



Classified Senate Meeting Minutes Via Zoom

April 16, 2020

2:00pm-3:30pm

Classified Present: Sherrie Prasad, Zahra Mojtahedi, Soe Hlaing, Kristina Brower Golda Margate, Teresita de-Brown, Belinda Chan, Marta Cuellar, Robyn Ledesma, Stephanie Wells, Ricardo Flores, Jose Bonilla, Martin Marquez, Connor Fitzpatrick, Angelica Garcia, Kathy Fitzpatrick, Theresa Tentes, Chris Weidman, Mayra Espinoza, Barbara Lamson, Marianne Beck, Bianca Pineda, Manny Tablan, Jeremy Evangelista, Marcy Escobar, Nancy Argarin, Flor Lopez, Angelica Gorostiza, Carol Driscoll, Amy Yiu, Annie Trinh, Mylene Foo, Joshua Lindo, Krista Allen, Gretel Barreto, Marissa Thigpen, Sherri, Ashley Asaro, Sonya Pope, Flor Lopez, Vivian Paw, Grace Beltran and Emmanuel Tablan.

Guest Speaker: Interim President of Skyline College Dr. Jannett Jackson, Vice President of Instructions Dr. Jennifer Taylor-Mendoza, Vice President of Student Services Dr. Angelica Garcia.

Part 1: COVID-19 Q&A with Dr. Jackson, Dr. Garcia and Dr. Taylor-Mendoza and CARES ACT announcement with Dr. Garcia (2:00pm – 2:55pm)

1. Questions

a. Will there be any budget cuts or layoffs?

- i. Dr. Jackson: We are not looking at layoffs. I know is a concern when we start to discuss budgets. We are looking at projections of what we think will be our tentative budget to present it to the board. We are looking at what factors that might influence either a downturn in enrollment, because of COVID-19 and looking at the assess property value from property taxes. We are looking into doing another town hall to discuss different scenarios and the direction of where we are going.
- ii. Dr. Taylor-Mendoza: They will continue with detail and short term positions of that nature. Dr. Garcia and Dr. Taylor-Mendoza want to make sure operations continue, and that areas are successful. Both are working closely to make sure Student services is supported and successful as well as CCTL and all other areas that will need to have support as they support students or faculty when working from home. We want to make sure classified professionals feel supported.
- iii. Dr. Garcia: We are working with CSEA and H.R to make sure we have agreements and additional support to support classified professionals.

- b. Classified Professional are still adjusting to working from home. Some are working longer hours to provide great service to students. Are they allowed to claim overtime?
 - i. Dr. Taylor-Mendoza: The process of overtime is still in place. Flexibility is important because we are clear that there is a lot of teaching now being done at home, so we ask managers to be flexible.
 - ii. Dr. Garcia: We ask that you speak to your supervisor to be able to get support and approval. We ask management team to be flexible and understand that classified professionals might have children at home so we have asked our leadership team to be flexible and mindful to work with your schedules. Working with your supervisor is the preferred way for overtime.
 - iii. Dr. Jackson: We are also looking at the process to figure out how to have classified staff get special equipment such as keyboards, mouse, and computers to work from home.
- c. Can you please address how flexible classified professionals can be with adjusting their schedule and meeting their 7.5 hours?
 - i. Dr. Jackson: We are flexible as long as the work is being done.
 - ii. Dr. Taylor-Mendoza: I am flexible; make sure you do communicate with your supervisor.
 - iii. Dr. Garcia: The biggest parameter for me in terms of supporting the deans and directors in their decision making around this, is recognition of what the task is. If the task is highly associated with student needs and needs to be interactive, then it makes sense that the task is achieve during the time that best supports our students. This is different from a project that can be done outside hours that students are expecting. Flexibility really is the name of the game here but with clarity and communication.
- d. When will decisions be made, for staff that is not able to work from home, to be set up to other departments on campus?
 - i. Dr. Jackson: I have asked and know that H.R is currently working on this. They are trying to work with the deans and operations work team to identify what positions will be difficult to work in a remote setting. We are looking to alternatives. We are waiting to get the M.O.U sign. We want to have the M.O.U in place before moving forward. As of right now, no final decisions have been made.
- e. The Interim Chancellor's email stated summer will be online, if there are changes to shelter in place order during summer will classified professions be expected to return to campus?
 - i. Dr. Jackson: If we do get the order that the shelter in place is lifted, and we have identified a plan for how we will come back on campus, then not

everyone will come back at the same time. We will prioritize the high priority areas that need to come back first and then follow it with the rest of the areas. Not everyone will come back at the same time. We will have a plan once we get the go ahead to come back.

