

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

**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 November 3, 2020 were approved as written.

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

A. FA and Senate Presidents and VPs Meetings – The Presidents and Vice Presidents of the Faculty Association and the Academic Senate will start having monthly meetings to discuss issues and concerns.

B. VPI Hiring Team – The FA does not have a member on the Vice President of Instruction Hiring Team. The Academic Senate was given three appointees (their President and two co-vice presidents). The District is trying to make the hiring team smaller than it has been in the past but the FA is asking all faculty to write the Board of Trustees and the Dr. Scroggins about the lack of union representation on the hiring committee.

C. AP3434 – Title IX AP – AP3434 – Title IX AP was approved by PAC at the meeting on Wednesday, November 25 but with a couple of additions. One addition approved was that this AP would sunset as of June 2021. This means in the meantime both HR, the AS, and the FA will work on a replacement. Also, the FA asked that the statement that no one who has a finding by the District of harassment or sexual harassment be allowed to sit on the panel judging others.

D. Side Letter – Fall 2021 – The FA and the District will start working on a side letter concerning possible return to campus by faculty Fall 2021. We want to make sure that faculty are not forced to return to campus if they are worried about their health or the health of their family members.

E. Side Letter – Spring 2021 – The Spring 2021 Side Letter was attached and reviewed. The district and the FA have agreed to having 2/3 leave paid by the district for COVID related issues (child care, illness, etc.). The other 1/3 will need to be out of sick leave or a reduced workload.

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

A. Board of Trustees – The BoT met on November 4. They heard informational reports on State and Federal Advocacy Update, Distance Learning, and Transfer Update. The BoT meets again on December 16. The following candidates won their BoT elections: Manuel Baca (Area 7), Jay Chen (Area 5), and Peter Hidalgo (Area 1).

B. President's Advisory Council (PAC) – Expanded PAC met on November 18. We heard presentations about Guided Pathways, Educational Access, Sustainability, and Completion Breakthroughs. PAC met on November 25 and discussed the purpose and functions statement for the Campus Equity and Diversity Committee. PAC will meet again on December 9.

C. Conference Opportunities – Upcoming conference opportunities: January 29 – 30: Winter Conference and April 23 – 25: Spring Conference and WHO Awards

D. CTA Conferences – Upcoming CTA Conferences: December 3 – 5: 2020 LGBTQ+ Issues Conference - Home Edition! December 10 – 13: 2020 New Educator Weekend - Home Edition! January 14 – 17: 2021 Issues Conference - Home Edition!

E. Meetings Attended – Joan and Emily attended the following meetings: • November 2: Monthly Meeting with President; • November 5, 19: Academic Senate Executive Board Meeting; • November 19, 24: Weekly Meeting with Human Resources; • November 12: Full Academic Senate; • November 9, 23: Flex Day Joint Task Force Meeting; • November 20: New Faculty Seminar; • November 23: Monthly Meeting with Vice President, Human Resources; • November 30: Meeting with Academic Senate and FA leadership.

