



## **SIDE LETTER – WINTER 2022**

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 District and the Faculty Association shall agree to the following:


1. Per LA County Department of Public Health guidelines in effect December 31, 2021, the District and Faculty Association will require all faculty and students who are assigned to be on campus to participate in weekly PCR COVID testing provided by the District on campus if they have not received the COVID booster shot unless temporarily exempted.
2. 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).
3. 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.
4. 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).

5. Professors shall be paid \$150 per class per week while teaching on campus or at home in the Synchronous Zoom.
6. 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.
7. 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.
8. Counseling and library professors transitioning to a remote assignment with their Educational Administrator(s) approval and due to COVID related issues may participate in discipline-specific training as agreed to by the Academic Senate. Counselors or Librarians who have not previously completed the discipline specific training will be provided a \$250 stipend to complete training as necessary.
9. Counseling areas and offices, as well as Library areas and offices will be cleaned upon request, non-instruction professors will be provided with plexiglass shields upon request and be able to require the wearing of district provided masks such as N95 or three layer surgical masks, as per current LA County Guidance.
  - a. Unvaccinated students and visitors will be prohibited from using on campus services for greater than a 15-minute period. They will be directed to use the online services provided by non-instruction areas.
10. The District and the Faculty Association agree to monitor noncredit areas for patterns of positive exposures and will meet to discuss solutions as needed.
11. The District and the Faculty Association agree to review the impact of COVID related issues on the Department Chairs regarding to additional compensation for the Winter 2022 Intersession.

12. A meeting will occur on February 8, 2022 to work on any side letters for the Spring 2022 semester.

**ACCEPTED AND AGREED TO:**

  
Emily Woolery (Jan 14, 2022 17:25 PST)  
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Emily Woolery  
President, Faculty Association

Jan 14, 2022  
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Date

*Sokha Song*  
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Sokha Song  
District Lead Negotiator, Mt San Antonio College

Jan 14, 2022  
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Date