

**MSAC Faculty Association
Representative Council Meeting
March 2, 2021 via Zoom**

Present: Aguilar, Alvarez-Galvan, Anders, Avila, Benoe, Boyer, Burman, Burnett, Caldwell, Calzada, Chan, Christ, Crichlow, Cridland, Daland, Doonan, Esslinger, Ezzell, Foisia, Garcia, Greenberg, Heard, Hood, Howell, Hughey, James-Perez, Jones, Kaljumagi, Kirchgraber, Knapp, Komrosky, Lawton, Lopez-Alix, Lopez-Audra, Madrid, Martinez, McLaughlin, Meyer, Miho, Miller, Mullane, Nakamura, Ngo, Olds, Pascoe, Pellitteri, Ponce, Rivera, Rojas, Roueintan, Straw, Summers, Uyeki, Ward, Wasson, Wolf, Wood, Woolery.

Absent: Berch, Birca, Chen, Condra, Engisch, Hamby, Holbert, Klein, Kunkler, Landeros, Lavery, LoPiccolo, McIntosh, McKinney, Necke, Nixon, Padillo, Page, Pham, Piluso, Richardson, Romero, Sholars, Stringfellow, Thomas, Uranga, Velasquez, Virgen, Wasson, Zine.

Guests: Rogus, Staylor.

I. Call to Order and Approval of the Agenda

Vice President Emily Woolery called the meeting to order and the Agenda was approved with flexibility at 11:40 a.m.

II. Approval of Minutes

The minutes of December 1, 2020 were approved as written.

III. President's Report – Joan Sholars provided BoT Letter

A. Letter to Board of Trustees – 2-24-2021 – The following is Joan's letter to the BoT:

First and foremost, the FA is standing firmly with CSEA 651. All employees should be safe and secure on this campus and for those employees that are currently coming to campus on a daily or regular basis, they deserve "hero" pay. The city of LA is passing a resolution to pay grocery workers and other frontline workers an increase of \$5 per hour to show our gratitude. Mt. SAC appears to doing the opposite. We are going to take away a temporary increase given to our frontline workers who control the cleanliness of our classrooms, labs, and offices and so much more to make the educational environment successful. The FA fully supports that ALL safety issues and working conditions need to be agreed to PRIOR to any return to work, with any and all employee groups.

The Faculty Association would again like to restate our displeasure with not being represented on the hiring team for the new Vice President of Instruction. I had mentioned to the Board of Trustees in the past two meetings that since the FA was not represented on the selection team, we assumed that our questions would be given priority. That was not the case. Therefore, the union representing over 1000 employees on this campus had no input into the hiring of the Vice President of Instruction, even though this Vice President position interacts constantly with the Faculty Association. This displeasure is also shared by many of our members, some of whom believe that the exclusion of our voice in the hiring process of this executive, is a deliberate and calculated attempt to limit/lesion the impact of the voice of faculty in the decision of selecting an executive under whom all faculty work and whose responsibility primarily includes that of overseeing faculty. In the 30 years that I have been at Mt. SAC, this is the first executive management hire that I am aware of that the FA has not had some input.

Breaking News: At today's PAC (President's Advisory Committee), one faculty appointment made by the Faculty Association was added to the selection/hiring committee. The FA wishes to thank the Academic Senate, CSEA 262 and CSEA 651 in supporting this position. The FA also thanks Dr. Scroggins for listening to all input and agreeing to the compromise of adding one more faculty member to the committee. Thank you.

President's Advisory Council and the Board of Trustees are currently working on the hiring BP for the president of the college. The FA respectfully requests a position on the selection team for that position. By Ed Code, the FA has the right to ask for hiring committee appointments and we are requesting that the FA has at least one appointment to the hiring/selection committee for any future president of the college.

Both negotiation teams met last on Monday, February 8 and will next meet on Monday, March 8. At the last session, the FA finished presenting Article 10: Workload and gave an overall a conceptual presentation on Article 7: Salaries. On Monday, the District will be presenting their counter proposal to Article 18: Evaluations and be responding to Article 7: Salaries and Article 8: Health Benefits. The District

still needs to respond to Article 10: Workload; Article 13: Distance Learning; and Article 27: Health and Safety. The FA needs to respond to Article 2: Terms of Agreement and Article 9: Calendar. The FA is currently working on Appendix A, Appendix B, Appendix C, Appendix D, and all evaluation forms, as well as Article 19: Retirement. There is currently a joint workgroup working on Appendix E. As you can see, there is plenty of work that needs to be done. We have no TA's at this point and that is quite unusual at this stage of negotiations, though we realize there are many moving parts this time.

The FA and the District are also currently working on side letters concerning possible return to campus Fall 2021. There is much to be worked out and discussed here: the district stating, "no social distancing", requiring vaccinations, adjusting to enrollment on the fly, teaching more online that is currently permissible, class size, sanitation and ventilation are just a few of the faculty's concerns.

The FA would like to thank the District for the Covid leave options given to faculty. The District has been very generous and understanding during this pandemic and the FA appreciates it. These available leave options have kept more adjunct faculty employed and teaching classes and have helped many full time faculty work on options for their own children and families. Again, thank you for your continued support of the faculty.

