

Mt. SAC Faculty Association
Executive Board Meeting
May 11, 2021 via Zoom

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

I. Call to Order and Approval of Agenda

A motion to call the meeting to order and approve the amended agenda with flexibility was made (Chan), seconded (Howell) and carried at 11:35 a.m.

II. Approval of Minutes

A motion was made (Uyeki), seconded (Chan) and carried to approve the updated minutes of April 27, 2021.

III. President's Report – Emily Woolery

A. FA Elections – Emily has been working on elections with Phil Wolf and Beta Meyer. A proposal to use the Simply Voting service for our elections is on this agenda. Voting electronically requires members submit their personal email addresses. We have received approximately 580 email addresses of some 900 members. An announcement with voting instructions and candidates' statements will be mailed to all 900 members this week.

B. Commencement Day 2021 – The FA and District signed a side letter that participation in 2021 Commencement celebrations is voluntary. Emily is working with Chisa Uyeki to send an email to faculty about participation.

C. Committee Appointments – 37 faculty responded to the call for committees. There is interest in many committees. No interest was submitted for FA Communication Committee, FA Elections Committee, and Presidents Advisory Council. Emily will bring appointments to the May 25 FA Executive Board meeting.

D. Faculty Celebrations – A request for adjunct honorees was sent out. There are 25 retirees from 2020 and 2021. There are 62 newly tenured faculty from 2020 and 2021. Tenured and retirees were not honored last year. It was recommended that we do something for the tenured and retirees this year. Emily will come back with a proposal at the next E-Board meeting.

E. Membership – As of May 1, four new members joined the FA and CTA. According to Mt. SAC Payroll, we have 907 members and 487 non-members. Full-Time Professors as of 4/30/21: members 405; non-members 33. Adjunct Professors as of 4/9/21; members 502; non-members 454. Total members: FT = 420 (65%); ADJ= 487 (35%). The CTA membership database shows 931 active members and 659 non-members. Emily will work on cleaning up the database with FA office staff.

F. CTA Opportunities – CTA Human Rights Cadre – Application Deadline is May 26, 2021 <https://www.cta.org/human-rights-cadre-training-program-trainer-information> CTA Summer Institute – July 26 – 29, 2021 (virtual). Contact Emily if you wish to participate.

G. Grievance Report – The following are the current FA grievances: 1.) CTA is handling arbitration for a probationary professor, whose tenure was denied. 2.) A professor member seeks support in clarifying their job duties. a.) FA filed a Level 3 grievance. It was denied. b.) FA filed a Level 4 grievance. It was denied. c.) FA requested arbitration. d.) FA and District agreed to mediation. Mediation was unproductive. e.) FA requested arbitration. As we await arbitration the FA and District continue discussion. 3.) Adjunct professors expressed concerns about seniority rights with scheduling. a.) FA filed a Level 3 grievance. The District responded and FA is reviewing the response. Other concerns: 1.) An adjunct professor requested support with a student grievance filed through Student Life. 2.) A professor requested support with filing a sexual harassment complaint against a manager. 3.) A professor expressed concerns that their department is experiencing a negative environment following the recent hiring of a manager. 4.) An adjunct professor

reached out about possible disciplinary actions taken by their manager. 5.) An adjunct professor reported concerns about harassment by a student.

H. Grievance Committee – Robin Devitt, CTA Primary Contact Staff, provided introductory grievance training to Grievance Committee members on May 7. Robin will join the committee again on June 4 to provide training on Weingarten rights and duty of fair representation. We currently have 5 members in addition to the FA President participating in the Grievance Committee, but the standing rules state the committee will consist of 3 members in addition to the FA Vice President. The committee is considering making a recommendation to change committee membership. It was recommended to propose an increase in the number of Grievance Committee membership in our Standing Rules at our next Executive board meeting.

