

Pasadena City College
Classified Senate Meeting Minutes
September 03, 2014

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| Attendees: | Jeff Wojcik | Anna Davis | Mei Ling Cheng | Guests: Shelagh Rose |
| | Debra Cantarero | Yajaira De La Paz | Graciela Caringella | Cecilia Medina-Adamo |
| | Jeannie Sullivan | Anh Ha | Barbara Bossard | Absent: Rosie Roberson |
| | Pat Rose | Tito Altamirano | | |

1. Call to Order – @ 10:05 am by Jeff Wojcik

2. Approval of Senate Minutes – Minutes from August 20, 2014 approved, Debra moves to approve, Jeannie 2nd, Tito votes against, Debra abstains. Minutes are approved.

3. Old Business, Discussion, and Possible Action

a) Ad Hoc Committee Updates

- Halloween Committee – Change the name to “Fall General Meeting.” Yajaira reports that the ad hoc committee will meet today @ 1:00 pm in the Cap & Gown room to plan the Fall General Meeting. A save the date flyer will be sent out during the next week.
- Coffee & Donut Committee – Change the name to “Classified Staff Outreach Committee.” Yajaira reports that the 1st appreciation date is 9/16 for Facilities (76 people); CDC 10/24; CEC 11/14. Then possibly one scheduled for 12/5/14 in the Circadian Room open to all Classified Staff not covered by previous dates. Yajaira is reaching out to local vendors and to I-8 to provide coffee service. Debra voiced opposition to using budgeted (District) funds for this activity and that we should do fundraising activities to support it. The Estimated cost is \$100 per month in which an activity is held. Jeannie spoke to Anni in Facilities who asked us to keep in mind that we need to cover 2 different shifts of staff. We will need to get a headcount of the employee’s on the 8:00 am shift and the 2:30pm shift. We should also remind the FS employees of volunteer opportunities available with the Classified Senate. Mei suggested possible healthier options i.e. trail mix, granola bars, pretzels, etc.; also would be more sanitary as they are pre-wrapped and people could just grab and go. All senators should send their ideas to Yajaira.

b) Fundraising Ideas – Yajaira thinks we should have a fundraising event every other month to build momentum, i.e. See’s candy bars, restaurants (% of sales), etc. Yajaira welcomes an idea that we could establish a fundraiser that the Classified Senate could be known for. An ad hoc committee needs to be formed. The idea of a mixer was suggested with the discussion regarding evenings vs. weekends. A 50/50 Opportunity Drawing will be held at the Fall General Meeting to get fundraising started. Barbara will prepare the ticket packets for distribution at the next meeting.

4. New Business, Discussion, Possible Action

a) Hiring Committee Appointments – none for this meeting.

b) Standing Committee Appointments – Revised chart distributed by Debra. Mei Ling and Graciela would like to serve on the Professional Development committee. Tito reports that Melva wants to be on a committee. Debra asked that everyone wanting to serve on a committee or to put forth a name for a committee to please email them to her. Chart dated 9/2/14 voted on, Tito motions to approve, Jeannie 2nd, Debra abstain, all others in favor, chart is approved. Debra will be emailing all staff for volunteers.

c) Label and Ratify Additional Duty to “Alternate Representative to the BOT” – Debra stated that historically/traditionally the Senate President attends the Academic Senate meetings, however if that isn’t

possible then the BOT alternate could attend. Jeannie has some experience with attending the meetings last year as did Carole Robinson. Tito motions to vote to add Academic Senate meeting attendance to the duties of the Alternate BOT representative, Anna 2nd, Debra opposed, everyone else in favor, motion carries.

d) APL Presentation on Flex Day – Shelagh Rose and Cecilia Medina-Adamo gave a presentation on what the schedule of events will be for Classified Staff on Flex Day. These were based on survey results from Classified Staff responses from 8/12/14 Welcome Day. They received 87 surveys back from 100 participants. 1) Banner, 2) Conflict Resolution 3) Communication skills, 4) Student Services FAQ's policies, guidelines, etc. 5) Kronos, 6) Customer Service, 7) Adobe Photoshop, 8)Excel, 9)Outlook, 10) Nutrition 11) Acrobat, 12) Word, 13) PowerPoint, 14) Resume Building, 15) Word Press.

The AM session on 10/1 Flex Day will encompass the Modern Think discussion for Classified Staff. 12-1 break for lunch. 1-2:30 pm Banner, Kronos, Student Services, It was suggested that maybe a discussion about training available through linda.com could take place. Most people did not know about linda.com and that you can receive certificates by taking the training. A policy about who can watch the training videos, when it can be watched etc., needs to be established. Maybe it could be offered in the AM session if Modern Think doesn't take up the entire morning. Debra interjected that HR would be doing EEO training on that day as well and Pat Rose concurred.

Shelagh mentioned it would be helpful to know what items to include in the Banner training and who can give the training. George Chidiac was mentioned as a possibility. Jeannie discussed how it would be helpful to learn LancerPoint from the student perspective (topic 4). Advising 101 for faculty should be revamped for Classified Staff and training offered. Yajaira asked if Classified Assistants are allowed to attend the training or not since the campus is closed that day.

5. Special Reports

a) President's Report – Jeff reports that he will be meeting with the Academic Senate to go over the Modern Think results in preparation for Flex Day.

b) Vice President's Report – Debra reported that the EMP is available however the College Council is not currently taking revisions. Debra asked Barbara to distribute the report to all Senators.

c) Treasurer's Report – Yajaira reports that there have been no recent expenditures, budget is still not a full load. It should be available after tonight's BOT meeting.

d) Board of Trustee's Report – Graciela will be able to attend BOT meeting tonight. She will report on the Senate collaboration with APL for Flex Day activities as well as the planning for the 10/30 Fall General Meeting.

e) Academic Senate Report – Pat Rose reported that the new V.P. of Strategic Affairs is Ryan Cornner and that Modern Think will be giving a presentation to the Faculty on Flex Day.

6. Audience Participation & Announcements – Tito suggested that the morning and afternoon sessions for Modern think be switched if possible.

7. Adjournment – Meeting adjourned at 11:23 am by Jeff. Tito motions to adjourn, Debra 2nd, all in favor, meeting adjourned.