

Pasadena City College
Classified Senate

Minutes August 16, 2017

Attended: Denise Albright, Richard Caldwell, Graciela Caringella, Tony Casillas, David Colley, Candelario Diaz, Melanie Fields, Audrey Joseph, Mark Mintz, Felisia Mitchell, Juan Ramirez, Cheryl Storms, Nicholas Valsamides, Carmita Veliz, Katina Williams

Absent: Dorion Hillard

Guest: Jeannie Sullivan

A: Meeting Called to Order: 10:10 a.m.

B: Approval of Minutes

Motion to approve August 2, 2017 minutes by David Colley 2nd by Carmita Veliz, motion carried (3 abstained)

C: Old Business:

1. **New Faculty Orientation:** Senators are being invited to attend the Friday series sessions of the new faculty orientations that will take place throughout the semester.
2. **Senate Newsletter:** Felisia Mitchell is compiling the senate newsletter.
3. **Senate Appointees:** Graciela Caringella motioned to approve Miranda Castaneda & Yajaira De La Paz to serve on the Classified Senate for the year. 2nd by David Colley. Discussion was made regarding these recommended senators if the senate should be appointing classified staff who has not served on senate before. Senators concluded that these recommendations are being made at the discretion of the collaborative composite of scoring each senator. Therefore regardless of their previous experience on the senate, the senate will honor the scoring with Miranda and Yajaira being the top two applicants for filling the two senate vacancies.
4. **AP636 – Accessibility Technology - 2nd Read**
5. **BP3720 – Computer & Network Use – 2nd Read**
6. **Bylaws Vote -** The senate voted and approved new bylaws, effective immediately.
7. **Committee Appointments:** Mark Mintz motioned to approve committee appointments, with the exception of the Administrative Assistant, 2nd by Katina Williams, motion carried. Mark Mintz motioned to approve the Administrative Assistant II separately 2nd by Audrey Joseph, motion carried. (1 *abstained*)
8. **Standing Committee Report:** David Colley reported from the Institutional Effectiveness Subcommittee

D: New Business:

1. **EEO Program Outreach:** Cheryl Storms will be sending emails to classified staff who 1) EEO certifications that has expired, 2) EEO certifications that will be expiring soon.
2. **3CLA:** Candelario Diaz, gave a brief introduction on what the four classified staff (Candelario Diaz, Audrey Joseph, Felisia Mitchell and Jeannie Sullivan) will be learning at the academy, as well stated how this will be a great opportunity to build their leadership skills.
3. **Professional Development Coordinator:** Motion to approve Denise Albright as the Professional Development Coordinator by Graciela Caringella, 2nd by Juan Ramirez, all in favor, motion carries.
4. **Classified Senate Workshop Series:** Demystifying "Classified Senate" workshops, first will be held in September.
5. **Thank You Effort:** Asking for suggestions on something memorable, i.e., plaque, to give Dr. Vurdien as a "Thank You" for your support. Present to Dr. Vurdien at the presidents forum or board meeting.

E: Officer's Report:

President: First 4CS quarterly report due September 1, 2017. Will be ordering senate polo shirts, please give your preferred style (men/women), size and color to Sarah Martinez.

Vice President: Focus will be on the hiring committee through EEO Outreach program.

Treasure: None at this time

Board of Trustee: None at this time

G: Audience Participations/Announcement: None

H: Adjourn: 11:17 a.m.

David Colley moved to adjourn the meeting, 2nd by Juan Ramirez, motion carried.