

Attendance: Alvarez-Galván, Anders, Christ, Esslinger, Greco, Horton, Kaljumägi, Lancaster, Landeros, Madrid, McLaughlin, Mrofka, Nguyen, Pellitteri, Rivas, 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 (Alvarez-Galván) and seconded (Landeros). The motion passed.

III. Approval of Minutes – May 14

A motion was made to approve the May 14, 2024 meeting minutes (Alvarez-Galván) and seconded (Mrofka). The minutes were approved.

IV. Reports

a. President – Emily Woolery

President Emily Woolery distributed a [written report](#) that included the following information.

i. Committee Attendance

1. Budget Committee: The Committee is scheduled to meet next on May 29. Note: Emily Woolery's appointment to the Budget Committee is a Senate appointment, not an FA role.
2. Campus Equity and Diversity Committee (CEDC): CEDC is scheduled to meet next on June 3.
3. President's Advisory Council (PAC): PAC met on May 15. The committee discussed changes to the Annual Planning Memo and reports were provided by the Institutional Effectiveness Committee and Professional Development Council.

ii. Pilot on DEISAA and Faculty Evaluation

Human Resources has selected a small group of probationary professors to participate in this pilot in Fall 2024. Associate Vice President Tika Davé-Harris and Lisa Rodriguez, Acting Director of Professional and Organizational Development, are hosting an orientation on June 4. Emily cannot attend the orientation due to the Representative Council, so Robin Devitt has been asked to participate.

The Executive Board expressed concerns about probationary faculty being selected for the DEISAA Faculty Evaluation Pilot and want to see only tenured faculty being selected for participation. Emily reported that Associate Vice President of Human Resources Tika Davé-Harris has stated that the College has missed a deadline with implementing faculty evaluation procedures that include DEISAA components. Eric confirmed that the Chancellor's Office released a document with a deadline but cannot enforce it. Eric offered to locate and send the document to Emily.

iii. Review of Board Policies (BPs) and Administrative Procedures (APs)

Emily Woolery will meet with Ryan Wilson and Tika Davé-Harris, Human

Resources, and Tania Anders, Academic Senate, on June 10 to continue our review of BPs and APs. Proposed changes to BPs are based on revisions in law and APs are from recommendations of the Community College League of California.

iv. New Employee Success Program

Human Resources, including Professional and Organizational Development, are implementing a New Employee Success Program. They contracted with RSS Consulting for assistance in developing the program. Dr. Regina Stanback-Stroud and Chanaé Wami led an implementation meeting on May 24. Dr. Tiffany Kuo, Tony Rivas, and Emily Woolery attended this meeting in addition to Tika Davé-Harris, Dr. Tami Pearson, Dr. Lisa Rodriguez, Michelle Sampat, and Esther Santiago. HR colleagues shared the following information about this program.

Mentors will play a crucial role in helping new employees with their professional growth in the following ways:

- Provide guidance and advice to new employees about their careers, including setting goals, developing skills, and building relationships within the College
- Share experiences and insights with new employees, including challenges faced, successes achieved, and lessons learned along the way
- Offer feedback and constructive criticism to help new employees improve their performance and achieve their goals
- Help new employees build relationships within the organization by introducing them to key contacts and stakeholders; and
- Serve as a sounding board for new employees, providing a safe and supportive space to discuss challenges, concerns, and ideas

The Program seeks to accomplish the following outcomes for mentees:

- Enhanced career development
- Improved retention rates
- Increased job performance
- Improved learning and personal development; and
- Enhanced confidence and motivation

v. Contract Interpretation and Employee Relations

Faculty members have raised many questions related to contract rights.

- Adjunct faculty evaluation (Article 18)
- Adjunct faculty assignments (Article 10)
- Adjunct faculty rehire rights (Article 10)
- Online synchronous classes (Article 13, Article 26)
- Mandatory flex days and required days (Article 10)
 - Student Services managers issued a directive to counseling faculty regarding mandatory Flex Days. The FA is not in agreement with this directive and Emily Woolery has agreed to meet regarding this issue.
- Workplace Violence Prevention Training (Article 7)
 - An email states this training is mandatory. The FA has no agreement with the District to participate in this training. Emily Woolery is seeking clarification.
- Probationary faculty evaluation process (Article 18)

- Leaves and accommodations (Article 16)
- Department chair elections (Article 10)
- Department reorganization (AP 3110)

vi. Other Meeting Attendance

- Academic Senate Executive Board and Full Senate Meetings
- Meeting with VPAS Morris Rodrigue regarding Police and Campus Safety
- Meeting with HR regarding updates to BPs and APs
- FA Governance Committee Meeting
- Level 3 Grievance Meeting
- FA and OI Meeting
- FA Retirement and Tenure Tea
- LLR and ODLIT Collaborative Meeting with VPI
- FA and District Negotiations Meetings
- FA Negotiation Team Meetings
- New Employee Success Program Implementation Meeting
- Check in Meeting with AFAC

b. Vice President – Tamra Horton: No report.

c. Treasurer - Maya Alvarez-Galván

Treasurer Maya Alvarez-Galván presented and distributed the current [financial statement](#). Maya will be working with incoming Treasurer Michelle Nava to help with the transition.

