

Classified Senate Open Meeting

11:00 am – 12:00 pm. Tuesday, April. 6th, 2021

Via Zoom: <https://canyonsonline.zoom.us/j/92314403353>



**Action Item Documents** : All associated action items documents will be posted to the Classified Senate website meetings tab no less than 72 hours in advance of the meeting: [here](#)

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## SUMMARY

- Call to Order: 11:01
  - Acknowledge Members & Guests
    - Officer Notes:
      - A. **Juan Renteria (PIO Officer)** Area Business, Ground Rules
      - B. **Michael Monsour (President)**
        - Classified Senate President Michael Monsour announced that there are two Senate action items listed on this agenda. One item is the COC Mission Statement. The second action item is the Classified Senate Updated Constitution & Bylaws document sent to the membership in advance of the meeting. There was a need to meet earlier this month before a tentatively scheduled April 12th meeting, as there are many Classified staff who are returning back to campus on this date, and some of this information will be important for them to hear and ask questions about before their return.
      - C. **Dr. Vida Manzo (Treasurer)** Treasurer Report
        - The current budget stands at \$1,139. There have been some deductions due to the trivia prizes awarded at the end of the open meetings. The Classified Senate also donated to the Professional Classified Development Department prizes for awards during Professional Development week workshops. The Classified Senate did its Program Review and submitted a budget request for more stable sources of funding from the District, but has not yet received word on if our program is going to get ongoing funding support. The Classified Senate is also looking for other ideas to raise funds. One event that may incur a cost is the upcoming Classified Senate Leadership Institute (CLI) Conference. There will be various local senates that will be participating in this conference. The main theme of the conference will be to share ideas/best practices with outside senates to enrich our local campus operations.
      - D. **Marilyn Jimenez (Secretary)**
        - no update
      - E. **Ashley Murphy & Fred Bobola (Senators)** Recruitment efforts

- Open House: The E-board has continued to host open house Board meetings as a way for prospective members to attend and learn more about how the Classified Senate operates. Classified Senate encourages more members to get involved and be informed about college governance. If there is a time which does not work for members (e.g. those working night shifts etc.) please contact the e-board with any ideas or contributions.
- The Classified Senate is also looking to fill several committee seats, for example, CPT and Enrollment Management. If anyone is interested please get in touch with the e-board. For more information on the committees and their purpose, visit the [College Committees](#) page.

Good of the Order (Open Floor) : For comments on any item not on the agenda.

none

● Action Items:

● Final Approval College Mission Statement , **Michael Monsour**

- The College Mission Statement came to the Classified Senate from the CPT (College Planning Team) Committee. This new Mission Statement has already been approved by the Academic Senate. For historical context, at a prior Classified Senate meeting, two different versions of the College Mission statement were reviewed. One version was edited by the Classified Senate and another version was the original sent by way of CPT. The Classified Senate voted in favor of the Classified Senate modified version. This information was submitted back to the CIO (Dr. Omar Torres) and then to CPT. CPT reconsidered the Classified Senate's revision requests. The Classified Senate wanted to be sure that the Mission statement clearly met all the requirements under the ACCJC Accreditation Standards. Ultimately, the CPT and several sub workgroups, took our concerns and incorporated the key points of our revisions. At this meeting we are voting on the new final hybrid mission statement that came about via that process. Michael noted that he fully supported this mission statement because, on a whole, it captured the requests of the Classified Senate.
- Motion to adopt the College Mission Statement was then made by Carina Aasted, and seconded by Nick Schultz. Voting was unanimously approved.
  - Polling Results: 28 (yes); 0 (no) & 0 (abstentions)

● Classified Senate Constitution & ByLaws Ratification (At this meeting we will provide key updates and summary highlights, but please feel free to read through the whole updated document on the [Classified Senate website](#)).