- ii. Dr. Garcia: Even if the shelter in place is lifted, we will be following guidelines around the appropriate guidelines. It is not going to return all at once. It is a really good question but it is a very complicated one because it is one that will be directed by what our state health guidance advises us to do.
 - iii. Dr. Taylor-Mendoza: The focus that we will have on instructions will be the courses that are difficult or were difficult to convert online. There are about ten labs, wellness and auto classes that will need to do hours to complete—so we are looking to see what we will need to do to help those courses and students.
- f. How and why was the decision made to not have the president's forum live?
- i. Dr. Jackson: The process that we using for the presidential selection is the same process we use for the chancellor. There is really no difference.
 - 1. The decision was made by the board, because we were a little in front of the chancellor selection, we had already made our determination of who the candidates were. We had already started and finished the interview process and that committee was made of twenty-four people. Once they decided on the five candidates, we were ready to go forward with live interviews we even had a dress rehearsal. The next day we were place in shelter in place.
 - 2. We were directed to get through with chancellor interviews first before moving forward with president interviews.
 - 3. If you go to the presidential webpage, all classified professionals can submit their questions until April 19, 2020. Both the Classified Senate and Academic Senate president will review and consolidate those questions and put together a list of questions that will be sent to the candidates who will need to respond to those questions. It will be recorded and recordings will be put on the presidential webpage.
 - 4. All information will be collected by H.R and we will meet with all candidates virtually. This meeting will include both Classified and Academic Senate, Vice presidents, Student President along with myself the president.

2. CARES Federal Act Presentation with Dr. Garcia
 - a. The U.S Department of Education released a piece of legislation known as the CARES Federal Act
 - i. The emergency release fund for student and institutions of higher education impacted by COVID-19
 - b. Goal: is to get money into the hands of students. Each college receives an allocation and a minimum of 50% must be made in direct aid to students.
 - c. Feds looking at 2 factors:
 - i. Calculated 75% of allocation base on full time enrollment of PEL Grant recipients
 - ii. 25% on Full time enrollment of non PEL Grant
 - d. Important to note that 50% is to be deliver in emergency grant aid that students can use for food, housing, technology, child care to address financial impact of shelter in place during this pandemic.
 - e. CA Community Colleges received 579 Million dollars from this federal act and we account for about 4.6% of that total 14 billion dollars that was made available.
 - f. Our district proposal is being informed by VP Counsel, Executive Cabinet, Leadership, Academic Senate, Classified Senate, and Associated Student Leadership.
 - g. 50% of funding is ready to be release right now for direct to aid students. We know is not available for DREAMERS. It can be provided in grants. We need to have some application process.
 - h. We have 1 year to expend the funds.
 - i. The proposal is to reserve some part of the funding to account for fall 2020 and spring 2021.
 - j. This is direct money to students.
 - k. For further information regarding CARES Federal Grant contact Financial Aid Director Regina Morrison or Dr. Garcia.

Part 2: Senate Business (2:55pm – 3:56pm)

3. Approve/Discuss Meeting Minutes
 - a. Fist motion to approve meeting minutes made by Angelica Mendoza and seconded by Connor Fitzpatrick. Motion passed.
4. Classified Senate Board Open Positions
 - a. Current open positions to participate in the Classified Senate Board
 - b. Potions open: President, Vice President, Parliamentarian and Secretary
5. Caring Campus
 - a. Classified Senate is bringing in the Caring Campus to increase engagement with students.

- b. The first meeting will include the leadership team along with both Classified Senate and Academic Senate
- 6. Classified Leadership Institute
 - a. Classified Senate currently working on a grant
 - b. Participation from all classified professionals highly encourage
 - c. Classified President Sherrie Prasad will email a survey to get feedback from classified professionals regarding topics of interest.
- 7. President's Forum Questions/Updates
 - a. Academic Senate President Kate brown and Classified Senate President Sherrie Prasad will be facilitating the questions to candidates.
 - b. If any classified professionals have any questions, please submit them to Sherrie Prasad by April 19, 2020.
- 8. Motion to end meeting, first motion made by Chris Weidman seconded by Kathy Fitzpatrick at 3:56 p.m.