



Classified Senate Meeting Minutes

September 08, 2021 | 11:00 a.m. - 12:00 p.m. | Zoom Meeting

Senators	Attendance	Senators	Attendance
Vanessa Ayala	Present	Katie Olivier	Present
Karen Bowen	Absent	Andrea Rangno	Present
Kris Cutting	Present	Ashley Rippeon	Present
Heather Dominguez	Present	Teresa Rodriguez	Present
Kayla LaBounty	Present	Eva Shaffer	Present
Jasmine Nguyen	Present	Leo Stiles	Present
JohnPaul Nguyen	Present	Jillian Whistler	Present
Connie Oh	Present		

Guests

Alex Buus, Alexia Wood, Angelina Barger, Beatriz Rodriguez-Vaca, Belta Moon, Bill Moon, Claudia Montoya-Andrews, Carlos Amescua, Christopher Yagerman, Christina Anchondo, Daisy Segovia, Denise D'Amore, Elizabeth Page, Emylee Tran, E. Quiroz, Eric Wilson, Eva Pok, Hung Dinh, Jami Jacobi, Jeanette Grimm, Jeff Delaney, Jennifer Rivera, Jenny Williams, John Fawcett, Julie Nguyen, Karen Latham, Liz Parker, Lynn Krieger, Maria DeNunno, Marie Vaughan, Martha Guevara, Mary Gallois, Mette Segerblom, Michelle Wang, Michelle Ozuna, Michelle Khuong, Michelle Auduong, Minerva Mondragon, Mireille Halley, Phukhanh Vu, P. Tellez, Rosio Soto, Scott VR, Shannon O'Neil, Sheila Kilayko Cruz, Sheri Sterner, Stephanie Phonsiri, Susan Harlan, Tere Vasquez, Teresa Rodriguez, Thao, Theresa De Los Santos, Thu Nguyen, Thuy Nguyen, Tiffany Huynh, Tina Rodgers, Tony Bryant, Veronica Garcia, Veronica Sanchez, Vickie Hay and Yesenia Gonzalez.

Recorder of Minutes: Beatriz Rodriguez-Vaca

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:

3. Motion 1: Senator Heather Dominguez moved to approve the April 28, May 12 and May 26, 2021 meeting minutes; motion seconded; motion approved unanimously.

4. Officer, Senator, and Committee Reports:

A. President's Report – Jasmine Nguyen:

1. COVID-19

- o Return to campus
 - Pausing on 4 days a week, staying with 2 days a week until October – The District decided to pause the 4 days per week return to campus due to the rising cases of COVID-19 and the Delta variant.
 - If anybody has any comments or concerns, feel free to communicate with President Jasmine as there is a DCC meeting in about two weeks.
 - o Face mask mandate – there is a face mask mandate for indoor spaces on campus.
 - Kindly reminding students and staff to wear their masks properly.
 - If Classified Professionals face aggressive situations due to others refusing to wear a mask, they can contact their managers to help solve the situation.
 - o Vaccine mandates – the currently implemented vaccine mandate will not impact the current enrollment during Fall 2021, but it will be in effect in Spring 2022.
 - District is creating a task force on figuring out how to proceed with this mandate. It is trying to come up with a plan to address the following questions.
 - How do you show proof of vaccination?
 - What is the accommodation process going to be like?
 - What is the testing protocol going to look like?
 - Does not impact Fall 2021 Enrollment
 - Will most likely go into effect Spring 2022 semester
2. HEDS Survey
- o We're just getting initial results back from HEDS
 - o This is steering the focus groups
 - Spring 2021 + Summer 2021 - Student groups
 - Summer 2021 - Managers and Classified
 - Fall 2021 - Faculty (FT/PT)
 - o The survey company is starting to break down some of the qualitative information from the focused groups so there will be more information once all data is collected.
 - o The hope is that the District will put the survey results into action.
3. CS Meeting / Events
- o CS Meeting participation via Zoom while returning to campus increases
 - 57.2% (n=12) classified professionals expressed they would not be able to participate in CS meetings/ events as often due upon returning to campus
 - Qualitative data showed coverage, workload, and interruptions as big factors in being able to participate
 - o What other ways to engage and participate
 - Creating a Teams
 - Creating channels for Classified Professionals to participate in critical conversations on items that need feedback
 - Committee updates
 - What are your ideas?
 - o Classified Senate grew during the pandemic. It will look for ways to sustain participation as everybody returns to campus.
 - o There was positive feedback on implementing Teams.
4. Classified Senate Committee Reps
- o Call for Reps will be going out next week
 - o Committees in need of CS representatives:
 - Facilities Planning Committee (1)
 - Institutional Advancement & Effectiveness Planning Council (1 from IAEPC "President's" Wing)
 - Student Services Planning Council (1)
 - Technology Committee (1)