The District and the FA are currently working on a side letter to help the many adjunct who had classes cancelled last week. Cancelling classes at the last minute is always hard on the faculty affected, the department chairs and the division deans. The FA wants to thank the District for trying to mitigate the number of adjunct and full-time faculty that would be affected by letting some classes go with unprecedented low numbers. In order to keep as many adjunct faculty members employed as possible, some full time faculty who had their classes cancelled used banked leave or sick leave to make up the units needed to meet load eliminating the need to bump adjuncts from their classes.

Our first Rep Council of the Spring Semester will be held on Tuesday, March 2. Emily Woolery will be leading the meeting as I will be out on medical leave for a couple of weeks.

The FA hopes that the Board approves the faculty who are receiving their 2nd year, 3rd year, and especially those faculty receiving tenure this year. We, at Mt. SAC, have been so fortunate in hiring and keeping the best faculty from across the state and the country. We at the FA want to be among the first to congratulate these faculty. Well deserved

B. Request for Updates – Maya Alvarez-Galvan requested more frequent updates regarding coming back to campus in Fall of 2021.

IV. Vice President's Report – Emily Woolery

A. Welcome Back – Emily welcomed the E-Board back and hoped they enjoyed a break or reduced workload during the campus holiday and intersession and that their loved ones are safe and healthy.

B. Board of Trustee – The BoT met on December 16, January 13 and February 24. The BoT meets again on March 10. At the December 16 meeting, the oath of office was administered to Trustees Manuel Baca, Jay Chen, and Peter Hidalgo. The BoT elected their officers: Trustee Jay Chen, President; Trustee Judy Chen Haggerty, Vice President; and Trustee Gary Chow, Clerk. The BoT received an information report, "Adult Education Regional Consortium Update." The BoT accepted the re-opener proposals submitted by the District and CSEA Chapters 651 and 262. At the January 13 meeting, the BoT received informational reports, "Dual Enrollment Update" and "Accreditation Midterm Report." The Management Steering Team reported they have approved a new Manager's Evaluation process, which includes "understanding and demonstration of the importance of diversity, equity, and inclusion in the evaluation process" and they will train on how to evaluate with a focus on DEI. At the February 24 meeting, the BoT received informational reports, "Oral Report by Eide Bailly LLP, Certified Public Accountants" and "Grants Update." They held a closed session conference with Labor Negotiations for CSEA 262, CSEA 651, FA, and Management and Confidential Employees. The BoT approved recommendations to employ faculty under second and third contracts and to grant tenure.

C. President's Advisory Council – PAC met on December 19, January 13, January 27, and February 10. PAC meets again on February 24. At the December 19 meeting, PAC heard updates from Accreditation Steering Committee, Climate Commitment Implementation Committee, Institutional Effectiveness Committee, and Professional Development Council. An update from Campus Equity and Diversity Committee was tabled until spring because the committee must review its Purpose and Function Statement and Committee Goals. BP 2341 – CEO Selection was tabled so PAC volunteers can provide edits. At the January 13 meeting, PAC approved AP

5520 – Student Discipline, AP 7121 – Recruitment and Hiring – Classified Employees, AP 7123 – Recruitment and Hiring – Confidential Employees, and BP/AP 7160 – Professional Development. PAC reviewed Purpose and Function Statements and Committee Goals for multiple committees. A standing item is Overall Campus Equity Update, with attendees sharing information about USC Race and Equity eConvenings; Flex Day keynote speaker Dr. Sarah Goldrick-Rab; and the Peak Leadership Management Retreat. At the January 27 meeting, PAC attendees reported that the USC eConvenings do not meet our expectations. PAC had a first reading of AP 7122 – Recruitment and Hiring – Management Employees and AP 7124 – Recruitment and Hiring – Executive Management Employees. Minor changes were approved with the understanding that constituent groups will review the APs prior to the second reading. PAC reviewed Purpose and Function Statements and Committee Goals for multiple committees. At the February 10 meeting, PAC heard updates on Police and Campus Safety Advisory Committee and Strong Workforce Advisory Committee. Multiple PAC members shared updates related to Overall Campus Equity. PAC reviewed Purpose and Function Statements and Committee Goals for multiple committees. AP 7122 and AP 7124 will be presented for a second reading on February 24. At the February 24 meeting, PAC approved AP 7122 - Recruitment and Hiring - Management Employees. It approved AP 7124 - Recruitment and Hiring - Executive Management Employees with the revision of adding one faculty appointed by the FA to the selection committee. PAC also reviewed AP 7400 - Conference and Travel, which prompted good discussion about the use of booking sites, like AirBNB, and the per diem rate for meals.

D. CCA Conferences – Multiple colleagues attended the 2021 CCA Winter Conference. Maya Alvarez-Galvan attended the Building Strong Locals Academy. Maria Davis, Sandra Esslinger, Herschel Greenberg, Judith Lawton, Loni Nguyen, Emily Woolery attended the Bargaining Academy. Linda Chan, Tamra Horton, and Joan Sholars also attended sessions. The 2021 CCA Spring Conference is scheduled for April 23-25. It will be a virtual conference that focuses on membership and includes a council meeting. We will celebrate the "We Honor Ours" (WHO) Awards winners. If you want to serve as a delegate, please email Joan (jsholars5@gmail.com) and Emily (erwoolery@yahoo.com).

