



# Classified Senate Meeting Minutes

October 14, 2020 | 11:00 a.m. - 12:00 p.m. | Zoom Meeting

Senators	Attendance	Senators	Attendance
Vanessa Ayala	Present	Jasmine Nguyen	Present
Karen Bowen	Present	Katie Olivier	Present
Nelson Contreras	Present	Andrea Rangno	Present
Audrey Crouse	Present	Teresa Rodriguez	Present
Kris Cutting	Present	Eva Shaffer	Present
Heather Dominguez	Present	Cecilia Schreyer	Present
Kayla LaBounty	Present	Leo Stiles	Present
Christina Miramontes	Absent	Jillian Whistler	Absent

## Guests

Bryant, Angelina Barger, Ashley Rippeon, Beatriz Rodriguez, Belta Moon, Carlos Amescua, Carmella Hardy, Christopher Yagerman, Claudia Montoya-Andrews, Connie Oh, Daisy Segovia, Davis Vo, Emylie Tran, E. Quiroz, EvaP., Frank Marquez, Jami Jacobi, Jeanette Adame, Jeanette Grimm, Jennifer Rivera, Jenny Williams, Jim Davis, J. Linke, John Paul Nguyen, Karen Latham, Kat Donahoe, Larissa Nazarenko, Martha Guevara, Martha Munoz-Sanchez, Maria Bola, Matte Segerblom, M. Gallois, Michelle Auduong, Michelle Khuong, Minerva Mondragon, M. Newman, M. Rossi, Scott, Phukhanh Vu, Phuong Phan, Quintin Powell, Ricky Goetz, Sheila K. Cruz, Stephanie Phonsiri, Tere Vasquez, Terry, Thao Ho, Theresa De Los Santos, Thu Nguyen, Tiffany Huynh, Tina Rodgers, Veronica Sanchez, and Zach Gonzalez.

**Recorder of Minutes:** Beatriz Rodriguez

### 1. Call to Order - Classified Senate President:

President Jasmine Nguyen called the meeting to order at 11:02 a.m.

### 2. Approval of the Minutes - Classified Senate Body:

**Motion 1: Senator Vanessa Ayala moved to** approve the September 23, 2020 minutes with a minor correction; motion seconded; motion approved unanimously.

### 3. Officer, Senator, and Committee Reports:

#### a. President's Report – Jasmine Nguyen:

- Instructional Wing updates:
  - The hiring committee for a permanent VPI has started.

- The representative for CFCE will be Andrea Rangno. There is no Classified Senate seat designated to this committee, according to the policy. After this year, the hope is that the Classified Senate will have its own seat.
  - Interim VPI Pam Walker will be ending her service at the end of the fall semester.
- Talks about Dual Enrollment
  - Dual Enrollment is a big topic being continuously discussed. The question is why high school students are taking AP classes when they can take college courses, get college credit and get them started on their degree. Having more students would increase FTEs and therefore bring more revenue to the college. DE could mean Dual Enrollment or Distance Education.
    - a. There was a discussion about why high school students might not want to attend community college just yet. Some of the reasons were related to financial aid, higher weighted GPA in high school for AP classes, permission from the high school principal, and prerequisites for college courses.
    - b. There is a Ferpa release form available for parents that call on behalf of the students.
    - c. The college is working with OCDE to see if dual enrollment can be carried out.
    - d. There was a question about library and computer center access. What is available on campus for students? President Jasmine will find the answer for that question.
- Student Housing
  - Dr. Vergara and Jamie Kammerman will attend the next meeting and provide an update on Student Housing. They will talk about COVID protocols and student safety. Please have questions ready for them.
- Stay the Course webpage
  - It is a page with resources listed.
  - All resources from the campus are available in one location.
  - It lists all the student services from tutoring to Pirate's Cove and the Promise Program.
  - It can be found on the main page, second image on the slider
- First Classified Coffee Break
  - The first Classified Coffee Break will take place this Friday, October 16<sup>th</sup>.
  - The room will open at 9:45 a.m. to reconnect with each other.
  - Gabrielle Ridley will do a presentation on self-care from 10-10:30 a.m.
  - A link will be available via chat to Classified professionals who are interested in donating to the Sprinting to Success Scholarship Fund.
  - If there are any topics that people would like to see discussed in Classified Coffee Break, please let anybody in E-board know.

