

Pasadena City College
Classified Senate Meeting Minutes
November 19, 2014

***Action Items are in Orange**

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

1. Call to Order – @ 10:19 am by Jeff Wojcik.

2. Approval of Senate Minutes – Jeff asks for a motion for the minutes from 11/5/14 to be approved. Debra motions to approve minutes, Jeannie 2nd, 1 vote against, all others in favor, minutes are approved.

Motion to suspend agenda to allow for Accreditation Update (5a). Debra motions to suspend, Jeannie 2nd, all in favor, motion passes.

Motion to resume agenda after Accreditation Update by Debra, Jeannie 2nd, all in favor motion passes.

3. Swear in New Member(s) – Debra swore in Dean Sao from Facilities Services. **Barbara will create a handbook for him and update the roster and the Outlook distribution list.**

4. Old Business, Discussion, and Possible Action

a) Ad Hoc Committee Updates

- **Fall General Meeting Final Expenses** - Yajaira provided a summary of expenses current account balance report. Total expenses were \$1,099. 50% of raffle monies were put in T&A account.
- **Reimbursement Status for Mei Ling Cheng** – reimbursement is forthcoming. Per Fiscal, future reimbursements should be in memo form with receipts attached.

b) Classified Staff Outreach Update - Dr. Miller has committed funds for this effort. To facilitate an easier/speedier process, Yajaira will contact I-8 to provide cookies and coffee, etc. Graciela confirmed that there is only one classified staff at Rosemead. Clarification was made regarding funding and December combined effort with the Social Activities Committee. There is a need for formal communication regarding joint efforts. Jeff will work with Yajaira on letter to Social Activities Committee. The target outreach dates are 11/17/14 – Facilities; 11/18/14 – CDC; and 11/19/14 – CEC. Yajaira will get gift card for Rosemead staff member. Fundraising needs to be put on future agenda.

c) Classified Senate Code of Ethics – Jeff asked everyone to turn in their forms to Barbara. 3 forms not collected.

d) Classified Senate Budget Update and Review - Yajaira reported that the 4002 account has been fully loaded.

5. New Business, Discussion, Possible Action

a) Accreditation Update – Dr. Ryan Cornner - Ryan Cornner, AVP Strategic Planning & Innovation and Stephanie Fleming, Accreditation team co-chair. R. Cornner thanked all classified staff who had participated and gave comments. Timeline: Final Self-Evaluation to College Council on December 4, 2014 and then to the BOT for approval on December

10 2014. Thereafter will be submitted to the ACCJC. He announced plans to have a revised Shared Governance Handbook by summer 2015, which will be vetted by the shared governance groups.

b) Hiring Committee Update – Motion made by Tito and seconded by Jeannie to have two separate votes:

Group 1 - #015 Registered Nurse Specialist – Daisy Ung; #019 Electronic & Digital Fabrication Technician – Arkova Scott; #303 Economic & Workforce Development Project Coordinator – Anne Ostrander, Cyndi George; #304 Dean of Instructional Support – Jeannie Sullivan, Glenna Watterson; #305 Associate Dean Distance Education – Maureen Davidson. Motion to approve made by Tito, 2nd by Mei Ling. Motion approved, 1 abstention. Group 2 - #016 – Coordinator, TLC – Pat Krause and Brigitte Norsworthy. Motion to approve by Jeannie, 2nd by Yajaira, Motion approved by majority vote, 1 abstention.

- **Presidential Executive Search Hiring Committee** – Debra presented a draft email that will be sent to all classified staff to solicit volunteers for this committee. Deadline for responses will be 11/26/14 but will accept responses up to 12/1/14. **Hard copies will be forwarded to Facilities, CDC, CEC & Rosemead.**

c) Standing Committee Update

- **Commencement Speaker Committee** - Denise Albright served last year. Propose that Denise serve again. MOTION made and seconded by Tito and Jeannie to approve Denise Albright to serve on this committee.
- **Institutional Effectiveness Committee Co-Chair Update** - Tito shared the letter that was presented to the Academic Senate on behalf of the classified employees that serve on that committee.

d) Discuss dates and topics for Town Hall Meetings for Classified Staff – Discussion tabled until next meeting 12/3/14. Motion made by Debra, 2nd by Jeannie. Approved by unanimous vote.

5. Special Reports

a) President's Report – Jeff reported that a poll was sent to classified staff on behalf of the Calendar Committee. Received 125+ responses. Will provide the results to Glenna Watterson and to the Classified Senators to help guide future efforts.

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

c) Treasurer's Report – Yajaira provided it earlier under item 4d.

d) Board of Trustee's Report – Graciela reported on future town hall meetings, outreach and thanked Bob Miller for monthly meetings with Classified Senate and for providing funds for staff outreach.

e) Academic Senate Report – Pat Rose reported on AB 2558 (Professional Development). Potential for \$25 million for funding of Professional Development programs for faculty and staff for all Community Colleges who meet criteria a) must have Professional Development Shared Governance Committee and b) must have Policy & Procedures in place and must provide affidavits for both items. Reported that part of the PCC Action Plan was to have a Professional Development Program/Committee.

6. Audience Participation, Announcements and Public Comments – Professional Development Committee – Cha Mancini reported that there have been three meetings and a retreat has been planned at the CEC on 11/21/14. Their goal is to begin establishing policies and procedures. Tito reported on the Pathways Student Conference last week. It was a great event. He thanked Graciela for serving as a judge.

7. Adjournment – Meeting adjourned by Jeff at 11:50 am.