E. Other – Much time has been spent on drafting side letters specific to COVID-19 and regular contract negotiations. Additionally, Joan and Emily have attended their regular meetings with the Deputy Director, Human Resources; Vice President, Human Resources; Vice President, Instruction; and Associate Vice President, School of Continuing Education. Joan and Emily participated in two FLEX Day sessions: Opening Session "Pandemic Panel" and breakout session on "Equity, Diversity, and Inclusiveness from the Union Perspective."

V. Treasurer's Report – Linda Chan

Treasurer Chan reviewed the September 1, 2020 – March 2, 2021 Treasurer's report and stated we have received Dues and Agency Fees installments since the last report. Payments have gone out for accounting, officers stipends, adjunct faculty and payroll. Our 1099 went out and the 990 IRS forms are waiting for the President's signature. The Budget Committee will be meeting soon to work on our proposed budget.

VI. Academic Senate Report – Chisa Uyeki

A. Appointments – The following Senate appointments were made: Assistant Distance Learning Coordinator, Catherine McKee (Paralegal), 2020-2022; Textbook & Instructional Materials, Tony Rivas (EOPS), 2020-2021; Student Preparation, Equity, and Achievement Council, John Kuchta (Welding), 2020-2023 and Michelle Nava (English), 2020-2022; Information Technology Advisory Committee, Kelly Coreas (Respiratory Therapy), 2020-2022 and Maribel Gonzalez 2020- 2022; Educational Design Committee, Susan Wright, 2020-2021; Basic Needs Committee, Thuy Pham (Sp 2021-2023); Climate Commitment Implementation Committee, Raul Madrid (Political Science), 2020-2023, Jennifer McKinney (Biology), 2020-2021; Outcomes Committee, Tania Anders, 2020-2022 and Shelby White-Tremazi 2020- 2023; Educational Design Committee, Kolap Samel, Sp 2021 (sub for Jared Burton). Sarah Nichols was appointed as Senate Secretary to fill a mid-term vacancy over winter intersession; per the Senate constitution a special election will be held for this position in the next few weeks. Senate has not yet met this semester, so no other College committee appointments or Senate actions have been approved by Senate yet this semester. Over winter, Chisa appointed to management search and selection committees including: Assistant Director, Public Safety Programs; Director, Financial Aid; Assistant Director, Community and Contract Ed; Director, Writing Center; Director and Assistant Director, Maintenance and Operations; School of Continuing Education, Director of Older Adults and Adults with Disabilities; Custodial Supervisor; and Director, Financial Aid.

B. Approved – Student Preparation Equity and Achievement Council - Purpose and Function; A&M Recommendation 53, 54, and 55; 2021 Midterm Accreditation Report; GPS Cross-Council Committee Purpose and Function; Cultural Curriculum Audit to be lead by Curriculum & Instruction. Approval was to support C&I moving forward on designing the process for the curriculum audit; Racial Justice Action Task Force Report and Faculty Recruitment & Hiring Recommendations; EW and Pass/No Pass for Spring 2021 Allow P/NP grading option only for courses previously approved through curriculum to include P/NP grading option. All other courses return to standard letter grade (with exception to F grades-see below). • All students who earn and "F" be granted a NP for winter & spring 2020- students will not receive and F grade on their Mt. SAC transcript for winter 2021 term. • Extend P/NP grading option to the deadline of two days following the faculty member submission of grades for courses approved for P/NP grading option to give students more time to select appropriate action. Continue to recommend that students meet with a counselor to make informed choice. • Extend EW deadline- students can opt to withdraw from a class through the day before the last day of instruction of a short-term class and the Sunday before exams for full-term class. An "EW" will be assigned for all of these withdrawals; Recommendations for Camera Use During an Online Synchronous Class; Recommendations for Online Proctoring

C. Updates – Senate has been working with folks in the Instruction office, GPS coordinators, and other faculty to implement these funding opportunities: **SEAP mini grants and GPS mini grants** provide opportunities for members of the campus to access funds for innovative, student-centered work to move both our Student Equity and Achievement programming and Guided Pathways related activities forward. Funds can be used to support building collaborations, supporting Communities of Practice, and implementing projects to support student engagement and learning. Another opportunity for all disciplines is to receive RISE funding through GPS to implement a project that directly benefits students' experience or increases success in your program. For more information: GPS Mini-grants <https://www.mtsac.edu/gps/mini-grants.html>; SEAP Mini-grants <https://bit.ly/3pxmDeX> Rise <https://www.mtsac.edu/gps/rise.html>

D. Guided Pathways – Guided Pathways Scale of Adoption Assessment (SOAA) extension was granted. Guided Pathways Coordinators Sara Mestas and Shiloh Blacksher are led the charge to gather input from the entire campus the development of our college's Scale of Adoption Assessment. This is our annual report on activities towards adoption of Guided Pathways. You should have received an email regarding the SOAA draft which is available for your review and input. The SOAA passed Senate Exec and will go to full Senate next.