**b. Vice President Finance & Events – Vanessa Ayala:**

- Even though we are not on campus right now, the Classified senate is still trying to keep the Halloween spirit going on. It would like classified staff to submit pictures of Halloween decorations of their workplace, house, garage, front yard, etc. They would like to see their costume, their pet's costume, or anything that they want, to show their Halloween spirit. The purpose of this is to keep some of the events that would typically happen on campus and bring them to a remote setting. There will be different categories and prizes. The winners will receive a gift card. An email is going out with all the information. They are still trying to figure out who the judges will be.

The Classified Senate is trying to see how to raise funds for scholarships for students and still make it fun for employees. During the past years they would do holiday baskets. People

would buy a ticket and hope that their ticket gets picked. They are thinking of doing bundle packages where people can purchase tickets. They can offer it to the campus and the district as opposed to just OCC. Classified professionals do not have to leave their home; they can just click on a link. They will ask classified staff to share anything that they would like to donate. If it could be anything from a gift card, drinks, dinner, etc. The purpose of this is to keep the holiday feel going on. There are other ideas just as purchasing gifts for family, friends and loved ones and having fun doing it. They want to keep what we normally do for the holiday on campus. If anybody has anything to donate or share, please send an email to E-board, senators or Beatriz Rodriguez.

c. **District Equity and Inclusion Survey Taskforce Update – Daisy Segovia:**

- The district committee met a couple of times in September. They had the option to choose from two surveys that had racially focused questions. The committee decided to use the HEDS Climate Survey because it is specifically made to talk about racial diversity campus climate. The survey will go out in the spring. They have been working with an outside consultant, Dr. Person, who will lead some activities and training during the fall. These activities will lead up to the survey. The reason why it will be available until the spring is because they want to get some common language and common thought on what diversity and equity means. There is one more meeting coming up. They are going to discuss supplemental questions that they might want to include in the survey, besides the ones that it already comes with. If anybody has any suggestions on what questions to include, feel free to send them to Daisy Segovia.
  - The survey will be parallel to a survey going out to students, as well.
  - Next week is Undocumented Student Recognition week in California. There are approximately 70,000 undocumented students that are part of California Community College system. The Chancellor had a webinar on the subject this morning.
  - Tomorrow evening is the last day to submit a response to the national census. The census deadline was extended because of COVID. According to the Supreme Court Ruling, the deadline to submit a response is tomorrow.

**4. Unfinished Business:**

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- a. **None**

**5. New Business:**

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a. **Speak up and Be Heard Workshop- Gabriella Ridley:**

- Gabriela Ridley could not attend the meeting.
- This workshop is about how to empower yourself and speak up and be heard during committee meetings. It covers how to have conversations with faculty, administrators, and managers about equity, diversity, inclusion and other topics. It is to provide tools on how to approach those conversations.

**6. Open Forum:**

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a. **Employee questions and comments covered the following topics:**

- **John Fawcett:** Next week is Undocumented Student Recognition Week in California.
- **Connie Oh:** There is a link to the undocumented students' resources website. There is a list of live webinars for students and faculty. There is also a Zoom background that can be used for the week. The OCC Student Equity Office is hosting a specific training for just OCC staff and faculty on Friday, October 23. If you are interested, please sign up.

