

CLASSIFIED SENATE MINUTES

Monday, February 4, 2019

3:00 p.m. – 4:30 p.m.

Room CC3-361

Members Present: Nicole Almassey – *Interim President*, Deborah Baskin – *Vice President*, Letta Greene - *Treasurer*, Ninnette Alfaro – *Council Member*, Justin Nogarr – *Council Member*, Michelle McQuaid – *Council Member*, Sandra Mills - *Local 1 Representative*, Paul West, Carole Rogers, Catt Wood, Shelly Baird, Sonya Pantoja, Imelda Lares, and Susie Hansen

Guests: None

Members Excused: Tammy Oranje, BethAnn Stone

Item	Agenda	Outcomes
1. 2. 3.	Welcome Announcements Public Comment	<ul style="list-style-type: none"> • Meeting called to order: 3:04 p.m. • N. Almassey apologized for sending out an incorrect attachment on an earlier email. • No public comment given.
4.	A. Agenda B. Minutes C. Treasurer’s Report	<p>A. Agenda- Action: Approved M/S: C. Wood/G. Villegas; unanimous approval of agenda.</p> <p>B. Minutes 12/03/2018 – Correct misspelling of Courtney Diputado’s last name in attendance area and misspelling of intercession on the bottom of page one. Action: Approved as amended. M/S: I. Lares/M. Mcquaid; L. Greene abstained. Unanimous approval of minutes.</p> <p>C. Treasurer’s Report: L. Greene presented 11-Fund information with all spending to date. Fund started at \$10,350.00 and is currently at \$6,159.50. CLI expenses will also come out of this fund within a month or so. The 79 GL is the scholarship fund balance and the current balance is \$4,361.46. Action: Approved; M/S P. West/J. Nogarr. Unanimous approval of Treasurer’s Report.</p>
5.	Presentation	<p>Joint Senate Meeting: N. Almassey gave information to the group about the upcoming meeting. It will not be a regular business meeting, but instead a joint meeting with the Student Senate and Academic Senate. Each group will do a share out to the other constituencies. Suggestions can be made as to things we can work on as a group throughout the year. L. Greene wanted clarification as to what “year” entails and N. Almassey said it means the rest of the academic year. P. West inquired whether or not we have had a joint meeting before. N. Almassey states there has not been one to the best of our knowledge. We want to try to get a discussion for topics before the meeting. Further information will be sent out in an email prior to the meeting.</p> <p>Local One Update: S. Mills reported that negotiations have stated up and encourages all members to respond to Neal Skapura’s email with a survey on topics that are important to Classified Professionals. You may also write-in ideas. If you think the most important thing is an increase in pay let them know. There is money on the table this year. N. Almassey agrees that we have to speak up, and that written communication is very important. Tell the leadership what you need. C. Wood asked if we can negotiate jointly with faculty, and S. Mills stated no.</p> <p>Healthy Habit: S. Pantoja has had many careers where she was able to move about freely and wasn’t trapped at a desk (she is a personal trainer outside of LMC). She wants everyone to understand the importance of ergonomics and symmetry in the body. Don’t slouch, or lean, as your body is a kinetic chain that should move symmetrically. She led the group through some basic stretches and exercises. 1) Sit tall with your feet aligned and pointing</p>

CLASSIFIED SENATE MINUTES

Monday, February 4, 2019

3:00 p.m. – 4:30 p.m.

Room CC3-361

		<p>forward. 2) Stand up if you are losing your posture, as standing will bring blood flow to the feet and legs. 3) You can also do exercises to help with blood flow while sitting, such as flexing your legs under your desk. 4) If you have neck tension she has recommended exercises to help alleviate that. 5) Do wrist actions to avoid carpal tunnel. If anyone wants more information please email spanroja@losmedanos.edu and she can send the list of exercises. She is a certified physical trainer and can give tips to Classified Professionals as needed. N. Almassey said we should discuss ergonomic sit/stand desks as a group. Email N. Almassey if you want to present your own healthy habit or have a desired topic you would like to have discussed.</p>
<p>6.</p>	<p>Committee Input and Report-Outs</p>	<p>A. District Reports: Voted to increase spending limit from \$1,000 to \$3,000. B. SGC: No report C. Enrollment Management: No report D. Safety Committee: No report E. Planning Committee: No report F. TAG: No report G. IDEA: No report H. Sustainability: No report I. Professional Development Advisory Committee: No report J. SSSP Advisory Committee: No report K. EEO Committee: No report</p>
<p>7.</p>	<p>Council Business</p>	<p>A. Crab Feed – March 9th: D. Baskin says an official announcement will be sent out district-wide tomorrow inviting folks to buy tickets from committee members. B. 2019 Classified Leadership Institute: N. Almassey states that the selection of members going has been set. Six total people will be attending from LMC this year and she will meet with them to set up the registration process. C. Elections Committee: N. Almassey says that we need to form this committee ASAP. Ballots need to be out in March with a vote taking place 30 days later. N. Alfaro served on the committee last year and says the time commitment was not much, mostly creating a flyer, distributing to Classified Professionals in their mail boxes, then counting votes (if necessary). VP and two council seats will be opening up. D. Baskin and N. Alfaro volunteered to be on the committee but we are <i>still seeking someone to chair the committee</i>. D. Scholarship Committee: N. Almassey indicated that this committee also needs to be formed immediately. We will receive the applications in mid-March and the selections need to be made within a few weeks. G. Villegas served last year and indicated it is a lot of time to read and rank all of the essays then to meet as a committee to decide the awards but well worth it knowing the importance of student scholarships. J. Nogarr and S. Mills volunteered to serve on the committee and S. Hansen volunteered to serve as the chair. E. Accreditation: No information since the last report from BethAnn.</p>

CLASSIFIED SENATE MINUTES

Monday, February 4, 2019

3:00 p.m. – 4:30 p.m.

Room CC3-361

		<p>F. Guided Pathways: First meeting of the semester was last Friday. They are planning a lot of training and workshops for the college. They are having a retreat in March. We have become part of a demo for a program mapper and we are in the process of loading data now. Still actively seeking subcommittee roles to be filled by Classified Professionals: Student Support position available and Onboarding position available for FA19 – SP20. Meet first and third Friday each month from 1:30 pm – 3:30 pm. Also working with distance education. All information is available on the Guided Pathways website. Webinars will also be made available.</p>
8.	Adjourn Meeting	<p>Action: The meeting adjourned at 4:07 pm (M/S: P. West/S. Mills), all in favor</p>

DRAFT