

**MSAC Faculty Association
Representative Council Meeting
November 5, 2019**

Present: Aguilar, Anders, Berch, Birca, Bowers, Boyer, Burnett, Chen, Christ, Crichlow, Engisch, Esslinger, Ezzell, Foisia, Greco, Heard, E. Hernandez, Holbert, Horton, Hughey, James-Perez, Kirchgraber, Knapp, Komrosky, Kung, Lancaster, Laverty, McIntosh, McLaughlin, Meyer, Nakamura, Ngo, Nixon, Olds, Page, Piluso, Scott, Shiff, Sholars, Simon, Straw, Summers, Thomas, Ward, Wasson, Wood, Wolf, Woolery, Zine.

Absent: Adamiak, Alvarez-Galvan, Barrios, Blyzka, Brentingham, Burman, Caldwell, Calzada, Chan, Condra, Coreas, Cridland, Daland, Enke, Flisik, Frickert Garcia, Greenberg, Hamby, Hernandez-Magallon, Howell, Impara, Jollivet, Jones, Kaljumagi, Lackey, Luther, McLeod, Miho, Necke, Nejad, Norvell, Ott, Pham, Richardson, Romero, Stringfellow, Toloui, Uranga, Uyeki, Velasquez, Vo, Willis.

I. Call to Order and Approval of the Agenda

President Joan Sholars called the meeting to order and the Agenda was approved at 11:35 a.m.

II. Approval of Minutes

The minutes of October 1, 2019 were approved as written.

III. President's Report – Joan Sholars

A. Medical Leave – For the past two weeks, Joan has been on medical leave due to an emergency gallbladder surgery. Emily Woolery took over many of the tasks and meetings. Joan thanked Emily for stepping up.

B. Committee Openings – The following committees have openings: Campus Equity and Diversity – meets the first Monday of each month at 9:00 a.m.; Class Size – meets as needed; Insurance Committee – meets the first Tuesday of each month from 1:30 – 3:00; Communication Committee; Grievance Committee; Hospitality Committee; Awards Committee. If interested, please contact Joan Sholars at jsholars5@gmail.com

C. CTA Membership Benefits – Today after Rep Council, CTA staff will be holding a CTA Membership Benefits Workshop. Please stay and see what benefits you have that you might not be aware of.

D. CTA State Council – District Q – At CTA State Council, Dwayne Shaefer from Long Beach City College was elected to the CTA Board representing District Q (CCA and SCTA).

E. National Center's Labor-Management Regional Conference – Linda Chan, Sandra Esslinger, Vicki Greco, Tamra Horton, Emily Woolery and Joan Sholars have been approved to attend the National Center's Labor-Management Regional Conference December 6 and 7 in Long Beach. This conference is unusual in that both management and labor attend the same conference and talk about labor issues. If you are interested in attending, please contact Joan Sholars at jsholars5@gmail.com by November 11 so that she can get you approved to attend.

IV. Vice President's Report – Emily Woolery

A. President's Advisory Council (PAC) – PAC met on October 9 and October 23. On October 9 we heard updates from the California Community Colleges Board of Governors, Campus Equity and Diversity, and Information Technology Advisory Committee. On October 23 we reviewed purpose and function statements for multiple campus committees. Expanded PAC will meet on November 13. The work group to review the College's Mission/Vision/Core Values will meet on November 14.

B. Board of Trustees (BoT) Meeting – The BoT met on October 9 and October 26. On October 9 we heard two informational reports: Legislative Advocacy Update and Enrollment Update. The BoT declared October 14 – 18, 2019 as Undocumented Student Action Week. The October 26 meeting was a Board Study Session. Reports were given on: Campus Sustainability Update, Benefits Transition from CalPERS to SISC, Facilities

Planning and Management Project Development Process and Life Cycle, Statewide Advocacy for Board Members, Student Housing, and Fast Facts – Administrative Services, Human Resources, Instruction, and Student Services.

C. 5th Annual Celebration of Adjunct Faculty – We recognized 31 adjunct faculty at the 5th Annual Celebration of our Adjunct Faculty on October 22. Special guests included Eric Kaljumagi, CCA President; Sergio Martinez, CTA Board Member; Judy Chen Haggerty, Mt. SAC Board of Trustees; Richard Mahon; Vice President of Instruction; Joumana McGowan, Associate Vice President, Instruction; and Madelyn Arballo, Associate Vice President, School of Continuing Education. Many deans and faculty also attended the celebration. Linda Chan and Herschel Greenberg did a terrific job in hosting this event.

D. Grievances – There are no other grievances, but we are working with faculty on different issues: a) Probationary process for fourth-year faculty; b) Absences – number of absences and reporting of absences; c) Faculty reassigned positions – expectations and compensation; d) Leaves – banked, sabbatical, and sick; e) Distance learning – deviations in workload; f) Professional growth and column crossover – methods for earning both; g) Collegiality among department faculty; h) Students' preferred names.