- District - Board Policy / Administrative Procedure Sub Committee (1)

B. Other Committee Reports: President Jasmine communicated that at the first meeting of every month, Classified Senate committee representatives will provide a report about the committee they serve.

5. Unfinished Business:

Elections: There are currently two senator vacancies one from Instruction and one from at-Large. There will be a nomination period and election period. In case there is only one candidate, then the Senate will appoint them by acclamation. There are also two E-board vacancies one for Vice President of Committee Membership and also for Vice President of Outreach and Communication and Marketing. These are a one-year commitment. If anybody is interested, they can email President Jasmine or review the portal. Vice President roles can only be filled by current senators. In December, the Senate will hold President elections. The Tri-President Model (January-June) will be implemented. It will include the past, current and president elect. This is to facilitate a transition for the new president.

6. New Business:

- a. BP 7230 & BP 7260 – Liz Parker:** Stated that if anybody is interested in the Board Policy/Administrative Procedures committee, they can reach out to her for more information. The committee reviews policies every three to five years regardless if there are any changes.

BP 7260 – Classified Managers: There are currently no changes recommended for this policy.

BP 7230– Classified Employees: There were two changes because of changes in law. They took away the sentence “Related collective bargaining agreement for relevant provisions” because it was already stated on the bottom of the policy. It was a duplication. The other change was that they were trying to better define classified employees that are employed in positions. They had to define what a classified employee is us versus a temporary position and professional experts.

If there are any changes or feedback, please email Liz Parker at eparker@occ.cccd.edu.

- b. Educational Master Plan – Sheri Sterner:** Educational Master Plan process. On behalf of the College Council, she came to the Senate last academic year and shared the EMP process and timeline. She also conducted a special session with the Senate to get feedback on possible changes. Dr. Sterner presented the inputs and outputs. During Spring 2021 Flex Day, they solicited feedback from campus visioning sessions. Other visioning sessions were also conducted across campus. They received a lot of participation. College Council looked at the District’s Strategic Plan, as well. The Institutional Effectiveness (IE) committee did a great job gathering internal and external data trends, seeing what is likely to affect the institution in the future and coming up with those recommendations. They looked at all current initiatives on campus. Currently, College Council is making some revisions on the values, goals, and objectives for OCC. They also looked at the vision and mission statements. The IE Office hopes to get final feedback and endorsement from across campus after the recommendations have been updated. The recommendations were reviewed in May 2021, worked on during the summer (July and finalized then) and in August and September they would like to receive endorsement and in October have the EMP go to the Board for approval. The college values, goals, and objectives are integrated into Program Review which is tentatively scheduled for October 11. The updated EMP includes an overview of the process much more expanded, the draft mission statement, and the details on the college values, goals, and objectives, plus the addition of equitable outcomes. They also included a glossary of terms as it was a recommendation that came from College Council. IE will work with the Marketing team to proofread and polish the document without changing the content. This is the end of the process for checks and balances. Dr. Sterner pointed out the changes or updates to the mission statement, goal statements, objectives and values.

The refreshed summary is on the portal along with other details about the process. The next steps include review, feedback, and endorsement from the body by the end of September, College Council Finalization and the integration of mission, values, goals, and objectives into Comprehensive Program Review (Fall 2021) and Planning (Spring 2022).

7. Open Forum:

a. Employee questions and comments covered the following topics:

- Former Mayor of Costa Mesa, Katrina Foley, will visit the campus in October to witness the distribution of diapers to the community.
- The possibility of an “interim” senator position.
- There was a suggestion to have an in-person social distance coffee break outside on Thursdays and/or Wednesdays.

8. Adjournment of the Regular Meeting:

Meeting was adjourned at 12:01 p.m.