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.) An adjunct faculty member submitted a complaint against their division. HR is conducting an investigation. 3.) A full-time faculty member seeks support in clarifying their job duties. i. FA filed a Level 3 grievance. It was denied. ii. FA filed a Level 4 grievance. It was denied. iii. FA requested arbitration. iv. FA and District agreed to mediation. Mediation was unproductive. v. FA requested arbitration. 4.) Adjunct faculty are concerned about loss of sections in fall 2020, including lack of clear criteria for assignments and loss of students due to COVID. i. FA filed a Level 3 grievance. It was denied. ii. FA filed a Level 4 grievance. The District is willing to compensate faculty for lost wages and the FA is gathering information. 5.) Adjunct faculty submitted a complaint against the manager. HR is conducting an investigation. FA and faculty met with Dr. Mahon. 6.) Faculty on Salary & Leaves Committee identified problems with the District fulfilling professional growth increment based upon date of completion of activities. i. FA filed a Level 3 grievance. It was denied. ii. FA filed a Level 4 grievance. The District responded and FA is reviewing the response. 7.) An adjunct faculty member expressed concern with salary placement. i. FA filed a Level 3 grievance. The District agreed to compensate the professor retroactively and conduct an audit to determine if other adjunct professors are owed retroactive compensation. Concluded. 8.) An adjunct faculty requested the PhD stipend. The FA is working with the District on signing a side letter for this professor. 9.) A manager raised a question about combining Canvas shells for lecture/lab courses. FA is doing research on this question. 10.) A professor filed a Level 1 grievance regarding a special evaluation. i. FA met with the District this week and is awaiting a response. 11.) Adjunct faculty expressed concerns about seniority rights with scheduling. i. FA filed a Level 3 grievance. The District responded and FA is reviewing the response. 12.) FA is participating in interactive meetings with full-time professors. Interactive meetings occur in relation to COVID-19 and other leaves. 13.) FA worked with divisions and chairs in support of professors, whose performance was below standard. 14.) A professor asked about the impact of curfew on evening courses. HR provided advice for faculty in this situation.

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

Linda Chan reviewed the September 1, 2020 – December 1, 2020 Treasurer's report. We still have not yet received the bank statement that should reflect the Dues and Agency Fees installment. Payments have gone out for accounting, officers stipends, payroll and postage.

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

A. Appointments – The following Senate appointments were made: Dean, Access, Search & Selection Committee, Tim Engle (Access) and Karen Schnurbusch (Physics); Nominations, Elections, and Leadership Development Committee, Michelle Shear, (2020-2023); Mapping & Cataloging Committee, Barbara Mezaki, AMLA (2020-2021); Educational Design Committee, Barbara Mezaki, AMLA (2020-2021); GPS Cross-Council Committee, Sonia Ortega, (ESL) 2020-2023; Outcomes, Christina Cammayo (Nutrition) 2020-2023 and Jason Hayward (Counseling) 2020-2023; Student Preparation, Equity, and Achievement Council, Lani Ruh (Kin) 2020-2023; Senate Awards Committee, Co-Chair: Lani Ruh (Kin) 2020-2023, Member: Kolap Samel (Library) 2020-2022

B. Senate Action – 11/12/2020 – Purpose & Function Statement revisions and 20-21 Committee Goals approved for: Assessment and Matriculation Committee; Curriculum & Instruction Council; Distance Learning Committee; Educational Design Committee; Faculty Professional Development Council; Outcomes Committee; Mapping and Catalog Committee; Student Equity Committee. Academic Senate Accomplishments 2019-2020 were acknowledged. Academic Senate Goals 2020-2021 were approved. Class Size Taskforce Recommendations-substitute document was approved with amendments. AP 3434 Responding to Harassment Based on Sex Under Title IX was not approved by Senate. Work Experience Ed Plan- was approved and forwarded to AMAC.

Noncredit Distance Learning Faculty Work Group and Correspondence Course Form- was approved.

C. Student Planners – Student Planners were ordered before Covid, and Student Services has more than enough and would like to share them with you and your students. Please share this google form with your students so they can request a copy to be mailed to them for free <http://tinyurl.com/mtsac2021planner>. All faculty are also encouraged to check out the digital planner to review the content- which includes a lot of resources for students <http://globaldatebooksonline.com/flipbooks/sac/#p=19>

D. Guided Pathways – Guided Pathways Coordinators Sara Mestas and Shiloh Blacksher are leading the charge to gather campus-wide voices in the development of our college's **Scale of Adoption Assessment**. This is our annual report on activities towards adoption of Guided Pathways. We have accomplished much across campus that deserves to be included in the report. If you have questions please contact Shiloh Blacksher ([sblacksher@mtsac.edu](mailto:sblacksher@mtsac.edu)) and Sara Mestas ([smestas@mtsac.edu](mailto:smestas@mtsac.edu)). To provide your input please share your input by Sunday, January 24, 2021, via this form: [https://mtsac.co1.qualtrics.com/jfe/form/SV\\_85M175e0v3pfJnT](https://mtsac.co1.qualtrics.com/jfe/form/SV_85M175e0v3pfJnT)