E. CSU Ethnic Studies GE Requirement – Over winter we also began work on responding to the new CSU Ethnic Studies general education requirement. Through spring semester we will continue to work towards solutions to address the changes which add a new area (Area F) with a 3-unit requirement for Ethnic Studies to support smooth transfer for our students. These courses will build student understanding of anti-racism, liberation, decolonization, and the theory and knowledge produced by Native American, African American, Asian American and/or Latina and Latino American communities. A group of faculty and Instruction Office folks will be visiting divisions to provide more information and get input. There will be much information to follow.

F. Committee & Council Openings for Faculty – The list of 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.

G. Emergency Grants for Students – Emergency Grants for Students with critical needs continue to be available. If you become aware of a student in need you asked to refer the students using the linked form. To make a referral, you will need to complete the CARES Emergency Grant Referral Form at <https://www.mtsac.edu/financialaid/forms/2021/fa-cares-act-referral-form.pdf>

H. Spring Flex Day 2021 – A tremendously successful Spring Flex Day 2021 was held virtually on Friday, February 19, 2021. We were pleased by the strong attendance of what was our most attended optional Flex Day (some of the sessions had higher attendance than the mandatory Flex Day). Thank you to any of the Board of Trustees who were able to join us. The keynote speaker Sara Goldrick-Rab, Professor of Sociology & Medicine at Temple University, presented on "How faculty can be inspired to reduce barriers to success for diverse community college students." Her talk included the presentation of data on basic needs insecurities of community

college students and practical strategies for faculty to implement. The connection between meeting students' needs and academic achievement was well demonstrated with data. A special thank you to the Flex Day Planning Committee, including Senate Co-VPs Lance Heard and Kelly Rivera, POD, Events Services, and all the presenters who have put their time, effort, and energy into sharing their knowledge and expertise with colleagues.

I. Competency Based Education Collaborative – Under the joint leadership of a faculty and manager team, and terrific support from our Grants office, we have submitted a proposal to be a member of the *California Community Colleges Competency Based Education* collaborative. If funded this will give us an opportunity to explore the development of a competency based education (CBE) program in Kinesiology and possibly in American Sign Language.

J. Faculty Hiring – Faculty Hiring This year we have had the unusual but fortunate situation of working on hiring last year's prioritized faculty positions and this year's with some overlap. We have hired 9 faculty during this academic year, and have an additional 9 positions for which we are currently in the recruitment and hiring process. Diversifying the faculty of California Community Colleges is a priority of the Chancellor's Office, the Academic Senate for California Community Colleges, and at Mt. SAC. This is a long-term goal that requires a full campus commitment. Towards this goal we have prioritized ensuring diversity on every hiring committee. We are committed to this work because we are working to be an anti-racist college with commitments to diversity, equity, and inclusion in both words and actions. We know that the diversity of our faculty impacts the success of our students. And as we grow in our diversity as a faculty, we will broaden our perspectives and be enriched as a faculty and as a college. Toward this goal Chisa has been working with department chairs to ensure diverse search and section committees. She has also been working on the Senate approval of faculty postings, ensuring that the MQs are correctly presented, and that the brochures present the best version of our positions and our College to potential applicants. The Senate Equivalencies Committee has been reviewing equivalencies to the Minimum Qualifications for part-time and full-time faculty applicants. The minutes for these meetings have not yet gone through Senate so they will be reflected in the next report. Chisa welcomed eight newly hired faculty who have just started in winter or are starting in spring semester. She expressed that she was thankful to have these new faculty joining our team and looks forward to being able to meet them in person.

K. Probationary Faculty Contracts and Tenure –At last week's Board of Trustees meeting contracts for faculty moving into their second year, third and fourth years, and tenure were approved. Congrats to all the faculty, many of whom are involved across campus with impact beyond their teaching- including Mt. SAC's Teacher's Prep Institute Coordinator, AB 705 AMLA Coordinator, Speech & Sign Center Coordinator, Department Senators, HHS Speaker Series organizers, Sustainability Internship developer and coordinator, and Committee and Council members. Our students and our College are just beginning to benefit from their involvement, their passion, and their dedication.

L. Return to Campus – As we plan for our future return to campus we are faced, once again, with much uncertainty. We will try to anticipate student needs, and faculty have shown their commitment to students through their flexibility and willingness to adjust teaching modes, to rewrite classes, to develop new exams that are viable in the online environment, and to be creative in so many other ways. As is often said students will vote with their feet- or more accurately with their registration. While student needs remain first, we must be aware of the toll that late adjustments to course schedules can have on faculty, both full-time and adjunct faculty. Although we were able to switch on a dime from face-to-face to online that was not accomplished without truly some of the hardest work of our faculty's careers. Altering the modality of delivery requires different preparation for any given class. To successfully deliver our courses faculty need time to prepare material best suited for a particular modality, face to face, hybrid, online synchronously, or online asynchronously. We look forward to continuing to be in conversation with the administration on these matters.

M. EWs and Pass/No Pass – Deadlines Extended – Senate is also continuing to support extended deadlines for EWs (excused withdraws) and Pass/No Pass (P/NP) for spring 2021 semester providing students with flexibility and understanding at a time where all of us have found that even best laid plans go awry. Thanks to IT and the Instruction Office on their support and team work to make these options a reality.

