

**Pasadena City College
Classified Senate Meeting Minutes
September 17, 2014**

Attendees:	Jeff Wojcik	Tito Altamirano	Absent: Jeannie Sullivan	Guests: Dean Sao
	Debra Cantarero	Mei Ling Cheng	Anna Davis	Robert Pena
	Yajaira De La Paz	Pat Rose	Anh Ha	
	Rosie Roberson	Barbara Bossard	Graciela Caringella	

1. Call to Order – @ 10:10 am by Jeff Wojcik, and welcomed our two guests from facilities.

2. Approval of Senate Minutes – Minutes from 9/3/14 approved with 1 minor change. Tito motions to approve, Debra 2nd, all in favor, no abstentions, minutes are improved.

3. Old Business, Discussion, and Possible Action

a) Ad Hoc Committee Updates

- Fall General Meeting – Mei Ling reports that plans are moving forward, Yajaira is getting quotes for two food options. Plastic table covers to save money vs. in house linens. Briefly described table decorations, confirmed that we will not be borrowing Bonnie's items. Barbara reports that the photo booth is confirmed. Yajaira calls for a motion to approve \$150.00 withdrawal for petty cash to pay for Fall General Meeting expenses, Tito 2nd, all in favor, no abstentions, minutes are approved. It is decided to also use a 50/50 drawing with it going to the T&A account. Barbara will package up and distribute tickets to Senators. The program for the event was discussed and whether or not to ask committee members to stand up and give a brief report vs. just having them stand and be recognized. Jeff is in favor of the latter method. Should we have nametags or not? Gifts for committee members? Email Senators about volunteer duties for the event.
- Hospitality/Staff Outreach Committee – Yajaira reports that it has been a tight year for donations in the community (food vendors), however the plan was ready to go forward on 9/26 beginning with Facilities.

4. New Business, Discussion, Possible Action

a) Robert's Rule Review Concerning Recognition by President before Speaking – Jeff reiterated the rules and the need for proper recognition of people wishing to speak or comment on the agenda items and not just speaking out of turn. This way they can be verbally recognized so it gets on the recorded record and the minutes. Debra mentioned a point of order regarding sticking to only what is on the Agenda as is mandated by the Brown Act. Pat Rose offered to send us a copy of what they used at the Academic Senate Retreat.

b) Omission on Non-Topic Agenda Items from Meeting Minutes – Jeff said that we are strictly sticking to this because we need to keep the meetings on topic and within the allotted time. Debra pointed out that non-agenda items should be handled in section 6.

c) Hiring Committee Appointments - #007 Custodian – Richard Caldwell, #008 Accounting Officer – Anthony Brown. Tito motions to approve, Yajaira 2nd, none opposed, names are approved.

d) Standing Committee Appointments – Standing Committee appointments (6) were reviewed and voted on. Tito motions to approve, Rosie 2nd, Yajaira abstains, and everyone else in favor, names are approved. There was a discussion of how the people are chosen for committees, Debra briefly outlined her methodology and some

Senators said they would like to see more transparency in the process and asked Debra to document the process for the selections.

e) Classified Activities developed with APL for 10/1/14 Flex Day – Jeff reported that everything is planned for Flex Day and that the Senate and APL had been working closely together. Brief discussion of schedule and classes being offered that day. Tito would like to have Senate send out a notification in advance of APL notification.

f) Creation and filling of Accreditation Self Review Committee (C.S. Ad Hoc Committee) – Academic Senate and Management Association met with Jeff, Jeannie and Tito. The P&P committee approved tentative version of self-evaluation. The Senate has been asked to review and submit back by 10/13/14. Jeff wants to form ad hoc committee and then send notice to staff for volunteers. Jeff will talk to Dr. Miller about release time. Priority will be given to those who have already worked on the standards. Jeff will be chairing ad-hoc with Tito, Debra volunteered for committee. Need to email Senators not present.

g) Review of design changes made to proposed Classified Senate Logo – More revisions requested, change in font, finger styles, etc.

5. Special Reports

a) President's Report – Jeff brings up that the next Senate meeting is 10/1 which is in conflict with Flex Day. Debra motions to cancel meeting, Tito 2nd, all in favor, meeting is cancelled. Jeff discussed an email he Received from Mr. Cornner regarding CS involvement in the fall for strategic planning purposes.

b) Vice President's Report – Debra discussed her favorable outlook regarding the new PCC president's statement regarding non-aggression, bullying etc., is gone and divisive politics are gone. Debra would like to see more collegiality among all staff.

c) Treasurer's Report – Yajaira reports same balances as last month. \$687 in T&A account. Tito mentioned that he heard that we were being cut by 7,000? Only receiving 98-99%? Jeff will get full information from the board

d) Board of Trustee's Report – None

e) Academic Senate Report – Pat reports that everything is confirmed and on track for Flex Day and EEO training on 10/1/14. The Academic Senate now has a line item on their agenda for the Classified Senate.

6. Audience Participation & Announcements – Mei Ling brought up the need to have a revised Classified Senate photo taken. Will contact Rochelle about scheduling one.

7. Adjournment – Meeting adjourned by Jeff at 11:39 am. Tito motions to adjourn, Debra 2nd, all in favor, meeting adjourned.