- **Ashley Rippeon:** Tony Altobelli and the athletics department are trying to come up with creative ways to promote our teams and our student athletes. He has been doing a team every week and then highlighting some of our facilities. He is doing a great job. If anybody wants to check it out, they are doing zoom interviews. They have got a “time machine” which shows previous championships of retired staff and faculty. He has done a tremendous job. If you want to support Tony, check out the work that he is doing. There are a lot of things on there. This week they are highlighting baseball. They are summarizing everything that has happened this year. That is included every week at the bottom of Coast to Coast under the sports section.
- **Eva Shaffer:** Student Life and leadership Department is hosting events for students and staff every other Thursday. April Margol is hosting a session where she drinks tea and sits there to have conversations with you. You can ask questions about tea. She is very knowledgeable about that. They are also doing meditation. Meditation occurs the second and third Wednesday of the month. Every other Monday, they are doing noontime trivia. They will be playing Hocus Pocus on Oct. 25<sup>th</sup>. There are many events going on. They are all listed on the website.
- **Claudia Montoya-Andrews:** The Professional Development Advisory Committee is co-chaired by Claudia Montoya-Andrews. In this committee they talk about ways in which they can recognize staff, faculty, managers and classified professionals. They were doing a lot of recognition events in person. Now they have to find new ways in which they can do that effectively online. She asked classified staff if they have any ideas or suggestions or things that they have seen that work for them, in terms of ways in which they can recognize people. She asked about any formats that have worked for them via remote. If they have any ideas, they can email her or Rebecca Morgan, who was the chair of the Professional Development Advisory Committee. They are looking for ways in which they can recognize employees and where they can connect in meaningful ways. We are not doing Kudos and Coffee this semester. It is on hold. We will have an annual recognition at the end of the year in May. We are looking for ideas. If you want to nominate people, that is a great idea. John Fawcett recognized Claudia for her great work in the Classified Leadership Academy.
- **Quintin Powell:** The Robert B. Moore theater would host two events a year before COVID. They would help the Friends of the Library host the Banff Film Festival, which would sell out on those nights. They cannot do that because of COVID but the Friends of the Library have arranged with the Banff folks to be able to watch the videos online. These are great generally athletic, drama, endurance videos of people doing amazing things. If you have ever attended the Banff Film Festival, it is one of those things you go once and then you want to go every time they come to town. There is a link in the Coast to Coast. The ticket price will go to the Friends on the Library.
- **Cecilia Schreyer:** The Hazardous Material Taskforce is trying to improve safety with hazardous materials across campus and across the district, as well. They got some people from the other campuses. They meet once a month on the third Friday of the month. Everybody is welcome to attend. They are currently working on doing inspections of each other's areas, going through checklists. That is done in chemistry and bio labs but also maintenance and operations, the art departments and all over the place.
- **Andrea Rangno:** The application window for the VPI position closes on October 28<sup>th</sup>. After that it moves fast. We should know by mid-November who the new VPI will be.

- **Heather Dominguez:** In the past, for those that serve on the committees throughout campus, they have been asked to send in reports, are we still doing that? Can you remind us all where we find the link so that we can report out on the meetings that we attend?
  - **Nelson Contreras:** A new link needs to be created. An email will be going out to representatives to submit a report. It is a form that asks for name, committee, and some details about the committees. Something that states a few things from the past few meetings. Jasmine Nguyen and Andrea Rangno will help create a link for committee reports on the newsletter.
  - For College Council they do a report out at the end of the meetings. If someone cannot attend the meeting, then they can fill out the form. If we do that at the end of the meeting, it could be pushed aside because of the interest of time.
  - A proposed solution would be to have the committee representatives write it in and put it on the agenda in written form. In the case that it is not discussed verbally during the meeting, then it still is accessible to everyone. This will be discussed and addressed at the next meeting.
  
- **Leo Stiles:** The Recycling Center just got approval from both the college and the district to reopen with the newly developed operating procedures, social distancing, etc. They do not have an exact date to reopen yet, but it is probably going to be next month by mid-November.
  
- **Andrea Rangno:** Recognized Senator Kris Cutting for finishing his college degree.

**Motion 2: Senator Kris Cutting moved to** adjourn the meeting; motion seconded; motion approved unanimously.

**7. Adjournment of the Regular Meeting:**

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Meeting was adjourned at 11:50 a.m.