N. Equity, Diversity, Inclusion, & Anti-racism – Work has been happening across campus, and at all levels to work towards equity, diversity, inclusion, and anti-racism at Mt. SAC. To make these changes, and to become the anti-racist institution that we want to be requires examination of our individual biases, as well as department, division, campus, and societal systemic biases, we need to interrogate our policies and procedures, and create solutions at every level. The Senate through the participatory governance process has been very involved in this work. We are hearing conversations about how we approach our work that we would not have taken the time for even a few years ago. We are moving in the right direction. At the individual level, 302 faculty, staff, and managers have completed the Cora courses on racial microaggressions and unconscious bias and 43 more are in progress. At the committee level many committees have added to their goals to examine their purpose and function through an equity lens. Chisa mentioned earlier a commitment to Equity, Diversity, Inclusion, & Anti-racism when discussing faculty hiring. At the beginning of this academic year the Senate formed a Task Force on Racial Justice. The first recommendations from the TF were regarding faculty hiring, and will be considered by a joint Senate and Administration working group. There is much work still to do but we are moving our campus forward in positive ways, and we are working to serve our students as best we can.

VII Adjunct Faculty Advisory Committee – Herschel Greenberg/Judy Lawton – No Report

VIII. CCA District J Report – Provided by Luisa Howell

Luisa Howell gave the following CCA reports:

A. Winter Conference January 29 – 30, 2021 – 1.) Calbright – online community college – President Ajita Menon indicated that they are stepping up student outreach and enrollment. Accreditation (not ACCJC) is expected by July 2021. Current staffing is 44 FTE, with a plan to increase to 62 FTE this year. Eight (8) will be faculty. Salaries ranged from \$76,712 -step 1- to \$119,623 -step 10& \$119,623 -step 16. Credit and non-credit were on the same column. No information regarding expected service days. They expect to use an interest-based process with regard to bargaining. 2.) CCA Elections nomination window opened for CCA nominations are available at <https://cca4us.org/conferenceelections/> The available positions are President, Vice President, Women’s Director, Northern PT Director & District Director positions C-1, E-2, F1, F-2, G, I and K. All incumbents may run for reelection except Women’s Director, as she will term out and is therefore not eligible to continue. 3.) CTA-SC Elections. It seems like all of the 24 State Council delegate 4 seats from community colleges will be filled. 4.) NEA-RA. Will meet, as usual, during the week of the 4th of July. 5.) CTA State Council. The positions of CTA President, Vice President & Secretary-Treasurer are up for reelection in June. The NEW Director position of Higher Education in California - presently held by Julius Thomas- will be voted on in June. (Julius is terming out, so this position is without an incumbent. 6.) Loan to Chapter President. CCA will take this former Chapter President to small claims court for non-repayment of the loan. 7.) Lack of diversity. Letter of Concern regarding the lack of diversity on some vendor boards has been drafted is presently on hold as some work on vendor approvals has already been done. 8.) Talking points from Summer 2020 CCA Survey: • Almost 1/3 of faculty have the CDC’s “at-risk” factors for COVID-19. 44% CCA members are not comfortable returning to in-person instruction until there is a vaccine; • CCA members want health and safety precautions in place, including hand washing, sanitation of surfaces, “social distancing,” masks, and gloves when we reopen; • Many part-time members are unaware of certain contractual matters, including office hour rules, rehire rights, and benefit eligibility requirements; • 53% of members under 50 and 47% of members of color are actively working towards a full-time position; • Nearly 1/5 of part-time faculty have given up looking for a full-time position. Overall, just 37% of part-time faculty are currently seeking a full-time job; • Considerably more (55% vs. 36%) part-time members would prefer pay parity (more money per course) to lifting the cap on units taught per district (more courses possible); 9.) CCA Awards are presently open for nominations. They include the following: CCA Statewide Advocacy Award, the LGBT Award, the Ethnic Minority Award & the Part time Faculty Award. Also, for outstanding service to the local, each local can select one member to receive the chapter W.H.O. (We Honor Ours). The nominations are in March and April and their dates vary. Inquiries may be sent to gransawards@cca4us.org and the forms are available at <https://cca4us.org/formsgrantsandawards/>; 10.) CCA Leadership Zoom meetings between CCA Board members and local CCA presidents continues every fourth Wednesday of each month through May, from 5 to 6 p.m.; 11.) Membership in community colleges remain solid with 49 drops in the last 18 months. However, overall membership has dropped 3.76%. 12.) Of the three (3) districts on CTA’s Crisis Assistance Panel Report, two of them are CCA districts: North Orange CCCD FA & FA of Rancho Santiago CCD. 13.) Among the 47 issues that CTA Legal is working on, there are issues at 3 CCA Colleges: A threatened teacher dismissal at Kern CCD, a district refusal to bargain at the College of the Siskiyous & an overpayment dispute at Hartnell College; 14.) CTA formed a Women’s

