

**MSAC Faculty Association
Representative Council Meeting
June 2, 2020 via Zoom**

Present: Aguilar, Amos, Anders, Berch, Birca, Boyer, Burnett, Caldwell, Calzada, Chan, Christ, Condra, Coreas, Crichlow, Cridland, Daland, Engisch, Esslinger, Ezzell, Gorcik, Greco, Greenberg, Heard, E. Hernandez, Holbert, Horton, Hughey, James-Perez, , Jones, Kaljumagi, Kirchgraber, Knapp, Komrosky, Kunkler, Lanaro, Lancaster, Landeros, Laverty, Martinez, McIntosh, McKinney, McLaughlin, Meyer, Mercier, Miho, Nakamura, Ngo, Nixon, Olds, Orr, Pascoe, Pellitteri, Piluso, Ramirez, Richardson, Roueintan, Scott, Sholars, Straw, Summers, Uyeki, Ward, Wasson, Wolf, Wood, Woolery.

Absent: Bowers, Brantingham, Chen, Foisia, Gonzalez, Hamby, Howell, Jollivet, Kung, Lackey, Lopez, Luther, Necke, Ott, Page, Pham, Romero, Schiff, Stringfellow, Thomas, Velasquez, Uranga.

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 11:35 a.m.

II. Approval of Minutes

The minutes of May 5, 2020 were approved as written.

III. President's Report – Joan Sholars

A. Congratulations and Thank You! – Joan congratulated faculty for making it through an extremely difficult and stressful semester. She thanked faculty for working through all the problems with online teaching and learning, and helping students through their struggles. She has heard some amazing stories about faculty and students and she cannot thank faculty enough for all the work and effort they put into your classes and their students. Joan stated that our faculty are her heroes!

B. Contract Ratification – The results of the ratification ballot: 355 members voted YES; 26 members voted NO: 10 invalid ballots (these ballots only had a vote for the Executive Board). 90.8% of members who voted, voted to ratify the contract. Joan thanked the FA Negotiation Team: Sandra Esslinger (Art History), Linda Chan (Mathematics & Computer Science), Emily Woolery (Library), Lance Heard (Public Safety) and Masoud Roueintan (Chemistry). It was a lot of hard work and the FA appreciates all the time and effort that these faculty put into the process.

C. Contract Ratification: COLA 3.26% – With the ratification of the contract, a 3.26% COLA was placed on this paycheck that faculty just received on Friday. Adjunct faculty should see the 3.26% increase on their June 10 paycheck. The retroactive 3.26% should arrive before the end of June. The 3.26% COLA applies to all salaries including stipends (PhD, Service Increments, Coaching, etc). Health benefits did not receive the 3.26% COLA increase.

D. One-Time Moneys – The \$400,000 one-time moneys will be split among the faculty as \$200,000 for adjunct faculty and \$200,000 for full-time faculty. According to the District's numbers, we have 1187 adjunct faculty who taught either fall or spring and 456 full-time faculty. These monies will be divided evenly within each group. Faculty should receive that money in a separate check again before the end of June.

E. TRI Stipend – The TRI stipend for training and moving your class online should be paid for everyone by the end of June. Emily Woolery has been working with POD to ensure that all faculty have placed their name on the list. Some faculty have not been reading emails so therefore have never heard of any of this compensation and are now finding out about it. There is a deadline that we must place on this. If you are not sure that you are on the list, please contact Emily Woolery at erwoolery@yahoo.com by June 5 at noon.

F. FOMAR Training – An email just recently went out trying to explain this. Every faculty member must be trained to teach online in order to teach in the summer and the fall. If faculty are already SPOT trained,

they do not need to do anything else – they are fine. But if they want additional training, you will be paid to do the additional training. If you are not SPOT certified and plan on teaching in the fall or summer, get FOMAR trained. There will not be enough time to get you SPOT certified to teach. Keep doing the SPOT training but do not expect to be certified in time to teach – a lot of time is needed by the evaluators to make sure you are SPOT certified.

