



Classified Senate Meeting Minutes

December 09, 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	Absent	Leo Stiles	Present
Christina Miramontes	Present	Jillian Whistler	Present

Guests

Alexia Wood, Beatriz Rodriguez, Belta Moon, Bill Moon, Brook, Carlos Amescua, Carmella Rodriguez Hardy, Christina Anchondo, Christopher Yagerman, Claudia Montoya-Andrews, Daisy Segovia, Daniel Kreun, Dave Day, Davis Vo, Eduardo Cervantes, Emylie Tran, Eric Bryan, Eric Wilson, Eva Pok, H. Dinh, Jami Jacobi, Janine Wood, Jason Pham, Jeanette Adame, Jeanette Grimm, Jenny Williams, John Fawcett, JohnPaul Nguyen, J. Rivera, Julie Nguyen, Karen, Katherine Donahoe, Kelly Lam, K. Latham, Liz Parker, Lynn Krieger, Martha Guevara, Martha Munoz-Sanchez, Mary Gallois, Michelle Auduong, Michelle Khuong, Michelle Ozuna, Mireille Halley, Scott Broberg, Patricia Kopp, Phukhanh Vu, Phuong Phan, Quintin Powell, Raul Sanchez, Rebecca Morgan, Sandra Gonzalez, Shannon O’Neal, Sheila Kilayko Cruz, Stephanie Phonsiri, Susan Harlan, Tere Vazquez, Thao Ho, Theresa De Los Santos, Thu Nguyen, Tiffany Huynh, Tina Rodgers, Van Tran, Veronica, Veronica Sanchez, Vickie Hay and Virginia Nuzzolese-Laflamme.

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:

No minutes for approval.

3. Officer, Senator, and Committee Reports:

- **President’s Report – Jasmine Nguyen:**
 - **Post Pandemic Return to campus plans**

- There's discussion right now at College Council and at DCC about how long we will continue on-campus programming with the current rising COVID-19 numbers.
 - Students have been safer on campus due to constant reminder from coaches/faculty/staff about COVID safety protocol.
 - The few positive student cases we've had were due to off campus activities.
 - We will be pausing approving additional activities to come back to campus
 - We will really know the impact of Thanksgiving in January.
 - The current on campus activities include the Allie Health training classes and the Athletics Division. Athletics is doing conditioning but not doing any contact.
 - There were a few positive cases of student cases on campus, but they were all off campus related.
 - COVID Dashboard on OCC website
 - There is a coded dashboard on the OCC website to see all of our current numbers of positive cases. It is going to give you the most accurate information at this point on any changes that we make to campus.
 - Testing every Thursday at the OC Fairgrounds for OCC employees and students
 - There is a designated lane for Covid-19 testing at the Fairgrounds across from OCC. It is for OCC and Vanguard University.
 - There is discussion on having fairground tester staff come to campus once a week to regularly test our students in Spring 2021 (housing and athletics).
 - CCCAA will allow athletics to compete if we have a regular testing protocol in place.
 - Kris Cutting and Andrea Rangno shared their experience with the testing site. At the beginning there were some scheduling issues but the issues seem to be fixed now.
 - There is no copay and they do ask for your insurance, but I think that is just for the state to save some money and then it is contactless and you can do as many times as you like. If you feel more comfortable testing weekly, you can do so.
 - There is a saliva test kit that is going out. From my meeting yesterday, I have been told that it is limited to a certain amount per day. If you can't get it just continue trying.
- o **Thank you to everyone who participated in the all campus Shared Language/building a community of Care workshop with Dr. Person.**
 - Community Workshop with Dr. Person for Classified Senators
 - Scheduled for tomorrow at 9AM, please accept the calendar invite if you haven't already done so. We wanted everyone to feel comfortable making whatever statements they have to say. It is harder to talk freely when your supervisor or somebody who is friends with your supervisors in the room. Therefore, we wanted a separate area so that everyone felt more comfortable.
- o **Flex Day Sessions**
 - Theme: Meeting Equity Challenges with Diverse Solutions (Virtual Day)
 - Please submit Flex Day sessions by December 11. Classified are more than qualified to present on topics of their choice!
 - Classified professionals are highly encouraged to participate and highly encouraged to present on topics. This semester's theme is titled *Meeting Equity Challenges with Diverse Solutions*. This is a great opportunity for all classified staff.
 - Cecilia Schreyer will present a session on hazardous material handling and encourages Classified staff to also present a session on any topic of their choice.
- o **Holiday Treat bags are going out tomorrow and next Thursday at the Pirate's Cove drive thru!**
 - We made 150 treat bags. They all have just a little message good luck on your last week of the semester, happy holidays, etc.
 - Leave a note on the virtual message board sharing some holiday wishes, <https://www.tinyurl.com/classifiedholiday>
- o **Classified Coffee Break is December 18**

