

**Mt. SAC Faculty Association  
Executive Board Meeting  
September 29, 2020 via Zoom**

**Present:** Alvarez-Galvan, Chan, Esslinger, Greenberg, Heard, Kaljumagi, Lawton, Piluso, Rivera, Sholars, Thomas, , Uyeki, Ward, Woolery. **Absent:** Howell (unable to log into meeting).

**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 11:34 a.m.

**II. Approval of Minutes**

The minutes of September 8, 2020 were approved as written.

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

**IV. Vice President's Report – Emily Woolery**

A. Board of Trustees – The BoT met on September 9. At this meeting three new faculty were introduced: Julie Cortez, Professor, ACCESS-Writing Support Emphasis (Student Services); Richard Genovese, Professor, Fire Technology (Public Safety Programs); and Sonia Ortega, Professor, ESL (School of Continuing Education). The BoT meets again on October 10 (Board Study Session) and October 14.

B. President's Advisory Council – PAC met on September 9 and 23. On September 9 we heard reports from Accreditation Steering Committee, Campus Equity and Diversity Committee, Institutional Effectiveness Committee, and Societal Education for Equity Challenge. Academic Senate and FA pulled the new AP 3434 Responding to Harassment Based on Sex Under Title IX. On September 23 PAC reviewed a memo from Chisa Uyeki, Kelly Rivera, and Kristina Allende, who are Academic Senate representatives to PAC. Their memo addressed CEDC membership.

C. Proposition 15 – Emily has organized Proposition 15 Phone Banking with Robin Devitt, CTA staff member, on September 10, 14, 15, 24, 28, and 29. Thank you to our faculty colleagues, who joined this work: Maya Alvarez-Galvan, Joshua Christman, Maria Davis, Doug Hughey, Teresa Landeros, John Norvell, Kelly Rivera, and Chisa Uyeki. Thank you to Joan for sending out postcards. CTA Region 3 will host a phone banking on October 13 from 5:00-7:00 PM. Please join us!

D. Student CTA – SCTA was reactivated as a Recognized Student Club/Organization (RSCO). Emily is co-advisor to SCTA with Professor Keiko Tsurumi, Coordinator, Teacher Preparation Institute. On September 24 SCTA club members attended a statewide SCTA Virtual Town Hall. One SCTA member has joined in phone banking.

E. Meetings Attended – Joan and Emily attended the following meetings: September 11 and 22: Bi-Monthly Meeting with Vice President, Instruction; September 11: New Faculty Seminar: Q&A on Evaluation Process for Probationary Years 2-4; September 28: AS and FA Joint Taskforce on Number of Flex Days; September 28: Monthly Meeting with Vice President, Human Resources.

**V. Treasurer's Report – Linda Chan**

Linda Chan shared the September 2019 – August 31, 2020 Unaudited End of Year Report and reviewed the September 1, 2020 – September 29, 2020 Treasurer's report. She stated that this is the beginning of the new year and we have not spent much. We paid out the \$5000 financial support for Peter Hidalgo for Area 1, and Jay Chen for Area 5 as well as \$2500 for Manuel Baca from Area 7 from the Political Action account. Fabian Pavon from Area 7 does not have his FPPC number as of yet so we cannot send our \$2500 financial support until we have his number. Also of note, Fabian Pavon has not submitted his candidate statement as of yet.

## VI. Academic Senate – Chisa Uyeki (shared)

A. Appointments – The following appointments have been made: Campus Equity & Diversity Committee – Kambiz Khoddam (Math), [2019-2021]. Informational not for confirmation: Assistant Director, Behavioral Health Services, Melinda Bowen and Bruce Nixon

B. Senate Action – Senator-at-Large nominations were opened and closed. The election is currently going on and is open to all faculty to vote on in the portal. We were pleased to have five nominees: Kate Cannon (History), Sarah Nichols (Physics & Engineering), Chara Powell (Psychology), Tony Rivas (Counseling), and Lani Ruh (Kinesiology).

C. 5 – Year Review – Approved Course Review Proposal from C&I to move the College's curriculum review cycle to a 5-year course review cycle. The first 5- year course reviews being due May 31, 2021. Paralleling this, the College will begin a 5-year review of programs process, the first 5-year review of programs being due May 31, 2022. The Educational Design Committee will develop a staggered list of programs due for review, all 375 (approximation) programs being reviewed over 5 years. Both courses and programs will be reviewed at the Educational Design Committee either as Consent Agenda items if there are no substantive changes or as Review Agenda items if there are substantive changes. The definitions of substantive curriculum changes can be found in the 7th edition of the Program and Course Approval Handbook.

D. AP 5520 – Revisions to AP 5520 Student Discipline Procedures which came through SPEAC (approved 5/18/2020) was approved by Senate. Changes included moving towards restorative justice and being able to meet by teleconference.

E. Catalog and Curriculum Effective Dates – Catalog and Curriculum Effective Dates proposal was passed to allow curriculum and catalog rights to begin effective the fall semester. In this proposal students who begin enrollment in the summer intersession would be allowed to use the catalog rights that became effective in the previous fall term.

F. Chancellor's Office Webinar – Attendance accounting will need to be aligned with actual delivery of courses beginning in Spring 2021. (We have been able to account for attendance based on what the originally intended mode of delivery would have been if not for Covid up until now). Also beginning in Spring 2021 EWs will not count as an enrollment attempt for apportionment. Districts can provide a refund for enrollment fees for students who withdraw because of Covid-19. The Chancellor's Office has announced that it will be operating under a Title 5 section that allows for emergency conditions to allow for districts to not lose apportionment. The CO announced that under this regulation colleges will not lose apportionment for FTES declines in 19-20 and 20-21. Additionally, hold harmless has been extended until 2023-2024.