G. Mentor Stipends – Joan and Richard Mahon have been working on this and just finished yesterday. They had been going over several different ways to do this and finally decided that faculty who served as mentors for any faculty in their department or division or discipline and/or helped with FCLT office hours will receive a \$500 stipend. We need to make sure that we have the mentor list complete. All mentors will soon be invited to submit their name. We will compare these submissions with the previous list of mentors that was compiled by the FCLT. If your name is not on this initial mentor list, we will reach out to you for more information. Emily Woolery at erwoolery@yahoo.com or at ewoolery@mtsac.edu is working on the list. Please contact her with your questions.

H. W.H.O Award – Gary Enke – Gary Enke, English Department, was awarded with the WHO award from Mt. SAC FA. Gary has been a great advocate for all faculty as well as our students. Gary is retiring at the end of this year and Joan, for one, will miss him. There have been many times that Joan has called or texted Gary to ask for his advice. Thank you, Gary for everything that you have done for Mt. SAC, your department, the faculty across the campus and of course your students (your heart).

I. Service Center One WHO Award – Linda Chan – Linda Chan was awarded with Service Center One WHO award from Mt. SAC FA. Linda has been an advocate for all faculty through the years, but especially for our adjunct faculty. Linda has been honored by FACCC in the past as an outstanding adjunct faculty member who works hard for all faculty. Thank you, Linda. You are appreciated. This is also the first time that Mt. SAC has given the Service Center One WHO award to any of our faculty. Joan hopes that it is a tradition that is just getting started. Linda Chan also won the Part-time Faculty Award from the CCA Faculty Equity and Diversity Committee for all her work for adjunct faculty across the state. Congratulations!

J. Faculty Appreciation Week/Tenured/Retirees Celebration – While we missed our Faculty Appreciation Week activities, the FA has not forgotten. We are looking forward to welcoming all faculty back on campus and cannot wait to celebrate our newly tenured faculty, as well as all of our retirees.

K. FA Office Hours – The FA would like to continue “Office Hours” during the summer in order to answer any questions or concerns that faculty might have. Please check your email throughout the summer for updates.

L. Fall 2020 – Decisions have not been made about the fall yet. Some departments and disciplines are hurting because they cannot teach their classes online and have no idea when they might be allowed back on campus (think about our CTE areas – welding, etc.). While the wait for a decision is hard, Richard Mahon stated that making the decision to not have any face to face classes one week only to have all the rules change the following day or week could be worse. It looks like there might not be a decision until possibly the end of July. For those of who are not CTE faculty, we need to understand their worry and frustration. Their whole future is in doubt. Our health careers faculty are worried about their next cohorts. Has this pandemic caused their students to put their schooling and hence their futures on hold for another year? The adjunct faculty in these areas have concerns about their future. Most of us also do not understand the frustration and worry of our librarians and counselors. If we partially open, are we requiring the librarians and counselors to be on campus. What can we do to protect them? Now that we know that many, if not all of their duties, can be done online, will the District change its stance that these faculty must be on campus? Every division, every department, and every discipline is a little different with different needs and concerns. One solution will never work for everyone. So while the District and the FA try to find solutions that will work for most everyone, we do not want you to think that your area is left out. If one of our solutions does not work for your area, please let Joan know. She has worked with the District enough to know that they are willing to make some exceptions. It is the District’s intent to compensate all full-time faculty, including librarians and counselors, for their contract assignments in Fall 2020. Faculty should remain available to receive assignments during the academic term for which they are employed.

M. Office Hours – The District has proposed the following for office hours for the fall: 1.) For fall 2020, all faculty members shall conduct a minimum of one-hour of synchronous office hours with the option of video conference for students where feasible. 2.) Faculty members with additional required office hours may schedule them synchronously or asynchronously; students should be provided clear indication of how long they might expect to wait to inquiries via email. 3.) Office hours will be listed in the syllabus and provided to the division office. Asynchronous office hours will indicate to students the best method for initial contact and the option of synchronous meetings “by appointment.” Faculty will indicate the anticipated maximum response time, which should not exceed 48 hours during the M-F working week. 4.) Faculty will notify their students and division offices of how and when they may be contacted for office hours; office hours should be included in the syllabi. Department chairs will notify faculty and division offices of their office hours.

