty (both full- and adjunct) will lose their classes. We will need to figure out what to do if the full-time faculty member did not get SPOT trained in time and they need classes for load.

B. 2020 – 2021 Negotiations Team – The 2020 -2021 Negotiations Team will be Joan Sholars (Lead), Sandy Esslinger and Emily Woolery. Joan thought long and hard about taking herself off the negotiation team this spring but after much thought, we need a strong team who knows where the district and

the FA stand on the mutually agreed to items, Bringing someone new in now is not beneficial to the process. Joan is asking approval of two shadows.

C. CTA 360 Training – Emily Woolery and Liz Ward attended CTA 360 training for membership chairs on Friday, April 24.

D. CCA Union Meeting Zoom Training – Emily Woolery and Joan attended CCA training on how to handle union meetings in this Zoom age. Joan sent the Board via email some suggestions that came from that meeting.

E. CARES Act – Joan will be attending meetings concerning CARES act moneys. Joan believes she is attending these as co-chair of the Budget Committee, not as a leader of the Faculty Association.

IV. Vice President's Report – Emily Woolery

A. Board of Trustees (BoT) – The next BoT meeting is May 13. The terms of Trustees Baca, Bader, and Chen expire in 2020. The Faculty Association (FA) Political Action Committee will meet to discuss this upcoming election.

B. President's Advisory Council (PAC) – PAC met on April 22. We heard information reports from the Accreditation Steering Committee and Institutional Effectiveness Committee. Academic Senate and FA pulled board policies and administrative procedures: BP/AP 3410 - Prohibition of Discrimination; AP 3430 - Prohibition of Harassment; AP 3435 - Discrimination and Harassment Investigations; BP/AP 3540 - Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking. PAC will meet again on May 13.

C. CCA and CTA Training – Joan and Emily attended CCA's "Remote Union Meetings, Membership Outreach, and Tools You Can Use" on April 22. Liz Ward and Emily attended CTA's "Membership Management & Tools for CCA Leaders" on April 24.

D. FA Awards for Students of Distinction – Joan and Emily are attending interviews with Students of Distinction. FA will present awards to students in all categories: Academic Achievement, Competitive Achievement, Personal Achievement, and Service Achievement. We will bring recommendations to the FA Executive Board after the interviews conclude on May 6.

E. Temporary Remote Instruction (TRI and Fully Online by Mutual Agreement (FOMA) – Emily has attended multiple meetings with Joan related to the ongoing Temporary Remote Instruction (TRI) and the forthcoming Fully Online by Mutual Agreement (FOMA). Details of these meetings are included in Joan's President's Report.

V. Treasurer's Report – Steve Lancaster – No Report

VI. Director J Report – Linda Chan

A. Motions Approved – The following motions were approved: 1.) Approved to send a letter to the Legislature opposing Calbright and to address the CTA board with our opposition to Calbright; 2.) Approved the Officer's itineraries and expense reports as well as the conference chair report; 3.) Approved CCA Budget 2020-21 to send out for recommendation by the membership. Around the State:

B. Around the State – Merced: Face to face instruction ended Tuesday, March 17 and that classes would be suspended March 18-20 to provide training to faculty and students. Classes that were ready to go online could proceed during that time. It was also decided early that summer classes would be 100% online. Based on guidance from CTA, it was decided to postpone their elections for President and Vice President until they can be conducted in person. Fall classes are approved to be taught online. **Monterey**