## Michael Monsour, Diane Stucker, & C&B's Committee Members Presented the Updates

○ Special thanks to Diane Stucker for helping with reviewing the 30-page document. If anyone has any request for amendments to the document they can be brought up now or at a future meeting. Some of the changes to the language included the following:

- Changes to the Election Procedures: The Election cycle now matches the calendar year. The Nomination cycle is now open in January for all Executive officer positions. President Michael Monsour moved the time of his term forward so as to not extend his term by this change. Elections will take place every even year. Contested Elections require a 50% +1 of vote or a run-off will take place with the top two candidates. If there is only 1 candidate this person will automatically be assigned to that officer position at the close of the elections meeting.
- Expand number of Senate seats: The number of senate positions has been expanded. Currently, the Academic Senate has 16-22 members. The Classified Senate constituency group is large with approximately 300 members, and needs to expand these seats to better represent more areas including Canyon Country Campus. If the updated Const. & Bylaws are ratified at today's meeting, those seats will be filled via appointment.
- New Senate Union Liaison position: This person will be responsible for working with the union, and will be required to attend all CSEA Union meetings.
- More language was added to prioritize attendance of Classified staff at Classified Senate meetings.
- Mission Statement: The Classified Senate mission statement was aligned with the Const. & Bylaws changes. The bylaws are primarily the functions and rules, while the Constitution is the principles. The two documents now communicate better with one another. This is a living document though and can be updated with approval of the membership.
- Motion to approve and ratify the updated Constitution & By-Laws was made by Andrea Varney, and seconded by Sharon Johnston. Unanimously Approved.
  - Polling Results: 29 (yes); 0 (no) & 0 (abstentions)

### ● Misc. Updates:

Classified Corner Updates, Ashley Murphy, Juan Renteria, Nick Schutz

- New Intro and Theme Song!

- The Classified Senate's Podcast has been fun! The podcast has been formatted into an interview style. Special thanks to all who have been involved in the development. A clip from the show was played for the group.

Website & PIO Updates, Marilyn Jimenez & Juan Renteria

- All Classified Senate website links have been moved, and now appear at the top of the page within the new navigation ribbon. This helps for users to find information more quickly.

● Discussions:

Classified Spotlight: Hear It From The Source !

- Anyone with ideas for the Classified Senate spotlight can reach out to the Board.
- On Campus, What to Expect: **Justin Bradshaw**, (Custodial Department)
  - Justin shared some changes taking place on campus regarding cleaning supplies. Pictures #1 & #2 include d supplies which have been placed in cubicles and workstations and offices. There are two types of face masks available, which include reusable and disposable. Paper bags are provided to place facemasks after use. There is also disinfectant and hand sanitizer, microfiber cleaning cloths and towels which can be used when going to the restroom to avoid using the hand dryers. The district currently has in stock large quantities of disposable and reusable masks. If anyone needs additional cleaning supplies they can email the warehouse. Justin Bradshaw offered to take care of all the paperwork if you need help. The occupancy at restrooms will be 1 person at a time for several of the smaller restrooms. The last item shared was the disinfectant log process.
- Reopening of the TLC Study Hall , **Nick Schutz**
  - The TLC Study Hall has opened. Students will enter the building through the assessment center, (but this will change to the club room once assessment returns to their offices mid April). There will be a check-in desk and the center will be staffed with 2 people at all times, with one person stationed at the front and the other at the back. Students need to sign -up for either a study table or a computer. The tables and computer station will have hand sanitizer and w ipes. All students will be seated 2 seats apart. The TLC study hall is open only for students and not the public. The study hall is not yet open for tutoring. Special thanks to all Classified Staff who have been available to work and staff the study halls. There have been 10 students total to date who have used the study hall. The study hall is open 4 days a

week and is available in 2 hour blocks of time. The opening of the TLC study hall has been part of a phase-in return to campus. It is important to ensure all classified staff who are working in the study hall feel safe. Special thanks to Sharon Jonston, Nick Schutz and Fred Babola for working in the space and/or training the Library staff to work at TLC. Reports will be provided soon regarding the ventilation of the area. There was a question asked regarding if windows could be added. However, this is not possible at the moment, and instead our focus will be ensuring proper ventilation is occurring.

