



Classified Senate Meeting Minutes

March 13, 2024 | 11:00 a.m. - 12:00 p.m. | Zoom Meeting: <https://ccd-edu.zoom.us/j/89274540735?from=addon> & SU 211

Classified Senate Attendance

Scott Broberg	Present	Katie Olivier	Absent
Andy Chau	Present	Cecilia Schreyer	Present
Heather Dominguez	Present	Jillian Whistler	Present
John Fawcett	Present	Curtis Williams	Present
Lucy Grams	Present	Eric Wilson	Present
Jeanette Grimm	Present	Sean Wellengard	Present
Sue Harlan	Present	Alexia Wood	Absent

Guests

Norma Alcala, Michelle Auduong, Jessica Bravo, Cynthia Chavez, Karen Cifuentes, M. Crawford, Martha Guevara, Mireille Halley, Vickie Hay, Kourtney Jones, P. Kopp, April Margol, Belta Moon, Martha Munoz-Sanchez, Roxann Navarro, JohnPaul Nguyen, Kim Nguyen, Tom Niederhauser, Virginia Nuzzolese-Laflamme, Shannon O’Neil, Beatriz Rodriguez, Mette Segerblom, R. Sukaesih, Linda Tiger, Lupe Tinoco Oliveros, Ausitn Webb, Mike Wong, and Veronica.

Guests: Renee De Long

Recorder of Minutes: Beatriz Rodriguez Vaca

1. Call to Order - Classified Senate President:

President John Fawcett called the meeting to order at 11:01 a.m.

2. Approval of the Minutes - Classified Senate Body:

Motion 1: President Fawcett moved to approve the 02/14/23; motion seconded; motion approved.

3. Public Comment

- None.

4. For the Good of the Order

- None.

5. Officer, Senator, and Committee Reports:

A. President's Report – John Fawcett

- Classified Senate would like to align with the goals of the Academic Senate, and one specific request that we have made to district finance is that they prepare some budget projections that are a little bit more realistic.
- Academic Senate will put the item Artificial Intelligence as a standing item on their agenda.
- The Online Advisory Board is being revised was reconstituted as a subcommittee of the Academic Senate.
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B. Vice Presidents' Reports:

- In conjunction with Caring Campus, Classified Senate will host a Bingo Break on Wednesday, March 17 at 12pm in the Student Union Multipurpose Room. There will be some prizes. It is an opportunity to socialize with other classified professionals.

C. Classified Senator Reports – No reports.

- D. CFCP Report: John Fawcett** – At the last Board of Trustees meeting there was a fabulous turnout of Union members wearing their new union T-shirts. There were approximately 70 classified professionals in attendance with the focus on negotiations being stalled our contract. Our union contract has been expired for going on 2 years and the negotiations are just at a standstill. There is just simply nothing happening, and we wanted to draw attention to the fact that we should be negotiating, and it is important our members are concerned about cost of living. They are concerned because their projections are that there will be no costs of living increase in salaries next fiscal year or very minimal, less than 1%. It was also to remind the board of trustees that the classified employees are important when they are thinking about budgets and hiring freezes and negotiating union contracts.

E. Other Committee Reports:

- Senator Eric Wilson:
 - i. Online Advisory Board: we are looking into all the other different applications that we use with canvas. We are having a showcase tomorrow afternoon and an all-day Friday. It is in the canvas announcement. We are looking at canvas, canvas studio, CopyLeaks, and a lot of different products. It is important that we get many people in there. There are two concerns: 1) there is a concern that the Online Advisory Board is making all decisions. That is incorrect, we are just sharing the information. We try to get everybody involved. 2) the other concern is that there is so much focus on being faculty dominant. I think it needs to be faculty and classified because the people who run that online learning education are Curtis Williams, Sue Harlan, and myself. We are the ones that run to support the training, and we have the expertise in canvas and the online tools. The Online Advisory Board is being so faculty driven and that concerns me. The classified needs to be a part of that because we are classified professionals.
 - ii. Technology Committee: We talked about the ISER. We had a good conversation. I am spearheading the Standard for Section 3.9. I am working with Dave Thompson, who is the chair of that to see what he would like to do because we are going to need more people on that.
- **Senator Scott Broberg:** we need to be careful equating the use of AI with the word cheating instantly because we have not really determined what is and what is not cheating with that regard. I think it is if we always use the word cheating synonymous with the use of AI, we are going to kind of doom that from the start. I think that is something we need to be careful with not labeling until it is decided.

6. Unfinished Business:

A. **Chancellor's 1st Amendment/Free Speech Letter:** I did announce to the Board of Trustees last Wednesday evening that our Classified Senate has endorsed the first amendment letter that has being produced by the Chancellor. I have attached my signature on behalf of the Classified Senate to that letter. Academic Senate has not yet approved the letter. It looks like they may have some suggested changes.

B. Requests for Senator assignments to scholarship selection effort.

- Senators Jill Whistler and Heather Dominquez volunteered to read and rate scholarship applications. There are 27 candidates and April 05 is the deadline to rate the applications.

7. New Business:

A. Presentation: Strategic Enrollment Management Plan (SEMP):

- The Strategic Enrollment Master Plan is a compendium of recommendations and action items for monitoring and making changes to boost critical elements along the student pipeline.
- The Plan is essential to meeting student demand and addressing internal barriers that allow students to complete their educational journey. SEMP is inclusive of all college employees as each wing/department/division plays a critical role in enrollment management.
- Campuswide review is scheduled with senates, planning councils, and participatory governance councils with open forums later in spring 2024 (date to be determined).
- Deadline for campuswide review and feedback via QR code survey is 4/19.
- SEMP timeline: campuswide review and feedback in spring 2024; final review and endorsement in early fall 2024.
- SEMP presentation can be viewed [here](#).

B. **Otter AI Presentation: Senator Eric Wilson:** I have been using Otter for about 15 years because when we implemented the Ring Central system, we had no web captioning, and I could not hear my phone calls. I use it for all my meetings, all my workshops, and everything that I do. It really stepped up doing the AI part. Zoom used to have Otter captioning engine in the background. Now Zoom has their own captioning. Otter AI right now is being looked at by the Accessibility Resource Center (ARC). They are working on getting that for us soon (he showed a demo on Otter AI). It annotates and creates action items. There are several useful tools for note taking. You can add comments. You can create a team and collaborate with peers. You get a summary after finishing recording a meeting with action items. It is an amazing program. IT is not willing to incorporate AI tight now. You can copy and paste a summary and provides a link of the transcript. It does a very reasonable job. These tools are powerful for DEIA. I just started work on AI 101 class. I am hoping to have it done before summer starts. One of the reasons why I got Otter for me is because as a hearing-impaired person. I cannot take notes. I read lips and see people at the same time. Otter has always been very responsive. I pay \$12/month that is with an educational discount. I have been paying my license for 15 years. We will see how the District responds to the request because OCC is requesting it.

8. Open Forum:

- Green Coast Day is on Wednesday, April 17, 2024. It is an annual environmental and sustainability exhibit. There will be a main lecture in the Science Hall, poster sessions, a fashion show, and other activities throughout the day.

Motion 2: Senator Jeanette Grimm moved to adjourn the meeting; motion seconded; motion approved unanimously.

9. Adjournment of the Regular Meeting:

Meeting ended at 11:57 a.m.