

**MSAC Faculty Association  
Representative Council Meeting  
May 5, 2020 via Zoom**

**Present:** Aguilar, Amos, Anders, Berch, Birca, Burnett, Caldwell, Calzada, Chan, Christ, Coreas, Crichlow, Daland, Engisch, Esslinger, Ezzell, Greco, Gonzalez, Greenberg, Hamby, Heard, E. Hernandez, Holbert, Horton, Howell, Hughey, James-Perez, Jollivet, Jones, Kaljumagi, Kirchgraber, Knapp, Komrosky, Kunkler, Lackey, Lancaster, Laverty, Lopez, McIntosh, McKinney, McLaughlin, Meyer, Nakamura, Nixon, Orr, Piluso, Roueintan, Scott, Shiff, Sholars, Straw, Summers, Thomas, Uyeki, Ward, Wasson, Wolf, Wood, Woolery.

**Absent:** Bowers, Boyer, Brantingham, Chen, Condra, Cridland, Foisia, Kung, Luther, Miho, Necke, Ngo, Olds, Ott, Page, Pascoe, Pham, Richardson, Romero, Stringfellow, Velasquez, Uranga.

**I. Call to Order and Approval of the Agenda**

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

**II. Approval of Minutes**

The minutes of April 7, 2020 were approved as written.

**III. President's Report – Joan Sholars**

A. Sexual Harassment Prevention Training – The District was ready to roll out the required (mandatory) sexual harassment prevention training in March but then COVID happened. This mandatory training will now be rolled out in early June with a completion deadline of September 11. For our adjunct faculty, you will be paid to do this mandatory training.

B. End of Year Forms – Faculty will not need to fill out or turn in the H11 (Supplemental hours form) at the end of the spring. We are still talking about the Flex form – we are researching whether or not there is some state mandate about the form or if we can just report that everyone did their flex day requirement without the form. Will keep the faculty informed.

C. Office Hours – Richard Mahon sent out another email concerning office hours. At this point, do the best that you can with office hours. If any manager contacts you about not holding your office hours, please contact either Emily Woolery or Joan Sholars.

D. FOMA – The District and the FA have agreed to compensation for faculty for FOMA (Fully Online by Mutual Agreement) training. We are finalizing this side letter this week. As of now, for faculty that take the full 4 hours of FOMA training will receive \$250 stipend; for faculty that only need the last two hours of FOMA training because they already took the 3 hour TRI training will receive a \$125 stipend. We are trying to work on something concerning SPOT training but are running into some technical difficulties.

E. Department Chair Evaluations and Elections – The District and the FA signed a side letter concerning department chair evaluations and elections. There will be no department chair evaluations. Department chair elections will take place as scheduled in the current contract.

F. “Essential” Faculty – Extra time or money for some our “essential” faculty is being discussed. These faculty include the Distance Learning Coordinator and Assistant Coordinator, department chairs, the Academic Senate officers, etc. We are also still discussing the compensation for faculty mentors. We all know that these faculty have been on the front lines working with students and other faculty. We are also in talks, along with the Academic Senate, to get at least one (hopefully two) faculty to assist with SPOT certification during the summer.

G. Elections – At our Rep Council meeting on May 5, we will be closing nominations for the Executive Board. We are still accepting nominations for Vice President, Secretary, Treasurer, full-time directors (3 positions open), part-time director (1 position), and the Adjunct Faculty Advisory Committee (by division). We are still

discussing how to run the election – we are trying to do it electronically but Joan does not have faculty non-Mt. SAC email addresses to do this easily. If you have not responded to Emily Woolery's email about non-Mt. SAC email addresses, please do so as soon as you can. The FA will address the closing of negotiations and explain to the Reps how that ratification process will take place. We will also be approving the academic calendar for 2021-2022. The proposed calendars were sent as an attachment to the Zoom invite to the meeting.

H. Summer and Fall – Both the FA and the Senate are in discussion with the District about the summer and the fall. We are hearing about more and more colleges staying online for the fall or at least part of the fall. We have not reached a decision yet but faculty are pushing for these decisions to be made earlier rather than later to help faculty get prepared. What happens if faculty cannot meet load due to having to teach online in the fall? What about evaluations in the fall? We have at least two faculty hired in the spring and 1 faculty member who has to redo year 1 due to missing all of spring (illness not pandemic related). What about the faculty who are one-year temps this year? Why do we still need to follow the contract when scheduling? These are just some of the questions that have come up when talking about the fall. There are most likely many more that have not been thought about yet.

