

**CLASSIFIED SENATE
MEETING MINUTES**

Wednesday, October 18, 2017

10:00 a.m. – 11:30 a.m.

Room: C-217

Attendees: Denise Albright, Richard

Caldwell, Graciela Caringella, Miranda Castaneda, Tony Casillas, David Colley, Yajaira De La Paz, Candelario Diaz, Melanie Fields, Cheryl Storms, Nicholas Valsamides, Carmita Veliz, Katina Williams

Guest: Jude Khatib, Shelagh Rose, Carol Calandra, Jeannie Sullivan

Absent: Dorion Hilliard, Audrey Joseph, Mark Mintz, Felisia Mitchell, Juan Ramirez

A. Meeting Called to Order: 10:08 a.m.

B. Approval of October 4, 2017 minutes:

Motion to approve 10/4/17 minutes with edits by David Colley, 2nd by Cheryl Storms, motion carried

C. Constituency Reports & Special Guest:

Shelagh provided an update on the activities by Academic Senate. She discussed Guided Pathways and requested senators to consider volunteering as judges for the upcoming Pathways event.

Jude Khatib: Introduced herself, attending the senate meeting as a student

D. Old Business:

- 1. Senate Newsletter:** Graciela indicated that the senate newsletter was ready. Felisia was pending message from the CS President. Newsletter is ready to be sent.
- 2. Safe learning Environment Resolution:** Classified Senate voted unanimously to approve the Safe Learning Environment Resolution. Motioned by David Colley with revised version to included updated opening date of the Safe Zone Center, second by Carmita Veliz, motion carries.
- 3. AP 4011 Flexible Calendar Program:** Inquiries made by senators asking if classified staff were being taken into consideration when creating this AP. Graciela and Shelagh clarified that the AP will have a Flex Guide Book which will list procedures in full detail. Yajaira asked when feedback on this AP is due, Graciela indicated AP's are for senators to review and discuss collaboratively at every senate meeting.
- 4. BP/AP 6750 Parking:** Discussion made regarding the proposed BP/AP. Past President Jeannie inquired on 4.b.1. asking if there is an existing need to have a PCC

parking permit in conjunction with a disabled placard. Richard asked if there is a need for facilities employees on the sunrise shift to purchase a parking permit if they are on campus early in the morning.

5. **Classified Senate – Halloween Event:** Cheryl and Miranda indicated an Eventbrite invitation was sent to the classified staff asking them to RSVP. Deadline extended to 10/20/17. Both commented that Yajaira was kind enough to add additional menu items for a lower cost.
6. **Fall General Meeting: Will be held on Monday, 11/13/17.** Discussion made regarding holding the meeting on a different day of the week as some employees might not be on campus on Mondays. Cheryl indicated room availability on campus is sparse and therefore we will be holding it on 11/13/17.
7. **Million Meals:** Cheryl indicated the senate is moving forward in advertising and collecting meals to reach the Million Meal goal.
8. **Classified Days (3x):** Graciela thanked the senate for their contributions and feedback in preparing a survey that will be sent out to the campus asking for recommendations as to dates, topics, keynote speakers and workshop topics for the upcoming Classified Days events in spring 2018. She indicated Mark Mintz would send out the survey to the classified staff.
9. **Million Meals:** Cheryl indicated the senate is moving forward in advertising and collecting meals to reach the Million Meal goal.
10. **Committee Appointments:** None at this time

Standing Committee Reports:

Jeannie Sullivan: reported on institutional effectiveness

Denise Albright: reported on PD meeting discussed intentions to find new PD director. Discussion of funding for future.

David Colley: Institutional effectiveness committee met Friday for the first time. Committee has large faculty membership. This is significant for program review. Thanked Shelagh Rose for her recruitment. Continuing to do further alignment with the processes of the annual update and program review.

E: New Business:

1. **Classified Senate Equity Goals: Audrey not present, therefore this item was tabled**
2. **Quarterly Review – Senate Goals & Objectives:** Graciela displayed the senate goals on screen and indicated each goal the senate had set out to do in their first quarter was accomplished. She commended the senate for their collegiality and hard work.

F: Officer's Report:

President: Graciela reported on 10/6/17 she attended the New Faculty Orientation and met with a group of 25 new faculty and informed them regarding Classified Senate and its contributions to the campus. On 10/9/17 she met with Dr. Vurdien and the senate executive board and discussed the status of current and upcoming senate projects and goals. She also informed Dr. Vurdien that she and Dave had conducted a successful Professional Development

Workshop in the first series of "Demystifying Classified Senate" workshop #1. On 10/16/17 she attended a Guided Pathways conference along with other shared governance leadership on campus. She indicated Stephanie Fleming would be providing a Guided Pathways presentation to the senate at a future meeting this fall semester.

Vice President: Cheryl indicated she attended the new faculty reception Dr. Vurdien hosted on 10/16/17 and welcomed the new faculty and staff in attendance.

Treasure: Received an invoice for the recent senate polo shirts purchase.

Board of Trustee: None at this time - Absent

G: Audience Participations/Announcement:

Jeannie: Announced she enjoyed her time at 3CLA where she and fellow PCC representatives present were able to form a cohort to work on collaborative academic projects. She announced unfortunately due to a lack of funding, there will not be a 3CLA academy this academic year.

Carmita: Announced there will be workshops around the topic of suicide in the upcoming weeks. Encouraged everyone present to attend.

Tony: Announced there is a possibility there will be a removal of the graveyard evening shift that some facilities employees hold. Asked the senate to be conscientious of this employee population.

Shelagh: Asked for senators to please consider serving as judges at the upcoming Pathways event.

Yajaira: Announced concern over the recent student panel academic senate held. She also indicated she was greatly troubled over the former student who took his life by suicide on campus on 10/11/17. She encouraged the senate to be proactive and

Dave: Indicated he participated in a recent DISC assessment and recommended the senate to consider holding an event to be assessed in DISC.

Cheryl: Further discussed the need to be consciences of students needs on campus.

Collaborative conversation continued regarding students on campus

H: Adjourn: 11:44 a.m.

Cheryl moved to adjourn the meeting, 2nd by Carmita, motion carried.