IV. Vice President's Report – No Report

V. Treasurer's Report – Linda Chan

Treasurer Chan reviewed the September 1, 2020 – May 11, 2021 Treasurer's report and stated that we are current on paying our previously outstanding bills. In the future we will be paying more promptly. Smith Marion, our auditor, is requesting copies of our accounting and we are sending out those documents. Maya Alvarez-Galvan recommended using some of our \$20,000 Social Activities budget for congratulating our tenured faculty and honoring our retirees.

VI. Closed Session – Grievance and Negotiations Report

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

VII. Old Business – Action Items

A. FA Negotiation Team Change – Emily officially accepted Maria Davis's letter of resignation from the Negotiations Team which includes FANT workgroups. A motion was made (Howell), seconded (Uyeki) and carried to officially accept Maria Davis's letter of resignation.

B. FA Awards Committee Appointments – A motion was made (Chan), seconded (Howell) and carried to approve Julie Laverty, Patricia Maestro, Nan Shea and Masoud Roueintan to the FA Awards Committee.

C. Celebration of Adjunct Faculty – A motion was made (Uyeki), seconded (Howell) and carried to postpone the Celebration of Adjunct Faculty to the next Executive Board meeting on May 25, 2021.

VIII. New Business – Discussion

A. Simply Voting License – A motion to suspend the rules and make this an action item was made (Uyeki), seconded (Howell) and carried. A second motion was made (Chan), seconded (Uyeki) and carried to approve a contract with Simply Voting for 1 year. The plan includes the segmentation option that allows the FA to direct votes by groups (i.e. FT, Adjunct) at the expense of \$1,168.40. This plan covers up to 10 instances per year allowing us to use this platform for contract ratification.

B. Bylaws and Standing Rules – After a lengthy discussion, the Executive Board recommends that 1 representative for every 20 department FA members be elected to the FA Representative Council. Linda Chan will convey this recommendation to the Governance Committee for incorporation into the bylaws revised draft. The Executive Board also discussed holding a retreat in the summer to discuss bylaws.

C. FA Student Awards – The Awards Committee's results of the 2021 FA Student Awards were submitted and placed in the google folder for the Executive Board to review. This topic was not addressed due to time constraints.

D. Purchase of FA iPad – Joan has requested that she be allowed to purchase the FA iPad that she has been using for the last 4 years. The cost of the iPad Pro (\$522.17) versus a refurbished (\$379) plus accessories (used Apple Pencil, \$80.84 and a used ZAGG rugged case and keyboard, \$62.33) was

discussed. Of note is the fact that \$249 reimbursement is owed to Joan for the Zoom subscription. It was suggested that the FA purchase a new iPad for Joan as a gift and get the old one returned. This will be an action item at the next Executive Board meeting on May 25, 2021.

E. FACTS Know Your Contract – *FACTS – Know your Contract* is scheduled for Thursday, June 24, 2021. Two facilitators are needed for each session and a mandatory training for the volunteer panelists will be held Monday, June 21st. Emily Woolery, Linda Chan, Maya Alvarez-Galvan, Hershel Greenberg, and Judy Lawton have volunteered. HR, CTA and AFAC will be present. The number of workshops will be determined by the number of volunteer facilitators.

F. FA Award to Faculty Dependent – It has been proposed that a FA award be created for a FA member's dependent. This item was not addressed due to time constraints.

G. Grievance Procedures for Standing Rules – At our April 13th meeting, our Standing Rules were amended to follow the CTA recommended Grievance Procedures. We will need to determine if this language is to remain in our Standing Rules. This item was not addressed due to time constraints.

H. Student Awards – Students of Distinction – Student awards of \$100 to each Student of Distinction Awards recipient was approved at our April 13th meeting. We were to get approval of possible additional funds given to students at the May 4th Rep Council meeting but time did not allow for Rep Council input. Further discussion at the May 4th Rep Council meeting did not occur due to time constraints.

