

**MSAC Faculty Association
Representative Council Meeting via Zoom
April 7, 2020**

Present: TBD

I. Call to Order and Approval of the Agenda

President Joan Sholars called the meeting to order and the Agenda was approved with flexibility at 8:02 a.m.

II. Approval of Minutes

The minutes of March 3, 2020 were approved as written.

III. President's Report – Joan Sholars

A. Zoom – Joan announced that she was getting acquainted with Zoom conferencing and the “New Normal” as it relates to meetings.

B. Summer 2020 – The word from VP of Instruction is that Summer 2020 will be strictly online. There may be a few exceptions that will need to be approved by the VPI but that could change as we get closer to Summer.

C. Fall 2020 – At PAC, we are looking at the College's Mission Statement and Vision. Once this gets to PAC, Joan believes both the Academic Senate and the FA will pull it to have our constituencies review the proposed changes.

D. 1 Year Temporary Hires – One year temporary hires will have to go back to adjunct status. At this time, there does not seem to be a way of getting around the 67% load limit law.

IV. Vice President's Report – Emily Woolery

A. Grievances – Grievances, for the most part, have been put on hold. A Level 1 Grievance has been filed with proposed arbitration but the District has refused as expected. The status regarding the complaint of harassment against Joan by the District is on hold. HR is hiring a mediator to attempt to resolve the complaint. CTA will attend the mediation session(s) with FA leadership. Emily reported that there have been a few instances involving Title IX and she has reached out to students as a follow up.

B. Student California Teachers Association – Student California Teachers Association (SCTA) are still trying to figure out how to go forward under these current conditions.

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

VI Director J Report – Linda Chan – CCA Meeting March 13, 2020

A. Motions Approved – The following motions were approved: 1) Approved Noushin Seddighzadeh from South Orange as a member of the Faculty Equity Diversity Committee; 2) Approved the Officer's itineraries and expense reports as well as the conference chair report; 3) Approved the Officer's itineraries and expense reports as well as the conference chair report; 4) Approved the Officer's itineraries and expense reports as well as the conference chair report; 5) Approved the Resolution in Support of a Distinct Higher Education Director on the CTA Board; 6) Approved for recommendation to the CCA Council standing rule 2-3.D.3.d CCA Council committee members who are not appointed as delegates by their local may be reimbursed for two nights single occupancy hotel stay at CC a conference is provided their council committee is meeting and or presenting at the conference; 7) To add SR6-2.D. (Elections Manual) as follows: “In the event that a Fall or Spring conference must be cancelled,

elections that were scheduled to occur at that conference shall be conducted by mail in accordance with CTA guidelines for electing State Council delegates. Elections conducted by mail should be concluded no later than November 15th for a cancelled Fall conference and no later than May 15th for a cancelled Spring conference.” 8) Cancel Spring Conference and Council. The WHO awards will probably be mailed out. Elections for officers will still be held; 9) Cancel Spring Conference and Council. The WHO awards will probably be mailed out. Elections for officers will still be held; 10) Send the budget in elections as vote by mail; 11) Move the Chairs and Elections Committee meetings online; 12) Move the April 24th board meetings online and split for the northern directors to meet at the Natomas RRC and for the southern directors to meet at the Ontario RRC.

B. FEDC Workshop – Due to the evolving issues regarding the virus the FEDC workshop scheduled for May 1st and the April 4th San Bernardino event are postponed indefinitely.

C. Around the State – Merced: Continued to identify negotiation priorities in preparation for 2021-24 contract negotiations. Rio Hondo: Rio Hondo College has reported some issues with the new president trying to change the process of sabbaticals and attempting to move the graduation date to an off-contract day that has already been negotiated. Rio did not reach their FON numbers and has been fined \$500,000. Administration is trying to rectify this by fast tracking the hiring of 12 new FT faculty. Chaffey: The two endorsed candidates that Chaffey had for the March 3rd election were defeated by the incumbents. Long Beach (full-time): Long Beach FA has “sunshined” their collective bargaining proposal. They are hiring 18 new faculty members for Fall 2020 and one for Spring 2020. The Board of Trustees continues to be divided. There are 4 trustees who the FA endorsed and supported by their PAC and are now divided. They have a President that is faculty friendly and two of the trustees support the President and two do not. Long Beach (CHI): CHI ratified their tentative agreement giving them a 2.75% salary increase retroactive to July 2019 and strengthened rehire right language so that most senior adjuncts will be assigned 67% load. The district hired 165 new adjuncts this Spring increasing the annual turnover rate to about 40% this year. North Orange: Both UF and NOCCD are currently at impasse and have had three mediation meetings. One feature action is a “Family Night” planned for an April BOT meeting in which faculty will bring their families to eat pizza and hold signs outside of the district’s Anaheim office where BOT meetings are held and then sit and comment during the public commentary segment of the meeting. They will also have car windshield signs. Citrus College: Citrus College Has started negotiations for all the bargaining units. The discrimination case that went to PERB resulted in modifying the original NUC In its content and one of the original charges was upheld. Two other charges of discrimination were ordered to be expunged from the grievance record as well as the modification of language in the NUC that attempted to demonstrate that the agreement was unreasonable and unfair towards the student. Rancho Santiago: Rancho Santiago is working on adopting electronic voting at their campus. Mira Costa: No changes as of last report on negotiations.

