



CLASSIFIED SENATE MEETING MINUTES

Wednesday, September 19, 2018

10:00 a.m. – 11:30 a.m.

Room: C-217

Attendees: Denise Albright, Richshell Allen, Maria Bustamante, Richard Caldwell, Tony Casillas, Miranda Castaneda, David Colley, Yajaira De La Paz, Candelaria Diaz, Jessica Farfan, Audrey Joseph, Felisia Mitchell, Fernando Serrano, Nicolas Valsamides,

Guest: Sarah Martinez, Shelagh Rose, Jason Robinson

Absent: Eamon Conklin, John Gonzales, Katina Williams

1) Call to Order: 10:04 a.m.

2) Approval of Senate Minutes 09/05/2018:

Motion to approve minutes David Colley; second Fernando Serrano; motion carries with changes (below), all in favor; no opposed; no abstentions.

- **Discussion:** It was requested that the minutes on the second page section D change IEP to Fall Planning Retreat.

3) Special Guests: Shelagh Rose, Academic Senate

- a. Shelagh provided an update on the activities in Academic Senate. First Academic Senate meeting was last Monday 9/10/2018 and their retreat was directly after. They discussed their goals for the year. Academic Senate has decided to align themselves with the chancellor's office vision for success. Chancellor has created goals for the state to achieve which are: increase by 20% number of students who get AS degrees and certificates, 30% increase on students transferring to UC or CSU, increase percent of CTE students employed in their field and track the students to see if they are working in the field they studied, and reducing equity gaps.
- b. Dr. Giugni is coming to next Academic Senate meeting to present new funding formula. Suggested that some of us go to report back to the senate or ask that he attend one of our meetings.

4) Old Business, Discussion, Possible Action:

- **Fall General Meeting:**

- Miranda, Fernando, AJ, Pat Krause, and Maria met 9/18/18 to put plan in motion for Fall General meeting
- Fall General Meeting will be in Creveling Lounge Wednesday 10/31/18 from 11:30am to 1:00pm

- We will be incorporating Halloween party with it and have a light agenda (new senators, fundraising topics, newsletter, any available openings for committees.
- We will be reaching out to I-8, subway, and Chick-fil-a for quotes and will be reaching out to “Funtastic Photobooth” for quote
- Committee will be meeting each week for planning – anyone is welcome to attend

5) New Business, Discussion, Possible Action:

- **Jason Robinson:**
 - Went through first read of revision AP 7160 and put an ask on the table related to membership construction for Professional Development Committee
 - Prior AP 7160 – was written with clear intent of guiding the college towards good practice of professional development that sent a number of changes since AP’s approval in 2015
 1. One of those practices was hiring a Director of PD- Jason Robinson
 2. Director of PD is to assist college community in brining greater coherence, efficiency and effectiveness to professional development program
 - ii. Prior to Jason’s arrival the professional development committee drafted some revisions to the AP and are represented in current revision he presented
 1. AP revisions typically go to college counsel first but he is bringing them to Academic Senate and Classified Senate to review and then will be bringing it to college counsel.
 - Changes include tightening up AP and removing redundancy
 - Jason will return for second read
 - Proposed a change in membership composition in standing committee:
 - i. Change to tri-chair format – prior it was a co-chair format (faculty development committee chair and executive committee chair)
 1. Classified Senate PD Sub-committee Chair (new)
 2. Faculty development committee chair
 3. PD director
 - ii. Even though changes to membership composition have to move through college counsel he is asking that we recommend this change for approval to college counsel. He would like for us to do this now so the PD standing committee can begin working after it goes to college counsel and does not have to wait another month.
 1. Academic Senate did approve recommended change for approval to college counsel
 - iii. David Colley recommended that we expand Business Services to include President’s area or office

- Jason is asking to separate PD committee from AP 7160 and approve new standing committee so they can begin working (blue circle located on organizational chart)

Motion to approve PD Standing Committee Audrey Joseph; Second Yajaira De La Paz; all in favor; no opposed; no abstentions

- **Standing Committee Appointments (IEC; 2 additional members):**
 - Added/Kept two more members – Kerry Afuso and Gloria Wong
 - AJ - Filled all standings committees
 - There are a few hiring committees that are still open but AJ is working on getting them filled
- **Academic Senate:**
 - Denise and Audrey would like to have classified senate representation at the academic senate meetings (Mondays 3 to 5pm)
 - Meetings dates will be sent to us and we can volunteer to attend
 - AJ and Denise will be attending first meeting
- **Fundraising:**
 - Richshell met with pantry and they like the idea of fundraiser
 - Cookie idea – Patty Cakes is in the process of getting back to Richshell, at prior senate meeting Richshell proposed to buy cookies and package them in dozens to sell via our website, possibly sell a classified senate pin via our website, followed up with Homeboy Industries and Snookies Cookies but they were too expensive.
 - Fernando called Homeboy Industry to get costs down – we would need someone to pick them up and have them packaged for us
 - Possibly have a silent auction with art
 - Yajaira suggested to purchase cookies from Porto's – mentioned they deliver and they already come packaged as a dozen, we could create a label and stick them on the package, and she has food handlers license so she could package the cookies if need be
 - Richshell would like to do fundraising for Giving Tuesday, Thanksgiving, or Valentine's Day
 - Denise suggested having a cook book – we could asked classified staff to add their favorite recipes and we could sell them on our website
 - Audrey proposed to have a fundraising meeting to discuss further ideas

6) Special Reports:

- **President's Report:** None; Would like everyone to read AP 7160 to review at our next meeting
- **Vice President's Report:**
 - Since we had EEO training earlier this month Audrey has been able to add new people to hiring committees and there are a lot more people who are eligible to serve.

- Audrey needs to fill proposals committee that is under Dr. Storti – “RFP Committee”- needs to appointment two classified, one person has already volunteered and she would like to fill the second opening with someone from Facilities.
 - i. David Colley would like to volunteer for position
- Last Friday they had training for the Presidential Committee
 - i. Currently reviewing applications
 - ii. Timeline of events is one of the board reports
- **Treasure’s Report:** Richshell was able to get onto Banner.
 - Was able to review budget
 - Currently have a negative in postage due to Audrey mailing CCLC registration checks that needed to be mailed.
 - i. Richshell will be emailing Mary Thompson to make a transfer
 - Scholarships budget is not shown in budget because it is in the T&A account
 - Classified Senate Pins will be purchased through senate budget (4301) funds from that fundraiser will be put into T&A account
 - All fundraising funds will be put into T&A account
 -
- **Board of Trustees Report:** Maria Bustamante went to BOT meeting in place of Felisia Mitchell
 - BOT discussed the new “U” Building plan that was submitted
 - i. BOT was not happy with the design
 - ii. Designers were at the meeting and explained that they came up with the design based off the restrictions that they had to take into consideration
 - iii. BOT did not approve design

Adjourn: 11:20am

Motion Audrey Joseph; Second Nick Valsamides; all in favor; no opposed; no abstentions.