E. Attended Events – On behalf of the FA, Emily attended: a) Officer and general meetings of Student CTA – weekly; b) Campus training on Interest Based Bargaining – 10/18; c) Workgroup on AP 3445 Accessibility of Electronic Media – 10/30.

V. Treasurer's Report – Steve Lancaster

Treasurer Lancaster reviewed the FA Treasurer's report for September 1, 2019 – October 29, 2019 and stated that we have had few expenditures thus far. We have not received the October bank statement as of yet that should reflect an installment of Dues and Agency Fees from CTA. The \$44,280 CD that matured October 16th was transferred into our checking account as a reserve. Treasurer Lancaster noted that last year there were many one-time expenses (such as FA legal fees and the support for fire victims) that are not anticipated for this year's budget.

VI Director J Report – Linda Chan

A. New Director J – Linda Chan is now the new Director J of CCA.

VII. SCOne/CTA State Council – Joan Sholars

A. CTA Board of Directors, District Q – Joan Sholars announced that DeWayne Sheaffer was elected to the CTA Board of Directors, District Q – Higher Ed.

B. CCA Board Meeting – The next CCA Board meeting will be held November 15 – 16, 2019 and Linda Chan will attend as the CCA Director J.

C. Service Center One – Joan announced that she will be attending CTA's Principals and Supervisors lunch with Dr. Scroggins November 6th where manager and faculty issues will be discussed. In December, Joan and our BoT will be attending CTA's Board of Trustees dinner. The next SCOne meeting will be held January 21, 2020 from 4:30 – 9:00 pm at the San Dimas Country Club.

D. Schools and Communities First Initiative – The Schools and Communities First initiative that qualified for the November 2020 ballot would bring in \$11 billion of tax revenue from current tax breaks given to millionaires, billionaires and big corporations from commercial property loop holes.

E. NEA Newsletter – The October 2019 NEA Directors Newsletter was provided for the Rep Council to review. Please check their website to see how they stand on certain issues.

VIII. Adjunct Faculty Advisory Committee – Linda Chan/Herschel Greenberg

A. Adjunct Faculty Advisory Committee – The Adjunct Faculty Advisory Committee (AFAC) met October 15th and VPI Richard Mahon attended. The AFAC shared their concerns regarding issues facing adjunct

faculty. The committee discussed further outreach to adjunct faculty across campus, PGI for adjunct, and the Adjunct Celebration on October 22. Current issues facing adjunct faculty within the English department were discussed. Future workshops were proposed (such as syllabus writing) and Linda Chan was recognized and given a “shout out” for winning District J. The next meeting is scheduled for November 19th at 11:30 in the FA Office.

IX. Academic Senate Report – Chisa Uyeki

A. Appointments – The following appointments have been made: 1) Lawrence Silva (Psychology) and Donna Necke (Adult Basic Ed) to hiring committee for the position of Director, Learning Assistance Center; 2) Rocio Avila, English Professor, to Faculty Accreditation Coordinator for 2019-2020. This is a two-year position and she is completing the final year of this term; 3) Eugene Mahmoud, Lisa Amos, and Maria Davis to hiring committee for Director, Center of Excellence; 4) Daniel Cantrell and Joshua Christ to hiring committee for Assistant Director, Technical Services; 5) Joan Sholars, Lance Heard, Serena Ott, Kelly Rivera, and Chisa Uyeki will serve on the Vice President, Administrative Services hiring committee; 6) Betsy Lawlor, Anthropology, to Temple Green Corridor Committee; 7) The Teacher Prep Institute Coordinator has informed me that he plans to retire at the end of this year, so please share with faculty in your department who may be interested in this opportunity; 8) Vanessa Garcia (ESL Counselor) to Student Equity Committee, (19-20); 9) Rita Page (History), Chris Jackson (Kinesiology), and Hideki Fukusumi (Counseling) to Advisory Board for Improving Online CTE Pathways Grants; 10) Hoang-Quyen Nguyen (Math) to Scholarship Committee; 11) Jennifer Hinostrroza (Ag) to Facilities Advisory Committee (effective Sp 2020) to cover leave; 12) Scot Childress (Math) to Scholarship Committee; 13) Jonathan Hymer, (Electronics), to CTEAC (2019-2021); 14) Beta Meyer, (Biology), Flex Day Planning, (2019-2022).

B. Actions of the Senate – Nominations for a Senator-at-Large position has been opened to fill a vacancy created by a faculty leaving Mt. SAC. This is a two year term that will begin immediately and ends June 2021. Nominations will close on November 14, 2019. Senators-at-Large are members of the Exec Board of the Academic Senate, can be nominated from the faculty at large, and are elected by a vote of the full faculty.