E. ASCCC Exemplary Program – Exec Board nominated the **Speech and Sign Student Success Center** for the ASCCC Exemplary Program Award which will be awarded to programs across the state for their work providing Equitable Practices in a Virtual Educational Environment. The Mt. SAC SSSC was nominated for their transition from having no online services to being entirely online following the two-week hiatus the College provided for the transition to remote instruction in March 2020. Tutoring is provided in American Sign Language (ASL), Interpreting, and Speech courses with a focus on completion. Some of the innovative program components that are working to support equitable practices in these subjects were highlighted, including the trilingual (English, ASL, and Spanish) interpreting tutoring to make the content more accessible for the Latinx Deaf community. Thank you to the faculty who put the other nominations together and to the Senate Awards committee for their work on the nomination recommendations.

F. Chancellor's Office Support for Technology – Chancellor's Office support for technology during Covid: As announced via email we had some good news from the Chancellor's Office that they would be continuing full funding support for online resources including Zoom, Labster, Canvas, and subsidy for NetTutor. Thanks to Biology faculty for their advocacy around Labster.

G. Textbook Rentals – Textbook Rental Please share with your students who may be using rental textbooks that they will have the option to return their rental textbook in-person at the bookstore during Finals week, December 7-11, 2020 from 8am-3pm. Alternatively, students can return their books by mail (requires printing a mailing label & paying \$5 shipping).

H. Committee and Council Openings – Committee & Council Openings for Faculty openings for faculty on campus committees is available at this link: <https://tinyurl.com/ASCmtApt> if you are interested in a committee or multiple committees please fill out this interest form.

I. Emergency Grants for Students – Emergency Grants for Students may be available (there were funds when at last update). If you become aware of a student in need you are asked to refer the student. To make a referral please submit this form at <https://www.mtsac.edu/financialaid/forms/2021/fa-cares-act-referral-form.pdf>.

J. Instruction Team Meeting – Instruction Team 10/28/2020, Senate leaders, DLC Coordinator Carol Impara and a few faculty were invited to join a conversation at about academic Integrity. This was brought up as an academic issue that has raised concerns during Covid because there have been increased reports. This is a complex issue that requires a multi-layered solution. Andi Sims from Student Life has been working with students using more of a restorative justice approach. I believe that there is a need for further discussion and development of resources for both faculty and students. The first step for Senate will be to consider the recommendations that are coming from DLC on the use of proctoring software and cameras in online classes.

K. Meeting with the President 10/28/2020 – Enrollment was discussed and the President reassuringly continues to support classes going at lower enrollment to retain the number of courses available to students, and he recognizes the challenge to programs if we are not able to retain adjuncts.

L. AMAC – 11/2/2020 – Faculty positions were ranked through mutual agreement at AMAC. The president has shared that he will be funding 5 general fund and one categorically funded positions on top of the four positions that were ranked “0” due to failed probations or failed hires. The six positions include: 1. Graphic Design, 2. EOPS/CARE Counselor, 3. Chemistry (1 of 3) 4. Biology (Marine /Environment), 5. Fire Technology 6. Printmaking-Drawing. The President will reassess hiring after the January budget update.

M. Equivalency Committee – Equivalency Committee met on 10/12/20 and accepted a recommendation from Nathan Tharp to grant an equivalency based on eminence and experience for a potential part-time faculty member. Reported determination to HR. Committee also reviewed and made recommendations on revisions to BP 7211 Minimum Qualifications and Equivalencies. On 11/2/2020, Equivalency accepted recommendations from Shelby White-Tremazi for equivalency and determined that three would be granted equivalency to the MQ based on education and two would be denied. Reported determination to HR.

