

**Mt. SAC Faculty Association
Executive Board Meeting
May 26, 2020 via Zoom**

Present: Chan, Esslinger, Greco, Greenberg, Heard, Horton, Kaljumagi, Lancaster, Sholars, Thomas, Uyeki, Ward, Woolery. **Absent:** Ott.

I. Call to Order and Approval of Agenda

The meeting was called to order and a motion was made, seconded and carried to approve the agenda with flexibility at 11:36 a.m.

II. Approval of Minutes

The minutes of May 12, 2020 were approved as written with a minor edit.

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

A. Email Discussion – Joan shared her concern regarding the negative tone in emails being sent by the Board members to the point that some board members do not feel safe in sharing their views. It was noted that the error can be from both sides in either the statement or the perception. The question was raised as to how we as a Board can get to a place where each Board member feels comfortable sharing their opinion.

B. Shared General Goals and Operating Principles – Chisa Uyeki stated that collegiality is essential and should be based on the foundation that we are all committed to the same goal: to create student success. Chisa shared that it is helpful for her to go back to the goals in AP 3255 that speak to how we can work together, trust each other knowing we have shared values to reach solutions and that a diverse perspective is helpful for reaching those solutions. She shared via email AP 3255 – Participation in Local Decision-Making General Goals and Operating Principles and emphasized that these goals help set the tone for Senate discussions and functionality. It might be beneficial to for the Executive Board to review. The General Goals and Operating Principles include the following: 1.) To base the participatory governance process on cooperation, trust, and shared values rather than on confrontation. 2.) To reach solutions that are made better through the expertise of the participants and made more acceptable through the participatory process. 3.) To foster a climate of mutual trust, creative conflict resolution, and positive communications skills. 4.) To communicate regularly and accurately with those directly affected by decisions made in the participatory governance process.

C. Summer Retreat – Joan stated that we will have a new Executive Board for 2020 – 2021 and has a goal of setting up a virtual Summer Retreat for the new Exec Board to establish goals.

IV. Vice President's Report – Emily Woolery

A. Board of Trustees (BoT) – The BoT met on May 13. Emily attended the 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 with Trustee Santos giving the only vote of no. The following faculty retirees were recognized: Cynthia Anderson, Carolyn Anderson-Perry, Debra Farve, Evelyn Hill-Enriquez, Charles McGruder, Charles Newman, Tamara Trujillo, Kisha Williamson, Tina Ziolkowski. The BoT will meet again on June 24.

B. President's Advisory Council (PAC) – PAC met on May 13. Updates from Accreditation Steering Committee, Budget Committee, Climate Commitment Implementation Committee, Information Technology Advisory Committee, and Professional Development Council were given. The Board of Governors Report was given and the first reading of AP 5035 Withholding of Student Records and Registration Privileges was presented. PAC will meet again on May 27.

C. TRI and FOMA Meetings – Joan and Emily attended meetings about Temporary Remote Instruction (TRI) and Fully Online by Mutual Agreement (FOMA) on May 14 and May 15. Lance Heard, Tamra Horton, and Chisa Uyeki also attended.

D. Faculty Association (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.

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. **Director J Report – Linda Chan – No Report**

VII. **SCOne/CTA State Council Report – Eric Kaljumagi/Joan Sholars**

Eric Kaljumagi stated there will be a webinar virtual town hall with the California Community Colleges Chancellor's Office and the Community College Association Supporting Faculty During COVID-19 and the State Recovery, Thursday, May 28, 12-1:30 p.m. CCA President Eric Kaljumägi is among the speakers addressing strategies and practices to support faculty as they innovate and adapt new teaching modalities to ensure students have access to a quality education. Registration information was sent to your personal emails on record at CTA. CCA Board will meet this week and state Council will meet next week. CTA will repeat the unemployment workshop May 27th from 5:00 – 6:00 pm. Joan and Emily will be attending the Political Action Committee meeting today at 4:00 pm to discuss potential BoT candidates and strategies.

VIII. **Academic Senate Report – Chis Uyeki**

A. Appointments – The following appointments were 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 Beta Meyer (Biology) was asked 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).

