

CLASSIFIED SENATE MINUTES

Monday, May 7, 2018

3:00-5:00pm

Room CC3-316

Members Present: Nicole Almassey - **President**, Deborah Baskin **Vice President**, Andrew Murphy - **Treasurer**, Imelda Lares - **Council**, Michelle McQuaid - **Council**, Sharen McLean - **Council**, Tammy Oranje - **Council**, Shondra West - **Council (Note Taker)**; Ninnette Alfaro, Robert Delgado, Courtney Diputado, James Kulthoff, Sandra Mills, Mary Oleson, Carole Rogers, Eric Sanchez, Paul West, Connie Wood

Guest: Marco McMullen and Neal Skapura (Local One President)

Members Excused: Michelle McQuaid and Andrew Murphey

Item	Agenda	Outcomes
1. 2. 3.	Welcome Announcements Public Comment	Meeting called to order: 3:08pm <ul style="list-style-type: none">• Welcome - Nicole welcomed everyone to the Classified Senate Meeting, last one for the Sp18 semester.• Announcements - Robert from EOPS shared information about the foster youth summit planned May 23rd. Robert asked the senate for a basket donation to be used as an opportunity drawing prize. The senate agreed to donate a basket and spend \$100.00 for basket supplies. Action: Approved (M/S: S. Mills); motion amended; spend up to \$100.00 S. Mills/C. Wood; unanimous• Public Comment - None
7.	Council Business	A. Classified Safety Concerns The committee discussed safety on campus - intercom/panic buttons were installed in classrooms and most conference rooms, e.g. library. The senate asked about safety training and using the panic button. Prior training focused on evacuations and campus safety. The committee would like written protocols with steps dealing with disruptive people and appropriate usage of the panic button.
5.	Presentation: Reflection Space	<ul style="list-style-type: none">• Marco McMullen - LMCAS President shared that a quite/safe space is being planned for use of prayer, meditation, and reflection. Names for the space is being well thought-out, e.g. Interfaith Room. Temporary locations are; staff lounge, Student Life and Honors portable, and cafeteria. Permanent locations are; Honors portable and Student Life portable, or an area inside the new Student Center. The space requires limited to no furniture for use of mats/pillows/rugs; clean running water is need; face a specific direction; and near bathrooms. The space would be available during campus hours and will require supervision. Committee Feedback <ul style="list-style-type: none">• Use of conference room SS3-332<ul style="list-style-type: none">○ may not be conducive due to elevator noise and size• Consider the name to be less religious to protect students<ul style="list-style-type: none">○ focus more toward meditation lounge• Use of the staff lounge may takeaway an area for faculty. Most staff use breakrooms in their buildings, e.g. SS4-451. Use of SS4-451 may be difficult to access for everyone, key access is required.<ul style="list-style-type: none">○ Check faculty contract whether a required lounge is needed before taking over the staff lounge.

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		<ul style="list-style-type: none"> • DVC Equity Dean oversees the meditation room; its possible LMC Equity Dean will oversee the area. • The ideal space to include offices are the Honors/Student Life portables.
4.	A. Agenda B. Minutes C. Treasurer's Report	<p>B. Agenda - Action: approved with changes (M/S: S. Mills/S. McLean); unanimous</p> <ul style="list-style-type: none"> ○ Rearrange the agenda items <p>C. Minutes 4.23.2018 - Action: approved with correction (M/S: S. McLean/C. Wood) unanimous</p> <ul style="list-style-type: none"> ○ Correction - item 7.D change to "narrowed down to two..." <p>D. Treasurer's Report - Nicole shared the Senate budget expense and balance to date.</p> <ul style="list-style-type: none"> ○ Nicole shared information regarding BP 1804 for Classified Senate Presidents to receive a stipend and release time. A decision is needed on a flat rate for CS compensation. Paying overtime will exhaust the budget since classified have varying salaries/benefits. Creating an equitable process is better to determine a flat stipend amount. Mary shared faculty are paid non-instructional rate at their base salary whereas PDAC paid volunteers a predetermined flat rate. Next year's budget will allocate funds for CS OT payments. Conversations with Classified and protocols are needed to determine what type of work constitutes OT. Sandra shared precedence for the CS President to receive payment is essential. There are assigned duties tasked to the CS President that constitute pay. Paul agreed that a stipend/flat amount for President vs. Council members is desired. Neal expressed governance and contracts should distinguish stipend amounts. Mary expressed release time is needed to encourage participation in governance to avoid who can or cannot partake based on approval. Participatory Governance is a Title V responsibility. Unused Senate funds are rolled over to the college general account; whereas scholarship funds are rolled over in the same account for ongoing use. Scholarship funds are from fundraising; 27 CS scholarships were awarded to students. The remaining budget has been earmarked for CLI. The committee agreed to fund the BBQ: tablecloths/drinks/supplies/gift cards. Action: Approved (M/S: P. West / T. Oranje) unanimous.
6.	Committee Input and Report Outs:	<p>District Reports</p> <ul style="list-style-type: none"> A. District reports - no update B. Shared Governance Council – no update C. Enrollment Management – no update D. Safety Committee – discussion 7.A; panic button and safety training E. Planning Committee – no update F. TAG – no update G. IDEA - campus prayer space room, discussion item 5 and student religious observance. H. Sustainability – no updates I. Professional Development Advisory Committee – approval of conference funding and mini grant.

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		<p>J. 3SP – Discussion of integrate plan, combining BSI, 3SP, and equity. BSI grant funding increased for next year, due to AB 705 changes stating students’ ability to be transfer ready in Math/English in one year, and ESL in three years. The committee discussed changing the name of Starfish - Early Alert because students are confused what it means, e.g. emergency alert. Early Alert is a notification system to warn students when their academics decline.</p> <p>Committee Feedback</p> <ul style="list-style-type: none"> ○ Concerns about changing the name may impact districtwide campuses. Starfish early alert is a conventional name used across the campuses. ○ Concerns with rebranding the States Starfish logo - early alert name used statewide. ○ Use Starfish as an educational opportunity to explain the purpose of the alert system. <p>K. EEO Committee - no updates</p>
7.	Council Business	<p>A. Classified Safety Concerns</p> <p>Discussion continued with committee feedback:</p> <ul style="list-style-type: none"> ○ Training needed to address the response level when handling disruptive individuals ○ Suggestion to seek de-escalation training via outside groups ○ Seek training to handle people with mental illness <ul style="list-style-type: none"> ○ Mental Health training via EOPS was helpful ○ Would like training how to engage/react individual situations <ul style="list-style-type: none"> ○ Safe defense training ○ Address at what level is safety a concern <ul style="list-style-type: none"> ○ Having individuals removed from the space ○ Ask PDAC to assist with bringing off-campus trainers - Safety Training Day ○ Consider Cal-Osha training ○ Alternating training sessions: protocol vs. faculty- Flex / Classified safety focus ○ Would like training beyond campus evacuations ○ Defer CS recommendations to the Safety Subcommittee <p>B. Classified Website updated - more updates to come to advertise events/resources/announcements. Send feedback to Nicole regarding website style ideas.</p> <p>C. Employee Picnic - June 7, 2018</p> <p>Other - Nicole questioned Classified about who received Diversity Training. It’s required for individuals to participate on hiring committees.</p>
	Adjourn	<p>Action: The meeting adjourned at 4:32 pm (M/S: S. Mills/S. McLean), all in favor</p>