N. ASCCC Listservs – The Academic Senate for California Community Colleges maintains a variety of specialized listserves for the purpose of distributing official business of the ASCCC, the CCC Chancellor’s Office and other formally recognized stakeholders. These are distribution list servers only, they serve only to disseminate information, recipients may not reply. There are listservs for discipline and interdisciplinary subject areas, OER, Part-Time Faculty, CE, Ethnic Studies, etc. Sign up here: <https://asccc.org/signup-newsletters> Academic Senate for California Community Colleges Foundation supports professional development for faculty across the state to advance teaching and learning.

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

A. AFAC 11-27-20 Meeting – The AFAC met on 11-17-20 from 11:30am – 1pm via Zoom.

B. Organizing Committee – Organizing Committee was formed and Judy is the co-chair with Robert.

C. Adjunct Review Team – Based on Joan’s request for an adjunct team designed to review other adjunct in ESL, AFAC discussed at length the criteria for finding adjunct to do the evaluations. At this point, we are looking at the following criteria (these were discussed but not finalized). An adjunct must have the following qualifications: 1.) Granted rehire rights. 2.) 5+ years teaching at Mt. SAC 3.) 2 or higher on all evaluations. 4.) SPOT certification for DL classes only (FOMAR required for all other classes online). 5.) Evaluation training - We have additional questions for Joan. For example, how will the group of evaluators be chosen?

D. Adjunct Hire Dates – HR has released the list of all instructors and their hire date. An email was sent, but has not been released by the moderators. We also have a flier ready to send. Why do the moderators take so long to release emails from AFAC?

E. Spring Scheduling Issues – Continue outreach to adjunct and how Spring scheduling is affecting them. We also discussed how to let full timers know what is happening to their adjunct colleagues.

F. Next AFAC Meeting – Our next AFAC meeting is on Dec. 17th via Zoom.

## **VIII. CCA District J – Luisa Howell**

Luisa Howell gave the following November CCA report: 1.) Fall Conference, usually CCA’s smallest conference, saw an increase in attendance of more than 30% 2.) President Kaljumagi offered to visit local FA and indicated that he and VP Whabe would be glad to visit if issued an invitation. 3) . Are local presidents interested in

having a membership drive that focused on adjunct faculty? (Membership Development Committee Meeting via Zoom will be Friday, January 15 from 11 – 3 a.m. 4.) Calbright faculty voted to establish and AS and FA. They are now part of CCA. They have 7 full time faculty and no part time faculty, though they do have some independent contractors. 5.) A proposed legislation on Part Time parity is moving forward. We will have 2 sets of lawyers: one from CTA and another from CCA. 6.) A \$5,000 grant proposal from College of the Canyon was approved. They provided their faculty with everything they needed to work online with their computer. 7.) Winter conference will be online, Friday and Saturday, January 29 & 30. 8.) On a loan to a former chapter president that still has more than \$30,000 outstanding, EBoard voted to take him to small claims for the pending payment owed and follow up later to collect remaining debt. 9.) CTA legal is assisting 56 members with new cases this month, including a dismissal case from Gavilan College. The FA of Rancho Santiago CCD and the N. Orange CCCD Faculty Association are listed as two of six chapters receiving CTA Crisis Assistance. 10.) Director Reports: a. Community Colleges are at various levels of negotiating online teaching for spring 2021. b. Enrollment is down at all campus. c. Part time faculty are very concerned about the impact to them on account of class cancellations. d. Students are struggling with remote learning

