



*Strengthen, Increase, Promote and Advance*

## **SIDE LETTER #4**

### **Return to Campus – Fall 2021**

This SIDE LETTER is entered into by and between the Mt. San Antonio Community College District (District) and the Faculty Association. This SIDE LETTER shall not be deemed precedent setting and shall not be construed as an admission of any wrong-doing or liability by either party to this SIDE LETTER.

*The intent of this side letter is to address Fall 2021 return to campus regarding:*

- *Adoption of Board Resolution 21-05 (August 13, 2021)*
- *Continue agreed upon extension of suspension of Maximum to Bank leave (Article 16 M.4.).*
- *Continue mentor program to support SPOT Certification*
- *SPOT Certification deadline extension (correction to conflicting agreements)*
- *Additional Department Chair Compensation*
- *Mask Wearing*
- *Daily Cleaning*
- *Protocol for quarantine requirements*
- *Assisting faculty in finding space on campus*
- *Extension of 80 Hours COVID-19 Leaves*

The District and the Faculty Association shall agree to the following:

1. The Faculty Association agrees to adopt the Board Resolution 21-05 Granting Authority to Develop a Vaccination/COVID-19 Testing Program executed on August 13, 2021.
2. Article 16 M.4. (Maximum to Bank) shall continue to be suspended for fall 2021. Full-time faculty who have accrued banked leave beyond the contract maximum in Article 16.M.4. shall draw down their banked leave in compliance with the Collective Bargaining Agreement by Spring 2023. Banked leave may be drawn down beyond Spring 2023 with mutual agreement by the Faculty Association, the Area Vice President or Provost, and human resources as needed.
3. The District shall provide 6 LHE to the Distance Learning Committee to support Faculty Mentors (called "Faculty Facilitators") during the Fall 2021 term. Faculty Facilitators will assist faculty in online teaching, Canvas course shell creation, and online applications such as Canvas equation editor and LaTeX, specialized apps for instruction in mathematics and the sciences, and Mt. SAC accessibility standards. The Distance Learning Committee, an educational administrator designated by the Vice President of Instruction, and the Faculty Association will collaborate to select the Faculty Facilitators and evaluate the program's efficacy.

4. Faculty must earn SPOT certification or equivalent as approved (see [Side Letter #2 Faculty Return to Campus Fall 2021](#)) by the Academic Senate before they can be assigned an online class. However, we anticipate that the Fall 2021 class schedule may change and additional online courses may be added to the schedule at later dates. As soon as a faculty member earns their SPOT certification, they are eligible to be assigned any open class.
5. Department Chairs will receive additional compensation for work done during their two weeks between summer and fall employment at \$62.25 per hour for a total of 20 hours reopening process for the additional hours to respond to scheduling changes and fielding faculty concerns due to the 4th wave of Delta in the face of returning to campus.
6. As per side letter #1, the District will follow requirements from the Los Angeles County Department of Public Health and Cal/OSHA regarding masking for Fall 2021. Faculty and students shall be required to wear an appropriate face mask that covers the nose and mouth when they are on campus indoors or areas with high traffic. Masks with one-way valves must not be used. The District will continue to provide necessary PPE and equipment needed in conjunction with any masking requirements. The District will continue to update the Return to Campus Guide for the campus community regarding mask protocols and appropriate face masks.
7. Common and high touch areas will be cleaned daily. If an area appears not to have been cleaned, faculty shall submit a request for the area to be cleaned within 24 hours.
8. Protocol for quarantine requirements in faculty work environments that do not lead to losing the basic assignment:
  - a. If a classroom or academic/student support center is sealed for deep cleaning, and another classroom or academic/student support center is not available, faculty shall transition the class or academic/student support assignment to remote instruction or service in compliance with the quarantine requirements. Once the quarantine requirements have been met, the class or academic/student support assignment shall transition back to on campus. In certain circumstances, exceptions may be made by the area Vice President or Provost to transition the class to fully online.
  - b. Additional compensation of \$48.38 per hour for three (3) hours shall be provided each time a class or academic/student support assignment is required to temporarily transition to remote instruction due to quarantine requirements.
  - c. Faculty shall have SPOT certification or FOMAR certification in order to conduct remote instruction due to a quarantine. Faculty not previously SPOT or FOMAR certified shall be provided a \$500 stipend to successfully complete FOMAR training as part of the requirement to transition to remote instruction. The Academic Senate President must be consulted to ensure circumstances qualify for FOMAR training. FOMAR training requirements shall be in accordance with previous COVID-19 side letters. FOMAR training shall be completed within two week of the notice or as soon as position to transition the class to remote instruction. Counselors and librarians may fulfill area-specific training as previously agreed to with the Academic Senate.
9. Faculty who are teaching synchronously online may request a private space to conduct their classes. The Faculty Association and the area Vice President or Provost agree to review available space to assist faculty in finding space on campus. Space is limited and cannot be guaranteed.

10. Faculty shall receive 80 hours of COVID leave for COVID related absences through December 31<sup>st</sup>, 2021.

- a. Professors may engage in the FEHA/ADA interactive process with Human Resources and with management approval may temporary work remotely in lieu of taking accrued leaves.

**ACCEPTED AND AGREED TO:**

*Sandra Esslinger*

Sandra Esslinger  
Lead Negotiator, Faculty Association

*Emily Woolery*  
Emily Woolery (Aug 16, 2021 14:56 PDT)

Emily Woolery  
President, Faculty Association

*Kelly M. Fowler*

Kelly Fowler  
Vice President, Instruction, Mt San Antonio College

Aug 16, 2021

Date

Aug 16, 2021

Date

Aug 16, 2021

Date