- Chef Instructor Alexandra Yates will be doing a demonstration of how to cook a meal on a budget!
 - Do you have ideas on what you'd like to see at Classified Coffee Break next semester? Let the E-board know.
 - **Thank you to everyone who have been so generous during Classified Coffee Break and during Giving Tuesday. Your donations are greatly appreciated!**
 - Giving Tuesday was very successful. Close to \$90,000 were raised.
- **Vice President Finance & Events – Vanessa Ayala:**
 - I just wanted to let you know that we will be having the bundles.
 - An email will be going out for those who would like to purchase tickets for any of the items that were donated.
 - I have been working with Liz Parker from Scholarships and we are coming into an issue where we are going to be able to send an email out.
 - People will be able to purchase as many tickets and put them towards a specific bundle that they like.
 - We have four separate bundles right now. We have one for Back Bay kayak trip for four and a couple other goodies going in. There is a wellness vendor where we have some body creams from Bath and Body. There is something for chiropractors' massage. There is a coffee and tea bundle with different types of teas, energy boost, etc. There are other goodies in there. There is a bundle package with multiple pieces of jewelry.
 - We will be doing pictures of everything and then breaking it down per item.
 - Hopefully we have this done by Friday. I will be sending pictures out to Liz Parker and hopefully we can get that email sent to you by Friday or Monday, the latest.
- **Committee Reports:**
 - **Facilities Committee – Mireille Halley**
 - The dorms are almost complete. There are still a couple parts that are being worked on like the water drainage. A couple of the units still need refrigerators, but we are at 35% capacity. The students seem really happy. One of the student reps on the committee is one of the RAs in the dorms and he said he is getting good feedback from students. It is a brand-new facility, lots of space to hang out, study areas lounge, etc. They really seem to like it.
 - They want to rename the old admin building. Campus Safety and Marketing will be in the old admin building.
 - The Sustainability committee is being resurrected. Some people volunteered for that. Cecilia is going to be on that as well.
 - There is a move to get rid of the single use plastic soda bottles from our campus. We are moving to aluminum only.
 - The construction buildings are very close to being done. There is a video going around of the new student center and some of the other buildings on campus. It is a virtual tour.
 - There was a lot of discussion at the last facilities meeting about the new Lit Lang building windows.
 - The discussion revolved around whether or not those windows would or could be made open up because of Covid. That moved really quickly because they had to make a decision. They created a task force and hired an environmental consultant to look at all the aspects of this. They were comparing the filtration systems, the filters that are on the air conditioning and air circulation, air handlers, etc. They made a quick decision in mid-November with some recommendations and evaluating all that they said. They decided that we are better off having the higher-grade filters and closed windows because it is all electronically controlled. It would be safer for everyone for all the different reasons. They are going to go with the closed windows, but there was a lot of discussion back and forth about it. There was a lot of investigation that went into that decision. That went to the board and it is moving ahead with the increased filtration.
 - There was a talk about a telescope project, which is going to be going up between the Planetarium and the Global Engagement Center. Those are going to be like a telescope farm that will be used for

classes and events, science nights and those kinds of things. That does need a kind of storage unit to house or secure those telescopes. They will be brought in and out and they will have mounts on the floor on the ground within that lawn area where that sculpture is currently. There is some kind of planetary looking sculpture in front of the library there between all of us. That is something that is a thing in the works. There are already some donations for that. The installation of our rocket will be going up. The little rocket is going up between the planetarium and the Astronomy house.

- o The Global Engagement Center had a little concern about it being a storage container that is not ugly because we do not want a big ugly storage container right next to our building. They are going to investigate ways to make that not look like an eyesore. There was talk about the solar panels that will be going up in the Adams lot. The funding for that is not yet established. However, they are getting bids for that because it has become a real trip and fall hazard for students and also visitors.
- o The swap meet remained closed. and everything else.
- o Once the new building is done, we might need to hire maintenance staff.
 - The three Classified Senate presidents asked the Chancellor to hire an outside company to do the cleaning because of Covid-19.

Technology Subcommittee – Daisy Segovia & Eric Wilson

- o Starting in late January or early February, they are going to start the two-factor authentication for email. Currently, if you are accessing it outside of a campus computer, you will have to do that whole sending the thing to your phone or email or something to login with email.
- o There are a couple of things happening next year. One of them is going to be dealing with multiple new software delivery which means certain departments will be able to set up different accounts to work. We are working on the Accessibility Committee. There have been multiple schools sued. We are finding more ways to meet some of the accessibility. The Technology Committee is joining forces with DSPS. We already have the VIP management to be a part of our committee. They are part of every step of the way. With Canvas, students never have to go through complete process checking for all three schools to make sure that they return.

Safety Committee – John Fawcett

- o The Safety committee had its once a semester meeting. The intention being to go over any safety request forums that came in, none were submitted. We had a bit of an informal discussion about safety on the campus, but it was suggested that we defer to a future semester to resume the process and hope that there would be more incoming forums the next time we meet.

Professional Development Advisory Committee – Claudia Montoya-Andrews

- o It is the National Employee Learning Week.
- o For the second consecutive week OCC is participating.
- o We are encouraging lifelong ongoing learning for all employees.
- o We are hosting a live webinar being presented at Coastline College.
- o It is on how to rock your next zoom meeting.
- o If you are leading meetings or you are a meeting attendee or you want to know how to go a little bit deeper on zoom, you are more than welcome to attend that session.
- o The session is today at 1 pm and then tomorrow there is another live session. It is about student performance and motivation and how faculty can really tap into that.
- o If you are part of the Classified Senate and you need to lead a meeting or a committee, then this session is for you.

a. Unfinished Business:

- o None

b. New Business:

January/Spring 2021 Meetings – Jasmine Nguyen

- o President Jasmine asked the senate if they would like to hold informational meetings in the month of January. The Classified Senate does not usually meet in January but with everything that is going on, it might be helpful. The January meetings will be strictly informational and not for voting. The purpose of the meetings is to be updated of the fast-changing circumstances related to Covid-19.

Motion 1: Senator Kris Cutting moved to approve to have informational meetings on the 13th and 27th of January 2021 for the Classified Senate, motion seconded; motion approved unanimously.

c. Open Forum:

o Employee questions and comments covered the following topics:

- OCC will have a new Vice President of Instruction. The new VPI will be invited to one of the Classified Senate meetings.
- Money raised for scholarships.
- As Campus Safety moves offices, please be patient with things such as key requests.
- President Jasmine thanked everybody for ending fall semester successfully.

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

d. Adjournment of the Regular Meeting:

Meeting was adjourned at 11:48 a.m.