



## Classified Senate Meeting Minutes – Thursday, November 12, 2020

1:00pm-2:00pm

Zoom

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**Members Present:** Jeanne Stalker, Allison Hughes, Linda Bertellotti, Rosalind Young, Debbie Joy, Diana Espinoza-Osuna, Dina Zidan, Joan Murphy, Margarita Baez, Yesenia Haro, Alex Claxton, Gloria Peña, Julie Hong, Janet Ramirez, Nimsi Garcia, Jamie Hui, Celia Arceo, Micha Ryan, Mary Ho, Loretta Davis Rascon, Jonathan Wax, Maria Lara

**Guests:** Jamillah Moore, Manuel Perez, Max Hartman, Tammy Robinson, David Reed

### 1. Review & Approve Minutes

- 10/22: Roz made a motion to approve the minutes, Jamie seconded the motion. Motion passed unanimously.

### 2. Q&A/Updates with President Moore

- EAP is the Employee Assistance Program. Remember to access these resources if you need during these challenging times.
- Q: What is the timeline for finding positions for those whose grant-funded positions end in December? We've been told that those whose grant-funded positions ended in September will be prioritized (totally makes sense), so what is the progress on that and when will those who have until December be considered? And what is the process? Will employees be contacted or will they need to contact someone?
- A: Those who were in the September group have been prioritized and handled through HR. HR should have sent them a letter if they haven't already, and CSEA has also been involved. HR is basically doing a mini version of managed hiring. Since this is handled through HR, the specific information about individual employees and positions is not being made public. After receiving that letter, employees are working with their managers. The Chancellor has stated that we are trying not to release anyone during a pandemic.
- Q: How much has the district saved given remote status, electricity, water, student assistants, short term employees, travel, food, conferences, etc?
- A: The College has saved on travel, so that money has gone back into the pool to re-use and re-purpose those funds for virtual campus and new expenses that came with virtual campus. So all of these funds are going towards sustaining a virtual campus. VP Mendoza has a running tally of what we've been spending on sustaining a virtual campus that will be shared at the next PBC meeting.
- Q: The budget scenarios that have been presented are grim, grimmer and grimmest, then why is there not a hiring freeze in place and existing employees given opportunities?
- A: We're trying to reassign those folks coming off of grants and to prioritize those folks first. PBC did vote to continue the position request process, but we will review those prioritized positions after the break to determine what's in the best interest of the college.
- Q: Does this administration value Classified employees, if so why are some administrators under your Presidency allowed to make negative and critical comments about classified employees?

- A: We absolutely value our Classified Staff and negative comments are not something we would tolerate at all. If that has happened, please let us know, so that we can address that directly. VP Perez, Dean Hartman, and President Moore recommended attending their virtual office hours to share these experiences, and if these dates and times don't work, we can schedule another meeting.
- Q: Taxes in San Mateo County are not decreasing, we as a college and district are funded through tax dollars, shouldn't the budget be stable and consistent especially given the COVID relief funding?
- A: This is a better question for VP Mendoza. The budget should be stable because we are community funded/Basic Aid, but because 94% of our budget goes towards salaries and benefits that changes over time. We received CARES dollars, but those had restrictions on what that money could be used for and the Pandemic has gone on longer than anticipated. We're also working on a contract with Comcast to meet students' Wi-Fi needs. 75% of CARES funds had to go towards students, with 25% of it available to go towards operational expenses. We've exhausted all of the CARES funds for Summer and Fall. Because we're an HIS and AANAPISI institution, we got an additional rounds of CARES dollars called MSI, but the same formula applied (75% allocated for students and 25% towards operational costs) and those have also been exhausted at this point.
- Q: During a meeting with Dean Reed, Dr. Robinson and Dr. Perez, the Learning Center staff were told that Diva's Director of Student Support position will be changed to be a .48FTE due to budgetary constraints – Dr. Robinson sighted unforeseen COVID expenses. What would have happened to the funding for the Director of Student Support if Diva had stayed in the job?
- A: If Diva had stayed, the funds would have remained. Since Diva needed to support the District with her skills, things have changed for us at the college.
- Q: Why couldn't we move forward with a Learning Center manager? Dr. Robinson informed us that the process to do so would take too much time as we would have to write a new position and go to Board. Why didn't we do a replacement position? Dean Reed used to be the Learning Center manager at Skyline, so do we need to write a new position? Is there a generic position that could be adjusted to Canada's requirements?
- A: Because we're in a pandemic, things that we could have gone out and filled a replacement, we are trying to back fill and managed hire folks coming off of grants. Remember that VP Mendoza has highlighting the fact that the amount of salaries and budgets we're paying is taking up most of our budget, higher than our sister colleges. After the pandemic, we might be able to replace this position, but for now we're trying to utilize on grant-funded and utilize people who are already here.
- Q: If we do have to create a new position, wouldn't it be better to create a position that will provide us with a 1.0 FTE over a .48FTE, especially if we have to get Board approval regardless of us going with a .48 Director of Student Support or a 1.0 Learning Center manager?
- A: This solution allows us to save on the benefits aspect by paying an existing employee out of class, rather than hiring someone new.
- Q: Even though the position will be .48, will the job description change?
- A: No, but we are trying to pay other existing employees out of class to support this .48 role. We will prioritizing the duties that are reasonable for someone to be completed in a .48 position. But if we are still in a pandemic later on, then we might re-evaluate this position.



- Q: Is the process for filling a vacancy the same for any position that has been vacant? For example, the Director of Financial Aid, will that position be filled during COVID?
- A: We will absolutely have to fill this position, we're required by law and accreditation. We are filling that position, and the process is the same. We have an interim position posted, but we pulled that right away to put it out for a permanent position starting December 1<sup>st</sup> and continue through January. So we will hopefully get this position filled in the spring. In the meantime, we'll have an interim during the search, so that we stay in compliance.
- Q: Is it reasonable to continue hiring administrators when our college is going through a recession and budgetary crisis?
- A: We are trying to be cautious in how we hire for a College our size and try our best to use people from within the District. If this is in reference to the Dean of Enrollment Services, that role is acting and is not permanent, and was filled to try and be consistent across the District and aligned with accreditation regulations. The state budget will let us know how different things will be with Gavin Newsom's update to the budget next year. There has been talk across the state about changing or dismantling Basic Aid.
- President Moore asked that Classified be sure to take care of themselves. We are doing the best we can and we know that you are doing the same. If you need anything, please reach out to us, and if you just need time to deal with everything that's happening to us, please do that too.
- Jeanne Stalker: Everyone's welcome to email questions and needs to the Classified Senate Officers.

### 3. Public Comments

- Flex Day planning is underway. We are doing more District-wide collaboration, since more of our work now impacts us across the college. The PD Coordinators from all the colleges are collecting ideas right now, and the draft schedule will be coming out 11/23. Since there are two days of Flex, there's a lot of time for sessions, so there will be a call soon for Flex Day proposals shortly.