

Pasadena City College
Classified Senate Meeting Minutes
November 5, 2014

*Action Items are in Orange

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

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

2. Approval of Senate Minutes – Jeff asks for a motion for the minutes from 10/15/14 to be approved. Tito motions to approve minutes, Graciela 2nd, Yajaira abstained, everyone else in favor, minutes are approved.

3. Old Business, Discussion, and Possible Action

Debra motions to swap the order of 3a and 3b to allow guests to present their information first. Jeannie 2nd, all in favor, motion passes.

a) Ad Hoc Committee Updates

- **Classified Staff Outreach/Social Committee** – Yajaira presented that the first outreach will be on November 18th and/or 19th. Facilities 120 people @ \$600.00; CEC 35 people @\$175.00; CDC 20 people @\$100.00. Corner Bakery will be providing coffee and food, includes delivery to 3 sites. Money is coming from Dr. Miller. Debra expressed a need for Senators to be present at the deliveries in order to increase the visibility of the Senate and to get volunteers. **Yajaira will coordinate the delivery times and email the Senator's about attending the outreach events (place and time).** It was suggested that the next outreach event be held in partnership with Social Committee in December in the Creveling. **Graciela will check the date.** The question was asked about reaching out to Rosemead, there is only one Classified Staff member working there which is Mark Norby. A motion was brought forth by Jeannie to provide a \$10 gift card for either In & Out or Jack in the Box. Tito 2nd the motion, all in favor, motion approved. **Graciela will confirm if there are other Classified Staff working at Rosemead.**

b) Meeting Debrief

- **Fall General Meeting** – Jeff thanked everyone for attending and that we had a good turnout. Barbara reported 71 RSVP, and 72 people signed in at the door, although it looked like more than that number. Jeannie expressed that she was receiving feedback from those in attendance that the disruptive comments during the Standing Committee discussion ruined a lot of people's enjoyment at the event, and that many felt it was inappropriate. Jeff has floated the idea of holding regular town hall meetings for Classified Staff in order to disseminate information and discuss these types of issues that come up. He also stated that we could do better at informing attendees in advance of what to expect at the meetings. **Graciela asked when we thought the meetings could start. Yajaira said she would be able to report the event's final cost at the next Senate meeting.**
- **APL/Professional Development Day** – Debrief with Shelagh & Cecilia, they provided an APL handout with statistics from 10/1/14 Professional Development Day. Some comments from attendees were that more time was needed for passing periods, as people were arriving late to classes. Also offering classes at different skill levels would be preferred. There was also

discussion of ways to approve for next year, i.e. possible Keynote Speaker or convocation during breakfast time reflecting on the positive, i.e. collegiality. Strategies for managing sign ups as many people showed up w/o RSVP. There was difficulty in getting people from Facilities to be able to attend, those that did felt that their supervisors were giving them “the look” by their managers because they were there. It would be helpful to have Dr. Miller approve their attendance in advance next year. Also, Faculty were at the classified breakfast so the food ran out. Maybe next year combine Faculty, Classified and Keynote all together to avoid this, and to also enforce the need to present a ticket in order to partake of the food. There is discussion of a possible Professional Development Day in the Spring of 2015. The EEO training needs to be held more frequently than just on Flex Day.

5. New Business, Discussion, Possible Action

a) Hiring Committee Appointments – Debra put forth the following names: #010 Intermediate Clerk II for CTEC: Heather Banh, Anh Ha, and Nimfa Williams. #012 Intermediate Clerk II for HR: Rosie Roberson, Graciela Caringella. #013 Painter for Facilities: Candalario Diaz. Tito motions to approve appointee’s, Yajaira 2nd, all in favor, names are approved.

b) Standing Committee Appointments – None

c) Classified Senate Code of Ethics Review – Jeff handed out copies of the Classified Senate Code of Ethics for everyone to review and sign during the next two weeks. They were cursorily reviewed at the Senate Retreat. They will be collected at the 11/19/14 meeting.

5. Special Reports

a) President’s Report – Jeff shared a handout from the Calendar Committee provided by Glenna Watterson. *There are two questions that will be distributed to all classified staff in the form of a poll. Jeff will be responsible for this.*

b) Vice President’s Report – Debra did not give a report.

c) Treasurer’s Report – Yajaira went over the FGM expenses but expressed they were incomplete. *Yajaira will have the final numbers ready for the next meeting.*

d) Board of Trustee’s Report – Graciela is planning on telling the BOT about the large turnout for the FGM, about the upcoming Appreciation Outreach activities the week of 11/16 for Facilities, CDC, CEC and Rosemead.

e) Academic Senate Report –Pat did not give a report.

6. Audience Participation, Announcements and Public Comments – Debra shared Management Association Holiday Party Flyer. Tito talked about the pending SSP Report being put together in order to receive 2.9 Million in state funding.

7. Adjournment – Meeting adjourned by Jeff at 11:45 am. Tito motions to adjourn, Debra 2nd, all in favor, meeting adjourned.

Prepared by Barbara Bossard (College Assistant) and Jeannie Sullivan (Secretary), Classified Senate 11/13/14. Approved _____.