

**Mt. SAC Faculty Association
Executive Board Meeting
August 25, 2020 via Zoom**

Present: Alvarez-Galvan, Chan, Esslinger, Greenberg, Heard, Howell, Kaljumagi, Lawton, Piluso, Rivera, Sholars, Thomas, , Uyeki, Ward, Woolery.

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 and the addition of Action Item D at 11:35 a.m.

II. Approval of Minutes

The minutes of August 11, 2020 were approved as written.

III. President's Report – Joan Sholars – No Report

A. Evaluations – There is no agreement between the District and the FA regarding Evaluations. The District believes that there are many faculty who are not responding to students (or responding to managers) and evaluations are the only way to fix that. The District also believes that we faculty are ready to be evaluated in this strange new mode of teaching in which we find ourselves. While the FA disagrees with the District that faculty are ready to be evaluated, without any kind of agreement, the faculty contract stands. This means evaluations are currently a go as written in the contract. This will entail more work by the department chairs as well as the District. The FA goal is to protect faculty as much as we can. Is it possible to really make these evaluations about improvement and not about consequences? Not all faculty are prepared and secure in their online teaching. In fact, many professors will be happy to never teach online again when this pandemic is over. Do we throw them out because they do not meet the standards arbitrarily set by another group of administrators and faculty? Or do we try to help them? Give them advice and help mentor them to be better while they are teaching online? These evaluations could really hurt our adjunct faculty and our probationary faculty. The District has put in a lot of time and money into these faculty but is now willing to let them go without a second glance. Our students deserve the best but our faculty deserve the time and consideration to fix what is perceived to be wrong. There does seem to be agreement between the District and the FA regarding not evaluating 2nd year probationary faculty.

B. Office Hours – The District and the FA signed a side letter during the summer concerning office hours. For full time faculty, one of your office hours is to be synchronous – let your students and the department/division office know. The other office hours can be either synchronous or asynchronous but let students know that you will answer email within 48 hours (except for weekends). For our adjunct faculty, you are only paid for one office hour a week which is to be held synchronously. These office hours must be reported to students and the division office. According to the side letter, the definitions used for synchronous and asynchronous office hours are: Asynchronous – nonscheduled office hours spent throughout the week directly responding to students via email or other communication tools. Synchronous – scheduled office hours spent throughout the week directly responding to students via email or other communication tool. Synchronous office hours and “by appointment” meetings can be conducted via email, video, campus phone connection, or other communication tool that allows for immediate, synchronous response. **If possible**, faculty should conduct synchronous office hours via video. **If possible**, faculty should offer students the option of conducting “by appointment” meetings via video. **Department chair** office hours should look similar. One hour a week is to be held

synchronously with the other hours either held synchronously or asynchronously. Inform the department faculty and the division of your hours.

C. Calling in Sick – If you are teaching your class synchronously and you are feeling sick and cannot teach your class for that day or hold your scheduled synchronous office hour, you must notify the division office. If you are teaching your class asynchronously and you are feeling sick, you do not need to notify the division office as you are not missing class. If your synchronous office hour also falls on this day though, you must notify the division that you cannot meet your scheduled office hour. If you are teaching on campus, you will call in sick the way you would during a normal semester.

D. Coming on Campus – If you need to come on campus for any reason, you must contact your dean/associate dean or appropriate manager.

E. Negotiations – The District and the FA have been spending valuable negotiation time working on the side letters due to COVID19. Thus our negotiations for this year have been stalled. The District is working on a proposal now for Article 18: Evaluations. The FA made a proposal on Article 27: Safety and is working on a response to the District's proposal on Article 13: Distance Learning and to the District's response on Article 9: Calendar. The District will also have a response to the FA's counter proposal on Article 2: Term of Agreement. The District will be presenting soon on Article 7: Salaries and Article 8: Health Benefits.

F. Request for Students to Keep Video On – Many faculty have requested that students keep their videos on while conducting synchronous instruction. Our lawyers have stated that we cannot force our students to keep their video on. Students are having issues with band width and WiFi.

IV. Vice President's Report – Emily Woolery

A. Board of Trustees (BoT) – The BoT met on August 12. At this meeting the BoT received an Informational Report - 2018 Educational and Facilities Master Plan Update and Measure GO Quarterly Report. New management job classifications were approved: Assistant Director, Community and Contract Education and Manager, Academic Support Coordination. New and amended classified job classifications were amended or approved: Instructional Designer (Amended) and Web Content Specialist (New). The BoT will meet again on September 9. The FA is co-hosting the BoT Candidate Forum with CSEA 262 and CSEA 651. The Candidate Forum is scheduled for August 28 from 9:00-11:00 AM. Candidates listed below in bold font have confirmed attendance. Trustee Area 1: Robert H. Carder and Peter Hidalgo; Trustee Area 5: Renee "Dolores" Chavez, Jay Chen, and Frederick Chyr; Trustee Area 7: Manuel Baca, Fabian Pavon, and Heberto M. Sanchez

B. President's Advisory Council (PAC) – The July 22 and August 12 PAC meetings were cancelled. PAC will meet on August 26.

C. Training Sessions – Joan and Emily participated in training sessions for department chairs (August 19) and new adjunct faculty (August 20).