I. Courses Not Transitioned to TRI – We have heard that in at least one division there is over 400 LHE that could not be transitioned to temporary remote instruction. During the Spring, the FA reached an agreement with the District to have all faculty paid for their contracts. We are not sure we can negotiate the same kind proposal for the fall. While the FA might be able to help the full time faculty across campus, we are not sure that we can protect our adjunct faculty who have already had their schedules set by their department or divisions and now might not be able to teach them in the fall. Still working on this and the FA will do everything it can to protect faculty but this is a moving target. The District has agreed that all full-time faculty will be paid for their regularly scheduled contract hours for the fall. If a full-time faculty member was scheduled to teach an overload class and it was canceled before the start of the semester, the faculty member would not be paid for the overload class. We are still working on contingency plans for our adjunct faculty.

J. Fall Evaluations – The District and the FA have been talking about evaluations for the fall. We are working on an agreement but both parties are aware of the difficulties in performing evaluations in these unprecedented times. A proposal (not yet agreed on) states that for regular and adjunct faculty, there would be no evaluations in the fall or spring. Both the District and the FA are looking at the evaluations for our probationary faculty. Richard Mahon and Joan gave the New Faculty Seminar participants some good news on Friday, May 1. It has been agreed that these 1st year faculty who will be 2nd year probationary in fall will have no evaluations – no portfolio, no classroom and no student evaluations. These faculty will be automatically given a contract for their 3rd and 4th years – the FA and the District will mutually agree on what needs to be evaluated in that third year and we did warn the faculty that more evaluations may be done since we did none in their 2nd year. That being said we are still working on the evaluations for the 3rd year probationary faculty (would be 4th year in fall). We are also trying to find a way to keep our 1 year temps but Ed Code is not helpful here.

K. Other Items – Other items still up for discussion include but are not limited to: a.) Chairpersons compensation; b.) Program coordinator's compensation; c.) Class Size; d.) Summer and Fall scheduling; e.) Compensation for DL coordinators and DL committee members; f.) Office hours for fall.

#### **IV. Vice President's Report – Emily Woolery**

A. Board of Trustees – The next BoT meeting is May 13. The terms of Trustees Baca, Bader, and Chen expire in 2020. The Faculty Association (FA) Political Action Committee will meet to discuss this upcoming election.

B. President's Advisory Council (PAC) – PAC met on April 22. We heard information reports from the Accreditation Steering Committee and Institutional Effectiveness Committee. Academic Senate and FA pulled board policies and administrative procedures: BP/AP 3410 - Prohibition of Discrimination; AP 3430 - Prohibition of Harassment; AP 3435 - Discrimination and Harassment Investigations; BP/AP 3540 - Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking. PAC will meet again on May 13.

C. CCA and CTA Training – Joan and Emily attended CCA’s “Remote Union Meetings, Membership Outreach, and Tools You Can Use” on April 22. Liz Ward and Emily attended CTA’s “Membership Management & Tools for CCA Leaders” on April 24.

D. FA Awards for Students of Distinction – Joan and Emily are attending interviews with Students of Distinction. FA will present awards to students in all categories: Academic Achievement, Competitive Achievement, Personal Achievement, and Service Achievement. Interviews conclude on May 6.

E. TRI and FOMA – Emily has attended multiple meetings with Joan related to the ongoing Temporary Remote Instruction (TRI) and the forthcoming Fully Online by Mutual Agreement (FOMA).

F. Grievances – Emily reviewed the following Grievance Report: a.) CTA is handling arbitration for a full-time probationary faculty, whose tenure was denied; b.) CTA is supporting a full-time faculty, who was on FMLA leave. Questions about scheduling occurred at the end of the leave; c.) A full-time faculty member questioned whether salary schedule placement should be on the academic or vocational track. The FA and District agreed to a solution and are working together to make the proper placement; d.) The FA and HR are working on multiple Title IX complaints related to gender and racial discrimination: i.) HR received a complaint of discrimination against FA leadership. FA leadership attended an investigatory interview regarding the complaint. HR concluded its Investigation; ii.) A full-time faculty member was named in a Title IX complaint. HR is conducting an Investigation; iii.) An adjunct faculty member was named in a Title IX complaint. HR is conducting an Investigation; iv.) An adjunct faculty member is appealing the conclusion of a Title IX complaint. The appeal is being submitted at the May 13 Board of Trustees meeting. The adjunct has the opportunity to make comment at the May 13 and will be joined by FA leadership, if desired; v.) A full-time faculty member submitted a Title IX complaint against a full-time faculty colleague. HR is conducting an investigation; vi.) An adjunct faculty member submitted a Title IX complaint against their division. HR will conduct an investigation; e.) A faculty member expressed a concern about the unannounced recording of a meeting held via Zoom. Meeting hosts must announce the recording so participants can choose to leave the meeting. Additionally meeting hosts must provide an additional way for the participant to be involved in the meeting if they do not want to be recorded; f.) Two faculty members expressed concern about receiving partial payment for classes they can no longer teach. Per a Temporary Remote Instruction (TRI) side letter, all classroom and support service assignments in Spring Semester 2020 must be fully paid even if the faculty member cannot teach it or provide the service; g.) A faculty member asked whether advisory board meetings are required of all CTE programs and, if so, who must lead the meeting – the faculty or district. CTE advisory boards are a requirement per Title 5 section 55601.

