

**Mt. SAC Faculty Association  
Executive Board Meeting  
October 27, 2020 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 at 11:31 a.m.

**II. Approval of Minutes**

The minutes of October 13, 2020 were approved as written.

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

A. School of Continuing Ed/Non Credit Issues – Joan and Herschel will be meeting with Sokha tomorrow, October 28<sup>th</sup> to discuss the scheduling practices for non-credit faculty in the School of Continuing Ed. Joan has been working with these faculty and their grievances for over 5 years and this is the first positive information she has received since the filing of their grievances. As noted in the last E-Board minutes, the FA has filed a couple of grievances against the District in regards to the scheduling practices used by the School of Continuing Education. As the District has rejected our grievances, we are considering moving to arbitration on at least one, if not all, of these grievances.

B. COVID Side Letter for Spring 2021 – Joan is working on a COVID Side Letter for Spring 2021, There is no state or federal money but it looks as if the District will cover two-thirds of faculty load and the faculty could use their sick leave for the remaining one-third.

C. Stipends for Doctorate – Our contract states that the District will pay a one-time stipend to faculty if they earn a doctorate while being employed by Mt. SAC. Nothing in contract states that the one-time stipend is only for full-time faculty members. Joan will be working on getting the adjunct paid the one-time stipend. It was recommended that the contract language be cleaned up.

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

A. Board of Trustees – The BoT met on October 14. They heard informational reports on Latinx and Intertribal Report, Enrollment Management, 2020-21 Adopted Budget. They approved the Agreement with the Los Angeles and Orange Counties Building and Construction Trades Council and the Signatory Craft Councils and Unions for Capital Construction and Major Renovation Projects.

B. President's Advisory Council – PAC did not meet on October 14. PAC will next meet on October 28.

C. Student CTA (SCTA) – SCTA will hold a club meeting on October 27, where they will meet leaders from the statewide SCTA.

D. CCA Fall Conference – Joan and Emily attended the following meetings: • October 5: Monthly Meeting with President; • October 7: Meeting with Human Resources and Academic Senate regarding Title 5 changes; • October 7: Monthly Meeting with School of Continuing Education; • October 8: Academic Senate Executive Board Meeting; • October 8, 15, 22: Weekly Meeting with Human Resources; • October 12: Constituent BoT Agenda Review with President; • October 15: Bi-Monthly Meeting with Vice President, Instruction; • October 26: Flex Day Joint Task Force Meeting.

**V. Treasurer's Report – Linda Chan**

Linda Chan reviewed the September 1, 2020 – October 27, 2020 Treasurer's report. She stated that we have not yet received the bank statement that should reflect the Dues and Agency Fees installment. Treasurer Chan also stated that she will be meeting with Professional Financial Services who do our payroll and payroll taxes to start the process of filing our annual 990 form on Monday, November 2<sup>nd</sup>.

## **VI. Academic Senate – Chisa Uyeki**

A. Equity Summit – Chisa wanted to remind faculty that the Academic Senate, Student Services and Instruction invite you to join faculty, staff, managers, and students in courageous conversations on race and equity at the Equity Summit this Friday, October 30, 2020 from 9:00 am – 1:00 pm. The focus is “How do we Move the Needle on Equity?” The outcomes of this summit will be used to inform the College Strategic Plan. Topics covered will include using data to understand and effectively address student needs, equity and sustainability reimagining outcomes through an equity lens, strategic planning and equity, guided pathways and more! Please register for the Equity Summit Friday via POD Connect - <https://cccpln.csod.com/samldefault.aspx?oid=12>

## **VII. Adjunct Faculty Advisory Committee – Herschel Greenberg/Judy Lawton (shared)**

- A. AFAC 10-20-20 Meeting – The AFAC met on 10-20-20 from 11:30am – 1pm via Zoom.
- B. Adjunct Evaluating Adjunct Pilot Program – Joan dropped in and asked us to consider a plan for a pilot program regarding adjunct evaluating other adjunct. AFAC will plan criteria and guidelines at our next meeting (it will be first on our agenda).
- C. Adjunct Seniority List – HR has released the list of all instructors and their hire date. We are planning to send an email reminding all adjunct to verify this information on HR's website (email has been prepared). We will also create a flier reminding all adjunct to check this information. The counseling department reported incorrect information and some adjunct were not even in the database. Lisa Romo is our contact person and will fix any errors.
- D. Evaluations Side Letter – Side letter regarding evaluations has been added to our Canvas shell. Current and future side letters will be added as well.
- E. AFAC Workshop – AFAC voted to upload the workshop to our Canvas shell despite some incorrect information. The video will be uploaded later in the week.
- F. Class Cap Exceeded – The business department reported that enrollment reached 36 students per class (the cap is 30). Rather than offer new sections to make up this difference, instructors took on more students.
- G. Next AFAC Meeting – Our next AFAC meeting is on Nov. 17<sup>th</sup> at 11:30 am via Zoom.

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

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

## **IX. Old Business – Action Items**

- A. Harassment – Title IX AP – A motion was made, seconded and carried to recommend to the Representative Council the approval of Title IX AP 3434 that addresses responding to sexual harassment and gives direction as to college investigation procedures.
- B. Committee Appointments – A motion was made, seconded and carried to approve the following FA Committee appointments: Accreditation Steering Committee – Beta Meyer; Exceptional Service – Julie Bray-Ali; Governance – Maya Alvarez-Galvan; Health and Safety – Linda Chan; PAC – Joan Sholars; Salary and Leaves – Jennifer Leader; Calendar – Ed Estes; Membership – Luisa Howell.

C. Negotiation Team 2021 - 2022 – A motion was made, seconded and carried to approve the proposal of continuing with the same Negotiation Team for 2021 – 2022 as we have for this year (2020 – 2021).

D. Governance Committee – This item was not addressed and will be an action item at the next Executive Board meeting on November 10<sup>th</sup>.

E. Website Subcommittee – A motion was made, seconded and carried to hire Alexander Chang as the FA Webmaster with the following limitations: not to exceed 10 hours per month at \$20/hour with a total of no more than 50 hours per year with a budget limit of \$1000.

F. Election Update – After discussion, a motion was made, seconded and carried to recommend to the Representative Council that a deadline be determined for Fabian Pavon to acquire his FPPC number that will allow the FA to support him with \$2500.

#### **X. New Business – Discussion**

A. PAC Contribution Letter – The FA Political Action Funding Letter is being created that will propose \$15 from faculty's yearly dues be placed in our Political Action account to fund our local Board of Trustees' election campaign. This will be an action item at the next Executive Board meeting on November 10<sup>th</sup>.

B. Organizing Committee – The Organizing Committee will work with the Executive Board in keeping members informed about FA issues and concerns. The committee will organize faculty to attend BoT meetings as well as other meetings where faculty's presence is needed. The Organizing Committee should be chaired by a member of the Executive Board (Robert Piluso and Judy Lawton were recommended) and consist of 1 full-time and one adjunct faculty member from each division. This will be an action item at the next Executive Board meeting on November 10<sup>th</sup>.

C. Student CTA Donation – The proposal for the FA to contribute funding to assist with the \$30 student CTA membership dues was made. There are currently 10 to 15 student CTA members. This will be an action item at the next Executive Board meeting on November 10<sup>th</sup>.

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

A. CCA President's Fall 2020 Report – The following is a summary of the CCA President's Report: 1.) Winter CCA Conference scheduled for 1/ 29-31 in San Diego. May move to virtual format. Chapter presidents invited to attend CCA Board meeting from 12:30 – 4 p.m. on the 29<sup>th</sup>; 2.) President Kaljumagi & Vice President Wahbe solicit invitations to visit local chapters virtually to encourage communication and foster participation with local chapters; 3.) The first all-CCA member monthly email was sent out on March 24. You are encouraged to reach out to fellow members and encourage them to subscribe: <https://actionnetwork.org/forms/sign-up-for-ccas-action-network-update>; 4.) For anyone interested CCA Leadership Zoom meetings take place on the 4<sup>th</sup> Wed. of each month through May from 5 – 6 p.m. – November and December meetings will be on the 2<sup>nd</sup> Wed. So far the topics included have been: information on elections, conferences, grants, disability insurance, negotiation guides, Undocumented Student Action Wee, and Proposition 15. Signup information is available at the CCA4us website; 5.) President Kaljumagi encouraged local presidents, CCA Board members and State Council delegates to attend service center general meetings as it can be helpful in developing and fostering relationships with K-12 that can be helpful in board of trustee elections & increases CCA's visibility & participation in CTA's work; 6.) Chancellor's Office Proposed Budget was determined by unmet needs and mission critical work last year. It included apportionments for "current obligations and provide cost adjustments" –COLA, protection from property tax shortfalls, implementation of Faculty & Staff Diversity Taskforce Recommendation, which provided for faculty hiring and one-time pilot fellowship program to improve faculty diversity. CCA will advocate for additional funds for part-time faculty. Next year's budget is not anticipated to be a very positive one; 7.) An extensive and detailed report as given re: Calbright College; 8.) CTA's State Council meetings in June and October were virtual, via WebEx. A brief CTA State Council Report was given wherein, among other CCA members who had worked with CTA, appreciation was expressed for Joan Sholars service and representation on CTA's State Council; 9.) CTA Board meeting switch to online as of March and is expected to remain online at least

until November 9. District Q (CCA) has had the lowest drop of any CTA district in 2 years— 42. Several California NEA Board directors were disappointed due to the rapid NEA move to support Joe Biden as there was a large number of Sanders' supporters in California. CTA Legal continues assisting No. Orange CCD in the case of the District bypassing union negotiations. CA Supreme Court found that it was acceptable for pension plans to implement anti-spiking policies. CA Court of Appeals found that STRS may recover overpayments within three (3) years of becoming aware. The LA County Superior Court found that adult education programs that were funded through CAEP are categorical programs, thus, teachers funded by the programs are temporary employees; 10.) CTA continues to provide assistance to CCA locals. The CTA printed pocket calendar has been discontinued. Local chapters are asked to maintain their usual meeting schedule. When meetings are virtual, all votes must be roll call votes unless there is no objection; 11.) A very detail Board of Governor's report was provided; 12.) President Kaljumagi also provided a very detailed Narrative Report – April to September. The narrative described his activities during that period. Following the narrative were descriptions of the nature of the different groups that he had met with as well as their function, including also membership details; 13.) This narrative was followed by a very thorough Consultation Council Report.

B. CCA Vice President's Report – The following is a summary of the CCA Vice President's Report: 1.) Vice President's Wahbe's report listed her activities throughout the months of August and September. It listed many meetings attended as well as numerous committee meetings; 2.) Also listed was an interruption to her busy calendar with evacuation orders due to the wildfires in the Angeles National Forest and a previously scheduled surgery.

C. CCA Secretary and Treasurer's Reports – CCA Secretary John Sullivan provided a summary of his activities during the summer break. CCA Treasurer Joh Ausubel provided a narrative of his summer activities as well as a 12-month Treasurer's report ending on August 31st, 2020.

