

**MSAC Faculty Association  
Representative Council Meeting  
September 1, 2020 via Zoom**

**Present:** Aguilar, Alvarez-Galvan, Amos, Anders, Avila, Bhowmick, Birca, Boyer, Burman, Caldwell, Chan, Chen, Christ, Coreas, Crichlow, Daland, Doonan, Epsy, Ezzell, Garcia, Gonzalez, Greenberg, Holbert, Hood, Howell, Hughey, James-Perez, Jones, Kaljumagi, Kirchgraber, Knapp, Komrosky, Kunkler, Landeros, Lawton, Lavery, Lopez, Madrid, Martinez, McLaughlin, Meyer, Mercier, Miho, Miller, Nakamura, Ngo, Olds, Pascoe, Piluso, Ponce, Rinaldi, Rivera, Rojas, Roueintan, Sholars, Silver, Straw, Summers, Thomas, Uyeki, Velasquez, Ward, Wasson, Wolf, Wood, Woolery.

**Absent:** Berch, Bowers, Brantingham, Burnett, Calzada, Condra, Cridland, Engisch, Esslinger, Gorcik, Greco, Heard, E. Hernandez, Foisia, Hamby, Jollivet, Kung, Lackey, Luther, McIntosh, McKinney, Necke, Nixon, Orr, Page, Pellitteri, Pham, Ramirez, Richardson, Romero, Scott, Shiff, Stringfellow, Uranga.

**Guests:** Burton, Cannon, DeWilde, Estes, Griffith, K. Hernandez, Horton, Impara, Lewis, Masl, Mckee, Ortega, Parker, Quinn, Richardson.

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

President Joan Sholars called the meeting to order and the Agenda was approved with flexibility and the addition of New Business E. Order of Agenda at 11:33 a.m.

**II. Approval of Minutes**

The minutes of June 2, 2020 were approved as written.

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

A. Welcome Back – Joan welcomed back the faculty and expressed that she hopes the fall semester has started off well.

B. FA Negotiations – Joan and Emily Woolery are still working on side letters with the District concerning return to campus, winter and spring classes, department chair and coordinator office hours, faculty facilitators and compensation. As soon as there is an agreement, the FA will inform the faculty.

C. Spring and Winter – As far as we know at this time, winter and spring will continue to be mostly online. A few more classes might be allowed on campus but they will only be those that cannot be done online. As more information becomes available we will keep you informed.

D. Possible Leaves Winter/Spring – We will also be looking at ways to extend the leave possibilities for winter and spring. As of now there is no additional state or federal monies to cover these leave options but the district has been quite open to working with us to protect as many jobs as we can.

E. Return to Campus – We will also be looking at protections and safety for faculty when they are being asked to return to campus.

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

A. Board of Trustees – On June 24, the BoT heard informational reports on Metrics Update, 2019-20 Budget Estimated Actuals, and Tentative Budget Report. The BoT adopted Resolution 19-29 - Affirming Our Commitment to Student Success for Black and African American Students and Tentative Budget for the 2020-21 Fiscal Year. On July 8, the BoT heard an informational report on Financial Aid Report. The Management Steering Committee made reference to a draft management classifications that has been forwarded to Cabinet. They approved the revised College Mission, Vision Statement, and Core Values. On August 12, the BoT received an Informational Report - 2018 Educational and Facilities Master Plan Update and Measure GO Quarterly Report. New management job classifications were approved: Assistant Director, Community and Contract Education and

Manager, Academic Support Coordination. New and amended classified job classifications were amended or approved: Instructional Designer (Amended) and Web Content Specialist (New). The BoT will meet again on September 9. BoT minutes are posted on the campus website. On August 28, the FA co-hosted the BoT Candidate Forum with CSEA 262 and CSEA 651. Five of eight candidates were able to attend: **Trustee Area 1: Robert H. Carder** and **Peter Hidalgo**; **Trustee Area 5: Renee “Dolores” Chavez, Jay Chen,** and Frederick Chyr; and **Trustee Area 7: Manuel Baca, Fabian Pavon,** and Heberto M. Sanchez. **Bold font indicates attendance** at the forum. Joan and Emily met individually with board members over the summer, including Manuel Baca, Judy Chen Haggerty, Gary Chow, Robert Hidalgo, and Laura Santos. Lance Heard, Tamra Horton, Kelly Rivera, and Chisa Uyeki attended some of these meetings.