D. Responses to Epidemic – Merced: Sent out a bargaining advisory. College of the Canyons: They have canceled classes. They are 100% on-line including labs. There is concern over students not having equipment and or a Wi-Fi connection. They identified one case of COVID-19 within one mile of the campus. Victor Valley: The Association has submitted a demand to bargain. There will be payment for going from face-to-face to remote instruction of \$1500 for a first class and \$500 for each additional class. The campus has formed a Canvas Action Team to assist faculty in remote instruction. Chaffey: Chaffey is closed next week until spring break. Lab and activities will resume March 30th. Noninstructional employees have to be on campus. They will be reassessing the situation every two weeks. Citrus: Citrus is having faculty move towards remote instruction as of March 23. They are reassessing the situation as events progress. Mira Costa: Mira Costa is negotiating faculty compensation for move to online. South Orange Coast: The FA president is urging both Saddleback and IVC Presidents to ensure the faculty at Saddleback and IVC receive the same information, to compensate faculty for training on campus and other online platforms, and to recognize that the use of canvas is not mandated. The FA is pushing for compensation for people especially part time faculty and to provide resources for purchasing additional software tools and paying for more tech support. They are also urging the Presidents to suspend important but nonessential activities. RCCD: RCCD Is canceling classes Monday and Tuesday to allow for training and will be remote on Wednesday March 18th.

E. CCA Spring Conference – The CCA Spring Conference in Irvine Orange County Hilton April 24-26 has been cancelled. Delegates will receive ballots and vote by mail and WHO recipients will be mailed their awards.

F. CCA Board Meeting – April 24 – The next board meeting will be on April 24 and will be done remotely. Please let Linda or Joan know what issues we should bring to the CCA Board.

VII. SOne/CTA State Council – Joan Sholars

CTA has cancelled all upcoming events. SOne will conduct a Zoom meeting next week on March 11, 4:30-9:00 p.m. NEA RA 2020 that is scheduled for July 2 –July 6 in Atlanta, GA will most likely be cancelled.

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

The Adjunct Faculty Advisory Committee met on March 17 via ZOOM. AFAC is presenting a workshop following today, March 3, after the Representative Council meeting titled “How to Diffuse Difficult Situations with Students.” Light refreshments will be served at this event. The next scheduled AFAC meeting is Tuesday, April 21st at 11:30 a.m. via ZOOM.

IX. Academic Senate Report – Chisa Uyeki – No Written Report

Chisa Uyeki stated that she has been working to ensure that student’s instructional needs are met as well as faculty’s distance learning needs during this transition. She has sent numerous emails to update faculty regarding Temporary Remote Instruction, FCLT information, and Student’s Spring grades. Listed is a recap:

A. Temporary Remote Instruction (TRI) – Please plan for instruction for the rest of the Spring 2020 semester to be delivered online. Classes that have gone to Temporary Remote Instruction (TRI) will remain as such for the entire semester. If a class is not able to move to TRI it will have to be canceled.

B. Technology for Students – We know that many Mt. SAC students have limited or no access to technology including internet access. With this in mind IT is gathering requests from students for resources to support their instruction using this Request for Computer and/or Internet Access Form. Some equipment is being purchased, and other is being repurposed from campus resources. Unfortunately, because we do not yet have a sense of what demand is, we cannot guarantee that we will be able to meet the needs of all students.

C. Senate Drop-in Office Hours – Academic Senate Q&A office hours for all faculty were held Friday, 3/27, to assist everyone in having the information needed to be effective, and to identify new questions that need to be answered. The day was divided across divisions just to better accommodate the numbers of faculty.

