

Mt. San Antonio College Faculty Association
Executive Board Meeting Minutes - Approved
February 28, 2023 | 11:30am – 1:00pm via Zoom

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

I. Call to Order

President Emily Woolery called the meeting to order at 11:32am.

II. Approval of Agenda with Flexibility

A motion was made to approve the agenda with flexibility (Nguyen) and seconded (Pellitteri). The agenda was approved with flexibility.

III. Approval of Minutes – January 31

A motion was made to approve the minutes (Pellitteri) and seconded (Nguyen). The minutes were approved.

IV. Reports

a. President – Emily Woolery

i. Article 18 Work Group

The work group met on February 10th and will meet again tomorrow, March 1st.

ii. Appendix E Work Group

The work group is waiting for Human Resources to complete its review of the submitted job descriptions. Tamra shared that she requested that the document being sent out by the Instruction Office notifying faculty to submit Appendix E job descriptions be condensed so that it is less cumbersome for faculty to complete. Tamra reported that Michelle Sampat has a copy of the current document.

iii. Review of the RSI Rubric

The Distance Learning Committee (DLC) is revisiting the Academic Senate-approved rubric it had created for determining regular and substantive interactions (RSI) now that the AP on RSI has been amended to reflect the current distance learning regulations. Faculty need to show at least two different types of RSI on a regular basis, and the RSI methods need to be clear to the visiting accreditation team.

iv. Board of Trustees Meeting

Emily shared that the trustees were asking financial and staffing questions of President Scroggins and the Vice Presidents at last week's board meeting, including questions about the ratio of managers to faculty and the ratio of classified staff to FTE's.

b. Vice President – Tamra Horton

i. Grievances and Other Representation

The Office of Instruction processed an overdue Petition for PGI, averting a Level 3 Grievance. Tamra represented a faculty member at a Title IX complaint meeting. There is a Dispute meeting this week.

ii. PGI & Column Crossover

A group tasked with improving the process for applying for PGI met in person from 9 a.m. – 11 a.m. on February 2nd and 9th. It included representatives from the Salary and Leaves Committee (including Tamra), POD, HR, and Krupa Patel, who will be developing the online processing system. The next meeting of the group is scheduled

from 10 a.m. – 11 a.m. on April 11th.

iii. Flex Day

Tamra attended the Session 1: Column Crossover and Professional Growth Increments (PGI) workshop offered by Lisa Romo on Flex Day, providing insight from the FA perspective. At the session Tamra offered consultations to faculty in attendance.

Tamra currently has consultations scheduled with 8 faculty members.

c. Treasurer – Maya Alvarez-Galván

Maya presented the current financial statement. The statement reflects the Association is spending less than it is earning. The ending balance is currently \$323,891.07. The Association will be transferring funds from First Financial Credit Union (FFCU) to another bank to decrease the amount of funds in FFCU to less than \$250,000, which is the maximum insured by the bank.

V. Closed Session

a. Negotiations Report – Sandra Esslinger

Lead Negotiator Sandra Esslinger reported on the current progress of negotiations, including the recent counteroffer by the District pertaining to salary. Members of the board provided feedback and suggestions. The next negotiations session is scheduled for March 10, 2023.

b. Grievance Report – *The report was given in the Vice President's report (Item IV.b.)*

VI. Old Business – Action Items

a. Class Size Task Force Recommendations – guest, Phil Wolf

Vice President Tamra Horton provided background of the joint task force of the Academic Senate and Faculty Association. The FA's representative on the task force was Joan Sholars but may not have attended all task force meetings. Phil Wolf, who served on the task force as a representative for the Academic Senate, reviewed the task force's recommendations. Tamra asked about the significance of a class capacity of 36 students in relation to funding. Josh Christ shared information that 36 is a number that allows districts to generate funding to pay a full-time professor's salary when the professor has a full assignment load, and their class enrollments reach at least half of the 36-cap size. Tamra will continue to work on the recommendations with Phil.