B. President’s Advisory Council (PAC) – On July 8, Chief Mike Williams provided the Police and Campus Safety Advisory Committee Update and President Scroggins provided a State Budget Update. On August 26, President Scroggins shared a proposal, The Societal Education for Equity Challenge: A Presidential Initiative, and he provided an update about CCC Equity Leadership Alliance (USC econference series). The July 22 and August 12 PAC meetings were cancelled. PAC Minutes are posted on the campus website.

C. Faculty Training Sessions –Joan and Emily participated in training sessions for department chairs (August 19) and new adjunct faculty (August 20).

D. Schools & Communities First (Yes on 15) Phone Banking with CTA – Schools & Communities First is on the November 2020 ballot as Prop 15. On August 24 Joan and Emily received training and conducted phone banking for Yes on 15. Estimated revenue to Mt. SAC is \$14,166,626.

E. AP for Title IX Regulations – On August 24, Joan and Emily received an update of a forthcoming AP on Title IX. Lance Heard and Bruce Nixon also attended this meeting. The AP is a result of Department of Education regulations. The draft AP is being reviewed with constituent groups and will soon be presented to PAC.

F. Grievance Report – The following Grievance Report was given: 1.) CTA is handling arbitration for a full-time probationary faculty, whose tenure was denied. 2) . CTA is supporting a full-time faculty, who was on FMLA leave. Questions about scheduling occurred at the end of the leave. A Level 2 grievance was submitted, and a conciliation meeting was held. 3.) An adjunct faculty member submitted a complaint against their division. HR will investigate. 4.) A full-time faculty member submitted a complaint against another full-time faculty member. HR is investigating. 5.) A student filed a complaint against an adjunct faculty member. The faculty member resigned. 6.) Multiple students filed complaints against full-time faculty members. HR is investigating. 7.) A probationary faculty learned tenure will not be granted and is exploring options. 8.) Adjunct faculty members are concerned about loss of sections in fall 2020, including lack of clear criteria for assignments and loss of students due to COVID. 9.) Three full-time faculty members seek support in clarifying their job duties. FA is working with the faculty members and their division managers. A Level 3 grievance was submitted on behalf of faculty in one division. 10.) Full-time faculty requested representation in forthcoming accommodations processes. Many requests were a result of the side letter regarding a modified load due to COVID-19 impacts. 11.) Faculty identified safety concerns with teaching lab activities from home. A Level 3 grievance was submitted on behalf of these faculty. 12.) Faculty reported managers increased class size without appropriate notice. A Level 2 grievance was submitted, and a conciliation meeting was held.

## V. **Treasurer’s Report – Linda Chan**

Linda Chan reviewed the September 1, 2019 – August 31, 2020 Treasurer’s Report and stated that she is in the process of closing the books for last year and that our audit is in process. The next report will be for the upcoming year and the items in red will be incorporate into next year’s budget. Linda and Joan will meet so that we can get all accounting updated, pay bills and collect the bank statements.

## VI. **Academic Senate Report – Chisa Uyeki (shared in Chat)**

A. Senate Action – The first Senate meeting for fall 2020 will be on Thursday, September 3<sup>rd</sup> from 11:30-1:00pm. The agenda and zoom links to join the meeting are available on the Academic Senate Board Docs. The Senate meeting is an open meeting and all faculty are welcome to attend. Please check in with your

department to be sure that there is a representative from your department attending Senate meetings and bringing the information back from Senate to your department. Friendly Reminder of Senate action taken Spring 2018: **SLOs are to be included on every syllabus**. This decision was made with a vote of the Academic Senate on April 12, 2018, to approve a recommendation from the Outcomes Committee: "the campus implements ACCJC's recommendation to include SLOs on the syllabi." This decision overrode a previous Senate resolution which called for SLOs or links to SLOs.