N. Evaluations – How can we set up evaluations for some faculty and not all? Does that appear to be discriminatory? Joan has heard from some department chairs that they are worried about not evaluating their new adjunct faculty. Both Richard Mahon and Joan have heard you and know there are concerns. We are trying to find a way that is fair – if someone was hired recently and hired knowing that they would be teaching online – that is one scenario but other adjunct faculty hired in the winter or the spring of this year who were not hired expecting to teach online, is it fair to evaluate them?

- **Probationary faculty** – Some decisions have been made. Richard Mahon and Joan are working on a joint email to the evaluation teams for our 3rd year (next year 4th year) probationary faculty. Both the faculty on the evaluation teams and the District expressed concern about no evaluations for these faculty. The joint email will remind the teams that the some of the items used for evaluation for our 4th year probationary faculty are not required. The only required elements are peer evaluations, administrative evaluation and the summary.
- **Our first year faculty** (2nd year next year) have been told by Richard Mahon and Joan that there will be no evaluations for their 2nd year – that means no portfolio. They were also told that their evaluations for the 3rd and 4th year might be more intensive than in the past but no one will ask them to do a portfolio.
- **1st year faculty** (some mid-year hires as well as at least one faculty who needed to redo the 1st year) – we are still working on the details but again these faculty were hired without the expectation of doing their entire workload online. We also might have some new one-year temps and the District and Joan have not talked about that yet.

O. Still Working On – We are still working on the following: 1) Additional compensation for our “essential” faculty – DL Coordinators, department chairs, program coordinators, etc. 2) Cleanliness of our workspaces when we return. 3) Lab compensation for faculty who might need to teach multiple labs instead of just one

P. If You Have Concerns – While it might look like we have everything under control –we don’t. There is always a new wrinkle that comes up when we start talking. If you have any concerns, please contact either Joan at jsholars5@gmail.com or Emily Woolery at erwoolery@yahoo.com or Tamra Horton at tamra602@aol.com. Both Emily and Tamra have been attending the meetings between the FA and the District.

Q. FA Election Results and Summer Plans – The FA will announce the results of the Executive Board election at the beginning of next week. The FA President and Vice President will be working all summer on your behalf. The Executive Board is keeping their calendars open for emergency meetings as needed and the new Executive Board will plan a “retreat” to start working on goals and norms for the upcoming year.

R. Moment of Silence – Joan ended her report with a moment of silence for what is happening in our country at this time. She noted that it does not matter what your political affiliation or your religious beliefs are, we need to acknowledge the inequity that occurs on a regular basis in our society and tht we need to be a voice for change in our society. We need to acknowledge that some of our colleagues are going through such a range of emotions while trying to maintain that everything is okay. Everything is not okay. It is important for many of us to say “I understand that I will never understand. However, I stand with you.”

IV. Vice President's Report – Emily Woolery

A. Board of Trustees – The BoT met on May 13. Emily attended closed session with a faculty member, who appealed the administrative determination of an unlawful discrimination complaint. The BoT upheld the administrative decision in a vote of 5-1. The following faculty retirees were recognized:

• Cynthia Anderson, Professor, Biology (Biological Sciences), 36 years of service; • Carolyn Anderson-Perry, Professor, Nursing (Nursing), 17 years of service; • Debra Farve, Professor, English (Humanities and Social Sciences), 31 years of service; • Evelyn Hill-Enriquez, Professor, American Languages (American Languages), 36 years of service; • Charles McGruder, Professor, Philosophy (Sociology and Philosophy), 30 years of service; • Charles Newman, Professor, Chemistry (Chemistry), 19 years of service; • Tamara Trujillo, Professor, Radio and Television (Commercial and Entertainment Arts), 22 years of service; • Kisha Williamson, Professor, Child Development (Child Development), 13 years of service; • Tina Ziolkowski, Professor, Medical Services (Medical Services), 31 years of service. The BoT will meet again on June 24.

