

CLASSIFIED SENATE MINUTES

Monday, November 5, 2018

3:00 p.m. – 4:30 p.m.

Room CC3-336

Members Present: Nicole Almassey – *Interim President*, Deborah Baskin – *Vice President*, 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, Shelly Baird, Imelda Lares

Guest:

Members Excused: Tammy Oranje

Item	Agenda	Outcomes
1. 2. 3.	Welcome Announcements Public Comment	Meeting called to order: 3:05 p.m. <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
4.	A. Agenda B. Minutes C. Treasurer's Report	A. Agenda- Action: Approved with two (2) revisions – change “Cook-Off” to “Kick-Off”; and “Brian Food” in item #5 to “Brain Food”. M/S: P. West/D. Baskin; unanimous approval of agenda (7-0-0) B. Minutes 10/22/2018 – Action: Approved M/S: C. Wood/N. Alfaro; approval of minutes (7-0-0) C. Treasurer's Report – No Action Taken: No updates or changes – no report given.
5.	Presentation: Professional Development	<ul style="list-style-type: none">• Sabrina Kwist, Dean of Equity & Inclusion presented on Classified Professional Development opportunities, changes and requested feedback from Classified.• As Classified, what are our favorite professional development topics, format, content, etc.? Is there any professional development activities that we participated in that we would like to return?• The Office of Equity & Inclusion with PDAC are working to secure funding from the District to have another Classified Nexus. The evaluations of this activity(s) were the highest in addition to showing the connectedness to other Classified Professionals.• Discussions resulted in the idea of “building out” Classified Professional Development outside of Flex Week. For example, offering staggered times for Classified Professional Development and holding or posting a webinar of Job Links later in the summer. PDAC/LPG also discussed supporting and/or hosting Classified socials.• It is also noted that there are applications for a Professional Development Equity Mini-Grant to fund conferences for Classified to attend, conferences/workshops/activities for students (if Classified or Faculty

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		<p>want to attend and chaperone). If Classified or students notice an activity, idea, exercise, workshop, etc. that would improve equity on campus a mini-grant may help fund it.</p> <ul style="list-style-type: none">• The Classified Senate meeting separated into groups of two (2) people to discuss professional development opportunities on campus that have occurred and what activities we would like to see again.<ul style="list-style-type: none">○ “Habits of Mind” was a great professional development opportunity as everyone, no matter the classification, was invited and all participants were on equal ground.○ “Tom Brown” speaker event was another great professional development opportunity.○ “On the Spot” counseling occurs quite often especially amongst Classified. Students often have a personal issue, need some guidance, or just a friendly ear to listen and they feel comfortable speaking with someone about it who is not a Counselor. It would be helpful to have a session to train Classified on the best way to provide impromptu Counseling to our students.• If you have any ideas or suggestions please e-mail them to Sabrina Kwist at skwist@losmedanos.edu.
5.	Presentation: Brain Food Project	<ul style="list-style-type: none">• This project resulted from the work on the Classified Leadership Academy in Asilomar approximately one (1) year ago. Sandra Mills, Sabrina Kwist and Dabney Lyons attended and formed the group to design and implement this project.• The Brain Food Project is designed to keep students focused and studying by feeding them! Studies have shown that if students have to leave tutoring centers, study halls, support labs, etc. to eat they will lose their focus, will not return to the support/tutoring areas and consequently will not return to their studies. This can result in students being ill-prepared for a test, quiz, essay, or assignment and more seriously, academic failure. The Brain Food Project provides healthy nourishment to students in the Center for Academic Support (CORE) and other tutoring/support labs (i.e. Math Lab, English Lab, Computer Lab, etc.) so they do not have to leave to eat resulting in them staying in the lab/center to finish their studies. The students can then remain focused on their studies, receive the tutoring/support without interruption and overall academic success. The students are provided with water, fruit, granola bars, chips, etc. that will provided sustenance so they can continue studying.• The funding for this project is running low and they are in need of financial support to keep it going. They have partnered with the Food Pantry which has helped however, the options are limited (i.e. cans of green beans, corn, etc.). An account has been opened with the Foundation and Sandra would like to request financial support from Classified Professionals. However much we are able to give would be great appreciated. Additionally, individual donations to the project are also being accepted through the Foundation. Be sure to note when submitting via PayPal or check, the fund that you are supporting is Brain Food.
6.	Committee Input and Report-Outs	<p>A. District Reports: DGC will be meeting tomorrow.</p> <p>B. SGC: SGC formed a working group to review and revise the RAP rubrics and rating sheets. This group met</p>

