

Pasadena City College
Classified Senate Meeting Minutes
December 3, 2014

***Action Items are in Orange**

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

1. