

Mt. San Antonio College Faculty Association

Executive Board Meeting Minutes

November 30, 2021

11:30am – 1:00pm via Zoom

Present: Chisa Uyeki, Emily Woolery, Eric Kaljumägi, Herschel Greenberg, Joshua Christ, Judy Lawton, Kristina Allende, Linda Chan, Luisa Howell, Maya Alvarez-Galván, Sandy Esslinger, Tamra Horton, Vicki Greco

I. Call to Order

The meeting was called to order at 11:37am.

II. Approval of Agenda with Flexibility

A motion was made to approve the agenda with flexibility (Linda) and seconded (Maya). The agenda, with minor amendments, was approved by acclamation.

III. Approval of Minutes of November 9, 2021

A motion was made to approve the minutes (Linda) and seconded (Maya). The minutes, with minor amendments, were approved by acclamation.

IV. Reports

a. President - Emily Woolery

- i. Competency Based Education:** Loni Nguyen provided an overview of the CBE pilot that she is leading. Tamra and I offered to share information with the FA Executive Board. (Documents are available in the shared folder.) During the pilot, faculty should be compensated for CBE workload, specifically (1) training and (2) teaching. The FA and District will have to negotiate a side letter for this compensation after the first 2 years of the 5-year pilot. Loni will be asking other participating colleges about their models and approaches to competency-based education. The English Department has agreed to participate in the pilot. Math and Communications Departments have not agreed to participate. Eric voiced concern about proposing it as a mandated overload assignment since the contract clearly states that overload is voluntary. Many expressed agreement to uphold a 40-hour work week.
- ii. Appendix E:** Emily is receiving questions about coordinator and coach positions. Work on Appendix E is stalled, but all appointees are currently seeking meeting times to restart the work. Emily has heard from faculty that their impression is that the FA is not supportive of the Appendix E positions; however, the FA is actually trying to figure out how to get district support for the positions.
- iii. Interactive Process Meetings:** Two professors have asked support with their interactive process meetings. It seems that HR has scheduled initial meetings with the professor, the professors' deans, and HR representatives. The process is

incorrect, and Emily is working with Dr. Sokha Song to confirm and share the process with FA and HR.

- iv. **NEA Visit:** It is expected that 15-20 people will join the discussion with NEA President Becky Pringle on Wednesday, December 1, from 9:00-11:00am. Spaces are available for 5-10 additional attendees. Please share the details with interested faculty.

b. Vice President - Tamra Horton

- i. **Column Placement and Crossover Review Pilot:** Meetings continued with HR to develop the individualized column placement/crossover form. Given the difference between vocational and academic column placement and crossover, it was decided to break the 2020-21 new hires into separate groups for the purpose of the pilot. An email will be going out shortly to each group to schedule workshops for the week of January 24 – 28.
- ii. **FACTS Adjunct Unemployment Benefits Workshop:** Robin Devitt will be delivering the Adjunct Unemployment Benefits Workshop on Wednesday, December 1, 5 – 6:30 p.m. as part of the CTA Membership Drive. The workshop is coordinated through POD. The flyer is located in the shared meeting folder.
- iii. **Grievance Committee:** Tamra spoke with Jon Ausubel (Chaffey) on 11.12.21 and with Kathy Schmeidler (So. Orange) on 1.15.21 as part of a fact finding mission on how grievance committees function. They serve as grievance officers at their respective colleges.
- iv. **Unpaid Leave of Absence:** Tamra advised a faculty member who is attempting to secure an unpaid leave of absence for the purposes of professional development.
- v. **PGI/H Form Task Force:** Tamra met with POD on 11.3.21 to make changes to the PGH (adjunct) Smartsheet report. The PGI/H Form Task Force is now beginning on a PGI (full-time) Smartsheet.
- vi. **Organizational Planning:** Tamra and Emily met with the Competency-Based Education Pilot Coordinator on 11.23.21 and Distance Learning Faculty Coordinator on 11.12.21 regarding negotiation needs for each program. Attended the Expanded President's Advisory Council on 11.17.21 and the Academic/Student Services Planning Summit on 11.19.21.
- vii. **Column Placement:** Work is continuing with HR regarding column placement questions. To date, two faculty members' original placements have been confirmed as correct, and one faculty member has been moved up a column and will receive back pay for three years. Working with a final faculty member who was incorrectly categorized as vocational instead of academic.

c. Treasurer - Linda Chan

- i. **Financial Statement:** Linda presented the FA's financial statement for the period of 9/1/21 to 11/30/21. Postage expenses included mailing contracts, contract ratification in July 2021, and 2021 spring election expenses from April and May

2021. A motion was made to approve reimbursement to Emily Woolery for postage expenses paid (Maya), seconded (Tamra). The motion to reimburse Emily Woolery for postage expenses passed by acclamation.

