

**CLASSIFIED SENATE MINUTES**

Monday, March 2, 2019

3:00 p.m. – 4:30 p.m.

**Room CC3-361**

**Members Present:** Nicole Almassey – *Interim President*, Deborah Baskin – *Vice President*, BethAnn Stone – *Secretary*, Letta Greene – *Treasurer*, Ninnette Alfaro – *Council Member*, Justin Nogarr – *Council Member*, Paul West - *Local 1 Representative*, Catt Wood, Catherine Fonseca, Sonia Pantoja, Shelly Baird, Eric Sanchez, Irene Sukhu

**Members Excused:** Michelle McQuaid, Tammy Oranje, Sandra Mills

Item	Agenda	Outcomes
<p>1. 2. 3.</p>	<p><b>Welcome</b> <b>Announcements</b> <b>Public Comment</b></p>	<ul style="list-style-type: none"> <li>• Meeting called to order: 3:00 p.m.</li> <li>• Classified Senate should hold a gathering on a Friday afternoon with games and snacks for Classified Professionals to attend, network, share ideas and have some fun.</li> <li>• No public comment given.</li> </ul>
<p>4.</p>	<p><b>A. Agenda</b> <b>B. Minutes</b> <b>C. Treasurer’s Report</b></p>	<p><b>A. Agenda- Action:</b> Approved M/S: D. Baskin/P. West; unanimous approval of agenda with one correction (5-0-0)</p> <p><b>B. Minutes 3/11/2019 – Action:</b> Approved M/S: P. West/D. Baskin; unanimous approval of minutes with one correction (6-0-0)</p> <p><b>C. Treasurer’s Report:</b> Letta is still working with the District Office on some disputed charges (approximately \$50-\$80). The profits from the Carb Feed have totaled approximately \$7,000. The 1100 account (general operating fund) currently has a balance of \$5,000.00. This may change slightly (\$50-\$80) depending on the aforementioned disputed charges. The scholarship account has a balance of approximately \$11,000.00. <b>Action:</b> Approved M/S: D. Baskin/P. West; unanimous approval of Treasurer’s Report (6-0-0)</p>
<p>5.</p>	<p><b>Presentation</b></p>	<p><b><u>Employee Engagement Survey Results – BethAnn Stone:</u></b> BethAnn provided each of the Senators with a copy of the summarized results, including comments, from the recent Employee Engagement Survey. The total responses from the survey were 233 with only 36 responses from Classified Professionals. BethAnn will work with the Classified Senate and Management in the future to develop methods for encouraging and engaging Classified to respond to the survey. It was also noted that the majority of the responses occurred at the beginning of the survey period with spikes in responses occurring following each reminder. BethAnn also provided Classified with index cards to write any “A-Ha” moments pertaining to any results or comments that stood out from the rest. Additionally, Senators were to indicate their action plans pertaining to those “A-Ha” moments that they would implement as a Senator, and/or bring to their program or department to act upon. BethAnn collected the index cards at the end of the meeting for the Office of P&amp;IE to incorporate with other Senates and Committee’s feedback.</p> <p><b><u>Healthy Habit – Ninnette Alfaro:</u></b> Ninnette presented to the Senate the suggested routine health screening timelines for men and women. Additionally, Ninnette recommended to stay fit and alleviate stress, take regular stretches and breaks when at your desk all day. Visit your physician regularly for check-ups and preventive healthcare screenings. Don’t only visit your doctor when you are sick or hurt, visit them to ensure you are fit, healthy and to help prevent any health issues. Listed below are the suggested timelines for routine health screenings:</p>

**CLASSIFIED SENATE MINUTES**

Monday, March 2, 2019

3:00 p.m. – 4:30 p.m.

**Room CC3-361**

		<p><u>Schedule for Men</u></p> <ul style="list-style-type: none"><li>• Physical exam: Every two to three years for men 18 and over.</li><li>• Colonoscopy: Every 7-10 years for men 50 and over.</li><li>• Eye exam: One before the age of 30, as recommended by a doctor after age 40, every one to two years after age 65.</li><li>• Hearing test: Once every 10 years for men ages 18-50, once every 3 years for men 51 and over.</li><li>• Dental cleaning: Twice a year for men over 18.</li><li>• Blood pressure screening: Every two years after the age of 18.</li><li>• Cholesterol screening: Every five years starting at age 35.</li><li>• Prostate screening: Beginning at age 50.</li><li>• Skin exam: Yearly, beginning at the age of 18.</li></ul> <p><u>Schedule for Women</u></p> <ul style="list-style-type: none"><li>• Physical exam: Annual.</li><li>• Bone mineral density test: Beginning at age 65.</li><li>• Mammogram: Every one to two years starting at age 40.</li><li>• Clinical breast exam: Every three years for women who are 20-40.</li><li>• Colonoscopy: Every 7-10 years for women 50 and over.</li><li>• Fasting plasma glucose test: Every three years beginning at age 45.</li><li>• Eye exam: One before the age of 30, as recommended by a doctor after age 40, every one to two years after age 65.</li><li>• Dental cleaning: Twice a year for women over 18.</li><li>• Blood pressure screening: Every two years beginning at the age of 18.</li><li>• Cholesterol screening: Every five years starting at age 35.</li><li>• Pap test: Every three years for women ages 21-29, every five years for women 30-65, testing may be discontinued at age 65 if no previous problems have occurred.</li><li>• Skin exam: yearly after the age of 18.</li></ul> <p>It is noted that everyone’s body is different, and to complete your health check-ups with your physician early and often.</p>
<p><b>6.</b></p>	<p><b>Committee Input and Report-Outs</b></p>	<p><b>A. District Reports:</b> DGC is in the process of reviewing their bylaws. DGC also voted to approve a change to the Student Group Expense Claim Guidelines (BP 9.24) to remove the \$1,000 limit for purchase requisitions and replace it with “the voucher limits set forth in Business Procedure 11.15”. BP 11.15 was recently approved and reflects the new limit to request purchase requisitions of \$3,000 (instead of \$1,000). All other programs, offices, departments, committees, senates, etc. in the District adhere to the new purchasing requisitions guidelines, this vote and change to BP 9.24, aligns student expenses with the rest of the District.</p>