I. Competency Based Education Grant – This item will be removed until an update is available.

J. AFAC Election – Standing Rules Change – The election process for AFAC needs to be revisited and possibly adjuncts should be able to vote for other adjuncts outside of their department making the process more campus-wide. This will be an action item at the next Executive Board meeting on May 25, 2021.

IX. Adjournment

The meeting was adjourned at 1:35 p.m.

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

Other Reports – Due to time restraints, the following report was provided but not reviewed:

X. Academic Senate – Chisa Uyeki

A. Appointments - Guided Pathways, 2021-2022: Shiloh Blacksher (Psychology), GPS Instructional Coordinator; Sara Mestas (Counseling), GPS Counseling Coordinator; Patricia Maestro (Counseling), Mapper; Michael Ngo (Counseling), GPS Noncredit Mapper; Emily Versace (Counseling), GPS Support • Curriculum & Instruction, Om Tripathi (PENG), 2021-2024 • Mapping & Cataloging Committee, Cristina Springfield (Library), 2021 (starting now) -2022 • President's Advisory Council, Chisato Uyeki (Library), 2021-2024 • Accreditation Steering Committee, Chisato Uyeki (Library), 2021-2024 • Budget, Traci Ebue (Counseling), 2021-2024 • Assessment & Matriculation, Elizabeth Casian (AMLA), 2021-2024 • Institutional Review Board, John Norvell (Anthro), 2021-2024

B. Senate Elections – On May 6, 2021 the following Senate Exec Board members were elected:
• Confirmation of President (2021-2022): Chisato Uyeki (Library) • Co-VP (2021-2023): Lance Heard (Administration of Justice) • Secretary (2021-2022): Sarah Nichols (Physics) • Directors (2021-2023): Bruce Nixon (Mental Health), Sara Mestas (Counseling & GPS Coordinator), Phil Wolf (Physics & DE Liaison)

C. ASCCC At-Large Executive Board Member – Senate Exec Board acted on behalf of the Full Senate to pass a timely resolution to support Lance Heard's nomination to ASCCC At Large Representative, and Lance was elected!

D. Nominations for Senator-at-Large – Nominations closed for three Senator-at-Large seats for the term of 2021 to 2023: Joshua Christ (Theater & CE Coordinator), Melinda Bowen (Kin & Pride Coordinator), Lani Ruh (Kin), Bobby Purcell (Kin), Emily Versace (Counseling & GPS Reassignment). This election will happen on the portal by a vote open to all faculty. And finally, there will also be a special election on the portal for a one year term 2021 to 2022 to complete Bruce Nixon's At-Large term.

E. Action Items – • SPOT Reinstatement Proposal • Assessment and Matriculation Recommendation passed to add PSYC 10 as Math option for Psych Majors. • Humanities AA Task Force will be formed to consider the inclusion of three new Music courses to the AA Humanities. MUS 101 Women in Music, MUS 102 Film Music Appreciation, MUS 103 Music and Culture of Hip Hop • Dual Enrollment: Registration Considerations- Passed: When Dual Enrollment students are no longer "Special Admit" students and register at Mt. SAC for their first Summer or Fall course after they graduate high school, they will be considered continuing students (rather than new students) for the purposes of their registration date. This will allow for the units they completed while in the Mt. SAC Dual Enrollment /Special Admit program to be taken into account for determining their registration priority.

UPDATES

A. Ethnic Studies – Because of the requirement from CSUs that all Area F courses have an Ethnic Studies Prefix, we want to be sure to protect the integrity of the discipline of Ethnic Studies as separate (although related) to the five CSU Area F core competencies (3 of which are required for courses to meet Area F). We know faculty have been working to get courses that will meet the CSU Area F requirements ready to be submitted for curriculum approval. Because of the requirements from CSU these courses need to be cross-listed with at least one of the following prefixes. • AABS: African American/Black Studies • APIS: Asian American and Pacific Islander Studies • ETHS: Ethnic Studies • LCAS: Latina/o/x and Chicana/o/x American Studies • NAIS: Native American and Indigenous Studies. These are now available as options in WebCMS. All department chairs should have received an email from me that includes WebCMS directions. It is reassuring and exciting that we will have a selection of some cross-listed courses for students to choose from as soon as Fall 2022.