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		<p>last week and is continuing to work on the revisions.</p> <p>C. Enrollment Management: No report</p> <p>D. Safety Committee: There will be an agenda item at the next meeting regarding Classifieds safety concerns and a suggested database containing persons of interest on campus and the immediate area. There was also a discussion of a “Nightwalk” to survey the lighting and campus overall for safety issues at night. If there are any areas of concern we have seen at night, let Sandra know so she can include it in the walk.</p> <p>E. Planning Committee: The <i>Spring 2019 CCSSE</i> timeline was slightly revised and approved by the Planning Committee. A sub-committee was formed to review and revise several questions in the Race & Ethnicity additional questions module and send to the Planning Committee for final review and approval. The <i>Spring 2019 Employee Engagement Survey</i> questions were reviewed and will also be sent to SGC, SGC sub-committees, the Senates, President’s Office, Cabinet and Accreditation Steering Committee for review and feedback. A timeline will be presented at the December meeting.</p> <p>F. TAG: No meeting. The Classified Senate discussed inviting Alex Porter to the next meeting to discuss technology issues and concerns.</p> <p>G. IDEA: No report</p> <p>H. Sustainability: No report.</p> <p>I. Professional Development Advisory Committee: No report</p> <p>J. SSSP Advisory Committee: Will be meeting tomorrow.</p> <p>K. EEO Committee: No report.</p>
7.	Council Business	<p>A. Crock Pot Cook-Off – November 5th 11a-1p: Ninnette extended her gratitude to everyone who participated, cooked, set-up, cleaned up and donated. The event yielded approximately \$778.00 towards student scholarships. Nicole will send out a campus-wide e-mail with the results of the kick-off (Shondra West-1st place, Imelda Lares-2nd place and Shondra West-People’s Choice) and the opportunity drawing awards. It is also noted that we may want to think about moving the day next year to a Tuesday instead of Monday.</p> <p>B. Holiday Luncheon: Tehari’s has been selected as the caterer for the luncheon. A “Save-the-Date” e-mail was sent to the College.</p> <p>C. 2019 Classified Leadership Institute: Nicole acquired funding for five (5) people to attend with the help of Equity Professional Development funding. The hotel rooms for the institute have not been released yet.</p> <p>D. Logo: What applications for the logo are a priority? It needs to be posted or added to the Classified Senate website. We should have it printed on shirts, hats, mugs, etc. to use as incentives or welcome gifts.</p> <p>E. Accreditation: Work is continuing and moving along. Input/feedback will be requested across the campus as we move closer to the first draft phase. We still need more Classified representation on the Accreditation Standard Teams.</p>

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		F. Guided Pathways: A monthly newsletter will be sent to inform the campus on Guided Pathways and to clarify what the initiative is and how it will help our students to succeed. There has been some difficulty getting faculty onboard, Rudolf did give a presentation on “learning from the middle”. The group is also attempting to move to a tri-chair representation in which a Faculty member, a Manager and a Classified Professional will all co-chair the group. Shelly is attempting to have Guided Pathways as a standing agenda item for as many committees or meetings as possible.
8.	Adjourn Meeting	Action: The meeting adjourned at 4:28 pm (M/S: S. Mills/C. Wood), all in favor

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