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## SUMMARY

### I. Call to Order: 11:03 am

- Acknowledge Members & Guests
- Officer Notes:

A. **Michael Monsour (President)** Area Business, Ground Rules

#### B. **Michael Monsour (President)**

- There will be a Board of Trustee meeting tomorrow night.
- Met with DVH and discussed increased Classified participation in committees. Michael was sure to let DVH and administration know that Classified members need time to participate in these meetings and engage with other colleagues.
- Happy Birthday Marilyn Jimenez whose birthday was yesterday.

#### C. **Marilyn Jimenez (Vice President)**

- Happy Birthday to Michael Monsour whose birthday was on May 7.
- Thanked Classified who participated in meetings throughout the Spring 2022 semester.
- Congratulated Classified Senate E-Board winners for their accomplishments during Classified Appreciation Week and to all our Classified Members who were nominated or who received awards:
  - Chad Estrella, Employee of the Year
  - Nicholas Schutz, Professional Achievement Award & Dare to Dream Award
  - Linda Malik, Humanitarian Award
  - Justin Bradshaw, Gloria Jackson Service Award
  - Gayle Freund, CSEA Member of the Year
  - Joanna Kelly, Classified Senate Spirit Award

#### **D. Nick Schutz (Treasurer)**

- The current account balance is \$1,139.08
- Upcoming Expenditures: Trivia Giveaway
- Previous Expenditures: Starbucks eGift Cards giveaway to Classified during Administrative Professionals Week & \$100 for the Classified Senate Spirit Award.
- There is a QR code that links directly to the Classified Senate website. In the last program review, Classified Senate did ask for funding to help in future ventures, but for now Classified Senate is primarily funded by donations of staff.

#### **E. Fred Bobola/Justin Bradshaw/Lisette Godinez/Gina Thompson/Yarely Gonzalez/Lindsey Ceo(Senators)**

- Welcome Lindsey Ceo, who is one of our new Senators!
- Lisette & Fred introduced the First Contact program - a new mentor-like program to help orient new employees to our community. New employees are those who have been at COC for six months or less. Participants should reach out to Lisette, Justin or Fred. The goal is to continue to expand the Senate, so the summer is a good time to get involved if interested. It includes a free lunch!
- Yarely ran a poll to gauge interest in integrating a Classified Senate LinkedIn page where members could gain social proof of skills and talents, network with professionals, expand your network and take advantage of LinkedIn Learning - an open online course provider of video courses by industry experts. Yarely also shared that social media engagement has gone up and listed the Classified Senate socials.
- Poll Results:
  - How often do you use social media?-
    - 65%-Everyday
    - 15%-Weekly
    - 3%-Monthly

- 11%-Rarely
- 3%-None
- What time of day are you most likely on social media?
  - 15%-First thing in the morning
  - 7%-Lunch time
  - 38%-After work
  - 34%-Late at night
  - 3%-None
- What social media platforms do you use regularly (at least once a week)?
  - 3%-Facebook, Twitter, Instagram & LinkedIn
  - 3%-Twitter, Facebook & Instagram
  - 3%-Facebook, LinkedIn, & Instagram
  - 11%-Facebook, Instagram & TikTok
  - 38%-Facebook & Instagram
  - 3%-LinkedIn & Instagram
  - 3%-Facebook & Twitter
  - 3%-Facebook, LinkedIn, Instagram & Tiktok
  - 3%-Facebook, Twitter & LinkedIn
  - 11%-Facebook
  - 7%-Instagram
  - 3%-None
- What do you use social media for?
  - 61%-Personal Use Only
  - 3%-Networking & Learning
  - 3%-Network, Learning & Personal Use
  - 11%-Networking & Personal Use
  - 7%-Learning & Personal Use
  - 3%-Business & Personal Use
  - 3%-Learning
  - 3%-Networking

- 3%-None
- What content would you like the Classified Senate to post? (Check All That Apply)
  - 46%-Written posts, blogs, articles, guides etc...
  - 50%-Classified Spotlights
  - 73%-Events for Classified
  - 50%-Meeting Reminders
  - 42%-Videos and Messages
  - 53%-Classified Announcements/Achievements
  - 61%-Fun/Humor
  - 46%-Holidays
  - 53%-Learning/Professional Growth Opps.
  - 50%-Ways to Get Involved
- Do you have a LinkedIn account?
  - 15%-Yes, I use LinkedIn often
  - 42%-Yes, but I do not use/hardly use
  - 19%-No, I do not know much about LinkedIn-but interested in learning more
  - 6%-No, not interested in a LinkedIn account

II. Good of the Order (Open Floor):

We held a ten-minute breakout group session where 6 groups had to brainstorm the following question: From your perspective, what are some important topics the Senate should try to address this year?