Rights Committee and will be hosting forums at the CTA Issues Conference in January & at the Equity and Human Rights Conference in February; 15.) At the Board of Governor's meeting, Madera Community College, the 116th college in the system was welcomed; 16.) The Board determined that there was not enough funding to implement the FON -Faculty Obligation Number- for 2021-22. Consequently, colleges will not be penalized for not meeting their obligation; 17.) It was noted that students are largely persisting, but taking fewer units. 18.) Membership Grant Proposals were approved for College of the canyons -\$4,916.84- Mendocino College -\$5,000- and Chaffey College - \$840. College of the Canyons provided Faculty Care Packages for their faculty. Mendocino is a part time only local in the process of rebuilding their local. Chaffey, on the other hand, was seeking to increase its membership; 19.) The following items were included in Director reports: a.) FTES are down, PT faculty are deeply affected. b.) Monterey Peninsula: Working well with the A.S. leadership to redesign faculty evaluation procedures; c.) Rio Hondo remaining online through winter and spring '21. Enrollment is down by 10%. At Barstow, negotiations were stalled due to a change in negotiators; d.) Citrus rejected the last, best & final offer from the District by a 2:1 margin. In Rancho Santiago many members opted to retire rather than to teach remotely. The lack of support in the transition to online was the catalyst for many members to retire; e.) Frustration was expressed re: the issue of requiring measurement of "equity, diversity and inclusion" on faculty evaluation/observation forms; f.) CCA Racial & Ethnic Minority Director reported on events sponsored by CTA: e.g. events by the Hope Organization - Hispanas Organized for Political Equality, the Special Ethnic Studies Series part 2 & 3. g.) COVID-19 shutdowns are impacting enrollment as much as 10% in some districts. Drops in enrollment are affecting Part-Time hires. 20.) For Spring Conference: Student CTA invited to all virtual conferences

B. CCA Board Meeting February 19 – 20, 2021 – 1.) Bonita Lovell retired. CCA's first meeting with her replacement, Shelbie Cassella. 2.) Calbright College – Students are primarily women & caregivers. 3.) CCA Spring Elections. See information provided at the CCA Winter Conference. 4. Local presidents are encouraged to hold elections to fill vacant seats to attend the NEW-RA which will take place the Fourth of July week. 5.) Barbara Jackson will succeed Julius Thomas beginning September representing NEA on CCA Board. 6.) CCA's proposal to sponsor legislation concerning part-time faculty parity was approved and CCA State Budget Principles were adopted. 7.) "The Retirement Committee reported that as of December 2020, 101 CalSTRS members have died of COVID-19. Retirements in the first half of the school year in 2020 are about 26% higher than last year, and a CalSTRS survey suggests that this is due to concerns over COVID-19 and difficulties with teaching remote classes. There was also a surge of retirements in 2009-10 during the Great Recession. 8.) On February 4th a \$300 check (one payment) was received from Mr. Grube. The existing late payment is in excess of \$3,000. CCA Board voted to move forward with the Small Claims Court. 9.) Forty-four community college volunteered as vaccination centers. 250 M was proposed on a one-time emergency for student financial assistance. A fourth round of stimulus is expected at the federal level. 10.) See previous information RE: CCA Awards provided during CCA Winter Conference meeting. 11.) Spring Conference reminders: Local presidents should recruit/elect delegates for the Spring Conference to take place April 23 to 25. There will be a distinction between delegates and non-delegates because of the election. The Conference will be virtual and free of charge. 12.) Information re: CCA/CTA bills were presented. More than 20 bills were listed. 13.) Additional chapters requested participation in CCA's membership drive. They included Rio Hondo, Rancho Santiago, Monterey Peninsula & Mt. SAC. CCA membership drive will be focused on recruiting full-time members this semester. Grants are available from CCA, CTA & NEA. 14.) Calbright College Faculty Association was added to District B, and Calbright is now a part of CCA. 15.) Full reopening at most campuses is unlikely. Lowering enrollment is a problem, as some colleges are down by double digits. EW and P/NP has been approved to continue through 2021. Several districts are in financial trouble. As Basic Needs Legislation has increased, so are the number of students needing help. 16.) The Campus Safety Committee - was established with the following By-law language: a.) Shall examine, research, and report out concerns about campus safety issues; b.) Shall coordinate with appropriate committees, task forces, and staff to ensure that safety concerns are addressed in all public relations and communication materials that represent CCA membership; c.) Shall study issues and recommend policies to the CCA Policy Committee and legislation to the CCA Legislation & Advocacy Committee; d.) Shall work with the CCA Conference Committee to facilitate conference training and events that seek to inform faculty of ways to improve campus safety conditions; e.) Should include members with experience dealing with safety issues in their local districts. 17.) Few Director reports were presented due to the short span of time between meetings. a.) Butte College reported FTES down, large number of sections cancelled and part time faculty deeply affected. b.) A labor conflict is brewing at Citrus College. c.) Concern was expressed because of the effect of lower enrollment on part time faculty's ability to survive. d.) Chapters should negotiate lockdown compensation language immediately. 18.) CCA Winter Conference. Evaluations were mostly favorable. Sixty-five percent of those who registered attending at least one session. 19.) For Spring Conference: CCA needs testimonials about retirees, among whom are Bonita Lovell Susan Medori Jones & Cindy Mezel. Contact Conference Committee Chair Dorothy Reina. 20.) Adjuncts are encouraged to attend unemployment workshop on

March 11, 2021. Registration is open. For more information visit CCA website – CCA4us.org.

