



Classified Senate Meeting Minutes

December 8, 2020
3:30 pm - 5:00 pm, Virtual SC-204



Attendance: Lisa Brillon, Ana Camacho, Lan Chung, Margarita Gasparyan, Angela Gullerud, Shusaku Horibe, Julinda LeDee, Andrea Lopez, Taylor Montiel, Joanne Nakaso, Cres Nolasco, Arturo Partida, Racquel Sanchez, Matthew Rancourt, Ariel Rodeo, Monique Rodarte, Joel Serrano, Omar Torres (BOT-Guest)

1. Approval of the Agenda:
2. Approval of Minutes: Not available. Will be approved at the next meeting.
3. Public Comments: Area reserved for matters **NOT** on the agenda. **Limited to 3 minutes.**
 - 3.1. Board of Trustee Omar Torres introduced himself and thank those who supported him for a seat at the board. Omar is a former SJCC student and Classified professional and extended his support as a Classified ally.
 - 3.2. Julinda shared she is running CSEA President position
 - 3.3. Yesenia shared she is running for CSEA 2nd VP position
 - 3.4. Cres Nolasco shared he is running for CSEA 2nd VP position
 - 3.5. Shared holiday traditions around the world.
4. Information items:
 - 4.1. Participatory governance manual (2nd Read-Shusaku): Shusaku review the participatory governance manual for additional feedback. The manual was also brought to and approved by the academic senate. Minor change made to include explicit language of 10+1. A questions re. number of committee members on a committee was brought up. It is currently set by the committee. It was suggested that it should be standardized. The senate is working on 9+1 it will be brought up in the future to include in the manual.
Motion to approve manual: Yesenia R., 2nd by Cres Nolasco.
 - 4.2. Professional Development training: Andrea shared that the senate is working with the PDD team to identify training opportunities for members. Upcoming Adobe Sign, Zoom training this month. More trainings will be offered in the Spring.
5. Standing Committees appointing:
 - **Distance Education** (4th Monday of the month 3:30-5:00): Need: 2, **Open Seats: 1**
Nominated:

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Recorder: Chong Yang (2020-2022)	Business Affairs: (Interim) Angela Gullerud	Math & Science: Margarita Gasparyan
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Joanne shared info on the committee.

- **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:

6. Senators Reports:

- 6.1. Academic Affairs:
- 6.2. A&R(Lan): A lot of applications being received so hopefully enrollment will increase.
- 6.3. Applied Science:
- 6.4. Athletics:
- 6.5. Business Affairs:
- 6.6. Campus Tech Support (Ariel): CTSS team is coming to campus once per week to prepare for the intersession laptop distribution. Working on a software called Splashtop to provide students access to labs.
- 6.7. Counseling (Lisa): Counselors working during intersession. She encouraged everyone to visit their webpage for more details.
- 6.8. Custodial/Facilities:
- 6.9. Maintenance:
- 6.10. Language Arts:

- 6.11. Library/LRC (Taylor): Tutoring still being offered through LRC & NetTutor, intalling new security gates and bathrooms are being remodeled. Working on identifying high traffic areas to install plexi glass and they are currently not checking out equipment due to Purple tier restricitons. They will set up in January collection days for students to return books, & technology.
- 6.12. Math & Science (Margarita): Because of COVID restrictions, cannot go in to prepare things. Currently gathering feedback on how effective the kits that were distributed were to make adjusments before the Spring ones are distributed.
- 6.13. Reprographics:
- 6.14. Student Services:

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7. President's report:

7.1.1. Board Meeting: Discussion on Board Policies (BP's) and Administrative procedures (AP's).

The concerns will be brought up to the committee to review and bring back. Last meeting new members welcomed and farewell for those stepping down.

7.1.2. District Policy: Focusing on the BP's & AP's the board highlighted to provide clarification.

7.1.3. District Council: Has not met. Will meet tomorrow.

8. Executive Member's Reports:

8.1. VP:

8.3. Recorder:

8.2. Secretary:

8.4. Treasurer:

9. Committee/Taskforce Reports:

9.1. CAC (Corinne S., Andrea L.): CAC approved the separation of Technology from FAST. They will return to propose the composition of the committee to formalize it and request representation from the various groups.

9.2. 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)

9.3. Distance Education (Joanne N.): hot topic currently being discussed is can an instructor require students to have their camera on during class. It's a dilemma beyond SJCC. The committee is working to see how other schools are handling this. SJCC Joined CBCOEI. A group of schools joined to help students complete their goal sooner by attending the colleges in the consortium without having to apply to that school. Meeting times changed to 2nd & 4th Mondays 3:30-5:00. Lastly, Joanne said that she is concerned that Classified is not able to vote at the committee.

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Andrea added that we got another seat. She will bring it up to the Academic Senate to discuss. Instructional Designer position open and this person will be instrumental for the committee.

9.4. Diversity Advisory Committee (Joel): Trying to bring back this semester. Not much to report as this time. Focusing on different events that support diversity on campus.

9.5. FAST (Vanet Murawsky): Facilities approved the separation of Technology from the committee. It has gone to CAC and waiting on next steps.

9.6. Finance:

9.7. Professional Development:

9.8. Program Review:

9.9. SLOAC:

9.10. PIE: Developing a plan for evaluating strategic plan (collecting KPI's objectives and goals). However, the focus moved to SEMPER (strategic enrollment management retention) to ensure the goals are aligned with the strategic plan. Once the plan is revised it will be brought forward to the senates.

9.11. Student Success & Equity:

9.12. BSI:

9.13. Guided Pathways:

9.14. 508 Taskforce:

9.15. College Centennial

9.16. :

10. Other Area Updates:

10.1. Academic Senate:

10.2. CSEA: Reminder of meeting next week. Elections will be at the meeting.

11. Adjourn:

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

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