V. Closed Session

a. Negotiations Report – Sandra Esslinger

Lead Negotiator Sandra Esslinger reported on agreement at the last negotiations meeting on Article 13, and a Tentative Agreement (TA) was signed. The TA stipulates that Article 13 is closed until the next full contract negotiations (contract year 2025-26). The next negotiations meeting is scheduled for June 7. Discussion occurred regarding the District's refusal so far to pass along the remainder of 2023-24 COLA that it received nearly one year ago, the FANT's proposals for other compensation increases in attempt to make up for the true cost of living, and specific Organizing strategies to support negotiations.

b. Grievance Report: No report.

VI. FA Elections

President Emily Woolery reported the results of the second round of [FA elections](#) for Part-time Director, NEA Assembly Representatives, and AFAC Natural Sciences Division Representative. Judy Lawton was elected to the 2024-26 Part-time Director position. Elected to represent the MSACFA at the NEA Representative Assembly were Emily Woolery, Eric Kaljumägi, Judy Lawton, Ellen Straw, and Anna McKennon. Adrienne Williams was elected as the Natural Sciences Division Representative on the Adjunct Faculty Advisory Committee (AFAC).

VII. Old Business – Action Items

a. BPs/APs from Human Resources

President Woolery will provide advice to Human Resources on the board policies and administrative procedures undergoing review and will pull any policy or procedure amendment that may be subject to bargaining.

b. Appointments

i. Committees

A motion was made to appoint Joshua Christ to the President's Advisory Council (term: 2024-2026) and to the Faculty Professional Development Council (term: 2024-2026) (Horton) and seconded (Alvarez-Galván). The motion passed.

ii. FA Negotiations Team

1. 2023-24 FANT – Summer

A motion was made to approve the 2023-24 contract negotiations team and LHE for summer 2024, seconded, and was carried. The following FANT Members and LHE were approved:

Lead Negotiator

Compensation: 3 LHE

- Sandra Esslinger

Team Members

Compensation: 2 LHE each (8 LHE total)

- Joshua Christ
- Herschel Greenberg
- David Mrofka
- Benjamin Vu

No Compensation

- Emily Woolery - fulfilled within FA President assignment
- Robin Devitt

2. 2024-25 FANT: Postponed until the next meeting.

iii. FA Organizer

At the next meeting, Emily will bring a proposal for an FA Organizing Chair Appointment with 1 LHE of compensation for the summer.

c. Summer Meetings

A motion was made to approve summer meeting dates of June 25, July 9, and August 13 from 11:30am-1:00pm, seconded, and was carried.

d. Post-Fall Flex Day Open House

The Executive Board agreed to a cost estimate of \$2650 to host a post-Fall Flex Day Open House on August 23, 2024 at 3:00pm-5:00pm for 100 faculty. President Woolery will apply for CCA Innovation Grant funds to cover the cost. Eric Kaljumägi said the CCA Membership Committee will not be meeting until September, so a decision about the approval of grant applications will not be made until the end of September. If approved, the grant funds could reimburse the FA's expenditures for the event.

e. FA Committee Appointment Training

The Executive Board agreed to a cost estimate of \$2000 to host an FA Committee Appointment Training for approximately 50 faculty. The cost includes lunch and a thank you gift for each FA Appointee. The training is scheduled for August 22 from 1:00pm – 3:00pm.

VIII. New Business – Discussion Items

a. Class Size Task Force Recommendations

Several years ago, a joint task force of the Faculty Association and Academic Senate made recommendations on a process for determining maximum class size. The recommendations had been passed by the Academic Senate; however, the FA has not yet acted on the item. President Woolery asked that the Executive Board review the amended Class Size Guidelines and prepare for discussion at the next meeting. Tony

Rivas suggested that the San Mateo Community College District's board policy on minimum and maximum class size may be a helpful reference. Emily will review Task Force Member Phil Wolf's summary document on the recommendations' costs to the District.

IX. Other Reports

- a. Academic Senate: Academic Senate President Tania Anders reported that the Senate will be voting on AP 7120 – Faculty Hiring at the next meeting and provided a written report.
- b. Adjunct Faculty Advisory Committee: A written [report](#) was distributed. AFAC Co-Chair Teresa Landeros reported that Robin Devitt conducted a workshop on grievances for adjunct faculty last week and 18 faculty attended.
- c. CCA District M Director: No report.
- d. CTA State Council: No report.
- e. Organizing: No report.

X. Announcements

- a. Opt-in to get text messages from the FA: Text "Join FT" or "Join PT" to 424-334-0655
- b. Luncheon with a Mt. SAC Board Member: 12-1:30pm at on-campus locations, dates vary. [Sign-up](#) required.
- c. FACTS PGI/H Workshop: May 29 @ 6:00-7:00pm & May 31 @12:30-1:30pm
- d. Legislative Advocacy training led by Wendy Brill-Wynkoop, President of Faculty Association of California Community Colleges (FACCC), on Friday, May 31st from 2:00-4:00pm (Zoom or on-campus location TBD.)
- e. FA Rep Council Meeting: June 4 @ 11:30am-1:00pm
- f. FA Executive Board Meeting: June 11 @ 11:30am-1:00pm on campus, FA Office
- g. Mt. SAC Commencement: June 14, Hilmer Lodge Stadium
- h. Board of Trustees Meetings: June 26, Time TBA
- i. Legislative Roundtable with Assemblymember Mike Fong: Friday, September 6 @ 11:00am-1:00pm in Founders Hall

XI. Adjournment

President Woolery adjourned the meeting at 1:01pm.

Respectfully submitted,
Vicki Greco