## V. **Treasurer’s Report – Steve Lancaster**

Treasurer Lancaster provided the September 1, 2019 – May 5, 2020 FA Treasurer’s Report. We are in the process of splitting up our CD’s so that one matures every 3 months. Of note on his report is the proposed budget for 2020 – 2021. Later in the agenda, the following proposed budget is an action item: 1) increase Social Activities from to \$20,000; 2) proposal to continue the Adjunct FA stipends budget of \$16,000; 3) Increase the Negotiations budget to \$12,000; 4) increase the Conference and Training to \$24,000.

## VI. **Director J Report – Linda Chan**

A. Motions Approved – The following motions were approved: 1.) Approved to send a letter to the Legislature opposing Calbright and to address the CTA board with our opposition to Calbright; 2.) Approved the Officer’s itineraries and expense reports as well as the conference chair report; 3.) Approved CCA Budget 2020-21 to send out for recommendation by the membership.

B. Around the State – Merced: Face to face instruction ended Tuesday, March 17 and that classes would be suspended March 18-20 to provide training to faculty and students. Classes that were ready to go online could proceed during that time. It was also decided early that summer classes would be 100% online. Based on guidance from CTA, it was decided to postpone their elections for President and Vice President until they can be conducted in person. Fall classes are approved to be taught online. *Monterey Peninsula*: They have been in negotiations with their district and bargaining is going well. *Gavilan*: Completed their MOU and resumed negotiations. *Rio Hondo*: Rio Hondo College has made a demand to bargain the change in workplace conditions

due to the Covid-19 emergency shut down which is set to continue through the summer session at Rio Hondo. The negotiations may include keeping Librarians/Counselors off campus throughout the duration of the crisis and compensation for extra work and more reassigned time for the distance education coordinator in the future. *Barstow College*: Currently in negotiations. *Chaffey*: Currently negotiating salary. It seems like part-time faculty are disproportionately impacted by our districts' decisions regarding COVID-19. *College of the Canyons*: Preparing for Board of Trustees Election in November. Not all classes are being converted to online for fall. *Victor Valley*: VVCFA negotiated an MOU regarding the emergency closure of campus. It includes two faculty on the campus Crisis Leadership Team (CLT), which is responsible for coming up with plans to deal with the current situation. They have faculty leadership, who are qualified, and have held daily zoom meeting to help faculty with teaching classes online. A new MOU is in process of being negotiated. Some of the topics are allowing faculty to teach 100% online, at least under these conditions, since this is not allowed in their contract currently and payment for faculty trainers to help certify faculty to teach online during the summer 2020 session. *Delta*: Nursing classes are meeting face to face with limited students and spacing between students. Students are assigned time blocks. Classrooms are scrubbed between each session. Issue over having necessary equipment for working from home. Uncompensated for extra work. Administration not working as shared governance. *North Orange*: UFNOCCD have signed an MOU that the District will inform UF as soon as practicable should it learn of a confirmed coronavirus infection of District employees or students utilizing District facilities. Unit members that have COVID-19 health related issues will not be required to use sick or other leave balances from March 16 – April 2, 2020. Effective April 3, 2020 – December 31, 2020, unit member may first be afforded the Federal Emergency Paid Sick Leave Act (EPSLA) if they meet the COVID-19 criteria. Unit members who have migrated to online/remote instruction/workload for their assigned classes/assignments for the Spring 2020 semester/trimester will receive a stipend of \$1,500.00 to be paid by April 30, 2020 if this MOU is signed by April 13, 2020. Evaluations of tenured and probationary members are suspended. SOCCCD: We have signed an MOU that ensures compensation for all faculty for their Spring 2020 assignments, and that faculty assignments will not be reduced and they can conduct their courses, office hours or student consultation hours in the modality of their choosing. Suspended evaluations and college service hours. For the summer instructors can use the online emergency modalities of their choice for course-related instruction providing they also activate and utilize Canvas and free faculty from the responsibility of completing contractual obligations in the event of technological failures beyond their control. Also dealing with election violations. *RCCD*: RCCD agreed to an hourly compensation for faculty training/assisting peers with the switch to online. The FA agreed to spring break cancellation and rolling that time into the required "seat time" because of state apportionment concerns. Spring semester may extend a week into summer for lab classes. Evaluations are suspended. Working on getting health benefits for part-time faculty. *Napa Valley*: The Faculty Association and the NVC District have agreed to a 20% increase in the reassign time for the Distance Ed Coordinator (retroactive to March 9th), hourly pay for faculty trainers in online education, five paid hours available for PT faculty for online training, and five paid hours for PT faculty for online prep. Submitted a demand to bargain for more compensation on training. *Norco*: The dean of instruction reminded faculty that they need not meet via Confer Zoom for the entire length of a traditional face-to-face class and circulated some best practices ideas for online learning. *Citrus College*: Citrus College concern over requirements from other institutions for transfer. Would like to have dues refunded to locals or members since there has been no conference and travel or a possible future dues reduction. Summer will be 100% online. Still concerns for hands-on classes, CTE and lab classes. All bargaining units are in negotiations. *Mira Costa*: Working on elections. Summer will be completely online, and discussions are ongoing for fall. Getting new members. Problems with membership tracking and accounting with CTA.

