



Classified Senate Meeting Minutes

November 18, 2020
2:00 pm - 3:30 pm, Virtual SC-204



Attendance: Lisa Brillon, Ana Camacho, Margarita Gasparyan, Angela Gullerud, Shusaku Horibe, Julinda LeDee, Lisa Little, Andrea Lopez, Stacy Messenger, Vanet Murawsky, Cres Nolasco, Elias Olague, Sophia Partida, Admir Ramic, Matthew Rancourt, Ariel Rodeo, Aline Ruiz, Racquel Sanchez, Joell Serrano, Maria Tcha, Yesenia Ramirez, Xiomara Martinez, Taylor Montiel, Chong Yang.
Joe Andrade (Guest), Cindy Huynh (Guest)

1. Approval of the Agenda:
2. Approval of the Minutes: Motion to approve the minutes by Cres, 2nd by Sophia.
3. Public Comments:
Joe Andrade and the FaST committee wanted to share with all the other constituency groups that the Technology portion of FaST will be its own standing committee as it was in the past with the support of CAC committee. A question regarding the ERT was brought up. Joe shared that the chair to this ERT is VP Hawken.
4. Information items:
 - 4.1. COVID Update: The County is back to Purple tier. Please review information being sent by Chancellor Breland for updates.
 - 4.2. 4Cs Support: California Community College Classified Senates are advocating to get a seat at consultation council. SJCC's Classified Senate is supporting the efforts. 4C's conference is open and everyone is invited to participate. The Senate will pay for fees (if any) to participate.
 - 4.3. CS Self-evaluation process (Shusaku): Classified Senate will complete a self-evaluation process. The senate leadership will work with Shusaku to develop the timeline model.
 - 4.4. Participatory governance manual (1st Read-Shusaku): Shusaku presented the manual on behalf of the accreditation taskforce. The purpose is to make the decision making process more transparent and to document our practices. Please review and bring feedback for further discussion in the December meeting.
 - 4.5. Classified PD Plan (Cindy -Possible Action): Plan focuses on five main components:
 - 1) training, anti racism and cultural humility, 2) Education, equity and accessibility, 3) training and implementing communities at practice (Guided pathways, SEMPER, early alert, 4) training and participatory governance that supports institutional effectiveness and planning, 5) training in student

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learning outcomes and assessment cycle. The PD committee met and several workshops will be coming. Motion to approve the plan.

Votes= 12 Yes, 0 No, 2 Abstain (not present). Plan is approved by the senate.

4.6. Board Policies (BP) & Administrative Procedures (AP's): BP 5015, AP 5015, BP 3520, BP 3570, AP 3250: Andrea reviewed and explained how the policies are updated.

5. Action Items:

5.1. Executive Team:

5.1.1. Classified Senate VP: Cristina is no longer at the college, therefore the Senate VP is vacant. Per bylaws, the President can appoint a temporary replacement until elections.

Julinda nominated Taylor Montiel, Cres nominated Carla Esquivel, Lisa nominated Alline Ruiz was nominated, and Sophia nominated Yesenia Ramirez.

Taylor declined the nomination, Carla accepted the nomination, Alline accepted the nomination, Yesenia accepted the nomination.

Voting was completed with the following results:

Carla= 1 vote, Alline= 3 votes, Yesenia= 6 votes

Yesenia appointed as the interim VP.

5.2. Standing Committees appointing:

- Distance Education (4th Monday of the month 3:30-5:00): Need: 2, Open Seats: 1

Nominated:

- District Policy Committee (C.S. President = 1) (1st Thursday of the month 12:30-2:30): Need: 2, Open Seats: 1

Nominated:

- Diversity Advisory Committee (New Committee): (Fall Meeting dates: Thursday: 10/8, 10/22, 11/12, 12/10 4:30) Need: 3, Open Seats: 2

Nominated:

- SLOAC (2nd Wednesday of the month 1:00-2:30): Need: 2, Open Seats: 1

Nominated:

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- Stadium committee: Open Seats: 2
Nominated: Yesenia Ramirez, Sophia Partida. Both have been appointed.