D. Directors-at-Large, Liaison and Committee Reports – The following is a summary of the Directors-at-Large, Liaison and Committee Reports: 1.) Butte College: No FT & PT faculty evaluations this fall, student evaluations changed to be more lenient. Probationary faculty will be evaluated; 2.) Hartnell is addressing ethics issues with administration; Gavilan nears conclusion of negotiations; 3.) Imperial Valley PT reports excitement over the visit by President Kaljumagi & Vice Pres. Wahbe; 4.) Rio Hondo investigating a Title 9/Sexual Harassment claim against the President of the BOT Oscar Valladaras & college investigating fraud charges against former president Arturo Reyes; 5.) Mira Costa has agreed to compensate PT faculty for course conversion, approximately. \$500 per faculty; 6.) Luisa Howell provided a written report and reported Mt. SAC's FA leadership displeasure with the conference being spread across 4 days as it precluded leadership participation; 7.) NEA Higher Education director – Julius Thomas: Leadership focusing on the Presidential Election; 8.) SCTA Board met & expressed a desire to collaborate with CCA and to set a long-term goal of working toward goals rooted in social justice, racial equity & eradicating culture of white supremacy.

E. Action Items – 1.) CCA part time/adjunct faculty members service on Council committees who are not otherwise compensated by NEA/CTA/CCA shall receive a \$50 stipend per meeting attended. 2.) Membership Grant limit increased from \$3,000 to \$5,000

## **XII. PGI – Tamra Horton**

A. PGI Processed – From 7/1/19 – 6/30/20, 26 PGI were processed. From 7/1/20 – 10/21/20, 36 PGI have been processed (The first round of PGI Consultations ran 6/15/20 – 6/30/20.)

B. Future of the Project – Tamra would like to recommend the EBoard select one of the following three options for the PGI Project:

1. The PGI Project concludes at the end of fall 2020. All faculty who have not yet earned PGI will be notified that the project is coming to an end and encouraged to take one of the twenty remaining appointments available for fall. (I will have met with approximately 60% of faculty who do not have PGI by the end of fall.) After fall, questions regarding PGI/H will be directed to the FA president and vice-president.

2. The PGI Project concludes at the end of winter 2021. Six appointments have been available to faculty every Friday during fall. Although they are always booked, there are one to two cancellations/no shows every week. This is a much higher rate of cancellation than during the June 15 – 30 consultations when there

were only four. This suggests that in summer (and likely winter) faculty may have more time to prepare for the appointment. Continuing the Project through winter 2021 may allow for the remaining interested faculty to complete a PGI Consultation.

3. The PGI Project be expanded. The PGI Project has uncovered several faculty who appear to have been placed on the wrong column when hired full-time. At the time of hire, full-time faculty could be offered a Column Placement Consultation to ensure they have been placed correctly as part of the PGI Project. The PGI Project could also be expanded to include Column Crossover as well as PGI Consultations. These consultations could be offered to all faculty or could be available to union members only as a benefit of membership.

If the PGI Project is expanded it could be conducted by someone given LHE to run it, or it could be the responsibility of one of the union's elected officers. Regardless, the individual responsible should commit to being an FA appointee to both the Faculty Professional Development Council and the Salary and Leaves Committee as membership on those are crucial to being able to effectively guide faculty towards earning PGI and Column Crossover. Moreover, this person should be delegated the FA representative to sign all PGI and Column Crossover Petitions for the Salary and Leaves Committee so that the FA can be apprised of issues that arise and be poised to advocate for faculty.

C. PGH – Adjunct faculty can apply for PGH for 2020-21 and retroactively for 2019-20 and 2018-19. To do so, faculty complete Part 5 of the Petition for Professional Growth form and submit it to Maria Cardenas at POD. Link to the form here: [https://www.mtsac.edu/instruction/committees/salaryandleaves/Petition\\_for\\_Professional\\_Growth\\_v3\\_040819.docx](https://www.mtsac.edu/instruction/committees/salaryandleaves/Petition_for_Professional_Growth_v3_040819.docx)

D. Pre-2016 Activities – There is currently a grievance filed regarding whether or not professional growth activities completed prior to 2016 can be counted towards PGI. Currently 12 faculty who have applied for PGI are awaiting the grievance decision. Although the contract does not stipulate a cut-off date, the District has provided documentation that this was the original intention when in 2016, faculty became eligible for PGI at any time in their career. (Prior to that date, the contract read that faculty could only earn PGI once they were at the top of Column 3.) The Faculty Association was provided a file containing all (162) faculty requests for PGI from 2010-present. A random sample of 30 faculty who earned PGI in the years 2015-2020 found that half (15) included non-District activities and POD workshops that pre-date the year 2016. The activity most significant to faculty is the New Faculty Seminar (NFS) which is worth 48 hours towards PGI. Currently, faculty who completed the NFS in 2015 and earlier are being denied those hours.