C. Committees – Part-time Committee: The issue was raised recently that Part-Timers might be in jeopardy regarding future class assignments if they are required to teach online and they have not been "officially" trained in Canvas. There will be a survey to gather information to address these issues. The issue was also raised that Part-Timers not already teaching on-line courses had to get emergency on-line training for Canvas without financial compensations. If enrollment decreases, there is a fear that Part-Time Professors will bear the brunt of the cuts. *Communications*: Need to have a very visible online presence to our members. Make 3-minute clips on what is happening, for example, WHO recipients or featuring MOUs done by the various districts. *Conferences*: We have a fee free cancellation clause in our contracts with the hotels with the caveat that we rebook with the hotels. *Governance*: Ballot counting will be done on ZOOM and a member will be an observer as Annette Dayglow counts the ballots on May 4. A complete Council packet will be mailed to all the delegates and will include announcements of WHO winners and election results. *ABC*: Get applications for funding by the July 6th meeting. *District Q*: Have weekly board check-ins. The Superintendent of Instruction and the Governor regularly check-in with K-12 but would like the same for CCA. Rules of online voting have been relaxed and information was sent to local leadership. CTA

needs to know which locals are moving to online voting. There is a lawsuit against JUUL (e-cigarettes) from Delta College. NEA: RA is physically cancelled but there will be a virtual RA. Hotels are usually book 3 years in advance so there may be a cancellation fee. NEA is negotiating a \$7.5 Million fee but are trying for alternatives. Primary Contact Staff: CTA has been collecting MOUs and are creating a template. Be aware of upcoming advisories coming from CTA. Will be doing organized virtual campaigns for national elections. Elections committee does not have procedures in place for ratification challenges. This a PERB issue but be sure to contact primary staff.

D. Primary Contact Staff – CTA has been collecting MOUs and are creating a template. Be aware of upcoming advisories coming from CTA. Will be doing organized virtual campaigns for national elections. Elections committee does not have procedures in place for ratification challenges. This is a PERB issue but be sure to contact primary staff.

E. CCA Spring Conference – The CCA Spring Conference in Irvine Orange County Hilton April 24-26 has been cancelled.

F. Next CCA Board Meeting – The next board meeting will be May 29, 30 & 31 (this is a planning session) and will be done remotely. Please let Linda or Joan know what issues we should bring to the CCA Board.

## VII. **SCOne/CTA State Council – Eric Kaljumagi/Joan Sholars**

Eric Kaljumagi announced that this year's CCA Board planning meeting will take place at the end of May. CCA Secretary John Sullivan and directors Shaaron Vogel, Patrick Mitchell, Vince Devlahovich, Jill Pfeiffer, Michael Butros, Susan Pynes, Krista Warren, Josue Arredondo, and Dorothy Reina have been reelected to the board. They will be joined by Jon Ausubel, who is the new CCA Treasurer, and Luisa Howell, who is the new director from District J (Mt. SAC). We will also have a new director appointed to replace Jon Ausubel from District F (Chaffey, North Orange, and Long Beach). The Governor's "May Revise" will be coming out mid-May and information regarding the budget and it's impact to our college will be more evident. We are hoping to hold off cuts. It is projected that COLA will not be funded next year and as much as 8-15% cut in allocations will need to be made due to the impact of COVID-19 to California's economy. CTA has lobbyist working in Sacramento and CTA President, Toby Boyd, will be meeting with Governor Newsome in our behalf. Joan Sholars reminded faculty to "write in" **Antoine Thomas** for CTA State Council for Higher Education when ballots come out.