**CLASSIFIED SENATE MINUTES**

Monday, March 2, 2019

3:00 p.m. – 4:30 p.m.

**Room CC3-361**

		<p><b>B. SGC:</b> Continued to review and discuss resource allocation requests. Nicole outlined for the Senators the new resource allocation process including the “parking lot” or the resource request database. Nicole also recommended that if you will be submitting a resource allocation request to be specific and detailed as to what you need the funds for and what improvements to your program/unit will be made as a result of the request. Constituencies and committees are currently reviewing the proposed language for the College mission statement and gathering feedback. Once the feedback is provided to SGC a revised mission statement will be formed and sent for further review and feedback by constituencies.</p> <p><b>C. Enrollment Management:</b> No report</p> <p><b>D. Safety Committee:</b> No report</p> <p><b>E. Planning Committee:</b> No report, meet again on 4/11/19.</p> <p><b>F. TAG:</b> No meeting.</p> <p><b>G. IDEA:</b> The new Student Union Center will have dedicated space for meditation and prayer. One lactation pod will be delivered to both the Pittsburg campus and Brentwood Center in the upcoming weeks.</p> <p><b>H. Sustainability:</b> No report.</p> <p><b>I. Professional Development Advisory Committee:</b> The job posting was sent for PDAC Coordinator. Some conference funding requests were approved. Classified can now submit their PDAC funding request for up to \$1,500.00. Classified Nexus is currently in development and should be fully released soon.</p> <p><b>J. SSSP Advisory Committee:</b> No report.</p> <p><b>K. EEO Committee:</b> No report.</p>
7.	<b>Council Business</b>	<p><b>A. Elections:</b> The positions of Vice President and two Council Members will be vacated. A call-out for nominations for Vice President and two Council Member positions was sent to all monthly Classified Professionals last week. Nominations will be accepted until 5:00 pm on April 10<sup>th</sup> to Box 17.</p> <p><b>B. Scholarships:</b> The committee is discussing how to screen the applicants. Tammy recommended using the online system as if you print to read them, they must be shredded after completed due to FERPA.</p> <p><b>C. Budget Road Show:</b> Jonah from the District will be presenting. Classified Professionals are encouraged to attend and provide feedback. The new funding formula and its relation to the Vision for Success metrics will be reviewed.</p> <p><b>D. Accreditation:</b> The last meeting discussed the ACCJC Annual Report and the changes to the requirements, such as removing the reporting requirement on SLO assessment and adding the reporting requirement on our stretch goals for Institution-Set Standards. The Committee also discussed the upcoming VP Liaison visit on April 16<sup>th</sup>.</p> <p><b>E. Guided Pathways:</b> There was a lot of great sharing and input given at the retreat. The department chair will walk-through the program maps at their meeting tomorrow. The task force needs more input and participation from Classified Professionals. It is noted that those Colleges with the most success with Guided Pathways had a</p>

**CLASSIFIED SENATE MINUTES**

Monday, March 2, 2019

3:00 p.m. – 4:30 p.m.

**Room CC3-361**

		<p>lot of buy-in and participation from Classified. There are some elective programs (i.e. Arts, Drama, Physical Education, etc.) that fear that their sections and courses may be cut and/or enrollment may decrease significantly because of the Guided Pathways.</p> <p><b>F. Job Links:</b> It is the 25<sup>th</sup> anniversary of Job Links! The workshops are still tentative with the focus being more internal. For example, instead of an outside guest speaker Shondra West has agreed to be the guest speaker and it is planned to have student speakers as well. Don't forget to sign up early and submit your leave request.</p>
<b>8.</b>	<b>Adjourn Meeting</b>	<b>Action:</b> The meeting adjourned at 4:30 pm (M/S: D. Baskin/C. Wood), all in favor

DRAFT