

**San Diego Mesa College  
Classified Senate  
Meeting Notes**

Thursday, August 27, 2020  
11:00 a.m. – 12:30 p.m., Virtual Zoom

<b>ATTENDEES/ PROXIES</b>	<b><i>Executive Officers</i></b>	<b><i>Ad Hoc Positions</i></b>
	Charlie Lieu, President	Danielle Short, AFT Liaison
	Eva Parrill, Vice President	Sahar (Mona) King (absent)
	Alicia Lopez, Senate Manager	Trina Larson (absent)
	Alan Goodman, Treasurer	Zulma Heraldez (absent)
	Catherine Cannock, Member at Large	
	<b><i>Senators</i></b>	
	Elizabeth Jones	<b><i>Attendees</i></b>
	Amara Tang	
	Marco Chavez (absent)	
	Ana Fuentes (absent)	
	Jennifer Osborne (absent)	
	Cynthia Purnell (absent)	
Anda McComb		

**Agenda Item 1: Call to Order:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The meeting was called to order by Charlie Lieu, Senate President, at 11:03 am and welcomed all attendees.</li> </ul>
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**Agenda Item 2: Review and Approval of Minutes:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li><b>March 12, 2020 – Review</b></li> <li><b>June 25, 2020 – Review</b></li> </ul> <p>First Motion to approve by Eva Parrill, Second Motion approved by Alan Goodman. All in favor of 3/12/2020 minutes and 6/25/2020 approved with no objections at 11:10 am.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>upload minutes</li> </ul>	<ul style="list-style-type: none"> <li>Alicia</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>

**Agenda Item 3: Welcome/Introductions:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The meeting was called to order by Charlie Lieu, Senate President, at 11:03 am.</li> </ul>
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**Agenda Item 4: Executive Board & Senator Reports:**

<b>DISCUSSION</b>	<p>a) President- Charlie Lieu</p> <ul style="list-style-type: none"> <li><b>Welcome new Member at-Large- Catherine Cannock-</b> All welcomed new Member at-Large to Classified Senate.</li> <li><b>Classified Hack Recap-</b> Thanked those who presented and those that attended. The event was well received. There is a recording of a session and it's in the professional session in the LOFT and there are resources available from the presentation. Other people offered to present for another session and are interested in continuing this throughout the Fall semester.</li> <li><b>Fall Leadership Retreat Recap-</b> It is eye opening on how the pandemic has affected our black students and were able to gather data and some of the challenges happening in terms of equity. Black students experience a 9% equity gap in course success and that gap widens to 14% for online courses. Black graduating students report experiencing amongst the highest levels of care/value. We should exercise sense of urgency in helping our students. If we can just return an extra phone call or reply to one additional email today. They need us now more than ever to get the right information during this virtual environment. Time is sensitive right now for all of us.</li> <li><b>Campus Reopening Plan-</b> It is a detailed guideline for opening our campus. Cindy Purnell has been doing temperature check for students currently taking classes on campus. Reference the SD Mesa College of the Campus Reopening Plan. (DES) AFT is recommending that we do not reopen right away and is ensuring that all protocols are followed for the safety of employees and students. AFT represented at district wide committee for classified and faculty. This plan (Mesa Plan) came from the large scale district wide</li> </ul>
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reopening plan. The county was restricting colleges for only opening classes that provided curriculum for essential personnel like police academy program and other specific ones. AFT position is that if we don't have a vaccine then there is no reason to reopen and come back this academic year. There is too much risk to with reopening.

- Other states have opened up schools and have had to close and reopen back to back. It's more damaging to go back and forth and back and forth and then have to close. The goal is to decrease liability. Some classified are returning to campus like maintenance and ILT and Food pantry. Additionally, we must ensure that they are being safe. Charlie asked advice from Des what to potentially do in the matter that a classified professional feels that managers are pushing them to come back. Des replied that it's important to then ask what are the essential duties they need to do in the office that they can't do at home. If you have a supervisor that is pushing for you to come back to campus for duties that you can safely complete at home then contact Jim and Des. If it's something that you can't do from home then we come up with a safe plan. You won't get in trouble by going to your union. You are just ensuring that your rights are ensured. Conversation about where to push and where to let go.