B. President's Advisory Council (PAC) – PAC met on May 13 and May 27. On May 13, we heard updates from Accreditation Steering Committee, Budget Committee, Climate Commitment Implementation Committee, Information Technology Advisory Committee, and Professional Development Council. We heard a Board of Governors Report and held a first reading of AP 5035 Withholding of Student Records and Registration Privileges. On May 27, we heard a report, New Title IX Directive. We had second readings of AP 5035 and the College's Mission, Vision Statement, and Core Values. We discussed PAC's Committee Goals and Progress Report.

C. Temporary Remote Instruction (TRI) and Fully Online By Mutual Agreement (FOMA) – Emily continued to attend meetings with Joan related to TRI and FOMA. In these meetings we developed and agreed to side letters regarding expectations and compensation. Sandy Esslinger, Lance Heard, Tamra Horton, and Chisa Uyeki joined various meetings.

D. FA Office Hours – FA Office Hours were held on May 14 and May 19. Questions were asked about potential impact of budget cuts; scheduling face-to-face lab classes; office hours for faculty, chairs, and coordinators; sexual harassment training; faculty evaluation; retroactive COLA payment; faculty hiring; resources for meeting e-media requirements; possibility of a golden handshake or partial STRS retirement.

E. Grievances – While faculty grievances are low, FA is supporting full-time and adjunct faculty with various needs. a.) CTA is handling arbitration for a full-time probationary faculty, whose tenure was denied. b.) CTA is supporting a full-time faculty, who was on FMLA leave. Questions about scheduling occurred at the end of the leave. c.) FA and HR are working on unlawful discrimination complaints related to racial discrimination and sexual harassment. i. A full-time faculty member was named in a complaint. HR is conducting an investigation. ii. A full-time faculty member submitted a complaint against a full-time faculty colleague. HR is conducting an investigation. iii. An adjunct faculty member submitted a complaint against their division. HR will conduct an investigation. d.) Two full-time faculty members seek support in clarifying their job duties. FA is working with the faculty members and their division managers. e.) An adjunct faculty member requested support with placement on the salary schedule. f.) An adjunct faculty member expressed concern about increased workload for teaching, grading, and curriculum development as a result of Temporary Remote Instruction. g.) Faculty are sharing input on if/when they would feel safe to return to campus.

F. Thank You – Emily thanked faculty for their increased efforts in support of students and faculty members during a particularly challenging semester. She was inspired by faculty's ability to quickly transition and provide instruction in a new format. She extended well wishes, hoped their semester ends well and I wished faculty rest during summer.

V. Treasurer's Report – Steve Lancaster

Treasurer Lancaster reviewed the September 1, 2019 – May 26, 2020 Treasurer's Report and stated that all our budgets look good. Some spending is down due to COVID which will result in us ending the year under budget. One of the line items below budget is Social Activities where we have only spent \$10K of a \$15K budget. Steve

noted that we are increasing that budget to \$20K because our goal is to provide tea, coffee and snacks before and after Rep Council. Another line item way under budget due to COVID is Conference and Training that is at \$8.6K with a current budget of \$21K. This budget is also being increased to \$24K. Treasurer Lancaster emphasized the importance for faculty to meet and interact with faculty from other campuses and hopefully more faculty will be encouraged to attend conferences and training. Adjunct faculty have not been paid out of the Adjunct Faculty Stipends budget as of yet so that ending balance will change. It will be important for the next Treasurer to break up the CD's into \$50K increments so they mature every 3 months allowing access if necessary. We will have an approximate 25K surplus due to the decline in Social Activities and Conference and Training spending this year.

VI. CCA Director J Report – Linda Chan – No Report

VII. SOne/CTA State Council – Eric Kaljumagi/Joan Sholars

A. Chancellor's Office Statement – Joan Sholars shared the following Community College Chancellor's Office statement that was issued to the Rep Council: "Our students, our communities and our colleagues are hurting. We are all in this together. Please join us to learn about how our system will take action to address structural racism and ensure that our communities and students have access to an equal educational opportunity." Log-in information was provided for the Chancellor's webinar to be held June 3 from 9:00 am – 10:30 am with many guest speakers to address a call to action for California's Community Colleges to address equal educational opportunities for all students.

