



CLASSIFIED SENATE MEETING MINUTES

Wednesday, July 18, 2018

10:00 a.m. – 11:00 a.m.

Room: C-217

Attendees: Denise Albright, Audrey Joseph, Miranda Castaneda, Richshell Allen, Felisia Mitchell, Richard Caldwell, David Colley, Eamon Conklin, Candelario Diaz, John Gonzales, Nicolas Valsamides, Jessica Farfan Oseguera

Guest: Sarah Martinez, Ernesto Partida

Absent: Fernando Serrano, Maria Bustamante, Tony Casillas, Yajaira De La Paz, Katina Williams

1) Call to Order: 10:06 a.m.

2) Approval of 05/16/18 & 06/27/18 minutes:

- **Motion to approve both minutes David Colley; second Candelario Diaz; no discussion; all in favor; no opposed; no abstentions.**

3) Old Business: None

4) New Business with Possible Action:

- **Committee Appointments:** Audrey distributed Hiring Committee Appointments
 - David Colley makes request to change David Smith's name to Dave Smith
 - Candelario Diaz requests EEO training information regarding filling managerial positions, specifically relating to Executive Director of Facilities.
 - Audrey will be confirming if members that have been selected to sit on hiring committee have to be trained in 2 levels of EEO training.

Motion to approve appointments with exception of Executive Director of Facilities Candelario Diaz; second Richshell Allen; no discussion; all in favor; no opposed; no abstentions.

- **PD Sub Committee:** Denise and Audrey met with director Jason Robinson
 - PD Committee is in place but we need a subcommittee for Classified. Would be beneficial to ensure that everyone on campus is aware of goals of PD committee. This would be a committee for Classified Staff to bring ideas and concerns to the forefront.
 - Further discussions will be held at retreat.
 - David Colley suggested that PD needs to be reviewed by using a standardized rubric that encompasses the impact of specific departments, the college, and funding required. David volunteered to assist with developing a rubric.

- Audrey will be emailing senators to see if anyone will be interested in participating in the subcommittee.
- **Senate Website:**
 - Miranda will be obtain rights to the website.
 - Senators can make requests if they have ideas for the website by emailing Miranda.
 - Miranda will be following up with Michael Ihrig in regards to finding out if we can see how many views we have on the website.
- **Newsletter:**
 - Miranda will have this completed by fall.
- **Retreat:**
 - Breakfast: I-8
 - Lunch: Stone Fire Grill
 - Miranda submitted consent item for board report on July 18, 2018 for the entire year. Check will be cut out using the consent item.
- **Fall General Meeting:**
 - Audrey will be coming up with potential dates
- **August 1st meeting:**
 - Denise asked senators if they would still like to have this meeting since we would be having our retreat the Friday before (July 27, 2018).
 - If agenda items come up they will be added to retreat agenda.
 - Audrey would like us to approve standing committee appointments during the retreat if we do not meet August 1st.
 - We will be notifying public that our August 1st meeting will be changing to July 27th during the retreat during a designated time slot. At the end of retreat Denise will be asking for audience participation and announcements.
 - August 1st meeting will be cancelled.

Motion to approve Audrey; Miranda seconds; no discussion; all in favor; no opposed; no abstentions.

5) Officer's Report:

- **President:**
 - No report
 - Swore in John Gonzales
 - Would like Fernando and Dave to work on Bylaws and Constitution to make sure they align.
- **Vice President:**
 - No report; adjusting to new role.
- **Treasure**
 - No report; looks forward to position
- **Board of Trustee:**
 - No report; BOT meeting tonight.

6) Audience Participations/Announcement:

- Richshell cannot log into banner. Visited to student bank, cannot sign off as new treasure until Nick releases title. Needs to discuss transition with previous treasurer.
- Miranda sent email to Ocie to ask Dr. Vurdien to ask everyone's manager for release time to attend retreat. Email was sent to all managers on Tuesday, July 17th.
- David announced 15th year of Independent Shakespeare Festival at Griffith Park – free plays start at 7:00pm from Wednesday to Sunday. He announced that he is on week 5 as being a Professor at Fuller Seminar. Is enjoying being a professor.
- John Gonzales is pleased and honored to be with the Senate.
- Jessica Farfan Oseguera is thankful for her award.

7) **Adjourn:** 10:52 a.m.

Audrey motioned to adjourn; David Colley seconds; all in favor; no opposed; no abstentions.