

CLASSIFIED SENATE MINUTES

Monday, October 22, 2018

3:00 p.m. – 4:30 p.m.

Room CC3-336

Members Present: Nicole Almassey – *Interim President*, Deborah Baskin – *Vice President*, Letta Greene – *Treasurer*, BethAnn Stone – *Secretary*, Ninnette Alfaro – *Council Member*, Michelle McQuaid – *Council Member*, Justin Nogarr – *Council Member*, Sandra Mills - *Local 1 Representative*, Paul West, Catt Wood, Courtney Dipultado, Jim Kolthoff, Grace Villegas, Shelly Baird, Sonia Pantoja, Jamila Stewart, Eric Sanchez

Guest:

Members Excused: Tammy Oranje

Item	Agenda	Outcomes
<p>1. 2. 3.</p>	<p>Welcome Announcements Public Comment</p>	<p>Meeting called to order: 3:06 p.m.</p> <ul style="list-style-type: none"> • Welcome – Nicole welcomed everyone to the Classified Senate Meeting • Announcements – Any intradepartmental communication about a suspicious individual on campus should be sent to the Safety Committee. The Center of Academic Support is having an Open House tomorrow afternoon from 4-7 pm. Coffee and snacks will be provided. Sandra M. will also be giving a presentation on the Brain Food Project. Gratitude was extended to those who came to the CCC football game. A letter of intent was signed for giving the Classified Senate scholarship awards. • Public Comment – None
<p>4.</p>	<p>A. Agenda B. Minutes C. Treasurer’s Report</p>	<p>A. Agenda- Action: Approved M/S: G. Villegas/N. Alfaro; unanimous approval of agenda (6-0-0) B. Minutes 10/8/2018 – Action: Approved M/S: C. Wood/D. Baskin; approval of minutes with one correction (7-0-1; G. Villegas abstained) C. Treasurer’s Report – No Action Taken: No updates or changes since last report at the 10/8/18 meeting. Per the last report the current operating balance is \$10,262.86. The current balance of the fundraising account is \$594.</p>
<p>5.</p>	<p>Presentation: 4CS North Gathering of the Senates</p>	<ul style="list-style-type: none"> • B. Stone attended the retreat on behalf of the LMC Classified Senate. • During the retreat, the main topics of discussion were the new state-wide initiatives and best practices: <i>AB705</i> – some Colleges have implemented embedded tutoring in their Math courses and “Math Boot Camps”. The main concern shared amongst the majority of the representatives is if the Colleges have enough resources to accommodate the surge of students completing transfer-level Math & English courses their first semester/year. <i>New Funding Formula</i> – there was a Powerpoint presentation on the new funding formula which is causing some angst and concern from some institutions. The anticipation is that the anxiety and concerns may be addressed as more clarification and communication from Colleges and the State occurs. <i>Guided Pathways</i> – a Powerpoint presentation was provided on this initiative and some discussion followed pertaining to the implementations at various institutions. Some Colleges have implemented “program clusters” or “career codes”. One institution is utilizing the motto “Start Strong, Stay Strong, Finish Strong”

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		<p>in their advertisements, trainings and communications on Guided Pathways. It was also noted that we need to ensure that Classified have a seat at the table and their voice is included as we bring a different perspective. For example, one institution has 16 faculty out of a total of 25 people in their GP Task Force with the number of Classified at less than four or five.</p> <p><i>Senates & Unions</i> – a Powerpoint presentation and a brief overview was provided clarifying the roles, differences and partnership between the Classified Senates and Local One. For a glossary of commonly used terms and abbreviations accompanied by definitions, visit the Community College League of CA website and go to publications.</p> <p><i>Best Practices for Engaging Classified Professionals</i> – Get them early (i.e. new employees)! One institution goes to Management Council and asks them to nominate a Classified staff member that has demonstrated leadership potential. Some Colleges hold a Fall and Spring Social to engage Classified staff in the Senate. Additionally, one institution holds a Manager’s Appreciation Breakfast (as a pot luck) for Classified Staff and Senators to bring their manager/supervisor to assist with manager buy-in for accommodating their staff in participating in the Senate.</p> <p><i>4CLI</i> – We have outgrown the facility at Granlibakken as their limit is 200 therefore, a waitlist has been required. Next year will be the last year at Granlibakken with the 4CLI 2020 scheduled to be held at the Riverside Convention Center.</p>
<p>6.</p>	<p>Committee Input and Report-Outs</p>	<p>A. District Reports: No meeting held since the October 8th report-out</p> <p>B. SGC: Meeting was held last week in which the Council conducted the first read for the AAT in Chicano Studies. A working committee was formed for the review, update(s) and revision of the RAP rating sheets, the committee will meet on Wednesday.</p> <p>C. Enrollment Management: No report</p> <p>D. Safety Committee: No report</p> <p>E. Planning Committee: No report, meets on 11/1/18</p> <p>F. TAG: No report</p> <p>G. IDEA: The Committee reviewed architecture designs for interface. A new proposal was brought to have feminine hygiene products in every restroom free of charge.</p> <p>H. Sustainability: No report. N. Almassey will contact the chair regarding meeting schedule and report-outs.</p> <p>I. Professional Development Advisory Committee: No report</p> <p>J. SSSP Advisory Committee: No report</p> <p>K. EEO Committee: No report, Ed Beane has been added to the Committee as a Classified representative.</p>
<p>7.</p>	<p>Council Business</p>	<p>A. Crock Pot Cook-Off – November 5th 11a-1p: N. Alfaro sent an email to Classified on October 12th for submission sign-ups, she will send out a reminder. Another person is needed to assist Letta with tickets, help is also needed for set-up and take-down of event (sign-up sheet distributed during meeting). Bread</p>

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		<p>donations are also needed however, at this time Ninnette does not know how much bread is needed until we have more signups.</p> <p>B. Holiday Luncheon: N. Almassey will be seeking assistance with the set-up and take-down of the event. G. Villegas is working on donations. The theme has been selected however, it is a secret! This is the 20th anniversary of the Annual Holiday Luncheon.</p> <p>C. 2019 Classified Leadership Institute: 4CLI will be held on June 13th through June 15th at Granlibakken. They have opened up registrations N. Almassey is working on funding for five (5) Classified to attend.</p> <p>D. Accreditation: BethAnn stated that we are in need of more Classified representation in the Accreditation Work Group. Let B. Stone or N. Almassey know if you are interested in joining or if you want more information. The workflow is organized, with members being focused on the work and assignments being completed as scheduled. Some of the work groups have changed the process and/or roles for completing assignments however, the work is still being done.</p> <p>E. Guided Pathways: The last meeting a focus group of approximately 15 students was held, in which students provided input on Guided Pathways. Each student was tasked with mapping to their major. A lot of great input was provided, with students conveying their likes and dislikes with the initiative and process. It was a good representation of all students. There will be several additional focus groups conducted in the near future. The advisory group needs more Classified input and attendance.</p> <p>Other: C. Wood mentioned the need for an interdepartmental incident report on suspicious persons/activities that can be shared amongst the whole campus to increase awareness and safety. A living document would be best, that can be accessed by everyone and updated as safety concerns and issues develop. It is commented, that this type of document may infringe on privacy or be construed as profiling. This topic will be brought to Safety Committee. Another suggestion is developing a safety blog for the campus between employees and Police Services. It was also mentioned to develop a code word with Police Services when employees feel threatened, have safety concerns, security issues and/or a suspicious person is present (i.e. calling for a pizza).</p>
8.	Adjourn Meeting	Action: The meeting adjourned at 4:23 pm (M/S: S. Mills/J. Nogarr), all in favor