IX. Negotiations – Sandra Esslinger

Sandra thanked the Return to Campus Committee for their time-consuming work. Protections for our faculty will be negotiated in the return to campus agreement and working conditions are negotiable. The Negotiations Team is working hard to protect our faculty. Since the last FA meeting in December, negotiations have not progressed remarkably even without IBB and there have been delays by the District. The next meeting is scheduled for March 8th. No TA's have been agreed upon as of yet but hopefully some positive progress will be made in the next few meetings. Some of the proposals took up to 3 meetings to present since they were long articles. Article 18 (Faculty Evaluations and Procedures) is over 50 pages and the District made substantial changes to it including DEI as part of the evaluation process. The District demanded responses to several articles, which the FA did. Article 7 – Salary, Article 8 – Contracted Faculty Benefits, Article 9 – Calendar, Article 10 – Workload, Article 13 – Distance Learning, Article 18 – Faculty Evaluations and Procedures, Article 27 – Health and Safety, are all requiring District responses. We have prioritized their counters on Articles 7, 8, 10 and 18 for our responses on March 8th. Responses to Article 7 and Article 8 which are Salary and Health and Benefits will give us an understanding as to if we are getting closer to an agreement. We have asked that Health and Welfare Benefits cover faculty and their dependents. Changes in Diversity, Equity and Inclusion practices require faculty Professional Development and the FA requests a reasonable increase in Salary. We want the District to establish a specific salary ranking threshold long term increase due to our continued decreasing Salary ranking in the state of California. With Article 10 – Workload, our focus is considering the new normal and how our employment conditions will change looking at in- person, on campus working conditions and for a more flexible load using the new tools learned in Distance Learning. For Library and Counseling workload we have propose distance space assignment duties. In the FA counter to Article 18, we recognize the importance of instillation and evaluation of DEI but that can only occur when there is a structural foundation in the institutions practices and policies. We are looking into ways to secure adjuncts with rehire rights with some priority in assignment since there is a national contraction of enrollment in community colleges. Negotiations are uncertain at this time and it is recommended we unite in solidarity and organize. It was noted that we have created an Organizing Committee co-chaired by Robert Piluso and Judy Lawton.

X. Old Business – Action Items - None

XI. New Business – Discussion Items

A. Adjunct Faculty Advisory Committee (AFAC) Approval – The AFAC has been a successful at disseminating and acquiring information to and from adjunct faculty for three years. The Governance Committee is requesting that it to be a permanent committee. The AFAC conducts adjunct faculty workshops every semester and they have created a Canvas informational shell for all adjunct faculty to use as a reference to important information. The budget for AFAC is \$16,000 of which we usually spend less than \$4,000. The history of the creation of AFAC was shared. In the past we had 6 at-large Adjunct Faculty Representatives and most departments were not represented. We wanted to encourage a more diverse and representative adjunct faculty leadership. AFAC was created to acquire that representation.

B. Elections – The Executive Board positions up for election this year are: President (2 year term), VP (1 year term), Secretary (1 year term), 1 PT Director (2 year term), 3 FT Directors (2 year terms). Nominations will open at the next FA Representative Council meeting on April 6th. Electronic voting has been approved but the bylaws have not been updated and approved to support that as of yet.

C. CCA Spring Conference – April 23 – 25, 2021 – The CCA Spring Conference is scheduled for April 23 – 25th 2021.

XII. PGI Report – Provided by Tamra Horton

A. Winter Session – During Winter Session, 33 PGI Consultations held. Spring Session PGI Consultations will be offered throughout spring and can be scheduled at <https://calendly.com/mtsacappt/30min>.

B. Grievance - On January 15, 2021 the FA and the District resolved the Level-4 Grievance related to whether pre-2016 activities would count towards PGI (see attached). The FA and District sent out a joint communication regarding the agreement, and Tamra followed up with an email sent only to faculty who have yet to earn PGI. The agreement stipulates the following: 1.) Professional development activities completed prior to July 1, 2010 will no longer be approved for credit towards the Professional Growth Increment by the Salary and Leaves Committee. 2.) Professional development activities completed between July 1, 2010 and July 1, 2016 will be considered for approval for credit towards the Professional Growth Increment by the Salary and Leaves Committee through the last day of the Spring 2021 semester. 3.) On the last day of the Spring 2021 semester, activities/hours completed prior to July 1, 2016 will no longer be considered for approval for credit by the Salary and Leaves Committee. 4.) Hours completed prior to July 1, 2016 that have been approved by the Salary and Leaves Committee will roll forward for accumulation and count towards the 96 hours required for PGI. Petitions were on hold for 16 faculty pending resolution of the grievance. Of those, 10 have now earned PGI and 6 will need to complete between 26 and the entire 96 hours to earn PGI. Faculty who met with me in June 2020 and laid out plans to earn PGI that included pre 2010 activities, particularly the New Faculty Seminar worth 48 hours, are frustrated by the terms of the resolution.

