

Mt. San Antonio College Faculty Association
Executive Board Meeting Minutes

January 31, 2023 | 11:30am – 1:00pm via Zoom

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

I. Call to Order

President Emily Woolery called the meeting to order at 11:39am.

II. Approval of Agenda with Flexibility

A motion was made to approve the agenda with flexibility (Horton) and seconded (Christ). Vice President Tamra Horton will upload the revised bylaws to the shared folder, as the item is under New Business. Emily Woolery stated that items under New Business may be addressed with flexibility in the order. The agenda was approved with flexibility.

III. Approval of Minutes – January 10; January 31 (Special Meeting)

- a. January 10, 2023: A motion was made to approve the minutes (Nguyen) and seconded (Pellitteri). The minutes were approved.
- b. January 31, 2023 (Special Meeting): A motion was made to approve the minutes that document the change in signatories for the Wells Fargo bank account (Nguyen) and seconded (Pellitteri). The minutes were approved.

IV. Reports

a. President – Emily Woolery

i. FA Goal Setting retreat

The Faculty Association Goal Setting Retreat is scheduled for Tuesday, February 14 from 12:00 – 4:00 p.m. at Casa Moreno – 223 N. Citrus Ave., Covina, CA. Lunch and dessert will be provided.

ii. FA Work Groups

1. Article 18 and DEI: This work group met on January 7. The work group has concluded review of the expectancies and will begin looking at the evaluation processes. Meetings are scheduled in February and March.
2. Appendix E: Emily Woolery and Michelle Sampat met on January 23. Human Resources is cross referencing duties submitted by incumbents. The Instruction Office was asked to work on the notification of the review process, which is due out by the start of spring semester.
3. Merged Canvas Shells, RSI, and Other: No update.

iii. President's Advisory Council

At the January 11 and January 25 meetings, PAC reviewed and approved AP 4105 – Distance Learning. Other Board Policies and Administrative Procedures were approved related to probation, dismissal, and reinstatement; purchasing; bids and contracts; and resignations. PAC members discussed Associated Students Resolution 3-2223 Campus Sexual Harassment and Prevention and Education, and reviewed purpose and function statements for multiple committees.

iv. Board of Trustees

The Board of Trustees met on January 11. The District identified its legislative priorities: Student Equity and Achievement Program (SEAP); Workforce Development;

Basic Needs; Noncredit; Reauthorization of the Higher Education Act; Student Veterans; and New Immigrant Populations. The Governor's CCC Roadmap was mentioned a few times. The Board of Trustees had a lengthy discussion about their commitment with Alpina Vision and the funding for a SCE Village and new campus library.

v. Other Meetings

- Human Resources – weekly meetings
- School of Continuing Education – monthly meeting
- Information Technology
- Exceptional Levels of Service to the College
- Triple R Curriculum Retreat – Reflect, Review, and Revise
- FA Organizing Meeting
- CCA Policy Committee

vi. Contract Interpretation and Employee Relations

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

1. Accommodations and leaves
 - a. Banked leave
 - b. Mobility limitations
2. Step and column placement
3. Non-working days and leave options
4. Reduced adjunct assignments
5. Managers right of assignment
 - a. Administrators have been trying to require departments to offer distance learning class sections for courses that the discipline faculty assert are best delivered via in person instruction. Academic Senate President Roger Willis stated that the Senate holds the stance that teaching modality is the purview of the faculty, and this stance is supported by both local and State Academic Senate resolutions. Roger is awaiting further feedback on this matter from the ASCCC. Roger also reported that during his monthly meeting with President Scroggins, President Scroggins was amenable to the idea that modality is the purview of faculty; however, the Academic Senate cannot force a division to cease scheduling class sections in a particular type of modality. In some departments, there is a burden on SPOT-certified faculty to teach online offerings even if the department faculty's position is that distance learning is not the best way to deliver the curriculum. The issue of at least one division not scheduling on campus classes at varied times, thus limiting the times these classes are available and may be affecting enrollment. Loni asked whether there has been a survey of modality preference for faculty and students. Roger suggested that the faculty data coaches be requested to develop a Qualtrics faculty and student survey for each division. Support for Roger's suggestion was expressed.
6. SPOT certification stipends
7. Negotiations for 2021-22 and 2022-23 COLA
 - a. Emily has received strong emails from three faculty members

communicating that they are hearing concerns from faculty across campus about the current contract language being interpreted that the District committed to the full COLA increase for 2022-23.

b. Vice President – Tamra Horton

i. Grievances

President Emily Woolery and Vice President Tamra Horton are working on a Level 3 Grievance and two Disputes.

ii. Sabbatical Reports

The District will be contracting to have all past and future sabbatical reports meet accessibility standards so that they can be posted on the Salary and Leaves webpage.

