



Classified Senate Meeting Minutes

October 20, 2021 | 11:00 a.m. - 12:00 p.m. | Zoom Meeting

Senators	Attendance	Senators	Attendance
Vanessa Ayala	Absent	Katie Olivier	Present
Karen Bowen	Absent	Andrea Rangno	Present
Kris Cutting	Absent	Ashley Rippeon	Absent
Heather Dominguez	Present	Teresa Rodriguez	Present
Kayla LaBounty	Absent	Eva Shaffer	Present
Jasmine Nguyen	Present	Leo Stiles	Absent
JohnPaul Nguyen	Present	Jillian Whistler	Present
Connie Oh	Absent		

Guests

Alex Buus, Alexia Wood, Amra Pepic-Koubati, Amy Mendoza, Angelina Barger, Beatriz Rodriguez-Vaca, Carlos Amescua, Cecilia Schreyer, Chris Yagerman, Cristina Crouth, Daisy Segovia, Denise D'Amore, E. Bryan, Emylie Tran, E. Quiroz, Eva Pok, Gabrielle Ridley, Gladys Calderon, Hung Dinh, Ilona Vahorvich, Janine Wood, Jay B., Jennifer Rivera, Jenny Williams, Janet Lazaro, John Fawcett, Karen Latham, Kat Donahoe, Kelly Lam, Kourtney, Maria DeNunno, Marie Vaughan, Marth Munoz-Sanchez, Martha Guevara, Mary Gallois, Michelle Wang, Michelle Khuong, Minerva Mondragon, Mireille Halley, Phukhanh Vu, Rosio Soto, R. Topete, Scott VR, Shannon O'Neil, Sheila Kilayko Cruz, Sue Harlan, Thao Ho, Thomas Stephenson, Thu Nguyen, Thuy Nguyen, Tiffany Huynh, Veronica Garcia, Veronica Sanchez, and Vickie Hay.

Recorder of Minutes: Beatriz Rodriguez-Vaca

1. Call to Order - Classified Senate President:

President Jasmine Nguyen called the meeting to order at 11:03 a.m.

2. Approval of the Minutes - Classified Senate Body:

Motion 1: Senator Jillian Whistler moved to approve the September 22, 2021 meeting minutes; motion seconded; motion approved unanimously.

3. Officer, Senator, and Committee Reports:

A. President's Report – Jasmine Nguyen:

1. Classified Senate Microsoft Teams Page
 - o Please continue to add yourself to the Teams page
 - CODE: **2bicp0e**

- Classified Senate is using Microsoft Teams as an informal meeting space for all its constituents. It is a space to have discussions when urgent items come up before the regular meetings once a month. This is meant to create solutions for potential problems that come up during the current fast changing environment.
- 2. COVID-19
 - o COVID 19 testing mandate
 - We are reframing the “vaccine mandate” to a COVID “testing mandate” to ensure personal choices are respected. Everyone that submits an exemption will have to test and the only way to get out of it is to prove vaccination status. Exemptions will be granted only for medical and religion/strongly-held beliefs.
 - To be able to opt out of the weekly testing protocol, employees will have to submit their completed vaccination records by December 1st.
 - This deadline is for all employees, including Professional Experts and Student assistants. Essentially, anyone who receives a paycheck from Coast Community College district must adhere to the December 1st deadline.
 - If you plan on getting vaccinated, please book your appointments ASAP. It takes 6 weeks for the full vaccination process.
 - District is planning on hiring a 3rd party company to help manage testing for employees and students. It will not be through the Health Center.
 - As clarification, everyone needs to submit proof of vaccination or an exception for medical or religious/strongly-held beliefs. For those that submit an exemption, they need to undergo weekly testing. The only option to get out of the weekly testing is to get vaccinated. As of now, natural immunity is not something being considered to fulfil the requirement.
 - Funding for testing will come out of the District. It is most likely going to be from CARES money.
- 3. Senator Nominations
 - o We are going to reopen the senator nomination period for 1 senator vacancy in instructional wing and 1 for Senator At-Large starting October 13 to Friday October 22.
 - o We did not get enough nominations and cannot proceed with elections.
 - o After those vacancies are filled, then we will move to electing senators will fill the two vacant vice-president positions.
- 4. Committee Representatives
 - o We are going to reopen the Classified Senate committee representative for the following committees:
 - Accreditation Coordinating Committee
 - Facilities Planning Committee
 - Institutional Advancement & Effectiveness Planning Council (must be from IAE wing)
 - Student Services Planning Council – only from the President’s wing.
 - Technology Committee
- 5. Hiring Committee Representative
 - o We were looking for a classified representative to serve on the Hiring Committee for the Interim Director for Child Development Services
 - o Application closed Thursday, October 14.
- 6. Feedback
 - o What is a good way to collect feedback for items such as EMP or COVID plan documents?
 - Google form Survey
 - Google Document and submit comments (this is how we've been doing it)
 - Email
 - Teams page
 - o Things to consider:

