

**Mt. SAC Faculty Association  
Executive Board Meeting  
February 23, 2021 via Zoom**

**Present:** Alvarez-Galvan, Chan, Christ. 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 with the addition of FA Awards to New Business at 11:32 a.m.

**II. Approval of Minutes**

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

**III. President's Report – Joan Sholars**

A. Surgery – Joan stated that she is scheduled for her surgery Sunday, February 28, and will be taking two weeks off for recovery. Emily Woolery will be stepping in as interim President and Sandra Esslinger will be interim lead negotiator. Robin Devitt will be working with Emily and Sandra for negotiations and grievance issues.

B. Faculty Association Leaders Nomination – Robin Devitt has nominated Joan Sholars and Emily Woolery for the Faculty Association Leaders Award for best use of faculty and staff by faculty leaders. This will be awarded March 3 at Service Center One.

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

A. Welcome Back – Emily welcomed the E-Board back and hoped they enjoyed a break or reduced workload during the campus holiday and intersession and that their loved ones are safe and healthy.

B. Board of Trustee – The BoT met on December 16 and January 13. The BoT meets again on February 24. At the December 16 meeting, the oath of office was administered to Trustees Manuel Baca, Jay Chen, and Peter Hidalgo. The BoT elected their officers: Trustee Jay Chen, President; Trustee Judy Chen Haggerty, Vice President; and Trustee Gary Chow, Clerk. The BoT received an information report, "Adult Education Regional Consortium Update." The BoT accepted the re-opener proposals submitted by the District and CSEA Chapters 651 and 262. At the January 13 meeting, the BoT received informational reports, "Dual Enrollment Update" and "Accreditation Midterm Report." The Management Steering Team reported they have approved a new Manager's Evaluation process, which includes "understanding and demonstration of the importance of diversity, equity, and inclusion in the evaluation process" and they will train on how to evaluate with a focus on DEI.

C. President's Advisory Council – PAC met on December 19, January 13, January 27, and February 10. PAC meets again on February 24. At the December 19 meeting, PAC heard updates from Accreditation Steering Committee, Climate Commitment Implementation Committee, Institutional Effectiveness Committee, and Professional Development Council. An update from Campus Equity and Diversity Committee was tabled until spring because the committee must review its Purpose and Function Statement and Committee Goals. BP 2341 – CEO Selection was tabled so PAC volunteers can provide edits. At the January 13 meeting, PAC approved AP 5520 – Student Discipline, AP 7121 – Recruitment and Hiring – Classified Employees, AP 7123 – Recruitment and Hiring – Confidential Employees, and BP/AP 7160 – Professional Development. PAC reviewed Purpose and Function Statements and Committee Goals for multiple committees. A standing item is Overall Campus Equity Update, with attendees sharing information about USC Race and Equity eConvenings; Flex Day keynote speaker Dr. Sarah Goldrick-Rab; and the Peak Leadership Management Retreat. At the January 27 meeting, PAC attendees reported that the USC eConvenings do not meet our expectations. PAC had a first reading of AP 7122 – Recruitment and Hiring – Management Employees and AP 7124 – Recruitment and Hiring – Executive Management Employees. Minor changes were approved with the understanding that constituent groups will review the APs prior to the second reading. PAC reviewed Purpose and Function Statements and Committee Goals for multiple committees. At the February 10 meeting, PAC heard updates on Police and Campus Safety Advisory Committee and Strong Workforce Advisory Committee. Multiple PAC members shared updates related to Overall Campus Equity. PAC reviewed Purpose and Function Statements and Committee Goals for multiple committees.

AP 7122 and AP 7124 will be presented for a second reading on February 24.

D. 2021 CCA Winter Conference – Multiple colleagues attended the 2021 CCA Winter Conference. Maya Alvarez-Galvan attended the Building Strong Locals Academy. Maria Davis, Sandra Esslinger, Herschel Greenberg, Judith Lawton, Loni Nguyen, Emily Woolery attended the Bargaining Academy. Linda Chan, Tamra Horton, and Joan Sholars also attended sessions.

E. Side Letters, Meetings and FLEX Day – Much time has been spent on drafting side letters specific to COVID-19 and regular contract negotiations. Additionally, Joan and Emily have attended their regular meetings with the Deputy Director, Human Resources; Vice President, Human Resources; Vice President, Instruction; and Associate Vice President, School of Continuing Education. Joan and Emily participated in two FLEX Day sessions: Opening Session “Pandemic Panel” and breakout session on “Equity, Diversity, and Inclusiveness from the Union Perspective.”

