

The Saddleback College Classified Senate shall represent the classified employees of Saddleback College with regard to governance and decision-making, and on matters that are not related to collective bargaining and contract negotiations. (BP-4056)

Meeting Called to Order:
Darren England called meeting to order at 12:36pm

Agenda adopted:
Agenda reviewed and approved, Craig Connor, 1st, Yvonne Belardes, 2nd.

Meeting Minutes from June 24, 2020 Approved:
Meeting minutes reviewed and approved, Craig Connor, 1st, Barbara Carey, 2nd.

Public Comments:
Craig, hearing rumors from various staff about COVID cases and the individuals still working on campus. We are not being alerted of this. If you hear of any cases, please let Jeanné Harris-Caldwell know. District is responsible for informing us.

Presidents Report:
Darren mentioned he is waiting to hear from Presidents Office about Professional Development money, requests. Darren stated to keep submitting requests by completing the online form.

Darren stated he still needs to pick up trophy for the Kevin Dalla-Betta, Employee of the Year. Once we pick up the award he will reach out to Kevin to present it.

Darren attended the CSEA Virtual Conf, attended 4-5 sessions, conference was open to all. He attended all sessions put on by lawyers to hear their take on what is happening in regards to us being reimbursed during the COVID-19 teleworking from home. One of the speakers agreed that we should be compensated for a portion of our utilities.

Darren asked if any Classified had input on the new required nudge template or outgoing email templates that we are being asked to use. Some Classified have reported back that these changes may not meet their needs and could confuse students.
**Old Business:**
The Classified Senate one sheet that was approved on 05/27/20 came back with new formatting and changes. Darren reviewed the changes with attending Classified employees and compared our document to the Academic Senates on Craig Connors suggestion. Approved new One-Sheet with changes as discussed, Craig Connor, 1st, Eric Hilden, 2nd. Darren to make the changes and will submit to the office of research.

Craig, Caring Campus. Last week all college leadership met for 2 hours for instruction on Caring Campus and reviewed the entire process. We asked that all managers and deans please speak to classified staff about joining the workgroup. Please touch base with your managers/deans and ask who will be representing your division. First meeting will be in August. IVC has already been through Caring Campus program so we can reach out to them if we have questions. Anyone interested should complete online Committee Participation form on the Classified Senate web page. Please make sure you have manger approval in writing if you would like to participate.

Darren asked about 20/21 Classified Senate meeting dates. We should book rooms just in case we go back to campus in the Spring semester.

Saddleback College is responsible for setting up the 2021 Classified Professional Development Day, so do we do virtual day or do we skip it for 2021. Jackie, do we know what the district is going to allow for a budget? Darren stated that he will speak to the President’s Office to find out what we can budget for this years event.

**New Business:**
College wants auto response on emails removed. Asked to remove messages stating that we are away on any webpages, emails, and voice mails. See recommendations for student-facing services online/remote offices document in the agenda packet.

**Area Representation Reports:**
Barbara comments on the construction of the new ATES building. Due to the campus closure, no one is using the tennis courts so they have starting to work on renovations sooner than planned.

Craig, Admissions & Records now has phones setup.

**Committee Reports:**
Darren, received a request for a classified senate representative to sit on Landscape work group, if you would like to be on committee, please complete participation form, will approve at next classified senate meeting.

**Constituency Report:**
Paul not in attendance. Craig stated they are finalizing a survey in regards to COVID effects from working from home. Contract Negotiation Advisory meeting tomorrow.

**Student Government Report:**
Jackie, new president elected and we have a new student representative with board of trustees.

**Next Meeting:**
August 19, 2020, 12:30-2:00pm, Online Zoom meeting.

**Meeting Adjourned:**
1:36pm