E. Paperwork and Processing – The paperwork involved in requesting PGI and PGH continues to be a barrier to earning them. • – **For PGI**, three forms must be completed. One is submitted to POD so that faculty can verify their attendance at POD activities. One (that is four pages long) is submitted to the Salary and Leaves Committee so that faculty can have their activities approved for PGI. One is submitted to HR to apply for PGI. Faculty routinely get lost in this process, particularly because at each step the paperwork can be returned to them with hours rejected that they understood to count towards PGI. • – **For PGH**, sometimes two forms must be completed, sometimes none. For Flex Day and random required activities (for example, Sexual Harassment Training), there are agreements in place and adjunct faculty are paid once they complete the activity. For all other POD activities, adjunct faculty are required to complete the Petition for Professional Growth form and a timesheet. The adjunct section (Part Five) of the four-page Petition for Professional Growth form appears at the very end of the form. Routinely they attempt to complete the earlier parts only to discover this was unnecessary. Because adjunct earn PGH at the non-teaching hourly rate, it has been difficult for adjunct to determine if they have earned PGH or not. Richard Lee has agreed to create a new earnings code that will identify PGH hours as such on the pay stubs. However, there will not be a separate code for each academic year. He has offered to “simply send an email to each faculty member informing them of the PGH hours they are being paid for and include the year it applies to.”

F. Professional Development Offerings – POD is transitioning from campus-based trainings offered by Mt. SAC to online trainings offered by a variety of entities including the Chancellor's Office. (At the time of this report, there are only 7 hours of Mt. SAC workshops preapproved for PGI on the fall 2020 POD Connect calendar.) This is an additional barrier to earning PGI and PGH. • – PGH: The contract stipulates adjunct can earn PGH “only for on campus professional development workshops.” Although some online activities have been pre-approved (Sexual Harassment Training, for example), a wealth of activities on POD

Connect are not currently eligible for PGH because they are not Mt. SAC's own. • – PGI: Each POD Connect activity must be approved by the Salary and Leaves Committee for approval towards PGI. This approval rarely comes prior to the date of the activity, so faculty do not know ahead of time whether or not the activity will count towards PGI. Moreover, POD Connect activities seldom provide the "verification of completion" that the contract stipulates "must be submitted to the Human Resources office." Given this direction in POD offerings, it is become more expedient for faculty to enroll in courses to earn PGI (flier was attached).

G. Contract Language and Side Letters – Negotiating hourly pay for professional development activities (be it PGH for adjunct or FOMAR for all faculty, for example) introduces bureaucratic confusion that likely costs the District more in staffing to track than it earns faculty who receive the pay. For example, with FOMAR faculty could complete a variety of POD workshops, mostly those offered by FCLT and related to Canvas, to earn the stipend. These same workshops were pre-approved for PGI and PGH. As such, unwieldy records must be kept and checked to determine whether individual faculty have previously been paid for the activity or can use it towards PGH or PGI.

**XIII. Other Reports** – CTA Fall Conference Report was provided by Josh Christ located in the E-Board Google Drive folder and FPDC did not report.

#### **XIV. Announcements**

A. Next FA Representative Council – The next Representative Council meeting will be held Tuesday, November 3<sup>rd</sup> at 11:30 a.m. via Zoom.

B. Next Executive Board Meeting – The next Executive Board Meeting will be held Tuesday, November 10<sup>th</sup> at 11:30 a.m. via Zoom.

#### **XV. Adjournment**

The meeting was adjourned at 1:18 p.m.

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