#### **V. Treasurer’s Report – Linda Chan**

Treasurer Chan reviewed the September 1, 2020 – February 23, 2021 Treasurer’s report and stated we have received Dues and Agency Fees installments since the last report. Payments have gone out for accounting, officers stipends, adjunct faculty and payroll. Our 1099 went out and the 990 IRS forms are waiting for the President’s signature.

#### **VI. Academic Senate – Chisa Uyeki – No Report**

#### **VII. Adjunct Faculty Advisory Committee – Herschel Greenberg/Judy Lawton – No Report**

#### **VIII. Closed Session – Grievance and Negotiations Report**

The Executive Board reviewed and discussed the Grievance and Negotiations reports. The Executive Board discussed the omission of the vote taken on 3/24/20 to approve moving forward with the arbitration case. A motion was made, seconded and carried to amend March 24, 2020 minutes to state: XIII. C. Approval to move forward with arbitration case. Only those present and who voted on the prevailing side can vote for this amendment. Those present on 3/24/21 and 2/23/21 were: Linda Chan, Herschel Greenberg, Sandra Esslinger, Lance Heard, Eric Kaljumagi, Joan Sholars, Chisa Uyeki and Emily Woolery. Motion – Linda Chan, moved and Herschel Greenberg, seconded 8 – yes (73%) 0 – no (0%) and 3 – abstain (27%)

#### **IX. Old Business – Action Items – None**

#### **X. New Business – Discussion**

A. Celebration of Adjunct Faculty – The FA will solicit one adjunct faculty per department, including a photo and highlights of their contributions. The FA will host a virtual Adjunct Faculty Celebration to display the slideshow. The slideshow will be added to the FA website and will be shared with campus colleagues via campus listservs. The FA will create and mail signed gift certificates to all recognized adjunct faculty. Certificates will be signed by the FA President and College President. Request for Funding 80 gift cards x \$25 = \$2,000. This will be an action item at the next Executive Board meeting on March 9, 2021. An alternative suggestion was made to find a way to honor all adjuncts during the pandemic (rather than to only chose a single adjunct from each department).

B. Management Hiring AP/BP – Changes have been made to AP 7122 to reflect diversity, equity, inclusion (DEI). The FA does not have representation on the Management Hiring AP and feels that the Senate appointments are appropriate. AP 7122 will have a second reading at the February 24th PAC meeting. The FA feels that our voice and representation is critical on the Hiring Committee for Executive Management AP 7124. We will be focusing on an appointment to that committee.

C. Executive Management Hiring AP/BP – The FA is still positioning to get at least one FA representative appointed to the Executive Management Hiring Committee. The Academic Senate, CSEA 262, and CSEA 651 have supported this FA appointment. We will continue to advocate for FA appointment to the Executive Management Hiring Committee at the February 24<sup>th</sup> PAC meeting.

D. Committee Openings and Appointments – There are several openings on FA Committees: 1 Vacancy

on Class Size Committee; 1 Vacancy on Professional Development Committee; 1 Vacancy on Communication Committee; 1 Vacancy on Elections Committee; 2 Vacancies on Hospitality Committee; 6 Vacancies on Political Action Committee; 1 Vacancy on FA Awards Committee. If interested, please email Joan Sholars and Emily Woolery.

E. Know Your Contract Workshop Series – The FA is proposing bringing back the “Know Your Contract Workshop Series” which will include PGI information. This will be an action item at the next Executive Board meeting on March 9, 2021.

F. Membership Drive - Postcards – The FA has purchased postcards and Susan can write the messages. We need to determine the language to be written and sent out. This will be an action item at the next Executive Board meeting on March 9, 2021.

G. FA Awards Packets – The FA 2021 Awards Packets (Academic, Extra Curricular and CTE) were included in the Google docs link and will be an action item at the next Executive Board meeting on March 9, 2021. Suggestion was made to add an award, or convert an existing award for a dependent of an FA Union member. CTA has an award for member dependents already available.