- The latest from the Return to Campus Coalition & CSEA, **Andrea Varney & Michael Monsour**
  - CSEA understands that it may not be easy for all Classified staff to return to campus. In particular when they are the 1st group to return to campus after working from home for a year or more. Every classified group is encouraged to get in touch with Andrea if they have any concerns with returning to campus. There are some staff who may have issues with childcare and the need to work alternative schedules.
  - Any health concerns need to be addressed with Maria Calderon in HR. Maria will handle all requests and any special accommodations. If any of these requests are denied and there is a disagreement with the decision, everyone is encouraged to get in touch with Andrea/CSEA. There is no form to fill out. Classified Staff can send an email to Maria and she will give instructions as appropriate to your concerns. There was a question regarding if Classifieds need to use their own sick time if they cannot work from home and this will be addressed in the MOU.
  - There was a reminder that the MOU is an extension of the contract.
  - A recent Classified Senate survey was conducted to obtain feedback from classified as to their return needs, thoughts and concerns, etc.. LA County is still in the “orange tier” at this time, and we are still in the middle of a pandemic, so take all precautions necessary to ensure your safety (don’t let your guard down).
  - The negotiations team is almost finished reviewing the current MOU. This will be forwarded to the Field Office and will return to sunshine. Andrea will send an email update soon.
  - Andrea has a scheduled meeting with Dr. Fiero on Thursday of this week, and there is a Special CSEA meeting scheduled for April 12th. There is also a chapter meeting scheduled for April 20th.

Discussions Continued:

- Classified Professionals Vs. Classified Staff, **Michael Monsour**

- The statewide 4CS wants all colleges to re-brand the use of “classified professionals” and not use the term “classified staff.” More language may be changed within some documents to reflect this movement. They would like the term “staff” to refer to the entirety of campus employees only.
- Classified Senate 9+1, **Michael Monsour**
  - There are many Classified Senates working on developing their own 9+1. The COC Classified Senate 9+1 has been written as a policy proposal. This has gone to Dr. Fiero, hopefully to be added to a CPC Committee meeting in the near future. It is important to ensure processes are equitable to and make this the policy of the college prior to accreditation. Anyone who wants to learn more about 9+1 or 10+1 can email Classified Senate President t, Michael Monsour.
- Committee Reports:
  - Optimizing Committees
    - There has been some discussion regarding developing a process of evaluations or restructuring of committees. An outside consultant with Optimize Inc., has been hired to evaluate the work of the committees. The Classified Senate President, Michael Monsour, was interviewed and provided feedback. He suggested that committee membership should be smaller in size to ensure more participation from each member and so that the work will be more engaging. He also suggested that the District hire a Classified Committee Coordinator to align the procedures and minutes and create greater accessibility to meeting information and calendar times.
  - Pac-B/CPC/CPT/Prof. Development, or other committee updates from the membership.
    - CPT Report: Classified member Yarely Gonzalez is the new member of CPT. Yarely shared her feedback after attending the first meeting. The committee seemed to be overwhelming in terms of all the content that is shared and discussed. Yarely would like to see more Classified Staff involved as part of this committee. This is an umbrella committee within the Collegial Consultation Committees, there are currently disproportionately few Classified Serving on this committee.
    - CPC Report: CPC is currently reviewing the Time, Place & Manner policy 3910, we would like to see freedom of speech and a non-censorship policy for written publications (e.g. for our newsletter That’s Classified).
    - Accreditation Work Group Report: There are currently 27 members appointed to this group who have been appointed by the Classified Senate. This will be roughly a year-long process, which will include a site

visit in Spring of 2022.

■ **PAC-B Report:** The last meeting was cancelled and this committee has not had an opportunity to meet. There is an upcoming meeting scheduled for Monday. PAC-B worked closely with the Chancellor's Advisory Council and the Budget Department.

■ **Professional Development Report:** Classified Professional Development week will be coming up soon. There was a reminder that in order to win the raffle prizes, Classified staff need to be present. At the end of the Prof. Dev. week, a survey will be sent out to collect feedback on people's experiences and to collect interest from anyone who is interested in signing up for next year's committee. Debbie Sall has been nominated as Classified Employee of the year at the state level (congratulations!).

■ **Tech Committee Report:** none

■ Classified Senate President Michael would like to see a report from the Enrollment Management Committee at the next meeting.

#### Trivia

- Robert Betancourt won the 1st trivia game
- Carina Aasted won the 2nd trivia game

**Adjournment:** 12:14pm

**| Next Meeting Is Tentatively Scheduled For May 11th, 2021**