B. Senate Action – Senate has approved/not approved the following: 1) Approved AP 4230 updates Grading Symbols with amendments to add new grading symbols. 2) 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. 3) Approved with amendments: College Mission and Vision Statement and Core Values. 4)

Approved Resolution: Emergency COVID-19 Response: Endorse the Distance Learning Committee's Recommendations.

C. FOMA – 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 sent last Friday evening includes who to go to for questions. Some faculty have already completed the training over the long weekend.

D. Meeting with the President – May 4, 2020 – 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.

E. Statewide AAASC – 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 – Herschel Greenberg/Linda Chan

The Adjunct Faculty Advisory Committee hosted a forum “For Adjunct, by Adjunct” on Friday, May 17th and it was a great success. Questions were asked and answered especially regarding the upcoming FOMA training. 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 will be hosting another “For Adjunct, by Adjunct” in the 14th week of the Fall semester. Joan will need a list of adjunct who attended the AFAC meetings so she can mail out their checks.

X. Insurance Task Force – Sandra Esslinger/Vicki Greco/Tamra Horton – No Report

XI. FA Web Page Update – Liz Ward

Liz Ward reported that the web designer ran into an issue with the design not showing up when editing in Dreamweaver. This required a complete reinstall of the program by Mt. SAC's IT. The fix installed a new version of Dreamweaver, which has required him to learn a whole new way of programming the site, which has delayed finishing the site. He apologized and plans to have the preliminary site up on a temp web address for the Executive Board to view by next week.

XII. Governance Committee – Linda Chan

The Governance Committee met last week and also met this morning with interested Executive Board members. Gail Belik, CTA ByLaws advisor, attended the Zoom meeting this morning and reviewed that the Bylaws are the policy and the Standing Rules are the procedure. We have sent our Bylaws to Gail to review and advise. Once we get the Bylaws ready, they are sent to CTA's review committee. From there, the ByLaws come back to the FA Exec Board to approve and recommend to the Representative Council.

XIII. Closed Session – Grievance and Negotiations Report

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

XIV. Old Business – Action Item

A. 2020 – 2021 Meeting Calendar – A motion was made and seconded to recommend the 2020 – 2021 FA Meeting Calendar to the Representative Council. A motion was then made, seconded and carried to amend the original motion to state that in case of an emergency, the FA Exec Board would preempt the AFAC meeting.

B. FA Insurance Committee (need a standing rule change) – A motion was made, seconded and carried to postpone the addition of a FA Insurance Committee. This will be an action item at the next Executive Board meeting on June 9, 2020.

C. Hiring APs (AP 7120, AP 7122, AP 7127) – A motion was made, seconded and carried to approve the recommendation of AP 7120, AP 7122 and AP 7127 (hiring APs) to the Representative Council.

D. No Confidence Vote in Dr. Scroggins – A motion was made, seconded and carried to postpone a vote of “No Confidence” in Dr. Scroggins for his handling of the closure of Mt. SAC due to COVID-19. This will be an action item at the next Executive Board meeting on June 9, 2020.

E. Summer Meetings – A motion was made, seconded and carried to postpone the decision of dates/times to meet this summer. This will be an action item at the next Executive Board meeting on June 9, 2020.

F. Summer Treasurer Compensation – Compensation for summer Treasurer training was discussed. It would depend on who is elected Treasurer as to the need of Treasurer training. No motion was made.

XV. New Business – Discussion

A. Class Size Cap – 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. A motion to suspend the rules and recommend both flyers to Representative Council was made, seconded and carried.

B. Google Database – It was recommended that the FA have access to Google database. This would allow for all documents to be in one place that can be accessed from anywhere. Sandra Esslinger will be looking into the subscription amount and will get back to the Executive Board. This will be an action item at the next Executive Board meeting on June 9, 2020.

C. FA Awards – Results from the Academic FA Awards Committee were presented. The Extra Curricular and CTE Committees have not completed their evaluations and recommendations. They will have their recommendations ready for the next Executive Board meeting. This will be an action item at the next Executive Board meeting on June 9, 2020.

XVI. Adjournment

The meeting was adjourned at 1:27 p.m.

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