

Mt. San Antonio College Faculty Association
Executive Board Meeting Minutes
January 10, 2023 | 11:30am – 1:00pm via Zoom

Attendance: Alvarez-Galván, Allende, Anders, Christ, Esslinger, Greco, Horton, Kaljumägi, McLaughlin, Nguyen, Pellitteri, Rivas, Woolery

I. Call to Order

President Emily Woolery called the meeting to order at 11:35am.

II. Approval of Agenda with Flexibility

A motion was made to approve the agenda with flexibility (Alvarez-Galván) and seconded (Greco). Vice President Tamra Horton requested to add an item under New Business to increase the budget for line-item *Office Equipment*. The item was added as agenda item VII.i. The agenda was approved with the amendment.

III. Approval of Minutes – December 6

A motion was made to approve the minutes (Alvarez-Galván) and seconded (Nguyen). The minutes were approved with an amendment to the president's report.

IV. Reports

A. President - Emily Woolery distributed a [written report](#).

1. FA Work Groups

The FA has work groups with the district on the following topics:

- a) Article 18 and DEI: This work group plans to meet in Winter Intersession with dates to be determined.
- b) Appendix E: The work group met on 1/9. Most faculty on reassignments have reviewed and confirmed or updated their job duties. The work group will meet on 1/23 and expects to conclude its review and draft a recommendation for negotiations by the end of February.

Academic Senate Vice President Tania Anders suggested that faculty in reassigned positions keep a weekly log of hours and duties being performed to support future requests for increases in reassigned LHE. Sandy Esslinger expressed agreement and added that the time required to log reassignment work duties should also be calculated in the LHE allotment.

- c) Merged Canvas Shells, RSI, and Other: Kelly Fowler, Vice President of Instruction, provided an update on 12/10. Further discussion on merged canvas shells is pending a legal opinion related to whether a student waiver will meet FERPA requirements, and a discussion on a rubric for regular and substantive interaction will occur in Winter Intersession.

Director Kristina Allende informed the Executive Board that Kelly Fowler offered compensation to faculty on the work group for the winter intersession.

2. Contract Interpretation and Employee Relations

President Woolery and Vice President Horton have supported faculty with multiple questions, including:

- a) Accommodations and leaves
 - (1) caregiving
 - (2) illnesses and injuries
 - (3) banked leave restrictions
 - (4) catastrophic leave requests
 - (5) COVID-19 leave
- b) Reassigned positions
- c) Department chair office hours in intersession
- d) Reduced adjunct assignments

Secretary Vicki Greco stated that there continues to be issues related to contract interpretation and lack of understanding of the Title 5 Regulations pertaining to the Flexible Calendar Program. Specifically, there are some faculty in the Student Services Division who are being required to fulfill their six hours of floating flex time outside of their annual contractual days and hours rather than as one of their required work days, as stated in the faculty contract, and in lieu of instruction time, as set forth in Title 5. Vice President Tamra Horton stated that faculty who are being required to work beyond their contractual days and hours to fulfill the flex days can file a grievance.

Director Sandy Esslinger raised the importance of full-time faculty adhering to class size capacities to support and protect employment and working conditions for adjunct and full-time faculty. The Executive Board expressed agreement that holding strong boundaries with regards to established class size capacities is in the best interest of the faculty and the students, as it supports employment and the conditions of teaching and learning. The discussion included the importance of the district adding class sections when there is student demand for a course rather than putting the faculty in the position of having numerous students trying to add their full classes.

B. Vice President - Tamra Horton distributed a [written report](#).

1. Initial Column Placement and Column Crossover Consultations

Of the seven full-time faculty newly hired in 2021-22, four were not placed on Column III. Lisa Romo does not think individual consultations are needed any longer. Tamra is working with Lisa Romo so that the FA can offer the faculty individual consultations.

2. Sabbatical Reports

Tamra met with Michelle Newhart on the possibility of posting sabbatical reports in a Canvas course shell. The same barrier exists for housing them in a Canvas shell as posting them on the Salary and Leaves webpage,

namely that they would have to meet accessibility standards. The district has not hired sufficient staff to handle the accessibility requirements for digital materials, which has resulted in some of the campus community's requests for the posting and distribution of digital materials not being met.