B. Ethnic Studies Emergency Hire –There is also an immediate need Ethnic Studies discipline faculty to write curriculum and develop the Ethnic Studies Program. With this in mind we requested, and were granted a one-year temporary emergency faculty hire in Ethnic Studies to begin in Fall 2021. The discipline will be situated with the History Department.

C. Hacked Class Registration – Mt. SAC and other California Community Colleges have been subject to issues with registrations that never result in actual students. IT is working on validation protocols, but it is challenging because it is not a locally originated issue. We cannot block the registrations because they are coming from CCC Apply. It is speculated that some previous hacking of CCC Apply was towards the goal of getting an .edu email, but this now has escalated to registering for classes. This seems to have begun happening with the late added late start classes this semester. The goal is not clear- but an actual student never materializes and the accounts have empty profiles with no canvas activity.

D. Committee Openings – Charisa encourages all faculty to participate in a college committee or council. To express interest in an appointment to a committee or council please fill out the Committee Interest Form. Information on most shared governance committees and councils are available on the Committees webpage. If you have a committee term that ends in June 2021 and you are in your first or second term and are interested in continuing please send an email to Michelle Ravel mravel@ and cuyeki@ so we can consider your interest in planning for next year's appointments.

E. Outdoor Study Space – Outdoor study space is available (space outside the Mountie Café) by appointment. Dr. Yamagata-Noji reported students are very pleased to be on campus. Snacks, water, and wifi are provided. 30 students can be accommodated at a time.

F. Emergency Grants – Emergency Grants for Students with critical needs continue to be available. If you become aware of a student in need you asked to refer the students using the linked form. To make a referral, you will need to complete the CARES Emergency Grant Referral Form

G. Commencement Planning 4/23/2021 and 5/7/2021 – The process for students to apply to graduate is significantly easier for students as it can be done online through the portal. Planning is underway for an in-person commencement beginning at 5:30pm on the evening of June 11, 2021. Socially distanced seating is available for all faculty. We will need six faculty to read student names at commencement- if you are interested please let Charisa know using the Committee Interest Form

XI. PGI Report – Tamra Horton – information was reviewed

FACTS – Know your Contract

PUBLICITY

See attached flyer draft (flyer was provided). Once finalized, it should be distributed widely including at June's Rep Council meeting and several times via the all-faculty listserv.

STRUCTURE

After consulting with Cynthia Parks and Lianne Greenlee, it appears that offering several workshops using separate registrations and individual Zoom sessions will suit our needs. Faculty will be able to select workshops that are of interest to them. Currently, the workshops are set for one hour each and on the hour. It is possible to offer more than one workshop at the same time and to repeat workshops, if there is interest.

SUPPORT

Each session will require two facilitators. Presentation Services will offer two options for training on Monday, June 21st (approximately 1 hour). Facilitators can pick between trainings. The times will be set after volunteers are surveyed as to their availability on that date. Only those who attend a training will be allowed to serve as a facilitator on the 24th. Volunteers need to indicate how many hours they can be available on the 24th and which hours. Please send an email ASAP to thorton@mtsac.edu after the EBoard meeting to volunteer. Panelists can facilitate their workshop.

PANELISTS

The number of volunteers will determine the number of workshops that can be held. At this time, CTA , AFAC, and HR have agreed to participate. I am holding off securing other panelists for additional workshops until it is clear that we have enough facilitators for those workshops.

COORDINATION

Once I secure panelists, I will ask for a volunteer to be lead and to prepare any presentation material they intend to use. (PowerPoints work best.) The panel and lead will name their workshop and provide a description for POD for the POD Connect Calendar. Workshops will be clearly identified as for full-time, part-time, or both. No workshops will be worth PGI/H credit.