B. Contact Your Legislator – Joan also urged faculty to contact their legislators regarding the proposed cuts to California's education. She shared a flyer showing the 2020-21 proposed budget cuts of more than \$10 billion: \$1,230 per student, 19% increase in class size, more than 57,000 educator layoffs and more than 125,000 classified employees layoffs. Faculty are encouraged to call their legislator to support a budget with no cuts, no educator or school employee layoffs and prioritize equity by repealing corporate tax credits.

C. CCA/CTA Upcoming Events – Eric Kaljumagi, CCA President, reported that CCA was winding down and he was working behind the scenes. He reported that a proposed 8% of the State General Fund is going to the Community Colleges. Strong Workforce funds are proposed to be cut by 50%. There will be a CCA/CTA Legislative Updates Webinar on June 22 at 5:00 pm, and a State Budget Overview on June 25 at 11:00 am. Upcoming CCA/CTA Conferences are all virtual: President's Conference July 13 – 17, Leadership Conference July 15 -19, and the Summer Institute July 27 – 30. Information regarding the 11 hour Treasurer's Training will be forthcoming. Eric noted that all CCA/CTA information is going to faculty's personal emails. State Council State Ballot postcards will be arriving regarding information as to how to vote.

D. CTA Dues – Joan stated that CTA dues will be increasing \$2.70 per month (\$270 per year). Our local dues will not increase.

VIII. Academic Senate Report – Chisa Uyeki

A. Gratitude – Chisa expressed gratitude for faculty and their hard work this semester. She also is so grateful for her amazing FA colleagues. Faculty may not be aware that the FA is in the Senate Purpose & Function to "recognize FA's role... for implementation of college policy pertaining to faculty working operations." She hears regularly from Senate leaders around the state who are struggling to work with their union colleagues- and she is so thankful that we have such strong relationships between Senate and FA leadership. Chisa also want to express gratitude for our community strength and conviction. Later today faculty will receive an email from all of the constituency groups with a campus response to the deadly and racist abuse of authority that killed George Floyd and too many others. A resolution will also be considered at this week's Senate Exec meeting.

B. Election – The following are the Senate election results: • Co-Vice President, 2-year term: Kelly Rivera; • Senators-at-Large: Bruce Nixon and Shiloh Blacksher ; • Secretary: Ramirez Catalan, Briseida.

C. Appointments – The following appointments have been made: **Coordinators** – Misty Kolchakian, our current Honors Faculty Coordinator, has decided to stay as Honors Faculty Coordinator. She will be reappointed for another two-year term. **Return to Campus Task Force** – Senate was given a single appointment to this Task Force and asked Beta Meyer (Biology) to serve to represent faculty and the Senate. She is scheduled to teach in summer. She has already compiled a list of issues that will need to be addressed and Chisa feels very confident that she will represent faculty and student needs well. **Commencement Planning Group** – Bruce Nixon (Mental Health). **Manager, Environmental Safety and Emergency Procedures hiring committee**: Mary McGuire (Art History).

D. Senate Actions – Approved **AP 4230** updates **Grading Symbols** with amendments to add new grading symbols. Did not approve **AP 3725, Information & Communications Technology**. Faculty wanted assurances that there would be a district solution to support captioning and making materials accessible. The AP does not call out individual faculty efforts, rather it refers to the District. The vote does not change the legislative statutes around accessibility that Mt. SAC must follow. This will be discussed further at AMAC. The district has a contract with a captioning software. Approved with amendments: **College Mission and Vision Statement and Core Values**. Approved Resolution: **Emergency COVID-19 Response: Endorse the Distance Learning Committee's Recommendations**

E. Faculty Hires – The President has agreed to hire to maintain the FON, this is terrific news because the Chancellor's Office has permitted colleges to not meet the FON and not be fined. Chisa believes that there will be about 10 hires, but is hesitant to provide details until hiring is finalized. We are working to stay within the set procedures and the list prioritized at AMAC as required by the procedure.

