



SIDE LETTER

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 2022:

Temporary Synchronous Zoom with Approval (as a result of COVID absences)

1. When student absences in classes meeting face-to-face (including hybrid) exceed 25% or 10 (whichever is less) due to verified COVID related issues, professors will have the option of providing these students instruction through a "Synchronous Zoom" modality on campus. The Synchronous Zoom supplemental option will utilize Zoom to provide instruction (in real time -- simultaneous with the scheduled face-to-face class) to students who cannot attend class on campus due to COVID related issues. Students not impacted by COVID will remain in the class on campus. Professors opting to teach in this modality (Synchronous Zoom) will need approval of their Educational Administrator(s) prior to transitioning to this modality. The Synchronous Zoom modality cannot exceed ten consecutive days for each class section without approval from their Educational Administrator(s).
2. While every effort will be made by the District to provide up-to-date technology, the classroom technology supporting the Synchronous Zoom option may be minimal. Camera (and the video) must be directed at the faculty at all times and not include students. Live or recorded video(s) will not be used in the evaluation or discipline of professors. Division Offices will make every attempt to offer faculty classrooms with the most up-to-date technology which may be different than the scheduled classroom.
3. If professors are unable to teach on campus due to verified COVID related issues and a substitute cannot be identified, the professor will have the option to offer instruction to courses scheduled with face-to-face class time (including hybrid) in a Synchronous Zoom modality with approval from their Educational Administrator(s). In this situation, the

entire class would transition to a Synchronous Zoom modality. The Synchronous Zoom modality cannot exceed ten consecutive days without subsequent approval from the Educational Administrator(s).

4. When approved by the division office for Synchronous Zoom modality, professors shall be paid \$150 per class per week while teaching on campus or at home.
5. In order for a professor to transition any portion of a class to a Synchronous Zoom modality with approval from the Division Office, the professor would need to be SPOT certified or FOMAR certified and have their course DL or FOMA approved. For a course not approved for distance education, the Academic Senate will consider an emergency DL FOMA course process.

FOMAR or SPOT Certification

1. If a professor is not previously FOMAR or SPOT certified at the time of the Synchronous Zoom transition, the professor would be required to complete the FOMAR training within seven days of the initial transition. Professors not previously SPOT or FOMAR certified shall be provided a \$250 stipend to successfully complete FOMAR training as part of the Synchronous Zoom requirement. The completion of FOMAR training does not qualify a professor to teach online in future semesters.
2. SPOT Certification:
 - a. The process for SPOT Certification compensation outlined in this subsection supersedes the process outlined in Article 13.B.3 of the Collective Bargaining Agreement for the duration of fall 2022.
 - b. Professors who complete SPOT Certification in fall 2022 are eligible to receive a one-time \$500 stipend. Professors are not eligible to receive compensation outlined in Article 13.B.3. of the Collective Bargaining Agreement.
 - c. The District shall reimburse fees for professors who complete @One Training during fall 2022.

Non-Instruction Remote Work

1. For fall 2022, counseling professors, library professors, and instruction specialist professors in credit and noncredit may participate in a pilot effort to define, review, and develop standards and parameters for online services. The purpose of the pilot is to define an online workload per Article 10 of the collective bargaining agreement. Up to 50% of professors may be approved to participate in this pilot effort. Additional professors beyond 50% may be approved to participate on a case by case basis. The

supervising administrator over the unit will review and approve participation in the fall 2022 online services pilot.

2. Participating professors will have up to 20 hours per workweek that they can be assigned to perform online services remotely. For the purposes of the fall 2022 pilot, online services may include but are not limited to online appointments, online drop-in sessions, online workshops, email services, college department and college meetings. Professors may choose to perform these duties either remotely or on campus.
3. Professors approved to participate in the fall 2022 semester pilot effort will be required to provide data including, but not limited to, hours and activities such as numbers of educational plans completed (counseling), length of appointment times, length of drop-in sessions, scheduled show rates for appointments and workshops, numbers in attendance (workshops & orientations), hours participating in department and other college meetings, and surveys of students' modality preference and experience with online services.

Noncredit Closures

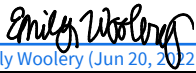
1. In the event of a COVID related closure, the noncredit professor will be compensated for the assigned hours of the term at the same rate. An alternative assignment will be provided.

80 Hours COVID Leave

1. Any professor who has been diagnosed with COVID shall be placed on district paid leave until they are cleared to return by contact tracers.
2. Any professor who quarantines due to COVID exposure per current L.A. County health guidelines shall have access to 80 hours of COVID emergency sick leave.
3. Any professor who has caregiving duties related to COVID shall have access to 80 hours of COVID emergency sick leave.
4. Any professor who is caring for a child whose school or place of care is closed or unavailable due to COVID shall have access to 80 hours of COVID emergency sick leave.
5. Professors shall contact Human Resources and applicability of the aforementioned leaves shall be determined through the interactive process. Any accrued leave used prior to the interactive process shall be converted to district paid time and the leaves used shall be restored to the professor.


6. Professors who work in fall 2022 shall have access to 80 hours of COVID emergency sick leave. This emergency sick leave does not accrue from term to term.

ACCEPTED AND AGREED TO:


[Emily Woolery \(Jun 20, 2022 16:51 PDT\)](#)

Emily Woolery
President, Faculty Association

Jun 20, 2022
Date


[Sokha Song \(Jun 20, 2022 16:51 PDT\)](#)

Sokha Song
District Lead Negotiator, Mt San Antonio College

Jun 20, 2022
Date