C. Town Hall – Thirty faculty and two managers attended last Thursday’s Academic Senate Town Hall on the Student Centered Funding Formula (SCFF). There was a lively discussion on the topics under consideration by the SCFF TF. Issues being considered included: 1) maintaining our commitment to being student-centered and articulating our position via a resolutions; 2) accepting grades for repeated courses from other institutions (for which an original grade of D or F was received at Mt. SAC); 3) accepting any of IGETC, CSU, or our local GE for Mt. SAC degrees; allowing regionally accredited Associate’s or Bachelor’s degrees count for GE (currently the case for those with degrees from CSUs and UCs only); 4) support for increasing the role of faculty in supporting equity cohorts and academic support centers; 5) an increased role for faculty in supporting students in completion. Some consensus was met regarding positions to bring forward in the form of a resolution, but the room was split on the rest of the topics, polling at about 50% for all of the questions related to changes to the GEs. Thank you to the Task Force for all of the work to pull together the information, consider which questions to pose, and the work going forward. As a format it was successful, however, there was not enough time to both inform and discuss all of the issues.

D. CTEAC – The co-chairs of CTEAC were informed that Exec had directed the Academic President to inform CTEAC that the documents setting out the processes and timeline for applying for Strong Workforce funding will have to go through Senate as an action item. They responded that they would work toward this happening following the next CTEAC meeting. The Academic President also recommended that these go through the Budget committee. While the annual allocations and timelines should come to Senate on an annual basis, if the process or criteria are unchanged, she does not think these would need to be reapproved annually.

E. Apply to Participate as AACJC Peer Reviewer – Faculty are encouraged to apply to participate as peer reviewers on ACCJC visiting peer review teams <https://accjc.org/forms/bio-data-form/>

F. AMAC 10-14-19 – The following were discussed: 1) The Bookstore Commission needs to be reconstituted, and Senate Exec TF on Structure was tasked with considering how it might fit with the new Textbook and Instructional Materials Committee. The commission is called for in the contract with Barnes and Nobel but has not been active since the transition to Barnes and Nobel; 2) A number of APs and BPs were brought forward for review that had updates from CCL. AP 4100 Graduation Requirements for Degrees and Certificates is being

forwarded to Senate. AP 4222 Remedial Coursework and AP 4230 Grading Symbols are going to be discussed further in AMAC before coming to Senate. AP 3725 Information & Communications Technology has been edited by Grace Hanson and will come to Senate at our next meeting. Two APs which Senate had passed, AP 4285 Credit for Extra-Institutional Learning and AP 5035 Withholding of Student Records and Registration Privileges were brought forward. AP 4285 had been forwarded to Senate from AMAC, however, at this review a number of areas on the first page of the AP were brought up as concerns that needed further work and which prohibited Administration from agreeing to move that AP forward. AP 5035 Withholding of Student Records and Registration Privileges will need to be rewritten because there was a change in law that will impact the language of the AP; 3) We discussed the need to update and improve the faculty hiring AP (7120). This is currently being looked at by CEDC, following which it will come to Senate.

G. GPS Steering Committee 10/15/19 – Review of Scale of Adoption document was reviewed and updates from workgroups were given. It was asked who has been involved in gathering the information for the Scale of Adoption to date, and who might have been left out of the conversation until now. In discussion further scaling of work we discussed additional strategies for engaging with instructional faculty through professional development, a second retreat, and other methods.

H. Committee Vacancies – A list of Committee vacancies was provided.

X. **Negotiations Report – Joan Sholars**

A. TA #10 – Article 16: Banking Leave – **16.M.4.** Maximum to Bank: The total amount of banked time for an individual shall not exceed 30 LHE for 10 month faculty, 33 LHE for 11 month faculty and 36 LHE for 12 month faculty as determined by their classification at the time of their initial full-time employment. **16.M.5.a.** Use of Banked Leave to Replace a Portion of Load: At the option of the unit member, with the approval of the dean, banked LHE may be used to replace one or more class or the equivalent LHE. The application to use banked LHE must be submitted to the dean or appropriate administrator no later than the Monday of the third week of instruction of the fall term for use commencing the subsequent spring, or the Monday of the third week of instruction of the spring term for a leave commencing the subsequent fall. The request must be approved by the dean or appropriate administrator (in consultation with the department chair) and the appropriate Vice President.

