



Classified Senate Meeting Minutes

September 23, 2020 | 11:00 a.m. - 12:00 p.m. | Zoom Meeting

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

Guests

Liz Parker, Alexia Wood, Belta Moon, Bill Moon, Carmella Hardy, Connie Oh, Daisy Segovia, Daniel Shrader, Davis Vo, Eva P. Frank Marquez, Gabrielle Ridley, Greg Hyska, Jami Jacobi, Janine Wood, Jason Pham, Jay B, J. Delaney, Jeanamarie Pirio, Jeanette Grimm, Jennifer Rivera, Jenny Williams, Jim Davis, JohnPaul Nguyen, Jonathan Jimenez, Karen Latham, Kayden Nguyen, Kelly Lam, Linda Tiger, Lynn Krieger, Martha Guevara, Martha Munoz-Sanchez, Matte Segerblom, Michelle Khuong, Michelle Yeung, Minerva Mondragon, Mireille Halley, MK, Scott, Phukhanh Vu, Phuong Phan, Quintin Powell, Rebecca, Ricky Goetz, Sandra Gonzalez, Stephanie Phonsiri, Theresa De Los Santos, Thuy Nguyen, Tina Rodgers, Tuan Vo, Veronica Sanchez, Vickie Hay, Yesenia Gonzalez, and Zach Gonzalez.

Recorder of Minutes: Beatriz Rodriguez

1. Call to Order - Classified Senate President:

President Jasmine Nguyen called the meeting to order at 11:05 a.m.

2. Approval of the Minutes - Classified Senate Body:

Motion 1: Senator Kris Cutting moved to approve the September 09, 2020 minutes; motion seconded; motion approved unanimously.

3. Officer, Senator, and Committee Reports:

a. President's Report – Jasmine Nguyen:

- Diversity and Inclusion Updates

- o The Classified Senate has picked Gabrielle Ridley and Jeanette Adame to represent this body in the President's Equity and Inclusion Taskforce "the Taskforce" at OCC.
- o CFCE picked Tuan Vo and Norma Alcala to represent it in the Taskforce.

- o The District Racial Climate Survey is expected to be out in February of 2021. Dr. Person, the consultant for the District from Cal State Fullerton, stated that we are going to do many learning sessions starting next month. We really need to understand some terms before the survey is released. We are going to start seeing invitations for the learning sessions.
- **Flu Vaccines**
 - o HR recommends to use your health benefits because all of our health benefits cover flu vaccines.
 - It is highly recommended to get the flu vaccine especially first responders and people in critical fields.
 - **Vanessa Ayala:** Are students going to be made aware when the flu shots are available so they can book an appointment?
For students moving into the dorms, will they be required to obtain the flu shot, as long as it's not against ethical religious reasons?
 - **Thuy Nguyen:** We just barely started on the contract with the county to offer a free flu clinic at the moment. We have not been able to work on the logistics yet, but we will keep you posted on them. Once we finalize everything, we will notify all the students.
- **Return to Campus Plans**
 - o The Classified Senate presidents have been working on shifting the terminology “reopening the campus” because that implies that we were close and that we were never working. That is not true. Everyone has been working very hard remotely. When having conversations, we are going to use the term “return to campus” because that is the goal.
 - o The Chancellor stated that Spring 2021 will also be completed through distance learning for the most part. There will be an announcement coming out this week.
 - o with the “return to campus” discussion, they are not doing a small task force instead every member that sits on the district consultation committee every union representative, Classified Senate presidents, Academic Senate President and all the college presidents and the vice chancellors, are all going to be on the same committee talking about what the plans on how to return campus safely.
 - o When we are ready to return to campus, it does not mean that we will return at 100%. There is going to be a lot of precaution, such as staggered shifts, PPE training, etc. It will not be what it was before COVID.
 - o GWC/CCC/OCC
 - Golden West is developing a survey that they are sharing with Coastline and OCC to survey the concerns of classified staff. It covers a few questions and concerns, such as, would you as Classified want us to advocate for you on behalf of return to campus plans? Are you concerned with your personal health? Are we going to have plexi glasses everywhere? They can help advocate for Classified staff at DCC for those reopening plans. The survey might go to everyone by mid-October.
 - **Daisy Segovia:** Our offices have already been distributing the survey about returning to campus so is this going to be different from that? just because like we are about to send out a survey like today or tomorrow about it.
 - **Jasmine Nguyen:** The Classified Senate Presidents survey is more casual. It is about collecting concerns. It is not going to be as in depth as the one that IE is sending out.