D. FCLT Coffee & Canvas – You may also be interested in joining one of Mt. SAC FCLT’s Coffee & Canvas Office Hours. These Q&A sessions are led by faculty mentors, who will be available to answer your questions about remote instruction in Canvas. Faculty mentors all have previous experience with using various tools in Canvas. Join the session anytime during scheduled office hours for a quick question or several questions. Check for times and find the link to the sessions in the POD Calendar.

E. Remote Instruction Request – You can also fill out the Remote Instruction Request for Help form. The more detail you can include on your question or description of your need, the better you can be matched with the best mentor for your needs. You will be contacted by a Mt. SAC colleague who can help. If you provide a phone number, you may be called by a number you don’t recognize. If you submit a request and don’t hear back in 24 hours, please contact Carol Impara, Distance Learning Coordinator, cimpara@mtsac.edu.

F. Drop With an “EW” – Students who drop classes will be given an “EW” – “Excused Withdrawal.” This is the universal symbol that colleges in CA are using to enable students to withdraw from classes without a penalty. The drop with a “W” will no longer be an option. The “EW” is explained in a notice when the student drops: “Students selecting ‘Excused Withdrawal’ may receive refund of any paid enrollment-related fees (if applicable). Additionally, the ‘Excused Withdrawal’ will not count toward course repeat rules, GPA or toward a student’s probation status. This is now live. We have been notified that there is relief for federal financial aid and pending relief for Veterans GI Bill students to waive penalties for students’ classes that were cancelled, students who needed to drop, students who are not taking all classes online, students who drop below units. Therefore, receiving an EW is not viewed as a penalty. We are still awaiting an update about student athlete eligibility requirements.

G. Students Who Drop With a "W" – Students who have "W"s will eventually receive "EW"s. IT continues to work on an automated, batch process rather than a manual process to change previously recorded "W"s to "EW"s. Estimated # of students is greater than 2,000. This will be addressed either later this week or next week.

H. Extension of Withdrawal Date – Last date for students to withdraw from Spring classes has been moved to June 7, 2020 for full 16-week classes (the last day before Finals Week) and the second to the last class meeting for short-term classes. Students who withdraw will continue to receive an "EW" rather than a "W". Students may NOT drop after June 7, 2020. "In Progress" this is what shows until grades are posted to students' records. If a student needs an extension to finish the class, the current "I" (incomplete) grading option should be used.

I. Refunds – To be able to automatically process refunds to students who paid fees and subsequently dropped classes after the refund deadline. Paid enrollment fees will be refunded to students who drop a class. If a student drops ALL classes, all fees that were paid by students, including enrollment fees, and college-authorized fees (Student Activity Fee, Student Representation Fee, Health Fee, Transportation Fee), will be refunded. Automatic refund processing will begin as soon as testing is complete. This is a complex calculation as students continue to drop. The amount of the refund depends on what the student paid and whether the student dropped some classes or all classes or even added new classes. Students need to be patient in receiving their refunds. Refunds will be posted to students' BankMobile accounts.

X. **Negotiations Report – Joan Sholars**

A. Current Negotiations – President Sholars stated that negotiations have been difficult and that the district will not honor the "Me Too" clause (TA #1) regarding benefits that other units received since faculty did not agree to move to SISC. The district did agree to the 3.26 COLA salary increase retroactive to July 1, 2019. The district also agreed to \$500,000 one time, off-schedule monies of which a \$3 office hour increase would be realized by adjunct faculty.

B. BoT Personal Statements – Gary Enke addressed the Representative Council regarding the opportunity to share your personal statements at the BoT meeting on Wednesday, April 8. Please voice your frustration and unacceptance of the district's negotiations and lack of equity by emailing the members of the BoT and Carol Nelson with your personal statements. Also, please email your deans and have them support their faculty at the Instruction team meeting held Wednesday (April 8) morning.

XII. **Elections – Phil Wolf**

A. Election 2020 – A motion was made, seconded and carried to postpone closing the nominations until the May 5th FA Representative Council meeting, conducting the election in May and report the results in June.

B. Election Timeline – Nominations – The following have been nominated: **VP** – Emily Woolery; **Secretary** – Liz Ward; **Treasurer** – Masoud Roueintan; **Full-Time Director** – Vicki Greco, Joshua Christ; Robert Piluso, Tony Rivas, Tamra Horton, Luisa Howell; **Adjunct Director** (2 year term) – Ellen Straw, Judy Lawton; **Division Adjunct Representatives** – Victor Garcia (Humanities), Scott Zine (Kinesiology), Joseph Lopiccalo (Arts), Marina McLaughlin (ESL/Non Credit); **Service Center One** – Liz Hernandez; **NEA Delegates** – Eric Kaljumagi.