## VIII. **Academic Senate Report – Chisa Uyeki**

A. Appointments – The following Senate Appointments have been made: **Assistant Distance Learning (DL) Coordinators:** Our DL leaders have had to tackle a tremendous increase in work. We have seen a swift increase in faculty sign-ups for SPOT training. It is great that so many faculty want to be SPOT certified, but is more than a single Assistant DL Coordinator can handle. SPOT sign-ups in 2018-2019 = 139; SPOT sign-ups 7/1/2019 - 2/23/2020 = 59; SPOT sign-ups 2/25/2020 - 4/24/2020 = 197. Sandra Weatherilt and Mike Dowdle (both are previous DL Coordinators) have been appointed as Assistant DL Coordinators. They have already gotten started and will also be able to provide much needed support over the summer. Other Senate Appointments: Betsy Lawlor to Assistant Faculty Accreditation Coordinator; Esha Ahmed to Scholarship Committee; Michael Ngo, Noncredit GPS Mapper; Carol Impara DLC Coordinator (2 year term 20-22); Kim-Leiloni Nguyen Outcome Coordinator (2 year term 20-22); AA Language Arts Degree Taskforce Nominations--Bianca Lee (ENGL); Gary Enke (ENGL); Francesca Rinaldi (SPAN); Kristina Allende (ENGL); Emily Versace (COUN); Patricia Maestro (COUN); AA Natural Sciences Degree Taskforce Nominations--Janet McMullin (MATH); Becca Walker (GEOL); Mark Boryta (GEOL); Eugene Mahmoud (ENGR); Patricia Maestro (COUN); AA Environmental Studies Degree Taskforce Nomination--Janet McMullin (MATH); James Stone (POLI); Becca Walker (GEOL); Mark Boryta (GEOL); Patricia Maestro (COUN).

B. Vacancies – Teacher Preparation Institute Coordinator term ends this spring, please share this opportunity with faculty in your department who may be interested. It is a 2-year term with 12 LHE annually of reassigned time. Interested faculty will be asked to share what about the position interests them and what applicable experience they will bring to the position. Anyone who is interested can fill out this Teacher Preparation Institute Coordinator Interest Form. A list of Senate Committee/Council vacancies was provided.

C. Election – We have held elections for terms beginning in June 2020: **Senate President**, 2-year term: Chisato Uyeki; **Co-Vice President**, 2-year term: Kelly Rivera; **Directors**: Sun Ezzell and Michelle Shear; **Senators-at-Large**: Bruce Nixon and Shiloh Blacksher. Nominations are currently open for the position of Secretary, which is a 1-year term

D. Senate Approvals – AP 4225 Course Repetition and Withdrawals approved; Approved Outcomes Committee Purpose and Function, and Outcomes Committee Goals and Objectives; Approved Faculty Professional Development Council Purpose and Function; A revised Distance Learning Course Amendment Form Template to meet 2019 Title 5 requirements was proposed and approved.; DLC Recommendations: Online Campus Offerings for Summer and Fall 2020

E. 20-04 Emergency COVID Response: Grading Options – Approved by the Academic Senate Exec Board on behalf of the full Senate on March 19, 2020, to respond to the needs of our students during the Coronavirus pandemic and presented to full senate at the March 26, 2020 Senate meeting. Resolved, The Academic Senate supports giving all students the option to change the grading option of each of their courses either from a letter grade to pass/no pass, or from a letter grade to a withdraw without a "W", or from a letter grade to an incomplete unless not allowable by an outside accrediting agency or Education Code, until and including the last day of the Spring 2020 semester; and Resolved, The Academic Senate supports ensuring that students receive all information as to how this change could impact their transcripts so as to be able to make informed decisions about whether to change the grading options for their courses.

To respond to the needs of our students during the Coronavirus pandemic, Academic Senate *Emergency COVID-19 Response: Grading Options Resolution 2020-04*, passed on March 19, 2020, resolved that where ever possible flexibility be given to students in choosing to change the grading option for courses until the end of the course for spring 2020. There are complexities in making such a choice that we want to be sure students understand, the resolution also stated that the Academic Senate supports ensuring that students receive all information as to how this change could impact their transcripts so as to be able to make informed decisions about whether to change the grading options for their courses. Therefore, we are encouraging students to talk to a Counselor before making such a change.

Some of the complexities include that it is not recommended for classes in the major if the student might transfer to UC, private, or out of state, and there are some disciplines that the accrediting agency doesn't allow for P/NP (see below for the list of courses continuing this semester that require letter grading). We are encouraging students to meet with a Counselor to work through the considerations related to transferring, as we know some students don't know their major yet and we don't want them to end up with classes that don't transfer well.

Members of Senate, Student Services, Instruction, and IT have worked together to develop a process and timeline that will work for the implementation of this change. **Students will be able to change between letter grading option and P/NP beginning now. Once final grades are submitted students will have until 5pm on the second day following to make a final change to their grading option.** (For the majority of classes faculty grades are due Tuesday, June 16<sup>th</sup>, and students will have until Thursday, June 18<sup>th</sup> at 5pm to make a change to their grading option.) After this time grade changes would have to be approved by faculty and submitted through A&R. Students will be receiving messages customized for their courses (excluding courses that cannot make the change or already P/NP) and including the appropriate deadlines for each class.