- **Employee COVID-19 Screening Checklist- AFT-** If you are being asked to return to work to campus for duties you can't fulfill at home, then the AFT team will work with you to assess your workplace and other things if you really can't work from home. It's a sign-up sheet where a team will assess your work space. This is very early and preliminary as a soft opening that is coming down the line. Des recommended that the caution is that it opens up the door in regards to safety/cautionary tale. Do not embrace this whole heartedly. All guidelines and safety regulations would be followed from the Mesa Plan that is coming from the district wide plan. There will be a designated place where employees will check-in daily to get their temperatures checked, be asked screening questions, and other items to ensure safely entering the building/place of work.

- Elizabeth, Senator, asked the question: If certain employees were asked to go back to work to campus, but were in the situation where one realized they have COVID-19 symptoms but not confirmed via a COVID-19 test and decided to self-quarantine, can as an employee one still get a work computer and continue to work from home? Des stated that if there are symptoms then it is best for everyone that the employee stays home. If one has fever symptoms only but can still work from home at the choice of the employee, then that is an option only if you are physically capable to still work from home and would then ask for a computer loan.

- **Voluntary Furlough Program-** It is voluntary only and it's an effort to reduce our level of spending. You'll get your benefits, you just won't get your full hours. That is if you do reduced hours. If you have a United Health care plan then you'll have to work out something with the district in regards to your contribution. There is no risk to your job and they can't later on lay you off. This is no impact. This is just to help the district save. Reach out to Des and Jim to discuss this in more detail. It is flexible and top down promoted to support this. If you take this, this does not mean that you will be first in line for layoffs.

- Eva asked if this is an indication of non-voluntary furloughs to come by in the future. It is a possibility. Des, AFT, said we don't know what the future holds, it's a reality and possibility. No one is being pressured to do this.

b) Vice President- Eva Parrill

- **8/19/2020 DGC Recap-** Planning for coronavirus was discussed and continuing to be remote for the spring. Constance was putting together a taskforce committee to review the taskforce police to support the national discussion of defunding the police. Hiring freeze of hiring campus police. Contracts of our campus police to the city or regional police, question is that a practice that we should continue to do. There was no clear vision about taskforce agenda items. Constance did say she was looking for members from each constituency area. They asked Classified Equity Taskforce and Anda agreed to join the taskforce. The taskforce needs 1 classified rep from each campus. Interesting to see what recommendations are put forth by this taskforce. Hopefully Anda will tell us more moving forward.
- **Classified Professionals- Calling into Action (Recap)-** Calling into Action- meeting is today. Specially discussing the George Floyd death. To discuss how we can challenge racism. They are asking for anyone interested to join. It is the type of thing where if you can come to one that would be great. It's not like a cohort thing where you have to attend all.

c) Senate Manager- Alicia Lopez

- Shared about TCE Open House (August 31<sup>st</sup>-September 3<sup>rd</sup>) event being hosted virtually for all students. There will be an opportunity drawing giveaways for those who attend each session. We have a surprise activity bingo as well.

d) Treasurer- Alan Goodman

- **Senate Budgets** - Donation from AFT plus 3 months of dues. After deposits our balance is \$6,302.54. Charlie asked if the donation to foundation was processed? Alan confirmed it has.

	<p>e) Member at Large- Catherine Cannock</p> <ul style="list-style-type: none"> <li>Expressed her excitement about being in this new role and working closely with all this year.</li> </ul> <p>f) Senator Reports</p> <ul style="list-style-type: none"> <li>Elizabeth mentioned that Admissions will have extended hours for students to get assistance.</li> </ul> <p>g) Ad-hoc Reports</p> <ul style="list-style-type: none"> <li>No Report</li> </ul> <p>h) AFT Liaison Report- Danielle Short, JD</p> <ul style="list-style-type: none"> <li>AFT is still in the process of classified negotiations for contract. Pandemic slowed this down. Our contracts are expired. At City College they put together a town hall that is an open forum. They will be implementing that at the other colleges. It's not a town hall where Jim and Des share out but it's an open conversation. HR and AFT are on the same page in regards to leaves. A place to ask about negotiations, what if questions. Will have a meeting next week. Highly encourage members to attend. Keep an eye out on emails. As always feel free to reach out to Des, Jim or any classified union representatives.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