- Group 1: Suggested we need a way to help students differentiate employees vs students on campus to make it easier for students, indicated we need more classified recognition (suggested quarterly, rather than once a year and suggested it be Classified driven), would like Classified running professional development instead of primarily administrators and more of Classified voice in committees.
- Group 2: Discussed more professional development on the reclassification process, larger voice in the big picture conversations that affect the daily work environment, and being more mindful when working with students who have been in school remotely and then hybrid. Mr. Monsour noted he will refer to CSEA.
- Group 3: Discussed more socials/classified group activities, networking, and

would like more hiring/staffing to address staff shortages. Mr. Monsour will refer staff shortages to CSEA.

- Group 4: Discussed how there are no Board of Trustee limits, which arose from the BOT survey that was sent out. Discussed the importance of having faculty presence back on-campus. There has been a negative impact with students not seeing their faculty in-person, students having to drop classes and end up having to pay back financial aid even though they are in no position to be able to do that.
- Group 5: More “get-to-know-you” socials or impromptu lunches to connect with Classified.
- Group 6: Discussed building connections, learning about different departments, sharing personal stories and a way to update employees about new changes in various departments.

### III. Classified Spotlights:

#### COC Seed Library, **Nick Schutz**

- Based at the COC Library on the Valencia campus
- Has 55 varieties of vegetables, herbs, flowers and native species
- Addresses environmental consciousness, food insecurity, and saves money (they are free)!
- Will be expanding the Valencia Seed Bank and will be opening up one at the Canyon Country Campus. As well as looking for campus and community partnerships.
- Plan to have workshops and have built partnerships on campus especially with Jeannie Chari.
- Contact Nick at [seedlibrary@canyons.edu](mailto:seedlibrary@canyons.edu) if anyone is interested.

### IV. Moment for Mindfulness & Mental Health - Priscilla Benites, LMFT, Mental Health Supervisor:

- Personal counseling is offered as well as medical services including flu vaccines, condoms and First Aid.
- Mindfulness is learning how to be present in the moment and being more aware of the mind/body connection. It is a state of nonjudgmental awareness of what’s happening in the present moment, including the awareness of one’s own thoughts, feelings and senses. The goal isn’t to clear your mind or to stop thinking because that’s quite impossible.
- Some benefits of Mindfulness are reduced symptoms of depression/anxiety, improved sleep, memory and ability to manage emotions.
- This can be practiced in every aspect of life whether it be eating habits,

walking, the 5, 4, 3, 2, 1- technique, how one is feeling at the moment, doing a body scan, etc...

- If anybody has any questions, please email [priscilla.benites@canyons.edu](mailto:priscilla.benites@canyons.edu)

V. Committee Reports:

- Enrollment Management (Lindsey Ceo): Enrollment is down considerably, which affects the student funding formula. There has been an 18% decline since the pandemic started. Beginning 2022-2023, COC will no longer receive the state apportionment for the 3000 full time enrolled students, so it's critical to regain those students. The college is trying to ensure student completion/transfers are completed in a timely manner, ensure class capacity minimums are met, allow low-enrolled in-person classes to run, eliminate equity gaps, integrate efforts with K-12 and the workforce, ensure that schedules are not overloaded with too many options for students, more short-term class options are built, and that a strong marketing campaign is led. For 2022-2023, every high school student will be required to complete a FAFSA unless parental consent is given otherwise.
- Calendar Committee (Gina Thompson): Provided two drafts for the 20224/2025 and 2025/2026 calendars for Classified to look over. Please review and look for accuracy paying specific attention to start and end dates of the term. Mentioned that the Chancellor's office has not finalized the President's Holiday weekend yet for the 2025/2026 calendar. If anyone has feedback, please email [gina.thompson@canyons.edu](mailto:gina.thompson@canyons.edu)
- Facilities Master Planning (Justin Bradshaw): Will be providing feedback for the Facilities Master plan (including a suggestion for a Classified breakroom). There was an ADA Transition Plan workshop 3-4 weeks ago that went great. Phase 1 is complete, so that includes doors, door hardware, automatic closers, etc... Phase 2 will begin in the near future. This will include play areas, loading zones, handicap ramps, parking lots and stairs. Also, Surgical masks will be

expiring May 14, so urged others to reach out to him to obtain fresh masks, if needed. There is enough supplies to get through June 4.

VI. Trivia

- Catherine Parker won the \$10 Trivia gift card.

VII. Adjournment: 12:05 pm