Peninsula: They have been in negotiations with their district and bargaining is going well. **Gavilan:** Completed their MOU and resumed negotiations. **Rio Hondo:** Rio Hondo College has made a demand to bargain the change in workplace conditions due to the Covid-19 emergency shut down which is set to continue through the summer session at Rio Hondo. The negotiations may include keeping Librarians/Counselors off campus throughout the duration of the crisis and compensation for extra work and more reassigned time for the distance education coordinator in the future. **Barstow College:** Currently in negotiations. **Chaffey:** Currently negotiating salary. It seems like part-time faculty are disproportionately impacted by our districts' decisions regarding COVID-19. **College of the Canyons:** Preparing for Board of Trustees Election in November. Not all classes are being converted to online for fall. **Victor Valley:** VVCFA negotiated an MOU regarding the emergency closure of campus. It includes two faculty on the campus Crisis Leadership Team (CLT), which is responsible for coming up with plans to deal with the current situation. They have faculty leadership, who are qualified, and have held daily zoom meetings to help faculty with teaching classes online. A new MOU is in process of being negotiated. Some of the topics are allowing faculty to teach 100% online, at least under these conditions, since this is not allowed in their contract currently and payment for faculty trainers to help certify faculty to teach online during the summer 2020 session. **Delta:** Nursing classes are meeting face to face with limited students and spacing between students. Students are assigned time blocks. Classrooms are scrubbed between each session. Issue over having necessary equipment for working from home. Uncompensated for extra work. Administration not working as shared governance. **North Orange:** UFNOCCD have signed an MOU that the District will inform UF as soon as practicable should it learn of a confirmed coronavirus infection of District employees or students utilizing District facilities. Unit members that have COVID-19 health related issues will not be required to use sick or other leave balances from March 16 – April 2, 2020. Effective April 3, 2020 – December 31, 2020, unit member may first be afforded the Federal Emergency Paid Sick Leave Act (EPSLA) if they meet the COVID-19 criteria. Unit members who have migrated to online/remote instruction/workload for their assigned classes/assignments for the Spring 2020 semester/trimester will receive a stipend of \$1,500.00 to be paid by April 30, 2020 if this MOU is signed by April 13, 2020. Evaluations of tenured and probationary members are suspended. **SOCCCD:** We have signed an MOU that ensures compensation for all faculty for their Spring 2020 assignments, and that faculty assignments will not be reduced and they can conduct their courses, office hours or student consultation hours in the modality of their choosing. Suspended evaluations and college service hours. For the summer instructors can use the online emergency modalities of their choice for course-related instruction providing they also activate and utilize Canvas and free faculty from the responsibility of completing contractual obligations in the event of technological failures beyond their control. Also dealing with election violations. **RCCD:** RCCD agreed to an hourly compensation for faculty training/assisting peers with the switch to online. The FA agreed to spring break cancellation and rolling that time into the required “seat time” because of state apportionment concerns. Spring semester may extend a week into summer for lab classes. Evaluations are suspended. Working on getting health benefits for part-time faculty. **Napa Valley:** The Faculty Association and the NVC District have agreed to a 20% increase in the reassign time for the Distance Ed Coordinator (retroactive to March 9th), hourly pay for faculty trainers in online education, five paid hours available for PT faculty for online training, and five paid hours for PT faculty for online prep. Submitted a demand to bargain for more compensation on training. **Norco:** The dean of instruction reminded faculty that they need not meet via Confer Zoom for the entire length of a traditional face-to-face class and circulated some best practices ideas for online learning. **Citrus College:** Citrus College concern over requirements from other institutions for transfer. Would like to have dues to refunded to locals or members since there has been no conference and travel or a possible future dues reduction. Summer will be 100% online. Still concerns for hands-on classes, CTE and lab classes. All bargaining units are in negotiations. **Mira Costa:** Working on elections. Summer will be completely online, and discussions are ongoing for fall. Getting new members. Problems with membership tracking and accounting with CTA.

C. **Committees – Part-time Committee:** The issue was raised recently that Part-Timers might be in jeopardy regarding future class assignments if they are required to teach online and they have not been “officially” trained in Canvas. There will be a survey to gather information to address these issues. The issue was also raised that Part-Timers not already teaching on-line courses had to get emergency on-line training for Canvas without financial compensations. If enrollment decreases, there is a fear that Part-Time Professors will bear the brunt of the cuts. **Communications:** Need to have a very visible online presence to our members. Make 3-minute clips on what is happening, for example, WHO recipients or featuring MOUs done by the various districts. **Conferences:** We have a fee free cancellation clause in our contracts with the hotels

with the caveat that we rebook with the hotels. **Governance:** Ballot counting will be done on ZOOM and a member will be an observer as Annette Dayglow counts the ballots on May 4. A complete Council packet will be mailed to all the delegates and will include announcements of WHO winners and election results. **ABC:** Get applications for funding by the July 6th meeting. **District Q:** Have weekly board check-ins. The Superintendent of Instruction and the Governor regularly check-in with K-12 but would like the same for CCA. Rules of online voting have been relaxed and information was sent to local leadership. CTA needs to know which locals are moving to online voting. There is a lawsuit against JUUL (e-cigarettes) from Delta College. **NEA: RA** is physically cancelled but there will be a virtual RA. Hotels are usually book 3 years in advance so there may be a cancellation fee. NEA is negotiating a \$7.5 Million fee but are trying for alternatives. Primary Contact Staff: CTA has been collecting MOUs and are creating a template. Be aware of upcoming advisories coming from CTA. Will be doing organized virtual campaigns for national elections. Elections committee does not have procedures in place for ratification challenges. This a PERB issue but be sure to contact primary staff.