F. 20-03 Emergency COVID Response: Authorization for Academic Senate Officers to Take Necessary Actions on Behalf of the Academic Senate to Prepare and Respond Effectively on Academic and Professional Matters Related to Campus Plans Related to COVID-19 – Approved by the Academic Senate Exec Board on behalf of the full Senate on March 19, 2020, to respond to the needs of our students during the Coronavirus pandemic and presented to full senate at the March 26, 2020 Senate meeting. Resolved, The Academic Senate Executive Board empowers the Academic Senate President and/or their Academic Senate Officer designees to act on behalf of the Academic Senate to represent faculty voice on academic and professional matters during the COVID-19 emergency.

G. 20-02 Emergency COVID-19 Response: Recommendation to Transition to Online Instruction for the Remainder of Spring 2020 – Approved by the Academic Senate Exec Board on behalf of the full Senate on March 19, 2020, to respond to the needs of our students during the Coronavirus pandemic and presented to full senate at the March 26, 2020 Senate meeting. Resolved, The Academic Senate asserts that a safe learning environment for students and faculty is an academic and professional matter; and, Resolved, The Academic Senate recommends to the campus administration that all lecture and discussion courses be delivered remotely for the remainder of the Spring 2020 semester to minimize face-to-face instruction to the greatest extent possible in order to enhance social distancing while also enabling any quarantined or ill instructors or students to access all educational materials remotely; and, Resolved, The Academic Senate recommends to the campus Administration that all courses deemed by departments as unable to move to remote instruction (various lab courses, clinicals, courses requiring campus materials that cannot be replicated through remote instruction, etc.) be modified, with faculty input, to limit the number of students in an instruction space to 10 at-a time with a minimum of 6 feet of distance between students as recommended by CDC guidelines to limit COVID-19 transmission in the community; and, Resolved, The Academic Senate supports the continued efforts of campus constituents to provide equitable learning environments in a safe manner for all students and faculty.

H. 20-05 Emergency COVID-19 Response: Resolution on Temporary Remote Instruction – Approved by Academic Senate on April 30, 2020. Resolved, The Academic Senate seeks mutual agreement with the college administration to establish that teaching under TRI will not convert to SPOT certification and that training will be given for faculty continuing in summer or fall to teach courses remotely under Fully Online by Mutual Agreement (FOMA) or in DL approved courses who are yet to become SPOT certified in order to maintain instruction while the college operates under emergency status. Once standard instruction fully resumes, faculty will need to certify through our local SPOT process to meet the standards and requirements of a certified online instructor; and Resolved, The Academic Senate seeks mutual agreement with the college administration to establish that the emergency conversion of face-to-face to distance learning courses does not establish that any given course should modality for a course once normal instruction resumes.

I. CCCCO Distance Education Addenda – We have gotten word from the Chancellor's Office that we can submit our summer and fall Blanket Addendum for Distance Learning (DL) with a plan that does not meet the deadline that the Chancellor's Office's guidelines call for because of the number of courses we will need to review. We estimate that there will be 1,500 credit and noncredit courses that will need to be reviewed for either *regular* Distance Learning or FOMA (Fully Online by Mutual Agreement). Even with changes to the review and approval process (adding additional folks to do technical review, and a curriculum subcommittee of DLC to review and make recommendations on DL Amendments) we are certain that we cannot retain our rigorous process, ensure quality curriculum, and complete the process by the December 2020 deadline. We will include justification for our timeline and include clear demonstration of our process to indicate the need for additional time to complete the process.

J. NC DL – A group of faculty including members of DLC and noncredit faculty will be working on developing a new Distance Learning Amendment form for noncredit. The current form was developed for credit courses. Noncredit have asked for noncredit faculty membership spot to be added to the DLC membership.

K. P/NP Implementation – Unfortunately, there were some challenges this week with the implementation of the grade option change this week. Faculty were asked to assign letter grades to all students, but some did not have a letter-grade option. IT fixed the programming, and Chisa informed faculty teaching 8-week courses that they could go back in and give a letter grade. Chisa is hopeful that we figured out the issues and it should work fine for the rest of the semester. As a reminder: for the process to work for students **faculty must submit grades on time** (for 16-week classes and 2<sup>nd</sup> ½ 8-week classes grades are due Tuesday, June 16<sup>th</sup> at 7:59pm. **Faculty should submit a letter grade for each student** who has earned a letter grade (then the students can chose their grading options [letter grade or P/NP], and the system will translate the letter grade as needed. Chisa was also contacted by faculty who were unsure about some of the new codes in the system and faculty had not been informed of what the codes all meant. FE is a code that is currently available for faculty to do an excused drop for students, this translates into an EW (this option is only available until the end of instruction). For reference: A, B, and C convert to a P (pass) and D or F converts to an NP (no pass).  
Additional codes:

NPC - No Pass Covid-19	A- Incomplete A
INP - Incomplete Pass	IB- Incomplete B
IPC - In Progress Covid-19	IC- Incomplete C
P - Pass	ID- Incomplete D
	IF- Incomplete F

L. Hiring of Part-time Faculty – Applications for adjunct positions are going to Department Chairs. Department Chairs are being asked to check that the applicant meets MQs (this will be verified by HR before hiring). Sohka Song shared that HR has alternatives to running background checks with very quick turnaround time. Please inform your department chairs that they can reach out directly to Joanne Franco to recruit for adjuncts. Joanne can update the current postings or create new postings. All applicants who do not meet MQs must be considered for equivalency, even if they do not fill out the equivalency form. MQs and equivalencies shall be determined before interviews. Equivalencies may be reviewed by the Department Chair and faculty in the discipline, and then recommendations will be forwarded to the Senate President and Equivalency Committee.

M. Courses Not Able to Move Online – Faculty shared with Chisa that they have been less than satisfied with the answers to what will happen to faculty who are not able to offer classes and make load for fall. It is my understanding that that full-time faculty in these disciplines have been working in many ways this semester, and if they are not able to return to scheduled classes in fall they will be asked for an outline of a workplan for the LHE that they won't be able to teach (much the same as happened this semester). However, the faculty want to know what the district's commitment is to them and their programs. Chisa has reached out to a number of the program coordinators and department chairs, and she is gathering information from them as to how we can work to ensure they are supported.

N. Referral System for Student Support – The referral system that was developed in response to requests at the Senate Q&A for additional support launched two weeks ago. In the first day we had more than 3500 responses from faculty, with 1194 referrals made. All 1194 students have been sent email messages with links to resources, and calls are in progress to these students. There will be individualized follow up for each of those students. Chisa understands that some faculty were frustrated because it felt like they were being *told* to do one more thing. She hopes that her follow-up email clarified that no one is being required to use the system to refer their students. She hopes that some faculty found it helpful, and that we reach some students who might have otherwise not had the support that they need.

O. CARE Act Workgroup Meeting – The first meeting was held 4/29/2020, and a discussion of the restrictions of the funding, and some possibilities for the campus plan for the CARE Act. Members of SPEAC have been invited to participate. Chisa will participate as Senate President. There are lots of restrictions on how the funds can be distributed. Mt. SAC has been allocated \$17,457,959. Half of the allocation (\$8,728,980) is to go directly to students with a need. To be eligible students must be FAFSA eligible, which excludes undocumented students, international students, and most noncredit students. It was clear that there is an institutional commitment to utilize other funds (SEAP for example) to meet similar needs for students who will not be able to receive CARE Act funds. The other half will go to institution expenses incurred from the Covid-19 emergency (some of these institutional funds can also be used for students).

P. Statewide ASCCC – ASCCC president John Stankas, submitted a letter to the Senate and Assembly Budget Committees asking that the allocation of funds to CalBright be reconsidered, stating that, “The funding allocated to the online community college, Calbright, could be better used to protect student access in the accredited colleges.” “The faculty of the California Community Colleges firmly believe that we can better respond to the needs of the state with an intensive one-time investment in the infrastructure needed to provide virtual instruction and services at the colleges, which would protect access during times of social distancing and in response to a variety of crises colleges may encounter in the future. We also believe that modest ongoing investments to fund the Library Services Platform to ensure equitable access to library services for all students and professional development for all employees to serve the needs of students and communities during this and future crises would serve more people and protect the ideal of equitable access to higher education that all Californians share.”



## IX Adjunct Faculty Advisory Committee – Linda Chan/Herschel Greenberg

The Adjunct Faculty Advisory Committee met on April 21 via ZOOM. FOMA training was discussed and how it will effect adjunct faculty. AFAC will be creating a Canvas shell for communication and will be hosting a forum “For Adjunct, by Adjunct” on Friday, May 17<sup>th</sup> from 12:00 – 1:30 p.m. held on the POD website. Sokha Song (HR) will be attending and will assist adjunct faculty with handling current safety and DL issues.