- Reopening forms: There are reopening forms on the [navigator portal](#) Julie Clevenger who now works at the District Office has requested feedback on those forms used for Reopening plans. There are forms that we use for programs that are on campus. For example, Allied Health and Lab classes. There is paperwork on there about trying to reopen the swap meet. She wants those that work in those areas to look at the forms to make sure that they make sense, that they have the ability to fill out a form, and that they have all the information.
- **Enrollment**
 - Enrollment is down 8%. That is very similar to our colleges in our surrounding areas. Resident FTES is down by 15%. Not as many students are taking full class loads. Non-Resident FTES is what impacts us the most. It is down by 19%, that is out of state and international students. Things that are really affecting those numbers is the limited hands-on labs that we can offer safely on campus and non approved visas for new international students. The international students that we have right now can continue. CSUs took more incoming freshmen and they normally do because they are distance learning. The number of students that may have normally come to us are now starting at the CSUs. The fill rate of all of our classrooms are up 1% this year. That means less cancel classes, they are fuller and not like 60% full; they are actually like 80% full.

Comment: Some international students have been able to come but it is very inconsistent.

- **Scholarship Thank you**
 - A student submitted a letter thanking the Classified Senate for the scholarship awarded. Please take the time to read the letter. It is located in the [BoardDocs agenda](#) under the President's Report. This is a reminder that the Classified Senate Scholarship does make a difference.
 - **Reminder to Register to Vote**
 - Please vote. Learn about the props that are happening in California and in particular Prop 15. That is something that relates to us. It is a tax on commercial and industrial properties for K-12, community colleges and local government funding. That would help us in our budget at this point.
- b. **Vice President Committee Membership & Outreach** – Nelson Contreras:
Most of the committee seats that were vacant have been filled. The people that were selected should already have received an email. He thanked everyone that submitted the form.
- c. **Vice President Communication & Marketing** – Audrey Crouse
Asked that if anyone has topics that they would like to be included in the Classified Senate newsletter to send them over to her. The newsletter is scheduled to go out every third Wednesday of the month. Staff can email her, Jasmine or anyone on the board.
- d. **Budget Committee** – Liz Parker
- Before COVID our budget was heavy in personnel costs. It was over 90% when a healthy public education system should have that number between 85 to 87% devoted to personnel. The challenge is these personnel fixed costs go up by the cost of COLA or step and class column each year – leaving less of the budget able to fund non-personnel costs (i.e. utilities, ARR, supplies).

- With COVID, we ended up spending \$3.1 million more than revenues we took in. The District reserves and some of the college's reserves have paid for this deficit, but we do not have a lot left to be able to continue to deficit spend. Once COVID hit, a few of our revenue sources went away (i.e. swap meet, recycling center, food service). The federal and state governments delayed all of our sales tax coming in because of the delay in income tax filings, so we do not know how much revenue we can expect from these taxes.
- The State put out a draft budget and told the District to put together a draft budget. We will know more come October when the district does a final 2020-2021 budget.
- OCC received a little over \$4 million from the first COVID money released by the federal government. It was to help support all the unknown costs and the dramatic drops in income but also expenses.
- The budget committee will continue to receive reports of how these federal COVID dollars will be spent at their meetings. Much of these one-time federal dollars will help to counter the significant revenue losses that. Although the final rules and regulations have not been defined, the budget committee will continue to review how these funds can support the college's unexpected drops in revenues and increases in costs of keeping the campus sanitized.
- A few opportunities for additional revenue dollars do exist: there could be additional money coming from the federal government in another COVID-relief package.
- Another potential source of unanticipated revenues is from Proposition 15, which closes loopholes in commercial property tax dollars. Although it is very political, if this passes this could generate additional revenues from property tax sources, a much more stable source of income than sales or income taxes.
- Some of the reports do not seem very favorable towards Classified staff. Many of them feel upset. They feel much of the budget shortfalls are out of classified personnel's control. However, the budget committee decided to try to encourage continued innovation and resources by continuing to fund ARR's for this next fiscal year.
- There will be updated changes made once the final SRP is offered because it will only be offered to classified. Leadership anticipates these retirements could create holes in our divisions that will need to be reviewed for filling to meet student needs.
- The overall message is we are serving less students, which means that even before COVID our revenue sources were decreasing, but our organization was not decreasing to reflect that size. We really need to recognize that and then understand that some students will not come back with remote learning, because they do not have labs available. However, we still need to resize our organization. This is where classified staff is going to be critical. We have to be at the table and Jasmine, as our President, will make sure we are there at the district level, but also within our structure at OCC. Our leader, President Suarez, is very committed to including Classified personnel in addressing how we organize, how we resize, even when we come out of COVID. We still are going to need to be a smaller campus organization. It is really critical that all of you take on this responsibility and speak up and volunteer in your department when these discussions happen – nothing has been defined, but conversations are anticipated and we want to be aware of opportunities.