## **XI. CCA District J – Luisa Howell**

Luisa Howell gave the following CCA report from January 29 – 30, 2021 Winter Conference: 1.) Calbright – online community college – President Ajita Menon indicated that they are stepping up student outreach and enrollment. Accreditation (not ACCJC) is expected by July 2021. Current staffing is 44 FTE, with a plan to increase to 62 FTE this year. Eight (8) will be faculty. Salaries ranged from \$76,712 -step 1- to \$119,623 -step 10& \$119,623 -step 16. Credit and non-credit were on the same column. No information regarding expected service days. They expect to use an interest-based process with regard to bargaining. 2.) CCA Elections nomination window opened for CCA nominations are available at <https://cca4us.org/conferenceelections/> The available positions are President, Vice President, Women’s Director, Northern PT Director & District Director positions C-1, E-2, F1, F-2, G, I and K. All incumbents may run for reelection except Women’s Director, as she will term out and is therefore not eligible to continue. 3.) CTA-SC Elections. It seems like all of the 24 State Council delegate 4 seats from community colleges will be filled. 4.) NEA-RA. Will meet, as usual, during the week of the 4th of July. 5.) CTA State Council. The positions of CTA President, Vice President & Secretary-Treasurer are up for reelection in June. The NEW Director position of Higher Education in California - presently held by Julius Thomas- will be voted on in June. (Julius is terming out, so this position is without an incumbent. 6.) Loan to Chapter President. CCA will take this former Chapter President to small claims court for non-repayment of the loan. 7.) Lack of diversity. Letter of Concern regarding the lack of diversity on some vendor boards has been drafted is presently on hold as some work on vendor approvals has already been done. 8.) Talking points from Summer 2020 CCA Survey: • Almost 1/3 of faculty have the CDC’s “at-risk” factors for COVID-19. 44% CCA members are not comfortable returning to in-person instruction until there is a vaccine; • CCA members want health and safety precautions in place, including hand washing, sanitation of surfaces, “social distancing,” masks, and gloves when we reopen; • Many part-time members are unaware of certain contractual matters, including office hour rules, rehire rights, and benefit eligibility requirements; • 53% of members under 50 and 47% of members of color are actively working towards a full-time position; • Nearly 1/5 of part-time faculty have given up looking for a full-time position. Overall, just 37% of part-time faculty are currently seeking a full-time job; • Considerably more (55% vs. 36%) part-time members would prefer pay parity (more money per course) to lifting the cap on units taught per district (more courses possible); 9.) CCA Awards are presently open for nominations. They include the following: CCA Statewide Advocacy Award, the LGBT Award, the Ethnic Minority Award & the Part time Faculty Award. Also, for outstanding service to the local, each local can select one member to receive the chapter W.H.O. (We Honor Ours). The nominations are in March and April and their dates vary. Inquiries may be sent to [gransawards@cca4us.org](mailto:gransawards@cca4us.org) and the forms are available at <https://cca4us.org/formsgrantsandawards/>; 10.) CCA Leadership Zoom meetings between CCA Board members and local CCA presidents continues every fourth Wednesday of each month through May, from 5 to 6 p.m.; 11.) Membership in community colleges remain solid with 49 drops in the last 18 months. However, overall membership has dropped 3.76%. 12.) Of the three (3) districts on CTA’s Crisis Assistance Panel Report, two of them are CCA districts: North Orange CCCD FA & FA of Rancho Santiago CCD. 13.) Among the 47 issues that CTA Legal is working on, there are issues at 3 CCA Colleges: A threatened teacher dismissal at Kern CCD, a district refusal to bargain at the College of the Siskiyous & an overpayment dispute at Hartnell College; 14.) CTA formed a Women’s Rights Committee and will be hosting forums at the CTA Issues Conference in January & at the Equity and Human Rights Conference in February; 15.) At the Board of Governor’s meeting, Madera Community College, the 116th college in the system was welcomed; 16.) The Board determined that there was not enough funding to implement the FON -Faculty Obligation Number- for 2021-22. Consequently, colleges will not be penalized for not meeting