### X. Elections – Phil Wolf

A. Nominations – A motion was made, seconded and carried to approve CTA’s election guidelines and rules. The following have been nominated: **VP** – Emily Woolery, Tamra Horton; **Secretary** – Liz Ward, Vicki Greco; **Treasurer** – Masoud Roueintan, Linda Chan; **Full-Time Director** – Joshua Christ, Robert Piluso, Tony Rivas, Luisa Howell, Maya Alvarez-Galvan; **Adjunct Director** (2 year term) – Ellen Straw, Judy Lawton; **Division Adjunct Representatives** – Victor Garcia, Scott Zine, Joseph LoPiccolo, Marina McLaughlin, Theresa Landeros, Patricia Cridland, Sandra Padilla, Gabriela Klein, Doug Mullane, Roy Virgen; **Service Center One** – Liz Hernandez; **NEA Delegates** – Eric Kaljumagi, Joan Sholars.

B. Election 2020 – A motion was made, seconded and carried to close the FA 2020 – 2021 nominations. FA Ballots will be mailed to FA member’s home address and instructions as to how to return the ballot in the provided pre-stamped return envelope will be included. Candidates are to send their campaign statement (50 words or less) to Joan by noon this Friday, May 8<sup>th</sup>.

### XI. Negotiations Update – Joan Sholars

Joan reviewed the **Negotiations Update** sent to faculty on May 1, 2020. The final TA #18 closed negotiations. We agreed to COLA (3.26%) on the salary schedule, \$3/hour increase in adjunct office hour pay, and \$400,000 one-time funds that the FA can decide how to distribute to faculty. Both the COLA increase and the \$3/hour increase in adjunct office hour pay are retroactive to July 1, 2019. The FA Executive Board decided that the \$400,000 should be divided among faculty, with \$200,000 divided equally among full-time faculty and \$200,000 divided equally among adjunct faculty. If the contract is ratified, the retroactive COLA pay and the one-time additional money will be paid to faculty in separate checks. The FA will work with the District to issue each faculty member their two checks as quickly as possible. TA #18 included a statement that any and all topics not completed in these negotiations will roll over to the next negotiations. These items include the 2nd PGI for full-time faculty, 20 year longevity step for full-time faculty, evaluation process for adjunct faculty without rehire rights, class cancellation policy, 2nd class for adjunct faculty with rehire rights, and of course, health and welfare. A “yes” vote on the contract means that you accept the changes. A “no” vote means that you do not accept the changes. It is an “all or nothing” vote. We cannot choose to ratify only part of the agreement. The Faculty Association will be sending out a ballot via USPS. The ballot will be mailed back to Phil Wolf, Elections chair. This information will also be available on the FA website. The FA will be holding Zoom meetings for faculty to ask questions about the TA’s and ratification. Information concerning these meetings will be sent out later.

### XII. Old Business – Action Items

A. 2021 – 2022 Academic Calendar – A motion was made to approve the 2021 – 2022 Academic Calendar version “A.” A motion was then made to amend the previous motion and approve 2021 – 2022 Academic Calendar “A” with the modification of the start date of Winter 2022 session to be Wednesday, January 5 and the end date of Winter 2022 session to be Tuesday, February 15<sup>th</sup> to allow for lab set-ups after the holiday. This motion failed. A motion was made, seconded and carried to approve the 2021 – 2022 Academic Calendar Option A.

B. AP 3445 – A motion was made, seconded and carried to not approve AP 3445 Accessibility of Electronic Media until recommendations 1 – 4 of the AP 3445 Faculty Workgroup are implemented. Of concern is the implementation process (p. 3-5) which is a working condition.

C. 2020 – 2021 FA Budget – A motion to postpone the FA 2020 – 2021 FA Budget was made, seconded and carried. This will be an action item at the next Representative Council meeting on June 2, 2020.

D. 2020 Sunshine Letter for Negotiations – A motion was made, seconded and carried to approve the 2020 Sunshine Letter for Negotiations. It was noted that proposed items not negotiated in the recent negotiations will be rolled over to the 2020 negotiations including: the 2nd PGI for full-time faculty, 20 year longevity step for full-time faculty, evaluation process for adjunct faculty without rehire rights, class cancellation policy, 2nd class for adjunct faculty with rehire rights, as well as health and welfare.

### **XIII. New Business – Discussion Items**

A. Meeting Calendar for 2020 – 2021 – The proposed FA Meeting Calendar for 2020 – 2021 was reviewed and mirrors our current FA meeting schedule. This will be an Action Item at the next Representative Council Meeting on June 2, 2020.

B. Electronic Voting – The benefits of electronic voting was discussed. The FA will need all member's personal emails to make this option cost-effective. At first, postcards would have to be mailed with voting instructions provided. It would definitely be a less labor-intensive process for tallying votes. This will be an Action Item at the next Representative Council Meeting on June 2, 2020.

C. CTA State Council Election – Antoine Thomas – Faculty were reminded to “write in” **Antoine Thomas** for CTA State Council for Higher Education when ballots come out.

### **XIV. Adjournment**

The meeting was adjourned at 2:10 p.m.

The minutes were respectfully submitted by Liz Ward, Faculty Association