

CLASSIFIED SENATE MEETING MINUTES

FRIDAY, SEPTEMBER 11, 2020
12:30 p.m.-1:30p.m. – Via Zoom Conferencing

Call to Order: John Feist called the meeting to order at 12:36 p.m.

Roll Call: See Sign-in Sheet

Approval of Agenda: Amanda Moody motioned to approve the agenda; Phylicia Sanchez 2nd the motion. Dena Peters also motioned to approve the Agenda in the chat, so that will be monitored closely...Agenda approved by general consensus.

Approval of Minutes: Minutes were tabled to be approved until August 14th since they couldn't be located and verified for completeness. Ernest Guillen saw motion Kyle Stroud 2nd.

Discussion: Everyone on campus just received an email in regards to Spring 2020 semester and John wanted to discuss it. This open forum was to get employees input. How we feel about working at home or whether or not we want policy to maybe allow us to come into the offices. *Employees were going back and forth on their concerns.*

Reports:

President report:

John Feist is discussing the district assembly agenda and how we do want to provide our input through classified senate and the members of the Senate who are on the various other committees. He said he would just send it out as a mass email so we have the actual agenda and can click on links and see the pin changes. John Feist reiterated the process of serving on committees, is to know what is going on at district and on-campus, encouraging all to be a part of the processes, even if they've been here a long time, this is a new time to get involved and not assume everyone knows everything – sometimes we have to hear it again. We have policies and procedures, which were created by us, and if they are not working, then we can work to change them.

Treasurers Report:

Phylicia Sanchez shared the budget report for the Senate.

General fund-Valley Hills \$4,290.18.

Scholarship fund-Valley Hills \$86.36 (\$2,000.00 on Hold- Aaron Beavor Foundation Endowment)

General Fund-Foundation \$1,500.00

Scholarship Fund-Foundation \$2,728.97

Aaron Beavor Scholarship-Foundation \$138.59

Phylicia motioned to release the funds for the food handlers cards reimbursement since we just received news of us not returning for Spring 2021 and for the spotlight event since we haven't gotten any updates from Paul to see what's going to happen.

Golf tournament money is happening for funds will be used for this event.

Phylicia talked about maybe released the Aaron Beavor funds that are on hold (\$2,000.00) to award 1 or 2 scholarships in the Spring to a student athlete and/or a regular student and/or the classified employee student that is going back to school. John Feist suggested to either have a motion to add this as an agenda item to basically vote on those two topics or someone could actually motion to bring those topics to vote at this point.

Judy Rodriguez motioned to return the monies for the food handlers and the spotlight back to the fund. **Ernest Guillen 2nd**.

Motion was put forward to return the encumbered funds.

By consensus both items were approved.

Next item, the Aaron Beavor scholarship, motion was to consider now or motion to agenda it on a future topic. This was interrupted by **Phylicia Sanchez**.

Phylicia Sanchez wanted to make a comments in regards to a scholarship for \$250.00 dollars that hadn't been picked up by the student and she had called, emailed and even contacted outside sources (the coach) to try and locate this student with no success and was asking was asking what action should she take next since there is no policy.

Amanda Moody asked when the check expired and suggested to give the student til then to pick it up, then put the money back into the account.

John Feist asked someone to motion this topic to a future agenda item since there needs to be more discussion as it may need an adjustment of policy for unclaimed student scholarships.

Ernest Guillen motioned to put it on the next month's agenda because he doesn't think that we need to wait too much longer to settle this matter, which he pointed out was for unclaimed student scholarships. **Judy Rodriguez** 2nd with a yes consensus.

John Feist wanted to either motion to approve on encumbered funds for Aaron before or move that to a future agenda item, or , would anybody care to motion on what direction you'd like to see it go...

Phylicia Sanchez motioned to hold off until October to see what happens with this unclaimed student check. **Amelia Gonzalez** 2nd with a yes consensus.

Committee reports:

John Feist pulled up a list of all the committees Classified employees can be on. What he wanted to accomplish today was put forward this list to be motion and voted, whether or not it should go to the President's office to be distributed to all the different committees and to notify these people of when meetings occur and getting them on the schedule as a point of contacts to attend these meetings.

Ernie Guillen added that optimally what we would like to see is an official representative for each committee, either from the Union or the Senate. He also wanted to reiterate that by accepting, there will be the expectation that you'll be going to the meetings and giving a small brief report as to what's happening on in those committees. John is going down the list in Alphabetical order to see if anyone has anything to report back.