## **IX. Negotiations – Joan Sholars**

Joan stated that the last negotiation meeting of the year is scheduled for Monday, December 14. Morris Rodrigue will be in attendance to discuss the District's finances. The Faculty Association will be presenting on Article 18: Evaluations and Article 10: Workload. The District should be presenting on Article 13: Distance Learning and Article 8: Employee Benefits. I said should because a lot is depending on how long it takes to go over Article 18 and Article 10. There is still a lot of work to do in negotiations. We need to work on Article 7: Salaries and Appendix A. All the evaluation documents need to be looked at, as well as all the appendices. Some of you have been asking about a possible golden handshake. I have broached the subject with Dr. Scroggins. He has stated that he does not see a golden handshake in our near future. Usually a district will offer a golden handshake if there is a recession and/or there is an overabundance of faculty who are close to retirement. Many of our faculty have been hired in the last few years so we don't have a high proportion of salary invested in faculty who would take advantage of such an offer. Joan believes that the District might offer a golden handshake when Dr. Scroggins retires. Joan is not pleased with where we stand with negotiations and believes that we (both the FA and the District) are doing a lot of work but not accomplishing much. Don't give up on us –we are working hard and will continue to do so. A special "Thank You" to our negotiation team: Emily Woolery, Sandra Esslinger, Linda Chan, Judy Lawton, Herschel Greenberg, Vicki Greco, Maria Davis, Tamra Horton and Robin Devitt.

## **X. Old Business – Action Items**

A. 2020 – 2021 FA Goals – A motion was made, seconded to approve the following 2020 - 2021 FA Goals: 1) Membership Engagement (training can be part of Membership Engagement); 2) Create an Organization Committee to connect and build relationships with faculty; and 3) Support Negotiations. A substitute motion was made, seconded and carried to add as part of the previous 2020 – 2021 FA Goals motion that the FA get faculty non-Mt SAC email addresses.

B. Armed Police On Campus – Social Justice Issues – The FA Rep Council discussed the issue and the following recommendations were made: 1.) suggestion - advocate for more sensitivity training for a campus police 2.) suggestion - during the spring have the police chief as a guest at a Rep council meeting; 3) comment was made to see the Clery Report - there doesn't appear to be any justification for police on campus much less armed police. Lance Heard noted that the idea of the perception of safety is what are you willing to pay for; 4.) the History and Sciences Department support a Police Department; 5.) Regarding the use of force policy: the FA and the Academic Senate should have a say in the policy; 6.) Discussion on a CCW (concealed weapons) permit. Can a professor be armed on campus? The law allows each district to set policy.

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

A. Back to Campus Workgroup Report (information only) – Back to Campus Workgroup Presentation by Beta Meyer and Masoud Roueintan. The PowerPoint was accessible in the FA 12-1-20 Google Drive. The main task is safety protocols for returning to campus and logistics. Procedures and policies need to be in place before

coming back. Considerations include classroom safety, working conditions, construction zones, visitors who are frequent (such as vendors and food bank) and infrequent visitors. Some of the policies and procedures are going to include signage (such as one way traffic flow), area closures, specific drinking fountains and COVID safety training and others. Classes will not be back-to-back so that rooms can be safely cleaned. There is a concern as to where the faculty will be going between classes. The district will be offering classes with higher student to teacher ratio. The FA is working on a side letter on how to return in fall of 2021. There is concern over students completing programs to graduate however it was noted that this is an Academic Senate issue. A priority is to see what is necessary to help students complete their programs. The limiting factor to returning is logistics. A question was raised on how we challenge a protocol, and it was noted that we start with the Return To Campus (RTC) work group first.

B. PGI Information – The Executive Board approved the project to continue through Spring with reassign time for Tamera Horton. 36 people have received their PGI under her guidance. A motion was made seconded and carried to suspend the rules and to continue the PGI program and give reassign time for Tamra Horton (1 LHE for winter and 2 LHE for spring).

## **XII. Announcements**

A. Raffle \$25 Gift Card Recipients for 12-1-10 – Bruce Nixon, Dana Miho, Jennifer McKinney, Judy Lawton, Esteban Aguilar, Rita Page, Raul Madrid, Sandra Padilla, Al Kirchgraber and Michelle Boyer.

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

C. Next Adjunct Advisory Committee Meeting – December 17<sup>th</sup> 11:30 am – 1:00 pm via Zoom.

D. Next Representative Council Meeting – Tuesday, March 2<sup>nd</sup>, 11:30 am – 1:00 pm via Zoom.

## **XIV. Adjournment**

The meeting was adjourned at 1:16 p.m.

The minutes were respectfully submitted by Liz Ward, Faculty Association