- What will keep the most confidentiality and allow our constituency group to be free to submit comments?
 - Some Classified Professionals suggested Survey Monkey and Padlet.
 - The senate values all classified professional voices.

B. Committee Reports:

- IPC Committee – The State is granting funds to hire new faculty members. OCC will be hiring 11 new positions. The funds for that will be a one-time disbursement then the college will need to use its fund to keep those positions. Academic Senate wants to add additional voting members to the committee.

4. Unfinished Business:

A. Upcoming Events:

- a. **Classified Senate Halloween contest:** We will send an email out today with the invitation for participating in the Halloween competition. Please submit a photo of your decorated workspace and/or Halloween costumes. Your workplace can be at home or on-campus. Students from ASOCC will be the judges.
- b. **Classified Coffee Break**
 - i. We are going to stick to virtual, with the adjustments of schedules.
 - ii. It is the most equitable to have it accessible to all.

5. New Business:

- A. No new business.

6. Open Forum:

a. Employee questions and comments covered the following topics:

- There were questions about who the exemption letters will be sent out to, the due date, who will be approving them.
 - Rebecca Morgan will be invited at the next meeting to be able to answer some questions about the exemption process.
- It was mentioned that the hiring process last time was very controversial because Classified voices were being censured. It was stated that classified members on that committee were ignored when making a decision.
- It was commented that when considering classified hiring committee representatives, we always want to put people that are from that department so that they can have a voice in who their leader is. At the same time, it is also important to have people that are not beholden and who do not feel like their jobs will be threatened and that do not feel like there will be any sort of retaliation.
- It was commented that Classified Professionals face challenges during hiring committees as their voices are often overrun by faculty and/or management. Every employee on the campus has a symbiotic relationship with each other. We all have equal value regardless of job classification. The college, the union and the Senate need to recognize and promote the Classified as equal value.
- Classified voices not being heard at hiring committees is an equity issue. The question posed was what can the senate do to ensure that this process is more equitable.
- It was mentioned that classified staff are often notified of the EEO training only a day ahead of the deadline. Many of them are unable to coordinate appropriately due to the short notice, as they need to find office coverage, etc.
- It was mentioned that unless you are the hiring manager, Classified Professionals are commonly excluded from the second or final interview. There should still be equal representation at the point of the process.
- It was mentioned to maybe have classified professionals during all hiring processes, including faculty hiring, because they have equal value. During the CHS Dean hiring

committee, President Suarez granted Classified representation. It was stated that it should be that way for all passions.

- It was suggested to write President Suarez a letter with hiring committee concerns from Classified Senate.
- It was commented that even though the college will hire new faculty members, there are no conversations about replacing classified positions, which seems unfair. There are currently many staff members doing the work of multiple positions. There is an internal hire, but that just means that another classified position will remain vacant producing more work for that department.
- If a position is vacant for 12 months, the college has the right to eliminate it.
- The President needs to know that the college needs more staff at the beginning of the year.
- There is an illusion that there is fewer classified staff needed, for example in student services, because most students do not come to campus. However, providing services has become very demanding as staff now have to serve students both in-person and remotely which is very difficult to do.
- It was commented that the college is losing enrollment because students rather go to in-person classes at other colleges.
- There was a comment that Classified Senate should come to the different committees, for example to IPC, and request classified personnel and explain why they are needed.
- The College Center Ribbon Cutting Ceremony is on Friday, October 29. Everyone is invited.
- Classified Senate will try to schedule a forum with President Suarez to express concerns about the hiring practices and other concerns.

Motion 2: Senator Andrea Rangno moved to have Classified Senate write a letter to President Suarez outlining its concerns about lack of classified influence in hiring decisions with the full endorsement of the body; motion seconded; motion approved unanimously.

Motion 3: Senator Eva Shaffer moved to adjourn the meeting; motion seconded; motion approved unanimously.

7. Adjournment of the Regular Meeting:

Meeting was adjourned at 12:03 p.m.