B. TA #11 Article 13: Distance Learning – **13.B.7.b.** Full-Time Faculty Load Limitation: A full-time faculty member shall not teach more than 67% (10LHE) of each regular primary term (Fall or spring) assignment as online learning or a combination of online learning and hybrid. For the purpose of this Article, primary term assignment excludes overload as well as winter and summer intersessions. A full-time professor shall have at least 33% (5LHE) of their load on campus of each regular primary term. The proportion of hybrid courses that is taught on-campus shall count as part of the 5LHE on campus requirement. **13.B.7.b.1.** Overload: A full-time faculty member may not teach distance learning courses as overload during the primary terms in consultation with the dean or appropriate manager. **13.B.8.** Virtual Office Hours: Virtual office hours may be held in proportion to the professor's distance learning load so long as the proportionate office hour is conducted in a synchronous mode. The establishment of virtual office hours will shall be communicated to division offices and students via the course syllabus. All hybrid courses office hours must be held on campus. Hybrid office hours may be held either on campus or as a virtual office hour after consultation with the dean or the appropriate manager in proportion to the ours the course is conducted online and face-to-face. **13.B.9.** Traditional Offerings: Whenever a distance learning course is offered, the traditional on-campus course shall also be offered at least one a year in consultation with the dean or the appropriate manager. When a single offering of a course is available, that course shall be held in the traditional format. The offering of an on campus class will precede those courses offered as distance learning. **13.C.1.** Peer Classroom Visitation in Distance Learning - The peer evaluator, who should have shall have experience in distance learning, shall request permission from the individual faculty member being evaluated to enter his/her their course during a specific period of time not to exceed seven three days. Permission to enter the course shall be given only after the evaluate has guided the peer evaluator through the course (Article 13.C.4.) **13.C.4.** The evaluate shall guide the peer evaluator through the course by providing directions, explaining the features of the course, and exploring the course with the evaluator.

C. Salary and Health Benefits – A workgroup composed of faculty and managers on both negotiation teams will meet for 3 hours on Friday, November 8 to look at interests and options for salary and health benefits.

No voting will take place at this meeting. The workgroup members will then go back to their respective teams and discuss the interests and options that were discussed. Then both teams meet on November 22 to hammer out the details. The goal is to finish both of these items at this meeting. As of today, we have not heard any interests or options from the District team. The FANT have been working on interests and options for many weeks. We know what our bottom line is and we are prepared to fight for all faculty, both full and part-time.

D. Other Items Still in Discussion – Other items that are still in discussion: a) Reassigned time for faculty leadership in the Faculty Association and the Academic Senate; b) Department chair remuneration – still waiting on corrected numbers of adjunct faculty and probationary faculty; c) Coaches; d) Appendix E.

E. Additional Items – Both teams have agreed to work on Adjunct Evaluations for adjunct faculty without rehire rights, class cancellation policy, and scheduling priorities for our adjunct faculty in Spring 2020.

XI. Discussion Item – Robin Devitt – Schools and Community First Initiative

Robin Devitt from CTA presented information for the Schools and Communities First initiative that qualified for the November 2020 ballot. This initiative would bring in approximately \$11 billion of tax revenue from current tax breaks given to millionaires, billionaires and big corporations from commercial property loop holes. This money will go to fund schools, community colleges, health clinics, emergency response services, parks, libraries, health clinics, trauma centers, affordable housing, homeless services and roads. Small businesses and land marked as agricultural land will not be effected. Robin provided Schools and Community First Initiative petitions to be signed by faculty and returned to Joan or the FA Office.

XII. Old Business – Action Items – None

XIII. New Business – Discussion Items

A. CCA Winter Conference – The CCA Winter Conference will be held February 7 – 9 at the Doubletree in San Diego. Please let Joan Sholars know if you wish to attend as soon as possible to provide time to be Board approved.

B. CCA Spring Conference – The CCA Spring Conference will be held April 24 – 26 at the Hilton in Irvine. Please let Joan Sholars know if you wish to attend as soon as possible to provide time to be Board approved.

C. Negotiations Shadows – The FA is looking for faculty to be Negotiations Team Shadows on the upcoming Negotiations Team. If interested, please contact Joan Sholars.

XIV. Announcements

A. Next Executive Board Meeting – November 12, 11:30–1:00 in the FA Office.

B. Next Adjunct Advisory Committee Meeting – November 19, 11:30–1:00 in the FA Office.

C. Next Representative Council Meeting – December 3, 11:30–1:00 in Founders Hall.

D. Next Board of Trustees Meeting – November 13, 6:30 pm in Founders Hall.

E. Next CCA Conference – February 7 – 9 at the Doubletree San Diego.

F. Next SCOne Council Meeting – January 21, 4:30-9:00 p.m. at the San Dimas Country Club.

G. Membership Benefits Workshop – November 5, 1:15 –3:00 in Founders Hall.

XV. Adjournment

The meeting was adjourned at 12:55 p.m.
The minutes were respectfully submitted by Liz Ward, Faculty Association