



**Central Services Classified Senate  
Tuesday, August 24, 2021  
10:30a.m.**

**Online via Zoom**

**Meeting Minutes**

**Attendance:**

Kevin Metcalf  
Paula Norsell  
Lindsay West  
Bill Baldwin  
Scott Olsen  
Pam Eberhardt  
Marty Kahn  
Monica Garcia  
Stacey Carrasco  
Rick Andrews  
Stanley Saraos, Jr.

**I Information: Record for Secretary**

This meeting was recorded.

**II. Action: Approval of Prior Minutes**

Bill Baldwin requested one correction to the minutes of the last meeting: That Colorado Community College is not, in fact, a separate college or district. It is a stateside college system. The correction was made and the minutes were approved by consensus.

**III. Updates:**

• *Central Services Service Awards*

Monica reported that the awards were postponed until September. The award pins need to be ordered and will be shortly.

• *Classified Senate Remote Work Taskforce*

Kevin reported that the process was recently completed. The recommended policy document was submitted to the Chancellor's Office for approval and will then go to the Board of Trustees. Monica mentioned that out of state employees might be more

challenging since tax laws vary from state to state. Our payroll processing system is set up for California, so out of state employees will require more discussion.

- *Vaccination Policy*

Lindsay reported that the FDA just gave full approval for the vaccines from Pfizer and BioTech, with Moderna approval expected soon. All staff and students who plan to be on campus will be required to provide proof of vaccination beginning in Fall Quarter of 2021.

#### **IV. Discussion: Communications Planning**

- *Survey results for ACE?*

Kevin mentioned that Chris White, head of the ACE bargaining unit, wanted to see the results of the survey regarding the remote work policy. It was the consensus opinion that the classified union should be able to review the survey results. Any information that identifies an employee would be redacted prior to supplying it to ACE.

#### **V. Discussion: Employees required to come to campus for Classified Professionals Day?**

Stanley Saraos, Jr., mentioned that many District Facilities staff were required to be on campus on this workshop day, and yet most classified staff were allowed to participate from home. This seemed unfair to many Facilities staff. Rick Andrews further reported that this issue was brought to the attention of management. The answer he received was that Facilities staff are crucial to daily operation of the campuses and that they must remain on campus in case of emergency. Facilities staff were told that, if they wished to participate from home, they would need to take a vacation day to do so. It was felt that this was an equity issue and that all staff are not be treated the same regarding this issue. Kevin recommended that this issue be brought to the attention of the ACE union office. Paula pointed out that this will be an issue once again for District Opening Day.

#### **VI. Other Business**

Stanley Saraos, Jr., mentioned that the Foothill gym was closed due to COVID. He had been in and out of that building just before a sign was placed saying that the building was closed due to COVID infection. He wanted to know if the college or district is required to announce to staff that there was an infection. Kevin commented that a contact trace may not have been performed using OptimumHQ, which is designed to provide fast, computer-based contact tracing. Stanley was confused as to who he should contact when he has questions about OptimumHQ and contact tracing. Lindsay said that she will find out what the process is for adding OptimumHQ QR codes to a door (the gym door did not have one.)

#### **VII. Adjournment**

This meeting was adjourned at 11:28am.