B. DL Amendments – Work has begun over summer to do initial reviews of **DL Amendments** and make recommendations to the DL committee, as the initial step of the approval process. From there the recommendations go through EDC, C&I, for Board approval, and ultimately to the Chancellor's Office. All courses that are being offered online that do not already have an approved DL Amendment need to go through the curriculum process to be approved for Distance Learning (either regular DL or FOMA [Fully Online by Mutual Agreement]). WebCMS 10.0, our newly updated online curriculum system is now able to be used for DL Amendment submission. We are encouraging faculty to submit amendments as soon as possible to avoid a bottleneck towards the end of the semester. If you need assistance with the development of your DL Amendment please be in touch with Carol Impara, DL Coordinator.

C. FOMAR Training – The 1488 faculty who are not already SPOT certified and taught in summer or teaching in fall have completed **Fully Online by Mutual Agreement Readiness (FOMAR ) Training** (1136 adjunct faculty and 352 full time faculty). With the likelihood of continuing online for future terms, FOMAR will continue to be the required training for faculty to be able to teach online until we are able to return classes to face-to-face en masse.

D. Online Instruction Facilitators – Faculty support is available through **Faculty to Faculty Support for Online Instruction Facilitators** thanks to the FA, District, and Coordination by Carol Impara, DL Coordinator. Faculty can request assistance through this form Request Help from a Faculty Facilitator <https://forms.gle/y6FXTa6zgR3uZSN88>. Please don't hesitate to ask for assistance if you have questions or would like to work with another faculty member to improve your online course.

E. Faculty Hiring – Faculty hiring processes have been moving forward for the prioritized hires with particular attention to insuring equity throughout the process. ESL was able to complete their hiring over summer for a fall start. The rest of the faculty hires are progressing towards spring hires. We have made changes to the Equivalency process. The changes were approved by Academic Senate in fall and are being worked into a revised AP. The biggest change right now is that we are having discipline experts (faculty from the discipline who are serving on the search & selection committee) make recommendations on equivalencies to the Equivalency Committee. The Equivalency committee also reports directly to Senate, rather than to Curriculum & Instruction Council as was done previously.

F. Requests for Positions – The memo and form for proposals for faculty positions for next year will come out this week. We do not anticipate there being opportunities for growth positions in the next year. We have been told that we will, however, be able to maintain the same number of faculty positions as those that were funded this year. Hiring will concentrate on critical needs and proposals should provide evidence to support these needs. There will be information sessions by zoom scheduled for those developing the proposal- feel free to bring your questions Sept. 8, 2p-3 pm and Sept. 9, 4:30p-5:30 pm.

G. 2020 Fall Flex Day, Friday August 21<sup>st</sup> – Thank you to Lance Heard for his leadership for Fall Flex, and for the work of the Flex Planning Committee (Lance Heard, Kelly Rivera, Tania Anders, Harlan Hoffman, Elizabeta Meyer, and Lianne Greenlee), POD, Event Services, and President's Office to pull off our first remote Flex Day. Thank you also to all the presenters for the Breakout Sessions. You have received a feedback survey about Flex Day- please fill it out- we use your input for our future planning. We had nearly 700 persons at the opening meeting and attending the Flex Day keynote, *Care, Compassion, Connection. Mental Wellbeing for You, Your Family, Your Students*, presented by Lisa Schoyer from the Los Angeles County Department of Mental Health. Lisa

shared that through LA County Department of Mental Health all LA County residents have access to a subscription to the Headspace app.

## **VII Adjunct Faculty Advisory Committee – Herschel Greenberg/Judy Lawton**

A. AFAC Canvas Shell – AFAC Canvas Shell has been created and updated with important links to various resources, including the contract, FA home page, and adjunct resource page, as well as the names of those in the committee. A few members will have email and phone contact information available on the Canvas shell (as of right now). The goal is to send a Canvas invite to all adjunct in Week 1.

B. AFAC July 21<sup>st</sup> Workshop – The AFAC Workshop on July 21<sup>st</sup> was a success. We had 38 attendees, including guest speaker Catherine McKee. We focused on best practices for online teaching. We will have a similar workshop again in the Fall, probably in Week 5.