C. Bottlenecks – Two bottlenecks remain that continue to waylay faculty attempting to earn PGH and PGI. 1.) **Forms:** a.) PGI (full-time) Three different forms requiring essentially the same information and sent to three different offices (POD, VPI—Salary & Leaves, HR) make the process to apply for PGI extremely complicated. In addition, in fall 2020 the administrators on the Salary & Leaves Committee instituted a new rule requiring all POD workshops be submitted individually by faculty to Salary & Leaves for approval, an unprecedented requirement. As the Professional Growth Petition was never meant for this purpose, faculty are stymied when attempting to complete the form. Faculty can receive guidance for completing the forms at PGI Consultations and should be encouraged to schedule as many consultations as needed until their PGI has been approved. PGI Project Update 2-23-21. b.) PGH (adjunct) The Professional Growth Petition is used for applying for PGH. However, that section is Part Five on the fourth page of the form. This causes a great deal of confusion for adjunct who need only complete Part One and Part Five of the form but labor through parts two and three (There is no part four on the most recent version.) because the form is unclear. 2.) **Salary and Leaves Committee:** Unnecessary and capricious rules continue to be created and imposed that serve as barriers in the process of earning PGI/H. A recent example of such a new rule: The contract and the subsequent PGI Petition stipulate, “The petition for Professional Growth form shall include a copy of the published course or workshop/seminar announcement including content dates and times of training.” As faculty are now being required since fall 2020 to submit POD workshops to the Salary and Leaves Committee for approval towards PGI, faculty were directed to copy and paste descriptions of the individual POD workshops into their Petition for PGI. This came to my attention when one faculty member who had 23 such workshops on his petition complained. This particular needless requirement has now been lifted, but other redundant procedures remain including the requirement that faculty individually submit POD workshops that already have PGI-approval to the Salary and Leaves Committee for individual approval. This defeats the purpose of having PGI-approved POD workshops.

D. PGI/H Forms Task Force – A Task Force was formed and met January 28th and February 4th, to convert the various forms required to apply for PGI/H into two separate SmartSheets, one for PGI and one for PGH. (Members: Jennifer Galbraith, Lianne Greenlee, Tamra Horton, Laura Martinez, Barbara Quinn, Lisa Romo.) The PGH form is in beta status and has been reviewed by the FANT team. It will be demonstrated at the next Task Force meeting on February 25th. While this Task Force is promising and may alleviate some of the repetitious filing of forms to the three different offices, bureaucratic requirements inherent in the old forms are being replicated into the SmartSheets.

E. Negotiations Recommendations – If the Professional Growth Increment was implemented to encourage faculty who would otherwise not engage in professional development activities to do so, it is highly recommended that the FA modify Appendix A of the contract so as to reduce bureaucratic rigidity as much as possible.

F. Column Crossover – The extension of the PGI Project into winter and spring included the expansion column crossover advising. A request for the names of faculty not on column three was sent on January 4th to HR and clarified on February 4th. The information is pending. Tamra met with Lisa Romo and Alexis Carter on January 26th regarding the column crossover process. We concluded that this part of the PGI Project needs to be on hold until HR is back on campus. Some faculty keep track of their units and how many they need to move to the next column. Many faculty, however, have not kept such records and need HR to calculate it for them. HR

cannot accommodate that burden on a massive scale right now because they don't have ready access to people's paper files housed on campus.

G. Thank You – Many people are doing copious amounts of work for faculty as a result of the PGI Project. Please give a heartfelt thank you to all of them including Alexis Carter (HR), Brenda Dial (POD), Cristal Granados (HR), Lianne Greenlee (POD), Laura Martinez (Instruction), and Lisa Romo (HR) for the many hours they have dedicated to processing forms for PGI/H and their continued efforts to improve the process.

H. Recommendation – FA Take Full Advantage of Your Contract Event – Given the lack of faculty familiarity with the contract, it is recommended that the FA E-Board organize a “Take Full Advantage of Your Contract” event for members. Our contract contains some hidden gems that faculty do not utilize because they are unaware of them. Topics might include: Applying for Professional Development Funding Applying for Temporary Reassigned Time for Exceptional Levels of Service to the College Crossing Columns Earning the Professional Growth Increment/Professional Hourly Increment Enhancing Retirement Income Maximizing Health Benefits during Employment and Retirement Taking a Sabbatical Teaching in the Study Abroad Consortium Panels could consist of faculty who have benefitted from the contract language and FA leaders who have expertise in the language. Should the E-Board adopt this recommendation, AFAC should be included in the organizing effort. Likewise, the E-Board might direct the Organizing Committee to offer a panel to increase union activism.

XIII. Other Reports

Due to lack of time, CTA/CCA Service Center One and Governance did not share a report.

XIV. Announcements

- A. Next Executive Board Meeting – Tuesday, March 9th 11:30 am – 1:00 pm via Zoom.
- C. Next Representative Council Meeting – Tuesday, April 6th, 11:30 am – 1:00 pm via Zoom.

XV. Adjournment

The meeting was adjourned at 1:00 p.m.

The minutes were respectfully submitted by Liz Ward, Faculty Association