- ii. **Nonprofit Status:** Linda presented an email correspondence from Denise D. Land, EA, Resolution Specialist from the Tax Department of Professional Financial Solutions explaining the actions taken to resolve the matter of the IRS claiming it did not receive the proper tax forms in order for the FA to retain nonprofit status. The communication, dated November 22, 2021, included that a request for a retroactive reinstatement of the FA's nonprofit status was made and should take approximately 30 days to be remedied.
- iii. **Negotiation Team Constituency:** Linda presented the allocated LHE for 2020-2021 Negotiations Team, Professional Growth Increment Project LHE, and Officers' LHE along with the breakdown of the LHE charged to the Faculty Association. The total amount charged to the Faculty Association was \$46,819.65, which is a significantly larger figure than in previous years.
- iv. **Five-Year Audit:** Linda presented the 5-year audit for years 2016 through 2020, prepared by the auditor.
- v. **Audit 2020 Visuals:** Linda presented a pie chart of expenses for last year that the auditor prepared.
- vi. **Courier Costs:** Linda presented costs associated with courier services for the Executive Board to consider while Linda is teaching online and not present on campus this academic year. Courier services would facilitate the timely exchange of FA documents. The costs are \$10 for a single letter with a maximum of \$50. Fedex and USPS registered mail is about the same. Frequency is estimated to be between two and four instances per month. After discussion, there was agreement that, rather than courier services, the photocopier scanner in the FA Office may be used to send items to Linda, the regular mail system may be used to exchange documents between the FA Office and Linda, or exchanges may occur at Vera's (FA Office Staff) house, if Vera is agreeable to it.

V. **Closed Session**

- a. Grievance Report - Tamra provided a written report. No new grievances.
- b. Negotiation Report - No report.

VI. **Old Business – Action Items**

- a. Puttin' on the Hits: Emily presented a written proposal from Joan Sholars and Rondell Schroeder. A motion was made to not approve the proposal (Maya), seconded (Kristina). Support for the motion was expressed. Discussion ensued. Maya called for the question. The motion passed: 10 in favor, 0 opposed, 1 abstained.
- b. AP 37XX Video Conferencing (NEW) - table
Tamra made a motion to table the item. Maya seconded the motion. The item was tabled by acclamation.

At 12:55pm, Maya made a motion to extend the meeting by 15 minutes. It was seconded (Luisa). The motion was approved by acclamation.

VII. New Business – Discussion Items

a. FA Negotiations Team Appointments:

- i. Sandy- 10 LHE
Robin- 0 LHE
Herschel - 3 LHE
Tamra - 0 LHE
Shadow - David Mrofka- 3 LHE
Resources: Stephen Lancaster and a counselor- TBD - 0 LHE

Tamra made a motion to suspend the rules, Herschel seconded the motion. The motion passed. Tamra made a motion to approve the Negotiations Team with an understanding that the Lead Negotiator's (Sandy Esslinger) LHE would be spread over additional terms, Herschel seconded. Eric asked for clarification about the proposed LHE. Discussion occurred. Tamra withdrew the motion due to the need for additional clarification of the proposal prior to approval, Herschel agreed.

b. Conference Attendance

- i. CTA Region 3 Conference: Maya Alvarez-Galvan, Tamra Horton, and Emily Woolery
The item was discussed. The item will return as an Action Item at the next Executive Board Meeting.
- ii. CCA Winter: Linda Chan, Tamra Horton, and Emily Woolery
The item was discussed. Eric stated that it is uncertain if the CCA conference will be hybrid. The item will return as an Action Item at the next Executive Board Meeting.

c. FA Meeting Schedule

- i. Fall 2021 - Meet on 12/14
Although 12/14/21 falls after the conclusion of the fall semester, the Executive Board will hold a regular meeting.
- ii. Winter 2021 - Request to meet for bylaws/standing rules
The item was discussed. The item will return as an Action Item at the next Executive Board Meeting.
- iii. Spring 2022
The item was discussed. The item will return as an Action Item at the next Executive Board Meeting.

d. Appointments

- i. Committees
The item was discussed. The item will return as an Action Item at the next Executive Board Meeting.

ii. Organizing Committee - Maya Chair

The item was discussed. The item will return as an Action Item at the next Executive Board Meeting.

VIII. **Other Reports**

- a. Adjunct Faculty Advisory Committee - A written report was provided.
- b. CCA Director J Report - A written report was provided.
- c. CTA Service Center One Council - No report.
- d. Academic Senate - No report.

IX. **Announcements**

- a. FACTS Workshop for adjunct faculty on unemployment benefits: Dec. 1 at 5:00pm.
- b. FA Representative Council: December 7 at 11:30am – 1:00pm
- c. CTA Issues Conference: January 21-23 in Las Vegas. Register at <https://www.cta.org/event/issues-conference-2022>.
- d. CTA Region 3 Leadership Conference: February 4-6 in Los Angeles. Learn more at <https://www.cta.org/event/region-iii-leadership-conference-2022>.
- e. CCA Winter Conference: February 11-13 in San Diego. Learn more at <https://www.cta.org/event/cca-winter-conference>.

X. **Adjournment**

The meeting adjourned at 1:33pm.

Respectfully submitted by
Vicki Greco