C. AFAC Zoom on July 18<sup>th</sup> – AFAC had an informal lunch via Zoom on Wednesday, July 18<sup>th</sup> in order to meet each other for the first time, establish our goals for the year, and begin planning the next workshop. We also discussed a few issues, including on-going issues with seniority lists, verifying the district's newly posted seniority list, and counseling adjuncts being required to meet with the dean for 15 minutes on Flex Day.

D. AFAC 1<sup>st</sup> Fall Meeting – Our first official meeting is on Tuesday, Sept 15<sup>th</sup> at 11:30am via Zoom.

## **VIII. Negotiations – Joan Sholars**

Joan stated that it should come as no surprise to faculty that the FA is bogged down in negotiations. Right now, Joan and Emily are trying to work on two different negotiations: 1) regular negotiations for the year 2020 – 2021 and 2) the pandemic side letter negotiations. They are attending at least two meetings a week in discussions with the District, and that does not count the meetings with the FANT (Faculty Association Negotiation Team). At negotiations yesterday, the District continued their presentation and proposal for Article 18: Evaluations. This article is about 42 pages long and they did not get completely through their proposed changes. At our next meeting, the District will continue its proposal. The District is looking for ways to include equity and diversity in this article. The FA gave the District a proposal on Article 27: Safety. This proposal added in many of things that we as faculty have been asking for as far as cleanliness and safety is concerned. The District has not yet responded to our proposal. The District made a proposal on Article 13: Distance Education at the July 13 meeting. The FA has been working on our response since that time. The FA has asked the DL committee and the AS to review the response. Joan noted that the state budget looks bleak for next year and stated that we might not want to open negotiations this spring.

## **IX. PGI Project – Tamra Horton**

A. PGI Project Numbers – Originally, 295 full-time faculty were eligible for the Professional Growth Increment (PGI) but were not earning it. (This is approximately 2/3s of those eligible.) The Professional Growth Increment is currently \$3,736 per year and is calculated into retirement earnings. • The first email announcing the PGI Project went out June 8, 2020. • June 15<sup>th</sup> through June 30<sup>th</sup> I met with 110+ faculty individually for PGI Consultations. • August 12<sup>th</sup> through 15<sup>th</sup> I met with 15 faculty individually for follow-up PGI Consultations. • August 27<sup>th</sup> – December 4<sup>th</sup> I have appointments available for PGI Consultations Fridays from 10:00 a.m. to 1 p.m. To date, 51 faculty have signed up for fall. (Faculty can visit <https://calendly.com/mtsacappt/30min> to sign up for fall PGI Consultations.) • POD, the Salary and Leaves Committee, and HR have seen a dramatic increase in requests for verification and approval. The following numbers are approximate: 1) POD has received professional growth paperwork from 53 faculty members, 33 have been either processed or responded to. (On average, each faculty member submits between 2 and 15 workshops to be verified by POD.) 2) The Salary and Leaves Committee has received professional growth paperwork from 34 faculty members, 30 have been approved and 4 denied. (On average, faculty submit only one petition to the Salary and Leaves Committee.) 3) At last count, 11 of the people Tamra met with over the summer began to receive PGI this fall.

B. PGI Project Complications – The PGI Project is causing a one-time influx of paperwork being submitted to POD, the Salary and Leaves Committee, and HR. Staff assigned to process this paperwork is limited. This is a temporary situation that will diminish as requests are processed. In the meantime, it is imperative that faculty be courteous to staff and appreciative of the work they are doing. The administrators on the Salary and Leaves Committee requested that all POD workshops, even those that are pre-approved for PGI, be submitted to the Committee for approval per their reading of the Faculty Contract. For some faculty, this has added an additional step that was previously not required to the process. The administrators on the Salary and Leaves Committee are currently asserting that activities completed prior to July 1, 2016 should not count towards PGI. Past practice has been to count these activities, and some faculty currently receiving PGI earned it using activities completed prior to July 1, 2016. Discussion is ongoing.