iii. PGI & Column Crossover

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. Tamra will be in attendance as a member of the Salary and Leaves Committee.

iv. CCA Election

Tamra has been named the chair of the CCA Elections Committee. The CCA Voter Qualifications Task Force on which Tamra sits has met twice to consider the proposal from San Joaquin Delta College to establish qualifications for voting for Director positions.

v. Mt. SAC Enrollment Management Academy

Tamra attended on January 30 and January 31.

c. Treasurer – Maya Alvarez-Galván

Treasurer Maya Alvarez-Galván presented the financial statement dated September 1, 2022 through January 26, 2023. Promotional expenses for new FA shirts are reflected on the statement. Maya has been tracking the changes being made in QuickBooks as she reconciles the account. Nearly \$71,000 of adjustments have been made to date.

Maya made a motion to recommend increases to the current budget line items of Accounting and Auditing Expenses and Office Equipment (from \$6000 to \$7000 and from \$3000 to \$6000, respectively). The motion was seconded (Kaljumägi) and was passed. The item will be placed on the next FA Representative Council Meeting agenda.

Maya expressed her gratitude to Eric Kaljumägi for meeting with her earlier in the day to assist with the completion of the forms required by the IRS in order for the Faculty Association to regain its tax-exempt status.

V. Closed Session

a. Negotiations Report- none

b. Grievance Report – Information was presented under the vice president’s report (agenda item IV.b.).

VI. Old Business – Action Items

a. Class Size Task Force Recommendations: The item is postponed until February 28.

VII. New Business – Discussion Items

a. FA Committee Appointments

i. FA Committee Appointments

1. FA Elections Committee – 2022-25

a. Cristina Springfield, Library

2. OPEB Trust Administrative Committee Meeting

a. Stephen Lancaster, Mathematics and Computer Science

A motion was made to approve the appointments (Allende) and seconded (Alvarez-Galván). The appointments were approved.

b. FA Elections Timeline

Emily has asked Elections Committee Chair Phil Wolf to provide information prior to the February 28 Executive Board meeting. The item is postponed until the next regular Executive Board Meeting scheduled for February 28.

c. AFAC Attendance and Compensation

Treasurer Maya Alvarez-Galván requested advisement on how to handle the issue of future payments for AFAC meeting attendance when meeting minutes reflect excessively late arrival times, e.g., missing more than 75% of a meeting. Additionally, there was one meeting where quorum was not met so the meeting ended early. Discussion occurred and agreement was expressed of not imposing punitive measures when meaningful participation and regular attendance is generally occurring. It was also noted that the two instances of excessive tardiness were reported as being due to technical difficulties. A motion was made to compensate elected AFAC members when they attend a meeting regardless of the number of minutes that they attend the meeting (Pellitteri) and seconded (Nguyen). The motion passed: 9 in favor; 0 opposed; 2 abstained.

d. Membership Drive

Emily presented the plan for a membership drive that Robin Devitt assisted in developing. Emily noted that it is a plan that can be amended as needed. As one of the plan activities, Vicki and Tamra have drafted a nonmember letter to adjuncts that provide them with information and invite them to join the Faculty Association. Emily will review the letter that was drafted.

e. FA Negotiations Survey - Fall 2022

Eric has not been able to reconvene the FA Negotiations Survey Committee due to extenuating circumstances and asked that Executive Board Members or that another committee member analyze the data from the survey. Loni Nguyen volunteered to assist with the data analysis.

f. FA Negotiations Survey - Spring 2023: The item was postponed.

g. Puttin' On the Hits/FA Storage Room Use/Student Awards: The item was postponed.

h. Increase Office Equipment Budget: The item was addressed under the treasurer's report (agenda item IV.c.).

i. Coffee with FA Leaders

The Organizing Leaders are planning a coffee with FA Leaders during the second week of the semester. Maya distributed a sign-up sheet for the Executive Board Members to volunteer for 1-hour time frames.

j. FA T-Shirt Pop-up Events

The Organizing Leaders Maya Alvarez-Galván and Ellen Straw are coordinating t-shirt pop-ups and will be located at a different building each week of the spring semester, beginning the third week. Maya requested that the members of Executive Board each volunteer to distribute the t-shirts at the pop-up for one of the weeks.

k. FA Bylaws Revision

Tamra distributed an annotated revision of the bylaws for review.

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. CCA Winter Conference - Advocacy: Feb. 10-12, Doubletree by Hilton in San Diego Mission Valley
- b. Executive Board Goal Setting Retreat: Feb. 14 at 12:00-4:00pm
- c. Board Of Trustees Meeting: February 22 at TBA
- d. The Outsiders: Feb. 23 at the La Mirada Theatre for the Performing Arts
- e. Executive Board Meeting: Feb. 28 at 11:30am-1:00pm
- 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 1:01pm.

Respectfully submitted:

Vicki Greco