Christie Gabriel-Millette said she's on 5 different committees but only one has been meeting over the summer. She has the **Enrollment Management and Matriculation Committee** report. They've been working a lot over the summer and wanted to fill us in on some of the things that transpired. Update on our enrollment right now, as a noon today, we have approximately 12,000 students on duplicated and it's down 15% from last fall of 19 which is to be expected and is the norm throughout the state. Their focus now is on retention and support while they're here during this time. Dr. Smith and I gave a presentation at the managers meeting last week, and are going to be giving another one at the matriculation committee next Thursday at three o'clock if anyone is interested in attending.

Kyle Stroud wanted to give a report on the committee he sits on and that is **Guided Pathways**.

He wanted to let us know that everyone is welcome at those committees at any time and if anyone would like to join because they have an interest in the Guided Pathways initiative. He went on to say that, It's across the whole college and is really changing

how we're going to be working with students and that they'd really appreciate the insights of classified staff in that because it really is a campus wide movement and not something that will just be led by faculty or management. They meet every second and fourth Tuesdays so our next one is on Tuesday, September 22. They won't be sending out invites to the whole campus, like before, only one at the beginning of the semester and then hope to send out further communications and have a better communication plan about what's going on with Guided Pathways throughout the rest of the semester. Dena Peters wants to give a report on the committee she sits on which are a few... First one is for the **Accreditation and Student Learning Outcomes Committee** she wanted to remind everybody that our accreditation visit is coming soon October 12 through the 15th. It is a virtual event and also let you know that the report is on the accreditation website. Also, requesting funding for events, you can still do that even though we're virtual, the process is the same and they'll be using the new district form that was put out in April. They will pay for registration. The process is still the same. Contact her if you have any questions. Her department is preparing for some focus groups and you might be getting an email inviting you to attend a focus group and if you're able to attend it's greatly appreciated.

Sarah Yearyean has some safety issues come up at the **Safety Meeting**. Students had a hard time getting to the pantry. They put up more tape and signs. Nine hoods out of 12 working in the Physical Science department that issue has been moved to the bond project to get funded to get repaired or replaced. Making sure all safety equipment in the bags at sites are working properly. Emergency flip charts are in the process of being updated. Scott sent out a memo in regards to "who to call" in case you need any help.

Nathan Yearyean has a report on the **Tech Committee Meeting**- We've been deploying Amazon WorkSpaces for various classes that need them so the students can access different applications that they may not normally have access to, we've so far done art media Academy and electronics and these are able to be used on PC, Mac Chromebook and Linux. We've also been handing out laptops to staff and faculty to allow them to work from home issuing out hot spots for those that may need a better internet connection. As of this point we've purchased almost 300 laptops and out of that we've given out close to 200. The CTS has been doing 1 on 1 training. There were issues with ZOOM but the team cleared out. We have a projector screen project it's for the HLS building this time where we're going to be replacing these standard pull down screens with electronic screens and that's out to bid and the vendors currently waiting on the parts. Another project we have between July and August to replace the copiers on campus. Those have been replaced. We're still working on some of the issues with the

new copiers. They have the copier set up so students can pay with PayPal. Library has issues 750 chrome books and 180 hot spots to students that need them.

Kay Dee Yarbrough report for **Program Review** Celia Houston sent out a survey basically asking your thoughts on the program review process, results came back and they came back and turns out that our process is really antiquated and cumbersome, so we're actually looking to put a hold on the needs assessment and the program efficacy process for this next year. I'll know more after our next meeting.

Online Programs Committee is Faculty driven.

John Feist welcomes you to volunteer to any vacant spot or withdraw from any committee they sit in.

Christie Gabriel-Millette pointed out the one of the committees has a different name that what is listed....**Student Success and Support Committee** is now called **Matriculation Committee**, John will submit it and let them correct as they see fit.

Motion to put this list forward as discussed, **Christie Gabriel-Millette** and 2nd by **Ernest Guillen** approved by consensus.

CSEA Report given by Ernest Guillen.

Town forum with Joseph Williams who was just elected to states Chancellor's Board of Governors and spoke about what he can do for the community.

There's a general meeting coming up in a couple weeks.

There's a T-shirt contest with a \$100.00 award coming up so look for the email.

E-board meeting last week and the classification study is moving along.

Informational items:

You will be getting emails about the vacancies in various committees.

Provide documents for senate committee expectations.

Item about sustainability.

Discussion items: Phylcia wanted to talk about the Thanksgiving baskets and wants to figure out how we can do them. Maybe meeting the recipient at a Starbucks to hand them the basket. It was suggested to buy a pre-made meal or maybe gift cards.

Open Floor – 10 minutes: What's going on with the Classified classification study? Was on the chat. CSEA reports on those topics so be on the lookout for their emails. We need ppl to participate in the Union meetings.

Next Meeting: October 2, 2020

Meeting Adjournment: **Ernie Guillen** motioned to Adjourn and **Rocio** 2nd approved by consensus.

Minutes submitted by: Anabel Martinez