G. AMAC 9/4/20 – P/NP Recommendations from Senate- was mutually agreed upon in principle, but there was uncertainty about how to implement the change from F to NP within Banner. There was also some concern about being sure that catalog amendments would be clear. Agreed to move forward with meeting with IT, A&R, Financial Aid, Veterans, Student Services, and Instruction Office folks to work on implementation. If an automated solution is not available for the changes from F to NP there was support for batch petitions initiated by faculty. [Update since meeting- and automated solution was developed by IT to change Fs to NPs and has been implemented.] An all campus Equity Summit (similar to the Inclusion Summit in fall) is scheduled for October 30, 2020, the theme will be How do we move the Needle on Equity? We will be examining this question through various lenses and at different levels of the institution. Approval to begin the design and construction process for the new Tech and Health Building has come through two years earlier than expected. There will be unanticipated shifts required to make this happen, as well as cost savings. Faculty will be involved in the planning in the very near future. Additional one-time funds are coming to the campus related to Covid-19. Funds will be allocated by FTES from 18-19 and must be spent by Dec 30, 2020. This will include additional emergency grant funds for students.

H. Strong Workforce Advisory Committee 9/2/20 – Because of concern about cuts to Strong Workforce funding going forward a recommendation was put forward and passed to use unspent funds from 19-20 to cover 20-21 SW programs salaries, which include the salaries of those administering the funds and those working in programs. The programs that were prioritized last year have not yet been funded because

the performance component of the funding was not yet allocated, and now because of the possibility of cuts, the funding may not materialize in full. When the funding amounts are certain the programs that were previously ranked will be given an opportunity to revisit their applications in case there are changes necessary and will be offered funding in the order of priority wherever feasible.

## **VI. Adjunct Faculty Advisory Committee – Herschel Greenberg/Judy Lawton (shared)**

- A. AFAC Meeting – The AFAC met on 9-15-20 from 11:30am – 1pm via Zoom.
- B. AFAC Workshop – The AFAC will host a workshop, “For Adjunct, By Adjunct: Online Teaching and Regular and Effective Contact,” on Thursday, October 1st, from 12:30 – 2pm. The Adjunct Faculty Advisory Committee invites adjunct faculty to join this informative workshop on Thursday, October 1st, from 12:30pm – 2pm. We will focus on our online learning environment. The workshop will begin with an open forum Q and A, followed by information regarding regular and effective contact in relation to instructor evaluation being done online. Finally, AFAC members will show you how to reach out and learn about your rights. This workshop will allow you to express concerns and get your questions answered. Don't miss this interactive workshop!
- C. Adjunct Issues – The following issues were discussed (as communicated by adjunct from different departments and divisions around campus): 1) Fallout from low enrollment; 2) Adjunct need voting rights in department meetings; 3) All departments need to invite adjunct (several still do not invite adjunct); 4) ESL Admin enters Canvas Shell once a week in order to gather data.
- D. Solutions – Solutions were discussed: 1) Department outreach using email in order to increase communication; 2) Resources on the AFAC Canvas page. Over 150 adjunct have joined the AFAC Canvas shell.
- E. Adjunct Seniority List – Adjunct seniority list is available on the HR website. The issue of how to tell adjunct to check this list was discussed. It was decided that an email be sent alerting adjunct that this list is now available to check for accuracy.
- F. Next AFAC Meeting – Our next AFAC meeting is on Oct. 20th at 11:30 am 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. FA 2020 – 2021 Goals – After lengthy discussion and review of proposed FA Goals, a motion was made, seconded and carried to approve the following FA Goals for 2020 - 2021: 1) Membership Engagement (training can be part of Membership Engagement); 2) Create an Organization Committee to connect and build relationships with faculty; and 3) Support Negotiations.
- B. Maya's Proposal – A motion was made, seconded and carried to approve Maya Alvarez-Galvan's proposal of ordering postcards up to \$500 and have office staff write notes to faculty to promote membership and faculty engagement.
- C. Office Staff Payroll and Schedule – A motion was made, seconded and carried to approve the office staff to work and be paid for no fewer than eight hours per week. A second motion was made, seconded and carried to purchase a laptop not to exceed \$1000 and for the laptop to be borrowed by office staff to perform FA office work off campus.

## **IX. New Business – Discussion**

- A. Harassment – Title IX AP – This item was not discussed and will be a discussion item at the next Executive Board meeting on October 13<sup>th</sup>.

B. Class Size – The Class Size Committee is a joint taskforce with FA and Senate representation. A recommendation has come forward from Senate to the Faculty Association regarding the inequity of class size on campus and for the FA and Senate to work together on this issue.

C. Kahoots for Voting at Rep Council – A motion was made, seconded and carried to suspend the rules and purchase Kahoots (\$475) out of Governance funds for voting at Representative Council.

D. Committee Vacancies – This item was not discussed and will be a discussion item at the next Executive Board meeting on October 13<sup>th</sup>.

E. Governance Committee Report – This item was not discussed and will be a discussion item at the next Executive Board meeting on October 13<sup>th</sup>.

F. Website Subcommittee – This item was not discussed and will be a discussion item at the next Executive Board meeting on October 13<sup>th</sup>.

#### **X. Other Reports**

Time did not allow for reports from CCA District J, CTA SCOne, FPDC, Governance Committee, and PGI.

#### **XI. Announcements**

A. Next FA Representative Council – The next Representative Council meeting will be held Tuesday, October 6<sup>th</sup> at 11:30 a.m. via Zoom.

B. Next Executive Board Meeting – The next Executive Board Meeting will be held Tuesday, October 13<sup>th</sup> at 11:30 a.m. via Zoom.

#### **XI. Adjournment**

The meeting was adjourned at 1:25 p.m.

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