XIII. **Discussion – COVID-19: Questions, Issues, and What Is Needed – Joan Sholars**

Joan stated that she has had an onslaught of emails from faculty for help. The difficulty of having to learn Canvas, uploading exams with no way of grading, and other issues have been received. There is no way of knowing how successful faculty have been in transferring and conducting their courses in the DL format. Faculty will be compensated with a \$500 stipend if they attended a POD training or can state they were trained by a colleague, were self-trained through use of materials, department trained or trained at another college. A form will be coming out for faculty to list this information. We are pushing to possibly get PGI credit for converting classes to DL format. The difficulties/impossibility of teaching double ticket labs that have 70 students as well as the fact that students can't demonstrate specific skills for lab assessment was stated. Faculty are not comfortable going forward

with some of these lab classes and don't know if 4 year schools will accept them. There is a strong possibility that adjunct faculty may not be offered classes this Summer. The issue of a huge number of faculty submitting courses to get certified for SPOT over the summer was addressed and that the FA is working with Senate on this problem. Possibly offering a 2nd PGI that these TRI training hours could be applied to was addressed. The issue of not providing a live captioning service was stated. Moving forward, classrooms must be cleaned and sanitized regularly; hand sanitizer, Lysol spray and disinfectant wipes must be provided. SPOT has been receiving 20 course and certification proposals per day. There has been frustration expressed that faculty do not know Canvas and that SPOT doesn't teach Canvas – the two are different. It was recommended to upload your created Canvas course into the SPOT 2.0 course. It was mentioned that the Temporary Remote Instruction (TRI) will only be accepted for Spring. Summer and Fall online courses need to get the approved DL amendment form in by December. Joan stated that with Summer approaching she look into the 9 LHE cap.

XIV. Old Business – Action Items

A. 2021 – 2022 Academic Calendar – There are two Calendar proposals: Calendar A and Calendar B. The FA Executive Board recommended (non-unanimously) Calendar A. In Calendar A, the Winter Session begins January 3rd and poses a problem for support staff who are necessary for setting up for lab classes. The District has agreed to pay these support staff for their work. Also, in Calendar A, Spring Session begins with a Monday Holiday. Calendar B finishes a week later than Calendar A and poses a problem for students matriculating and adjunct faculty who teach at other campuses. This has been postponed and will be an Action Item at the next Representative Council Meeting on May 5, 2020.

B. AP/BP 3445 – AP 3445 Accessibility of Electronic Media was provided to the Representative Council. Of concern is the implementation process (p. 3-5) which is a working condition. The AP 3445 Faculty Workgroup provided recommendations (p. 5) and recommends that we do not pass this AP until recommendations # 1-4 are implemented. This item has been postponed and will be an Action Item at the next Representative Council meeting on May 5, 2020.

XIII. New Business – Discussion Items

A. 2019 – 2020 FA Budget Amendment – A motion was made, seconded and carried to suspend the rules and approve the increase of the 2019 – 2020 Grievance/Arbitration Budget from \$10,000 to \$15,000 due to an upcoming arbitration.

B. 2020 – 2021 FA Budget – The Executive Board has recommended the following increases to the 2020 – 2021 FA Budget: 1) increase Social Activities from \$15,000 to \$20,000; 2) extend the pilot Adjunct FA stipends budget of \$16,000 for another year; 3) to break up the \$275,742 in CDs into four staggered CDs allowing for access to funds throughout the year if necessary; 4) Increase the Negotiations budget to \$12,000; 5) create a PERS Legal Assistance line item with a budget of \$10,000; 6) Increase Conferences and Training budget to \$24,000. This item will be an action item at the next Representative Council meeting on May 5, 2020.

C. Sunshine Letter for Negotiations – This item has been postponed and will be a New Business item at the next Representative Council meeting on May 5, 2020.

D. FA Financial Award Applications and Timeline – The FA Executive Board has approved the extension of the FA Financial Award Application due date to May 12, 2020. This item has been postponed and will be a New Business item at the next Representative Council meeting on May 5, 2020.

XIV. Announcements

A. Next Executive Board Meeting – April 14, 11:30–1:00 via ZOOM.

B. Next Representative Council Meeting – April 7, 11:30–1:00 in Founders Hall.

C. Next Board of Trustees Meeting – April 8, 6:30 pm via ZOOM.

XV. Adjournment

The meeting was adjourned at 9:52 a.m.

The minutes were respectfully submitted by Liz Ward, Faculty Association