C. PGI Project Future – A team has been meeting regularly to assess the progress of the PGI Project. It includes Tamra Horton (FA), Lianne Greenlee (POD), Brenda Dial (POD), Laura Martinez (Office of Instruction), Alexis Carter (HR), and Lisa Romo (HR). Lianne Greenlee was invited to the August 24th Salary and Leaves Committee meeting. She presented on the ways POD Connect might be utilized to streamline the tracking of PGI, PGH, Flex obligation, and Column Crossover.

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E. PGH – Adjunct faculty are eligible for up to six hours of Professional Growth Hourly Incentive (PGH) per fiscal year for professional growth activities at the non-teaching hourly rate. Most who earn it do so by participating in fall and/or spring Flex Day. A campaign is planned to reach out to adjunct faculty who did not participate in fall Flex to inform them of their eligibility for PGH.

#### **X. Old Business – Action Items**

A. Class Size Flyer – Due to time constraints, this item was postponed and will be addressed at the next Representative Council meeting on October 6, 2020.

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

A. Candidate(s) Endorsement – After discussion on the candidates from Area 1, Area 5 and Area 7, a motion to suspend the rules and approve the endorsement of and \$5,000 financial support for Peter Hidalgo for Area 1, and Jay Chen for Area 5 and the financial support of \$2,500 each for Manuel Baca and Fabian Pavon for Area 7.

B. Electronic Voting – The benefits of electronic voting was discussed. The FA will need all member's personal emails to make this option viable and cost-effective. There are 6 CTA approved vendors that we can use. At first, postcards would have to be mailed with voting instructions provided. It would definitely be a less labor-intensive process for tallying votes. The Governance Committee will need to change the voting process to be electronic in our ByLaws/Standing Rules. It was recommended that department FA representatives receive a list of FA members to collect their faculty's personal emails. This item was postponed and will be addressed at the next Representative Council meeting on October 6, 2020.

C. Hiring APs ( AP 7120, AP 7122, AP 7127) – The Equity and Diversity Committee has been working on the hiring APs to make the hiring process more equitable especially in how we hire adjunct faculty. FA representatives were directed to review the hiring APs – AP 7120, AP 7122, and AP 7127 (new for hiring executive

management – the President and VPs) and share them with their departments. If you have any questions, contact Eric, Antoine or Joan. Joan will send these AP's to Rep Council members to review. This item will be an action item at the next Executive Board meeting on October 6, 2020.

D. Committee Vacancies – There are several vacancies in our FA Committees that need to be filled. This item was postponed and will be addressed at the next Representative Council meeting on October 6, 2020.

E. Order of Agenda – A motion was made, seconded and carried to suspend the rules and approve the change of the order of our agenda to allow highlighting important information, action items and new business following the FA officers' reports. If time allows, the remaining reports will be given.

F. Social Injustice Issues – Former Resolution – On April 5, 2016, the FA Representative Council passed a resolution to not support the presence of a Campus Police Department. Students at the last BoT meeting expressed concerns about the Campus Police carrying firearms and that during these times of social injustice, should the FA bring this resolution back and/or possibly strengthen it to reaffirm our position? This item will be an action item at the next Executive Board meeting on October 6, 2020.

## **XII. Other Reports**

Time did not allow for reports from Academic Senate, Director J (CCA) or SCOne/CTA State Council but Joan Sholars stated that faculty should have received CTA election material in the mail. She reported that HE 8 was not on the ballot. Chisa Uyeki from Academic Senate shared a link to her report to attending faculty and it is included in the minutes. Luisa Howell, CCA Director J representative, announced that the CCA Fall 2020 Conference will be online.

## **XIII. Announcements**

A. Next Executive Board Meeting – Tuesday, September 8<sup>th</sup> 11:30 am – 1:00 pm via Zoom.

B. Next Adjunct Advisory Committee Meeting – Tuesday, September 15<sup>th</sup> 11:30 am – 1:00 pm via Zoom.

C. Next Representative Council Meeting – Tuesday, October 6<sup>th</sup> 11:30 am – 1:00 pm via Zoom.

D. Next Board of Trustees Meeting – Wednesday, September 9<sup>th</sup> at 6:30 pm.

## **XIV. Adjournment**

The meeting was adjourned at 1:14 p.m.

The minutes were respectfully submitted by Liz Ward, Faculty Association