



Classified Senate Meeting
Friday, September 11 , 2020 | 11:00am-12:00pm, Via Zoom

Meeting Minutes

Senate Members: (**Bold** = Attended)

Dorsie Brooks (CTE Senator)

Liz Caluag (Senator At Large)

**Kristen Hill (President's Wing
Senator)**

Jessica Jacobs (Student Services Senator)

Jill Kiefer (Senator at Large)

Linda Kiser (Instructional Wing Senator)

Lindsey McNutt (Senator at Large)

Ben Olague (Senator At Large)

Diana Rochat (Senator at Large)

Pratik Solanki (IT Senator)

Sean Suter (Senator at Large)

Uyen Tran (Senator at Large)

Additional Attendees: James Hulbert, Kaori Nakama

Items:

1. Welcome and Call to Order at 11:03am
2. Minutes from the 8/11/20 meeting were approved.
3. Approval of release time for executive team by the team and will be forwarded to the President for approval. Managers will then be sent notification of how many hours we have per month for Senate business. We are to keep track of our hours used.
4. The committee rubric conversation is tabled as Linda Kiser isn't present for today's meeting.
 - a. There is a vacancy in Planning and Budget.
 - b. ASGWC Finance-asked for the same advisor as last year, we moved to approve that request. Ben-first motion, Kristen seconded motion.
5. Social engagement activities:
 - a. Podcast: Jill and Diana recorded the first podcast, named "50 First Dates" last Friday. The podcast will go through the approval channels, no date yet as to rollout.
 - b. Classified Calls: Reach out to other Classified professionals on campus and possibly the District. Ideas floated included a small coffee break online gathering and one on one conversations. Noted that the one on one worked very well and was more personal. Will get updated phone list from Danielle Heinbuch.
 - c. Coffee breaks: Ben and Liz will meet to set up the first coffee break of the school and possibly look into fun activities like bingo.

- i. Possibility to add professional developments activities like desk yoga and ergonomics. The Senate will think about this.
6. Town Halls: Necessary to outline so to get Tim's buy in. It was stated that there is a need to quash the perception that Classified are less than and to feel more involved in campus communications and help with campus goals. There is a need to communicate how Classified are valued and what we do to serve the campus at large.
7. Committee reports:
 - a. Tech (Pratik): Respondus, a free service, is what the campus is using at the moment. The program is not really doing what campus faculty want and need it to do. The question is can the District/campus afford different software? There are still ongoing issues with mismatched emails with Canvas, Banner, etc. Suggestion is to convert to cccd.edu for new employees moving forward. There is an updated instruction.cccd.edu site for students to get direction on getting laptops, canvas help, etc. The district is looking at software costs and deciding which ones will get cut and which they will keep paying for. The IT reorg is still a frustrating crux for employees.
8. For the good of the order:
 - a. Working on sending a survey to Classified in regards to returning to campus to work. Questions such as what are peoples' concerns, how to word questions, how will the campus space employees, and flexibility/staggering of schedules for employees were addressed. Dorsie and Uyen will write up.
9. Meeting adjournment at 12:17pm
10. Fall meeting schedule: Fridays at 3pm. Meeting to be scheduled every other week.