F. FOMA Readiness (FOMAR) training – **FOMA Readiness (FOMAR) training** is live. Faculty were automatically enrolled and can check in POD connect to see if they've met any of the equivalencies. Chisa worked with FA, POD, DL Coordinators, and FCLT on the messages that were sent out to faculty. The email message was sent last Friday evening and includes who to go to for questions. Some faculty have already completed the training over the long weekend.

G. 2020 Fall FlexDay – Fall FlexDay is going to be all online in fall. Lance Heard and Kelly Rivera are leading the planning with the Flex Planning Committee. You should have received a survey to share what your interests and needs are for professional development- please respond to the survey that was sent out to all faculty.

H. 2020 Fall Senate Meetings – All Senate meeting this fall will be held online via zoom. Chisa will load and share the calendar in zoom chat and it is available on our website.

I. 2020 President's Sustainability Awards – Look for an email this week congratulating 5 students who won the \$500 President's Sustainability Awards this year. Thank you to Jared Burton for Coordinating the awards, and the judges who reviewed the applications: Tania Anders, Alicia Baugh, Lance Heard, Samantha James-Perez, Sandy Krause, Sheila Espy.

J. CCCCO Distance Education Addenda 5/4/2020 – Carol Impara, DL Coordinator, Kristina Allende, Curriculum Liaison, and folks from the Instruction Office met with Executive Vice Chancellor, Marty Alvarado, and Aisha Lowe, Vice Chancellor of Educational Services and Support to discuss the requirements for our submission of Blanket Distance Education Addenda for summer and fall 2020. CCCC guidance requires that all courses to be taught online in summer and fall 2020 which have not already been through DL approval, go through the DL Amendment process by December 2020. We were encouraged to hear that our need for more time sounded reasonable, and that we can submit a plan that includes justification for an extended timeline. Chisa is hopeful that we will be able to meet the December 2020 deadline for the summer 2020 We estimate that there will be 1,500 credit and noncredit courses that will need to be reviewed. Even with changes to the process for review (Curriculum Liaisons helping with technical review and a curriculum subcommittee of DLC to review and make recommendations on DL Amendments) we believe we'll need an extension until December 2021 to get all the courses we need

to through the curriculum process. This will require additional DE Addenda, which is some of the information that the Chancellor's Office was hoping to gather with submission of the Addenda.

K. Meeting with the President 5/4/20 – The President recognizes that the return to campus will need to take a phased-in approach over several months and that not all faculty will be ready or able to return to campus at the same time. The faculty who are scheduled to teach over summer are those who wanted to return to campus, and requested to be able to teach. Planning has begun on this work. Dr. Scroggins supports having various opportunities for faculty. He stated that the transition plan needs to allow us to make small steps to be responsive to needs of students, faculty, and programs, and needs of the state. He called for the approach to be faculty led and student-centered. The plans will include high hygiene and distancing, using models established in hospitals and public service offices to ensure a safer environment. We jointly acknowledged a need to increase communication. The recent Town Hall with President, Vice Presidents, and faculty representatives was a way to address the need for more communication, and there are plans for an early fall town hall as well. *Related:* Chisa has shared concerns that faculty have brought to her about returning to campus. Please be sure that your concerns are articulated in your unit's return to campus plan as well as shared with Beta Meyer, our Senate representative on the Return to Campus Task Force.

L. President's Cabinet – Chisa continues to be concerned that discussions and decisions are happening at President's Cabinet meetings that should include a faculty voice but do not. She shared this with Dr. Scroggins and he responded that he sees what is happening at Cabinet as being more sharing current of progress, and not decision making. He did agree to share the agenda and attachments before the last Cabinet meeting so that constituent groups could provide input. Chisa will continue to urge that Academic Senate be included in discussions and decision making on all academic and professional matters.

