

Attendees: Denise Albright, Richshell Allen, Maria Bustamante, Richard Caldwell, Tony Casillas, Miranda Castaneda, David Colley, Eamon Conklin, Candelario Diaz, Yajaira De La Paz, Jessica Farfan, Audrey Joseph, Felisia Mitchell, Fernando Serrano, Katina Williams

Guest: Cyrstal Kollross, Sarah Martinez

Absent: John Gonzales, Nicolas Valsamides

1) Call to Order: 10:05 a.m.

Motion to suspend agenda to move to special guests David Colley; Second Eamon Conklin; all in favor; no opposed; no abstentions

2) Approval of Senate Minutes 11/07/2018:

Motion to approve minutes David Colley; second Maria Bustamante; all in favor; no opposed; no abstentions.

Discussion: Audrey pointed out grammatical errors that needed to be fixed.

3) Special Guests: Shelagh Rose (Academic Senate); Bob Blizinski (VP, Human Resources)

- **Shelagh Rose:**
 - Academic Senate has been busy approving board policies and administrative procedure but they will now be focusing on the Chancellors goals for a mission of success (students completing their academic goals)
 - This Monday Academic Senate will be discussing Guided Pathways specifically program maps
- **Bob Blizinski:** introduced himself to Classified Senate

Motion to unsuspend agenda and approve minutes Audrey Joseph; second Tony Casillas; all in favor; no opposed; no abstentions;

4) Old Business, Discussion, Possible Action:

- a. **CCLC (Share-out):**
 - Richshell, Tony, Candelario, Felisia, and Audrey attended
 - Not a lot of Classified presentation
 - Tony and Audrey attended IEP Workshop that focused on Guided Pathways and Professional Development and “When Complaints Go Viral”
- b. **CLI (Deadline: January 7th, 2019) :**

- Let Audrey know no later than January 7th if you would like to attend
 - i. Budget will allow for three other individuals to attend
 - ii. Audrey, Felisia, Tony, and Jessica will be attending
- Audrey reached out to former Risser Award Fria but she will not be able to attend
- Those attending are considering doing a workshop. Topics are:
 - i. Participatory Governance
 - ii. Leadership
 - iii. Senate Best Practices
 - iv. Legislative Awareness
 - v. Technology
 - vi. Personal Development
 - vii. Professional Relationships and Networking
- Theme: Reaching New Heights – Taking the Next Step in Leadership
- c. Open House (December 5th 10:00am – 12:00pm; C244):**
 - Denise will be donating Keurig
 - Will be providing coffee, donuts, juice
 - i. Denise asked senate if she can take out \$100 to purchase food and beverages

Motion to approve \$100 for expenditures Yajaira De La Paz; second Audrey Joseph; all in favor; no opposed; no abstentions

- d. Senate Vacancy – Skilled Trades:**
 - Hugo Vasquez who is currently a Plumber in Facilities will be filling vacant spot
 - Will be sworn in at next meeting

5) New Business, Discussion, Possible Action:

- a. Hiring and Standing Committee Appointments:**
 - Change in standing committees
 - Audrey will be verifying if David Steiman who is currently sitting on the Shipping & Receiving Clerk is a manager or Classified
 - Kahlil Ford will be replacing Patricia Quinones in Student Success Standing Committee
 - Vacancy – on Director, Admissions, Records and Enrollment Services
 - i. Two classified professionals needed
 - ii. Denise volunteered to be on committee

Motion to approve hiring committee with the exception of David Steiman David Colley; second Tony Casillas; all in favor; no opposed; no abstentions

- b. Standing Committee Reports (share-out):**
 - Yajaira Professional Sub-Committee
 - i. Last meeting they discussed funding and how to disseminate, looking at how much was spent last year
 - ii. Conference Travel
 - 1. Looking at what the best way to be equitable
 - 2. Maximize on that type of funding and how it should not solely be for conferences
 - iii. Standing committee will be meeting this Thursday

- iv. Sub-committee will hopefully be meeting before winter break
- v. Yajaira will be following up with Jason on how much professional development funding classified senate will be getting.

c. Professional Development Application for Funding – Revised:

- Natalie, Jason Robinson, and Audrey Joseph revised old professional development application
- Jason would like Classified Senate to approve form so he can send it publications to get it 508 compliant

Motion to approve new professional development application or funding Maria Bustamante; second Candelario Diaz; all in favor; no opposed; no abstentions

d. Classified Day(s):

- Need to look for venue
 - i. Altadena Country Club
 - ii. Huntington Library
- Hosting two events
 - i. One of the two would be for the night shift
- Need to start thinking about the theme and workshops
- David Colley suggested to have a sub-committee
 - i. Audrey will be sending out an email for volunteers

e. Workshop(s):

- Possibly having two workshops for classified staff
 - i. One during winter and one spring
- Possible theme could be Guided Pathways

f. Annual Update:

- Last year's content was rolled over
- Audrey and David modified information and submitted it on time
- Items requested:
 - i. Increase PD funding
 - ii. Technology request for color printer for senate office
 - iii. Increase hourly funding for classified senate
 - iv. Release time for shared participatory governance

6) Special Reports:

a. President's Report:

- Shared Memorandum that came from California Community College
 - i. There is 5 million that will allocated to districts proportionately based on the totally number of classified employees
 - 1. They need to get our numbers for classified employees from PCC to the chancellor's office so we can get a portion of the 5 million
- Requested Sarah to email everyone for their t-shirt sizes

b. Vice President's Report:

- Presidents forum today for Dr. J. Arturo Reyes at 12:00pm and 5:30pm and one tomorrow for Dr. Endrijones

- Dr. Vurdien's holiday party is next Thursday and do not forget to enter the raffle
- c. Treasure's Report:**
 - Reviewed totals for our account
 - i. Negative balance for extra help
 - ii. Negative balance for postage
 - All other balances are positive
- d. Board of Trustees Report:**
 - Maria Bustamante attended last board meeting – nothing to report
 - Felisia will be attending the meeting in December

7) Audience Participation and Announcements:

- **Yajaira :** Would like us to think about doing professional development for our hourly employee's

Adjourn: 11:21am

Motion to adjourn Miranda Castaneda; Second Audrey Joseph; all in favor; no opposed; no abstentions.