b. Membership Drive

Emily reminded the board that she presented the proposal at the last meeting and will review the adjunct nonmember letter.

c. FA Bylaws Revision - postponed

VII. New Business – Discussion Items

a. FA Elections Timeline

Emily presented the timeline that was developed by the Elections Committee. The timeline consists of opening nominations on March 7th, closing nominations on April 4th, and voting to occur between April 11th and April 20th. The announcement of election results is proposed to occur on May 2nd. The proposed timeline provides sufficient time for Rep Council's confirmation of election results and the approval of meeting minutes documenting the confirmation so that changes to the bank accounts' authorized signatories can take place upon the start of the incoming officers' terms. A motion was made to suspend the rules to take action on the item (Alvarez-Galván) and seconded (Nguyen). The motion was approved. A motion was

made to approve the elections timeline (Alvarez-Galván) and seconded (Nguyen). The motion passed, with no objections.

- b. FA Negotiations Survey - Fall 2022 - *The item was not addressed due to insufficient time.*
- c. FA Negotiations Survey - Spring 2023 - *The item was not addressed due to insufficient time.*
- d. Puttin' On the Hits/FA Storage Room Use/Student Awards - *The item was not addressed due to insufficient time.*
- e. Athletic Pullovers Estimates - *The item was not addressed due to insufficient time.*
- f. Updated Draft Audit - Guests: Auditors Kendra Dockham & Gaby Garcia from Smith Marion & Co.

Kendra Dockham and Gaby Garcia arrived to the meeting at approximately 12:00 p.m. Vice President Tamra Horton asked why the Faculty Association lost its tax-exempt status. Treasurer Maya Alvarez-Galván stated that the status was changed from a Nonprofit 501(c)(5) to a 501(c)(4), which was a probably clerical error by the IRS. Because of this change in status, it is recorded as the Association has not filed taxes for 3 years, which resulted in the Association losing its tax-exempt status. Yesterday, Maya completed the documents to submit for reinstatement of tax-exempt status, which has a cost of \$600.00 and takes 6-12 months for the change to be processed. Kendra Dockham advised that a process be developed for notification of tax filing procedures for succeeding treasurers. Ms. Dockham also advised to get verification from the accounting firm that all required tax forms were filed properly. Maya pointed out that the Association uses cash basis accounting however our accounting firm is using the accrual method accounting when filing the taxes. Ms. Dockham responded that the financial statements and tax statements do not have to be based on the same method of accounting. Tony asked the auditors about their recommendations to avoid similar problems in the future. Ms. Dockham recommended using the same firm for both audits and the filing of taxes returns and making sure that the Association's President is familiar with the treasurer's duties and responsibilities and verifies that all financial responsibilities are getting done and being done correctly.

- g. Organizing Events Budget – Spring 2023 - *The item was not addressed due to insufficient time.*
- h. FA Goals - *The item was not addressed due to insufficient time.*
- i. Conference Attendees – *The item was not addressed due to insufficient time.*
 - i. Vicki Greco – NEA Higher Education Conference, recipient of CTA Scholarship funds
 - ii. Eric Kaljumägi - NEA Representative Assembly, July 2023
 - iii. CCA Spring Conference & WHO Awards: April 28-30

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. [Spring Into Action](#)- Coffee with the FA: 2/27-3/2
- b. President Candidates' Forum: March 6, 11am-4:30pm
- c. FA T-Shirt Pop-up: 3/6-3/10, Bldg 26, Times TBD
- d. Rep Council Meeting: March 7 at 11:30am-1:00pm
- e. Board of Trustees Meeting: March 8 at TBA
- f. Executive Board Meeting: March 14 at 11:30am-1:00pm
- g. 2023 NEA Higher Education Conference: March 17-19 in San Jose

h. CCA Spring Conference & WHO Awards: April 28-30 @ Hilton Orange County/Costa Me

X. Adjourn

The meeting adjourned at 1:00 pm.

Respectfully Submitted:

Vicki Greco