their obligation; 17.) It was noted that students are largely persisting, but taking fewer units. 18.) Membership Grant Proposals were approved for College of the canyons -\$4,916.84- Mendocino College -\$5,000- and Chaffey College - \$840. College of the Canyons provided Faculty Care Packages for their faculty. Mendocino is a part time only local in the process of rebuilding their local. Chaffey, on the other hand, was seeking to increase its membership; 19.) The following items were included in Director reports: a.) FTES are down, PT faculty are deeply affected. b.) Monterey Peninsula: Working well with the A.S. leadership to redesign faculty evaluation procedures; c.) Rio Hondo remaining online through winter and spring '21. Enrollment is down by 10%. At Barstow, negotiations were stalled due to a change in negotiators; d.) Citrus rejected the last, best & final offer from the District by a 2:1 margin. In Rancho Santiago many members opted to retire rather than to teach remotely. The lack of support in the transition to online was the catalyst for many members to retire; e.) Frustration was expressed re: the issue of requiring measurement of "equity, diversity and inclusion" on faculty evaluation/observation forms; f.) CCA Racial & Ethnic Minority Director reported on events sponsored by CTA: e.g. events by the Hope Organization - Hispanas Organized for Political Equality, the Special Ethnic Studies Series part 2 & 3. g.) COVID-19 shutdowns are impacting enrollment as much as 10% in some districts. Drops in enrollment are affecting Part-Time hires. 20.) For Spring Conference: Student CTA invited to all virtual conferences

## **XII. Governance Committee Report – Provided by Linda Chan**

Members attending the February 18<sup>th</sup> meeting were Linda Chan, Joshua Knapp, Liz Ward, Beta Meyer, and Maya Alvarez-Galvan. Per CTA, the Representative Council and E-Board must be composed of membership that reflect our constituency. Currently there are 404 full-time and 511 part-time members in the FA. There is concern with the fluctuation of part-time membership and how do we compose our rep council being we do not want to under-represent or over-represent. Also discussed is that the E-Board (per CTA) the Past-President, Academic Senate President and Vice-President can be invited as non-voting members. Also discussed was per CTA, the Academic Senate leadership must be voted by the FA membership to the Rep Council and they would be able to vote. E-Board directors numbers need to change to represent our membership. Our recommendation is to have 6 full-time directors and 3 part-time directors in addition to the 4 officers. The constituency of the E-Board can be outlined in the Standing Rules. Also discussed was Term of Office. Currently the Vice-President and Secretary have one-year terms and the President and Treasurer have two-year terms. It was recommended to change the Vice-President and Secretary to two-year terms with election cycle alternating between two of the offices on even years and two of the offices on odd years. AFAC membership was also discussed and are voted to be at-large representative council members. Questions arose as to whether we want to change "webinar" to "all electronic media." The next Governance Committee meeting is February 25<sup>th</sup>.

## **XIII. PGI Report – Provided by Tamra Horton**

A. Winter Session – During Winter Session, 33 PGI Consultations held. Spring Session PGI Consultations will be offered throughout spring and can be scheduled at <https://calendly.com/mtsacapp/30min>.

B. Grievance - On January 15, 2021 the FA and the District resolved the Level-4 Grievance related to whether pre-2016 activities would count towards PGI (see attached). The FA and District sent out a joint communication regarding the agreement, and Tamra followed up with an email sent only to faculty who have yet to earn PGI. The agreement stipulates the following: 1.) Professional development activities completed prior to July 1, 2010 will no longer be approved for credit towards the Professional Growth Increment by the Salary and Leaves Committee. 2.) Professional development activities completed between July 1, 2010 and July 1, 2016 will be considered for approval for credit towards the Professional Growth Increment by the Salary and Leaves Committee through the last day of the Spring 2021 semester. 3.) On the last day of the Spring 2021 semester, activities/hours completed prior to July 1, 2016 will no longer be considered for approval for credit by the Salary and Leaves Committee. 4.) Hours completed prior to July 1, 2016 that have been approved by the Salary and Leaves Committee will roll forward for accumulation and count towards the 96 hours required for PGI. Petitions were on hold for 16 faculty pending resolution of the grievance. Of those, 10 have now earned PGI and 6 will need to complete between 26 and the entire 96 hours to earn PGI. Faculty who met with me in June 2020 and laid out plans to earn PGI that included pre 2010 activities, particularly the New Faculty Seminar worth 48 hours, are frustrated by the terms of the resolution.