M. Statewide ASCCC – Chisa is pleased that we have been able to expand the attendance at ASCCC Institutes this spring to include a number of new faculty and adjuncts. The following faculty have registered for the Faculty Institute: Teresa Landeros, Michelle Shear, Lance Heard, Shiloh Blacksher, Hong Guo, Shelby White-Tremazi, Kristina Allende, Tania-Maria Anders, Sara Mestas, Kelly Rivera, Lani Ruh, Bruce Nixon, and Chisa. The following faculty have registered for the Curriculum Institute: Ann Adamiak, Kristina Allende, Lauren Greenberg, Francesca Rinaldi, Lani Ruh, Bruce Nixon, and Chisa.

IX Adjunct Faculty Advisory Committee – Linda Chan/Herschel Greenberg

Last month AFAC hosted a forum "For Adjunct, by Adjunct" on Friday, May 17th from 12:00 – 1:30 p.m. held on the POD website. Sokha Song (HR) attended and assisted adjunct faculty with handling current safety and DL issues. AFAC will be holding a workshop this summer on Tuesday, July 21 from 12:00 – 1:30 with Catherine McKee regarding "Best Practices of Teaching Online" and tips for teaching in Canvas. AFAC is creating a Canvas shell to provide resources and communication for adjunct faculty. AFAC will be hosting another "For Adjunct, by Adjunct" in the 2nd and 14th week of the Fall semester.

X. Governance Committee – Linda Chan – No Report

XI. Negotiations – Joan Sholars

Joan stated that the Negotiations Team started negotiations last Thursday, May 28th and are working on the "Ground Rules." The process is moving very slowly. There will be no IBB (Interest Based Bargaining) this year. The Negotiations teams will meet again on Friday, June 12th to continue discussing the Ground Rules and will meet again on Monday, June 29th to begin negotiations and the first topic is Health Benefits.

XII. Elections

Phil Wolf is still receiving ballots for the 2020-2021 FA elections. The results will be tallied and announcements will be made next week. A special thank you to Phil Wolf and the Elections Committee for their flexibility and extra work on this year's election process.

XIII. Old Business – Action Items

A. 2020 – 2021 FA Budget – A motion was made to approve the 2020 – 2021 FA Budget. A motion to amend the previous motion to approve the 2020 – 2021 FA Budget and include increasing the Postage budget from \$1,500 to \$3,000 and decreasing Conference and Training from \$24,000 to \$22,500 was made seconded and carried.

XIV. New Business – Discussion Items

A. 2020 – 2021 FA Meeting Calendar – A motion to suspend the rules and approve the 2020 – 2021 FA Meeting Calendar was made, seconded and carried. A second motion was made, seconded and carried to conduct all Fall FA meetings via Zoom.

B. Electronic Voting – The benefits of electronic voting was discussed. The FA will need all member's personal emails to make this option viable and cost-effective. There are 6 CTA approved vendors that we can use. At first, postcards would have to be mailed with voting instructions provided. It would definitely be a less labor-intensive process for tallying votes. The Governance Committee will need to change the voting process to be electronic in our ByLaws/Standing Rules. It was recommended that department FA representatives receive a list of FA members to collect their faculty's personal emails. This will be an Action Item at the next Representative Council meeting on September 1, 2020.

C. Class Size Limit Flyer – Tamra Horton presented two flyers promoting faculty to mind the class size cap and not be pressured to add students over the class limit. Adding students over the class limit works against filling other classes and against creating classes for adjunct faculty. This will be an Action Item at the next Representative Council meeting on September 1, 2020.

D. Hiring APs (AP 7120, AP 7122, AP 7127) – The Equity and Diversity Committee have been working on the hiring APs to make the hiring process more equitable especially in how we hire adjunct faculty. FA representatives were directed to review the hiring APs – AP 7120, AP 7122, and AP 7127 (new for hiring executive management – the President and VPs) and share them with their departments. If you have any questions, contact Eric, Antoine or Joan. This will be an Action Item at the next Representative Council meeting on September 1, 2020.

E. Summer Information and FA Office Hours – Joan announced that she will be sending out an email with information regarding her office hours and availability this Summer. Please feel free to email her if you need to contact her.

XV. Adjournment

The meeting was adjourned at 1:50 p.m.

The minutes were respectfully submitted by Liz Ward, Faculty Association