D. AP for Title IX Regulations – On August 24, Joan, Emily, and Lance received an update of a forthcoming AP on Title IX. Bruce Nixon also attended this meeting. The AP is a result of Department of Education regulations. The draft AP is being reviewed with constituent groups and will eventually be reviewed in PAC.

V. Treasurer's Report – Linda Chan

Linda Chan reviewed the September 1, 2019 – July 31, 2020 Treasurer's Report and stated that she is in the process completing our audit. The items in red will be incorporated into next year's budget. The line item of Conferences and Training might need to be reduced since the upcoming CTA/CCA training has been at no cost and online due to the pandemic.

VI. Adjunct Faculty Advisory Committee – Herschel Greenberg/Judy Lawton

A. AFAC Canvas Shell – AFAC Canvas Shell has been created and updated with important links to various resources, including the contract, FA home page, and adjunct resource page, as well as the names of those in the committee. A few members will have email and phone contact information available on the Canvas shell (as of right now). The goal is to send a Canvas invite to all adjunct in Week 1.

B. AFAC July 21st Workshop – The AFAC Workshop on July 21st was a success. We had 38 attendees, including guest speaker Catherine McKee. We focused on best practices for online teaching. We will have a similar workshop again in the Fall, probably in Week 5.

C. AFAC Zoom on July 18th – AFAC had an informal lunch via Zoom on Wednesday, July 18th in order to meet each other for the first time, establish our goals for the year, and begin planning the next workshop. We also discussed a few issues, including on-going issues with seniority lists, verifying the district's newly posted seniority list, and counseling adjuncts being required to meet with the dean for 15 minutes on Flex Day.

D. AFAC 1st Fall Meeting – Our first official meeting is on Tuesday, Sept 15th at 11:30am via Zoom.

VII. Closed Session – Grievance and Negotiations Report

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

VIII. Old Business – Action Item

A. Social Injustice Issues – Former Resolution – On April 5, 2016, the FA Representative Council passed a resolution to not support the presence of a Campus Police Department. Students at the last BoT meeting expressed concerns about the Campus Police carrying firearms and that during these times of social injustice, should the FA bring this resolution back and/or possibly strengthen it? After discussion, the Executive Board decided to take this to the September 1, 2020 Representative Council to see if we want to reaffirm our position.

B. Webmaster – After discussion, a motion was made, seconded and carried to postpone the subject of a Webmaster until the next Executive Board meeting on September 8th. Liz Ward and Emily Woolery will Co-Chair a Website Sub Committee to investigate possible solutions. Judy Lawton, Linda Chan and Luisa Howell volunteered to serve on the committee.

C. FA 2020 – 2021 Goals – A motion was made, seconded and carried to postpone the FA 2020 – 2021 Goals until the next Executive Board meeting on September 8th.

D. Budget Committee Appointments – Stephen Lancaster and Al Kirchgraber – A motion was made, seconded and carried to appoint Stephen Lancaster and Al Kirchgraber to the Budget Committee.

IX. New Business – Discussion

A. Office Staff Payroll and Schedule – The FA office staff payroll and schedule was discussed and it was proposed that we recommend possible tasks or projects we could have the office staff work on

during the pandemic to justify their hours. This item will be an action item at the next Executive Board meeting on September 8th.

B. Maya's Proposal – Maya Alvarez-Galvan proposed the following to show appreciation to our faculty: 1) Order blank cards with the FA logo; 2) Give Executive Board members a list of members with their home addresses Each Executive Board member commit to writing a certain number of cards per semester; 3) Work on an agreed message and then each person personalize it; 4) Co-Chairs to come from the Executive Board. This will be an action item at the next Executive Board meeting on September 8th.

C. Candidate Forum – It was proposed to have a BoT Forum on Friday, August 28th from 9:00 – 11:00 am. Emily has invited the following and those in **BOLD** will attend: Trustee Area 1: **Robert H. Carder** and **Peter Hidalgo**; Trustee Area 5: Renee “Dolores” Chavez, **Jay Chen**, and Frederick Chyr; Trustee Area 7: **Manuel Baca**, **Fabian Pavon**, and Heberto M. Sanchez. Some questions will be given to the candidates before the forum and there will also be a Q & A section for faculty/CSEA to ask questions once the forum is under way.

X. Other Reports

Time did not allow for reports from CTA SCon, FPDC, Governance Committee, and PGI. Chisa Uyeki from Academic Senate thanked Lance Heard for a great FLEX Day! Chisa stated that the Senate has committee openings and to be looking for an email with a list coming soon. She encouraged faculty to work on DL Amendments and submit them as soon as possible. Luisa Howell, CCA Director J representative, announced that there will be a meeting this weekend. Joan recommended that Luisa look into what other college campuses are doing with labs for safety issues. Also it was suggested that Luisa inquire about how other colleges are conducting faculty evaluations and as well as how they are dealing with students with disabilities during these times.

XI. Announcements

A. Next FA Representative Council – The next Representative Council meeting will be held Tuesday, September 1st at 11:30 a.m. via Zoom.

B. Next Executive Board Meeting – The next Executive Board Meeting will be held Tuesday, September 8th at 11:30 a.m. via Zoom.

XI. Adjournment

The meeting was adjourned at 1:15 p.m.

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