6. Senators Reports:

- 6.1. Academic Affairs:
- 6.2. A&R (Lan): Registration for Spring 2021 already began. Getting a lot of phone calls. A&R now has zoom hours. Degrees permissions were mailed out for Spring 2020, summer 2020. Once the student returns it, they will mail the degree.
- 6.3. Applied Science (Matt R.): Looking at getting new vendors to prepare kits students can take to get hands on practice. Working on supporting students the best way we can.
- 6.4. Athletics (Admir): Due to Purple Tier the schedule conditioning sessions have been cancelled. Further review by the Community College Athletics Association will be on Nov. 25th on next steps.
- 6.5. Business Affairs (Angela): Justine and others continue to work on Concur. Concur will be the platform to submit conference reimbursement.
The Business office has not received further training on Adobe Sign. Once they are properly train, the team will transition them from DocuSign to AdobeSign. For now, please continue to use the DocuSign forms for signature specific documents (ie PAF, NIA)
- 6.6. Campus Tech Support Services (Cres): Continue Working on upgrading the GE building's projectors. In the M building, the monitors that were handed to employees are being returned to the labs. They are still meeting employees Tuesdays & Thursday to troubleshoot problems that cannot be handled remotely.
- 6.7. Counseling (Lisa B): Very busy right now. The team is working on updating the website to answer questions. Sophia asked if there will be counseling for intersession. Lisa confirmed there will be counselors for intersession.
- 6.8. Facilities/Custodial (Yesenia): Reminded everyone to review the email from VP Hawken for instructions on campus access. Hours are limited and you need prior approval.

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6.9. Maintenance:

6.10. Language Arts (Monique):

6.11. Library/LRC: (Taylor M.): Technology continues to be distributed for students and employees by appointment only. Due to the new restrictions, she does not anticipate them returning to campus until the end of the semester to collect equipment.
 Providing access to NetTutor for 24/7 tutoring access. The team is reviewing the usage as they noticed former students are still using the services reducing usage hours for current students.
 Additionally, instructors are reporting test cheating using tutoring tools. Looking at restrictions but challenging.
 Taylor asked what the process is for an employee to return equipment. Yesenia said you submit a work order to schedule a time. Yesenia will share with everyone.

6.12. Math & Science (Margarita): No new updates.

6.13. Reprographics (Arturo): FACilitron QR Codes set up for scanning in and out of Repro for contact tracing. Starting tomorrow, Repro will be closed. Additional information will be available after they meet tomorrow.

6.14. Student Services:

7. President’s report: (Andrea L.)

7.1. Constituency EOC: Have not met.

7.2. Board Meeting: Mainly farewells (Rudy Nasol, Mayra Cruz) and welcomes of board members. Chapter six was brought up and the board had questions about some of the policies.

7.3. District Policy:

7.4. District Council: Meeting tomorrow.

8. Executive Member’s Reports: (VP, Secretary, Recorder, Treasurer)

8.1 VP:

8.2 Secretary:

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8.3 Recorder:

8.4 Treasurer:

9. Committee/Taskforce Reports:

9.1 CAC (Corinne S., Andrea L.):

9.2 ERT (Not EOC) reports:

9.2.1 Communications (Carla Esquivel, Tiffany Tran):

9.2.2 Academic/Career Education (Joann Mc Gowan, Michael Castro)

9.2.3 Student Affairs (Xiomara Martinez, Sophia Partida)

9.2.4 Business & Technology: Will get further clarification of the members serving on the committee.

9.3 Facilities, Security and Technology (See 6.8)

9.4 Distance Education (Joanne N.):

9.5 Finance:

9.6 Professional Development (Lisa): Adobe Sign training will be coming. PD newsletter coming out.
 Holiday social coming up December

9.7 Program Review:

9.8 SLOAC:

9.9 PIE

9.10 Student Success & Equity:

9.11 BSI:

9.12 Guided Pathways:

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9.13 508 Taskforce:

9.14 College Centennial:

10. Other Area Updates:

10.1 Academic Senate:

10.2 CSEA: Nominations closed today. Voting will e at the December meeting.

10.3 Resources: Community resources to support with COVD were shared

11. Adjourn: Meeting adjourn

Future Senate Meeting Schedule SC-204 (Zoom) 2:00-3:30 pm: November 18, 2020, December 9, 2020, January 13, 2021, February 10, 2021, March 10, 2021, April 14, 2021, May 12, 2021, June 9, 2021

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