C. Bottlenecks – Two bottlenecks remain that continue to waylay faculty attempting to earn PGH and PGI. 1.) **Forms:** a.) PGI (full-time) Three different forms requiring essentially the same information and sent to three different offices (POD, VPI—Salary & Leaves, HR) make the process to apply for PGI extremely complicated. In addition, in fall 2020 the administrators on the Salary & Leaves Committee instituted a new rule requiring all POD

workshops be submitted individually by faculty to Salary & Leaves for approval, an unprecedented requirement. As the Professional Growth Petition was never meant for this purpose, faculty are stymied when attempting to complete the form. Faculty can receive guidance for completing the forms at PGI Consultations and should be encouraged to schedule as many consultations as needed until their PGI has been approved. PGI Project Update 2-23-21. b.) PGH (adjunct) The Professional Growth Petition is used for applying for PGH. However, that section is Part Five on the fourth page of the form. This causes a great deal of confusion for adjunct who need only complete Part One and Part Five of the form but labor through parts two and three (There is no part four on the most recent version.) because the form is unclear. 2.) **Salary and Leaves Committee:** Unnecessary and capricious rules continue to be created and imposed that serve as barriers in the process of earning PGI/H. A recent example of such a new rule: The contract and the subsequent PGI Petition stipulate, "The petition for Professional Growth form shall include a copy of the published course or workshop/seminar announcement including content dates and times of training." As faculty are now being required since fall 2020 to submit POD workshops to the Salary and Leaves Committee for approval towards PGI, faculty were directed to copy and paste descriptions of the individual POD workshops into their Petition for PGI. This came to my attention when one faculty member who had 23 such workshops on his petition complained. This particular needless requirement has now been lifted, but other redundant procedures remain including the requirement that faculty individually submit POD workshops that already have PGI-approval to the Salary and Leaves Committee for individual approval. This defeats the purpose of having PGI-approved POD workshops.

D. PGI/H Forms Task Force – A Task Force was formed and met January 28th and February 4th, to convert the various forms required to apply for PGI/H into two separate SmartSheets, one for PGI and one for PGH. (Members: Jennifer Galbraith, Lianne Greenlee, Tamra Horton, Laura Martinez, Barbara Quinn, Lisa Romo.) The PGH form is in beta status and has been reviewed by the FANT team. It will be demonstrated at the next Task Force meeting on February 25th. While this Task Force is promising and may alleviate some of the repetitious filing of forms to the three different offices, bureaucratic requirements inherent in the old forms are being replicated into the SmartSheets.

E. Negotiations Recommendations – If the Professional Growth Increment was implemented to encourage faculty who would otherwise not engage in professional development activities to do so, it is highly recommended that the FA modify Appendix A of the contract so as to reduce bureaucratic rigidity as much as possible.

F. Column Crossover – The extension of the PGI Project into winter and spring included the expansion column crossover advising. A request for the names of faculty not on column three was sent on January 4th to HR and clarified on February 4th. The information is pending. Tamra met with Lisa Romo and Alexis Carter on January 26th regarding the column crossover process. We concluded that this part of the PGI Project needs to be on hold until HR is back on campus. Some faculty keep track of their units and how many they need to move to the next column. Many faculty, however, have not kept such records and need HR to calculate it for them. HR cannot accommodate that burden on a massive scale right now because they don't have ready access to people's paper files housed on campus.

G. Thank You – Many people are doing copious amounts of work for faculty as a result of the PGI Project. Please give a heartfelt thank you to all of them including Alexis Carter (HR), Brenda Dial (POD), Cristal Granados (HR), Lianne Greenlee (POD), Laura Martinez (Instruction), and Lisa Romo (HR) for the many hours they have dedicated to processing forms for PGI/H and their continued efforts to improve the process.

H. Recommendation – FA Take Full Advantage of Your Contract Event – Given the lack of faculty familiarity with the contract, it is recommended that the FA E-Board organize a "Take Full Advantage of Your Contract" event for members. Our contract contains some hidden gems that faculty do not utilize because they are unaware of them. Topics might include: Applying for Professional Development Funding Applying for Temporary Reassigned Time for Exceptional Levels of Service to the College Crossing Columns Earning the Professional Growth Increment/Professional Hourly Increment Enhancing Retirement Income Maximizing Health Benefits during Employment and Retirement Taking a Sabbatical Teaching in the Study Abroad Consortium Panels could consist of faculty who have benefitted from the contract language and FA leaders who have expertise in the language. Should the E-Board adopt this recommendation, AFAC should be included in the organizing effort. Likewise, the E-Board might direct the Organizing Committee to offer a panel to increase union activism.

**XIV. Other Reports** – CTA/SCOne, and FPDC did not report due to lack of time.

**XV. Adjournment**

The meeting was adjourned at 1:10 p.m.

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