**Agenda Item 5: Committee & Department Reports**

<b>DISCUSSION</b>	<p>a) <b>Professional Development (Parrill)</b></p> <ul style="list-style-type: none"> <li><b>Professional Learning-</b> Workshops on working from home and managing stress from the district. Working on additional stuff but nothing ready to announce yet.</li> </ul> <p>b) <b>Mesa Pathways (Lieu)</b></p> <ul style="list-style-type: none"> <li>There is a plan to create a new workgroup to better align with continuing ed. The leadership team is putting together a workgroup. Additionally, Mesa Pathways is planning a retreat. It is on Sept. 18, from 9-12. Not expected to stay the whole time but to join in. If anybody knows what students need it's classified professionals and told the leadership team to be open to reach out to classified professionals in regards to improving processes/help with Mesa Pathways.</li> </ul>
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	<p>c) <b>Student Equity (Aleman)</b></p> <ul style="list-style-type: none"> <li>No Report</li> </ul>
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**Agenda Item 6: Old Business**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li> <p><b>Classified Senate Professional Learning Project-</b> Classified Senate is rolling out the Professional Learning Theme for classified professionals this year to better serve our students in this unique environment. We should always push ourselves to work more efficiently, better serve campus, and help students. Classified Senate theme this year is to participate in professional learning. We will be providing an incentive to those that participate in this. Engage in 3 professional learning opportunities to then be added to get an incentive.</p> <ol style="list-style-type: none"> <li>i. Fill out form for each activity that you attend or do. You will be recognized in the Classified Senate website in the “Wall of Knowledge”. We will recognize you in Classi-Con. You will be entered in opportunity drawing to get a kindle-fire or a maybe a Starbucks \$10. What do you all think? Do 3 get a \$10 gift card to Starbucks. Maybe continue to discuss this. We would have to decide how much we want to spend cumulatively. Then do opportunity drawing at the end of the semester. Have Classi-Con as the cut-off for the opportunity drawings, potentially. We will bring it back to the senate to review and finalize it.</li> <li>ii. Charlie mentioned that part of this, he wants to award the presenters and offer 1 attendee a gift card in an opportunity drawing. There is a link that goes over the proposal process and description for the criteria of when you want to present about what the classified needs. Propose a workshop or recruit someone else to present. Get the learning out to our group and what they need. Alan mentioned about doing a 10-15 minute presentations on gathering to have a 10 minute learning experience like a series, the subgroup will review it and help with implementing.</li> <li>iii. We could provide a \$100 gift card for a 1 hour workshop presentation. This is to recognize presenters for going above and beyond and providing a benefit to the campus. If 4 people present in 1 hour workshop, then the \$100 will be divided between the 4 people.</li> </ol> </li> </ul> <p>b)</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>

**Agenda Item 7: New Business**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>a) <b>Review Election bylaws-</b> 1st one is an amendment to 4.3 for executive positions. 5.2 bylaw has a typo. Embedded within is 6.3 will change the typo. 5.9 All can. Skipping option when voting. People only being able to run for 1 position only. 6.3 to ensure orderly representation. Lastly is 11.1, a member of the committee on elections can run for a position just as long as you are serving on the committee.</li> <li>b) <b>Classified Senate Projects- Pick 3 Projects (Spreadsheet)- Tabled</b></li> <li>c) <b>Classified Website Project (Goodman/Lopez)- Tabled</b></li> <li>d) <b>Classified Spotlight Project (Lieu/Lopez)-</b> New project to learn about our colleagues working across campus. This will help us connect with each other.</li> <li>e) <b>Name Tag Project Relaunch (Lieu/Parrill)- Tabled</b></li> <li>f) <b>Knowledge Share Roundtable-</b> At the end of each meeting a member can choose to share something new they've learned with the rest of the team.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

**Agenda Item 8: Announcements/Events:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>a) Mesa Reads: The Best We Could Do Student Book Talk (8/31 – 12:45-2:10)</li> <li>b) Pathways to Equity Conference 9/29-9/30</li> <li>c) Best Practices for Working Remotely During COVID-19 (9/4 – 9:00 -10:00)</li> <li>d) c)Mesa Pathways Campus Retreat (9/18 - 9:00 – noon)</li> <li>e) e)Campus Community Forums and President's Cabinet Meeting Schedule</li> </ul>
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**Agenda Item 9: Roundtable:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Knowledge Share</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• n/a	• n/a	• n/a

**Agenda Item 10: Next Meeting:**

<b>DISCUSSION</b>	
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	<ul style="list-style-type: none"><li>September 10, 2020, 11:00 am - 12:30 pm, Location: Virtual on Zoom</li></ul>
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**Agenda Item 11: Adjournment:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>The meeting was adjourned at 12:30 pm</li></ul>
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Taken by Alicia Lopez  
Submitted by Alicia Lopez, Senate Manager  
Approved on: \_\_\_\_9/10/2020\_\_\_\_