Question: How much did we save from the first SRP?

Liz Parker: We should have that number in October.

Vickey Hay: Speaker Pelosi announced yesterday that they reached an agreement to extend pandemic EBT so this is for families that are in that have children in the K-12 system of education. This year it will also include children that are in preschool or childcare arrangements. The family does not necessarily need to qualify for CalFresh, SNAP benefits, but mainly just qualify for free or reduced lunches in schools. That was a big accomplishment. We are really happy about that from the advocates level.

e. Facilities Committee – Nelson Contreras

- The Admin building will be renamed and it will house IT, Campus Safety and Publications.
- There is going to be a new Chem building. It will be completed in 2024-25.
- The Aquatics Center is done. It looks great.
- The College Center is almost complete. There is some active construction but it is almost done. The Sailing Center is almost done, as well. The bridge is done.
- The literature, language, and social science building will be completed in June of next year. There is a lot of back and forth regarding the name of the building. It is either LLSS or LASS. Faculty wanted operable windows but the architects were against the idea. Some faculty members were unhappy about that. The architects said that once the windows are open, the AC shuts off. That is an ongoing discussion.
- The Adams parking is going to get more solar panels.
- M&O presented a cleaning team, Team Cleaning. People go around disinfecting the whole campus but they do it in an organized fashion. They have good technology such as Clorox 360. It shoots a chemical that gets ionized and it turns into a fog. It is electronics friendly. The problem is that they are understaffed.
- The Cal State system announced that it is going to continue with Distance Learning for the Spring. We will be following the guidelines.
- There is Task Force fort reopening. It is composed of Jim Rudy, Jose Resinos, Rebecca Morgan and the President. Before we can go back to campus, the reopening plan will have to go through this committee. They are looking at many different things. For example, the swapmeet not only falls under the campus' guidelines but also under City of Costa Mesa guidelines for large gatherings. With the flu season coming, it will be challenging to differentiate COVID from the seasonal flu symptoms. Not all labs are able to open yet. They need approvals and/or equipment. Culinary students are conducting their labs at home. However, low income culinary students are struggling with insufficient kitchens. It is complicated for some students and also for some faculty members.
-

4. Unfinished Business:

a. Coffee Breaks – Jasmine Nguyen:

- We have scheduled Classified Coffee Break as the third Friday of each month. Our first topic will be October 16 from 10 to 10:30. We asked Dottie Aper to present something on ergonomics. However, her calendar is booked and she will not be able to attend. We are open to suggestions. Anybody is welcome to present a topic of their choice.
- We set up a landing page with the Foundation to donate any amount that they wish and that money will be going towards the Classified Senate Scholarship.

5. New Business:

a. November Classified Senate Meeting Dates – Jasmine Nguyen:

- It was discussed there are currently no meetings scheduled for the month of November due to the two holidays, Veteran’s Day and Thanksgiving break. The senate presented alternate options such as having the meeting on the first and third Wednesday of the month, instead.

Motion 2: Senator Ayala moved to approve the change of Classified Senate meetings dates to the first and third Wednesday of the month of November only. The motion did not receive a majority of votes.

Motion 3: Senator Dominguez moved to amend the motion on the floor to have only one meeting scheduled for Wednesday, November 18 at 11 a.m. motion seconded; motion approved.

6. Open Forum:

a. Employee questions and comments covered the following topics:

- Furniture and equipment to work from home.
- Reclassification deadline has been extended to October 30.
- Some cellular providers offer unlimited hotspots.
- If you buy any items to work from home, those can be a write off on your taxes.
- People are clinching because of stress. Take care of yourself.
- Visit your dentist.
- Some people practice meditation.
- Some people have developed skills such as gardening and baking.
- September is Hunger Awareness Month. If you know of students in need for food, please refer them to the food pantry.

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

7. Adjournment of the Regular Meeting:

Meeting was adjourned at 11:58 a.m.