3. PGI & Column Crossover

Tamra has continued to offer PGI and Column Crossover consultations to faculty and will be scheduling a FACTS session on PGI during the winter intersession. Approximately 180 to 200 faculty would be eligible to earn PGI or PGH. A group tasked with improving the process for applying for PGI will be meeting in person from 9 a.m. – 11 a.m. on February 2nd and 9th. It will include representatives from the Salary and Leaves Committee, POD, and HR.

4. CCA Elections

In addition to serving on the CCA Elections Committee, Tamra is now serving on a CCA Voter Qualifications Task Force. This group will be considering a proposal from San Joaquin Delta College to establish qualifications for voting for Director positions.

C. Treasurer - Maya Alvarez-Galván

Treasurer Maya Alvarez-Galván distributed the [financial statement](#) and a document of adjustments in Quickbooks. Maya presented the current financial statement and noted that the fall semester stipends have been paid out to the adjunct faculty serving on the Adjunct Faculty Advisory Committee. Maya has made Quickbooks adjustments to reflect the reconciling of some duplicate and uncashed checks. To date, approximately \$9000 has been reconciled in the checking account at First Federal Credit Union.

V. Closed Session

A. Negotiations Report - Sandra Esslinger

Lead Negotiator Sandy Esslinger had distributed a negotiations update report to all faculty on January 9. The Executive Board discussed at length the most recent negotiations items, including the district proposals regarding faculty evaluations and distance learning. Significant concerns were expressed by several of the board members.

B. Grievance Report: Currently, there are no grievances.

VI. Old Business – Action Items

A. Class Size Task Force Recommendations – postponed to January 31

B. Conference Attendance

1. CCA Winter Conference – Feb. 10-12, San Diego

a) Delegates

A motion was made to approve the additional appointments of David Mrofka and Sierra Powell, seconded, and carried.

VII. New Business – Discussion Items

- A. AFAC Attendance and Compensation: The item was not addressed due to time constraints.
- B. Membership Drive: The item was not addressed due to time constraints.
- C. Goal Setting Retreat

Emily reported that Robin Devitt (CTA) can host a goal setting retreat on Feb 14 which is currently a scheduled date for an Executive Board meeting. All agreed that they would be willing and available to attend an in-person, 4-hour retreat on February 14. Possible time frames for the retreat are 9:00am - 1:00pm or 10:00am - 2:00pm.

- D. Committee Appointments

The appointment of Barry Andrews to the FA Elections Committee was approved. Tamra stated that she is creating a form for faculty to express their interest in serving on committees.

- E. FA Negotiations Survey - Fall 2022: The item was not addressed due to time constraints.
- F. FA Negotiations Survey - Spring 2023: The item was not addressed due to time constraints.
- G. Puttin' On the Hits/FA Storage Room Use/Student Awards: The item was not addressed due to time constraints.
- H. FA Elections Timeline: The item was not addressed due to time constraints.

VIII. Other Reports

- A. Academic Senate: No report.
- B. Adjunct Faculty Advisory Committee: No report.
- C. CCA Director J Report: No report.
- D. CTA State Council Report: No report.
- E. Organizing Report: No report.

IX. Announcements

- A. Board Of Trustees Meeting: January 11 @ TBA
- B. Executive Board Meeting: Jan 31 @11:30am-1:00pm
- C. CCA Winter Conference - Advocacy: Feb. 10-12, Doubletree by Hilton in San Diego Mission Valley
- D. Executive Board Meeting: Feb. 14 @11:30am-1:00pm
- E. The Outsiders: Feb. 23 at the La Mirada Theatre for the Performing Arts
- F. Rep Council Meeting: March 7 at 11:30am-1:00pm
- G. 2023 NEA Higher Education Conference: March 17-19 in San Jose

X. Adjournment

The meeting adjourned at 1:05pm.

Respectfully submitted:
Vicki Greco