



Classified Senate Meeting Minutes – Thursday, April 23, 2020

1:00pm-2:00pm

Zoom

Members Present: Jonathan Wax, Allison Hughes, Jeanne Stalker, Kathryn Kohut, Jacky Ip, Cindy Jimenez, Jamie Hui, Casey Fortier, Joan Murphy, Manasi Devdhar-Mane, Nimsi Garcia, Maria Lara, Debbie Joy, Claudia Dorantes (& 3 Call-In Attendees, Names Not Available)

Guests: Jamillah Moore

1. Review & Approve Minutes

- 11/14/19: Roz made a motion to approve, Nimsi seconded the motion. Jamie Hui abstained. Motion carried.
- 12/12/19: Jonathan made a motion to approve, Roz seconded the motion. Jamie Hui abstained. Motion carried.
- 2/13/20: Jeanne made a motion to approve with the addition of members present, Jonathan seconded the motion. Jamie Hui abstained. Motion carried.

2. Online Transition Discussion

- Vice President, Secretary and Activities Coordinator positions are up for re-election this year. Should we postpone elections?
 - General consensus: Yes, postponing elections will give us time to really do this properly and effectively and give us time to share position information to all Classified.
- Since we've had to cancel meetings this semester, should we continue meeting in summer?
 - General consensus: Yes, it will be good to have more time to do our work for this year and everyone has appreciated the opportunity to check-in with other Classified.
- Roz made a motion to continue meeting through the summer and postpone elections until the Fall so that 10- and 11-month Classified can vote as well. Jonathan seconded the motion. Motion carried.
- Are we working from home through the summer?
 - Yes, and it could be an option for fall pending working things out with the unions.

3. Position Prioritization Process

- We are proposing that Classified position proposals would come to us for prioritization, rather than PBC, beginning in the Fall of 2020. We would vote for our support on a scale of Strongly Support, Support, and Support, but not at this time. This prioritization would then be forwarded to the President for final decision making.
- We would have all members present vote, rather than just officers, and we will include past positions that have not been funded (either approved, or not).
- Doing this will require strong attendance at positions proposal presentations and our voting meeting.
- Allison made a motion Classified Senate will now prioritize proposed Classified positions, and forward our prioritization to the President. Jeanne seconded the motion. Motion carried.

4. Scholarship Award Amounts

- Classified Scholarship Fund received an endowment of \$11,000.



- This year, we will awarding an \$1000 Classified Senate Scholarship, a \$300 Pat Hanada Scholarship and a \$300 Gail Kamei Scholarship.
- 5. Chancellor Check-In with CS Presidents
 - No decision has been made yet for fall.
 - If you have any concerns or questions for the Chancellor, send them to Jeanne.
 - Faculty and students have been surveyed, and now PRIE and HR, in collaboration with the Classified Senate Officers, are putting together a survey for Classified. This will gather information about what equipment, technology and professional development Classified need.
 - Chancellor Claire has brought back Kathy Blackwood and asked her to propose three scenarios how we might need to handle fiscal changes due to COVID-19 in the coming years. These will be presented at the next PBC meeting.
- 6. Public Comments
 - Q&A with President Moore:
 - i. President Moore: Grateful to Classified for their flexibility. Cabinet has been meeting and working on solutions and plans for pass/no pass options, CARES act for students, planning for fall, impact of possibly extended shelter in place orders, and reimbursements for employees. If you have expenses that need to be reimbursed those should be communicated to your supervisor. Skyline College president forums will start next week and then be shared. The goal is to make a decision by the end of May.
 - ii. Q: Faculty received additional payment for the transition to online, will Classified also receive compensation for any additional work?
 - 1. A: The MOU that paid faculty for 10 hours of work, was negotiated with AFT. Union-represented Classified should bring these needs to their Union representative for negotiation. Non-represented should bring these needs to their supervisor.
 - iii. Q: Many of us are using our personal cell phones for work. Will there be reimbursements for phone bills?
 - 1. A: Usage information should be sent to your supervisor and then forwarded to David Feune.
 - iv. Q: Are capital improvements still continuing?
 - 1. A: Board passed and emergency resolution so that capital outlay projects can continue; some timelines might have been expedited since people aren't on campus.
 - v. Q: Why are some projects being worked on six days per week?
 - 1. A: President Moore will find out and get back to us.
 - vi. Q: Are the construction cameras still up and running?
 - 1. A: Building 1 camera is still up, but not sure if there are cameras on the other buildings. There will be a Construction Forum on 4/30 with updates.
 - vii. Q: When can we access offices, and can we take home office equipment?
 - 1. A; Aaron McVean is scheduling another round of access, but ergonomic needs are being addressed more urgently. The Deans will be sending out a sign-up sheet for people to sign up for time slots to access campus. Possible changes to the shelter in place orders may alter this process, especially for people who volunteer to work on campus in the future. Volunteer means absolving district of liability.

- viii. Q: Is overtime not allowed?
1. A: It's allowed, but let your supervisor know as soon as you can, ideally in advance, and keep track of your time. Jeanne: All overtime needs to be approved by your supervisor ahead of time. Comp time will be cashed out June 30th if you haven't used it.
- ix. Q: Will we be working our usual Summer schedule?
1. A: We're doing 4x10s, unless the District says different, but I can't imagine why we wouldn't.
- x. Q: When will we be going to back to work in person?
1. A: Very much a moving target, so it's hard to say when a firm date will be set. Dependent on when a vaccine is created (could take a year with no hiccups), and do we have enough thermometers and PPE. We're also thinking about whether the postpone graduation, or do a virtual one. Even if we're online for students in the fall, we might be able to come work in person, but it depends on state and county shelter in place orders.
- xi. Q: How can Classified donate to students in need?
1. A: Classified should donate through the foundation.
- xii. Q: How are we going to teach science online?
1. A: iDeans are brainstorming how that will work. Getting caught between county shelter in place orders and the chancellor's office addendum.
- xiii. Q: Are we tracking for changes in enrollment?
1. A: We won't really know until we're in it, because those who were already coming to us might change, but people who thought they were going elsewhere might come to us instead. Connect to College nights are coming and will be on Zoom.
- xiv. Q: How did students get new info about EW or pass/no pass?
1. A: College used same messaging that the District used, and other colleges sent the same information to their students. We email this information and it also goes out via text. Faculty are encouraged to re-send this information to students in case they missed it.
- xv. There will be another town hall meeting in the future, maybe with an emphasis on Dreamers. Access information will be sent out.