D. Primary Contact Staff – CTA has been collecting MOUs and are creating a template. Be aware of upcoming advisories coming from CTA. Will be doing organized virtual campaigns for national elections. Elections committee does not have procedures in place for ratification challenges. This is a PERB issue but be sure to contact primary staff.

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

F. Next CCA Board Meeting – The next board meeting will be May 29, 30 & 31 (this is a planning session) 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

CCA President Eric Kaljumagi reported that CTA State Council has had four meetings in webinar format. President's Conference and Summer Institute will be virtual as well. NEA-RA will be a two day virtual event. We are eligible to have 6 faculty attend. We currently have three attending: Joan Sholars, Eric Kaljumagi, and Gary Enke. Joan Sholars encouraged the Executive Board to write in Luisa Howell for District J on the CCA ballot and Antoine Thomas for Higher Ed on the CTA ballot received in the mail.

VIII. Academic Senate Report – Chis Uyeki

A. P/NP – Students are able to change between letter grading option and P/NP now until 5pm on the second day following grade submissions by faculty 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. For this to work it is essential that ALL grades be submitted on time. Chisa appreciated input from faculty provided through a questionnaire that was distributed to all faculty. The recommendations from this form have been summarized and shared with IT, and are being considered for implementation.

B. Non Credit DL – NC DL: A group of faculty including members of DLC and noncredit faculty will be working on developing a new Distance Learning Amendment form for noncredit. The current form was developed for credit courses. Noncredit have asked for noncredit faculty membership spot to be added to the DLC membership.

C. 100 Unit Appeal – Counseling would like to propose a moratorium to the 100 unit appeal for Summer 2020, Fall 2020, Winter 2021 and Spring 2021 to ensure that those students who have completed 100 units or more are not penalized because of the extenuating circumstance of COVID-19 pandemic and the

closure of the campus. If we lift the 100 unit restriction students would not have to put in for an appeal to retain their priority registration.

D. Senate Actions – The Senate has approved Outcomes Committee Purpose and Function, and Outcomes Committee Goals and Objectives. Senate has also opened Nominations for the Special Election of Co-Vice President and Kelly Rivera was nominated. Nominations remain open until 4/30/2020

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

The Adjunct Faculty Advisory Committee met April 21, 2020 via Zoom and discussed current DL issues. With the shift to DL learning, student are most likely filing complaints with department chairs. Adjunct faculty are concerned about the impact of these complaints on their personal files. At their next meeting on May 17th, Sokha Song will be attending and will assist adjunct faculty with handling current safety and DL issues.

X. Insurance Task Force – Sandra Esslinger/Vicki Greco/Tamra Horton

Joan Sholars reported that she sent the \$5,000 retainer fee to the lawyer. We will be working on creating an Insurance Committee.

XI. FA Web Page Update – Liz Ward

The FA web page is close to being complete. Brian Yokoyama, the website creator, has requested a picture and bio of Joan Sholars and updated committee member information. The Executive Board will review the website before it goes live.

XII. Closed Session – Grievance and Negotiations Report

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

XIII. Old Business – Action Item

A. 2020 Faculty Appreciation – A motion was made, seconded and carried to postpone until the next Executive Board meeting on May 12, 2020.

B. 2019 – 2020 Sunshine Letter – A motion was made, seconded and carried to approve the proposed 2019 – 2020 Sunshine Letter with the addition of Article 9 and Article 19.

C. Awards Ceremony – A motion was made, seconded and carried to postpone until the next Executive Board meeting on May 12, 2020.

D. Electronic Voting – The Executive Board discussed the pros and cons of electronic voting noting it would require faculty's personal email. It was decided that the FA will use the US Postal Service to mail out our ballots.

E. AP/BP 3410 – The Executive Board was directed to review AP 3410 and BP 3410. These will be action items at the next Executive Board meeting on May 12, 2020.

F. AP/BP 3430 – The Executive Board was directed to review AP 3430 and BP 3430. These will be action items at the next Executive Board meeting on May 12, 2020.

G. AP/BP 3440 – The Executive Board was directed to review AP 3440 and BP 3440. These will be action items at the next Executive Board meeting on May 12, 2020.

XIV. New Business – Discussion

A. 2020 – 2021 Negotiation Shadows – It has been proposed that Vicki Greco and Herschel Greenberg be added as Negotiation Shadows to the 2020 – 2021 Negotiation Team. This will be an action item at the next Executive Board meeting on May 12, 2020.

B. Decision Making Protocol – A motion was made, seconded and carried to postpone discussion until the next Executive Board meeting on May 12, 2020. Joan stated she will send an email to the Executive Board if something important with a timeline to response presents itself.

XV. Adjournment

The meeting was adjourned at 2:48 p.m.

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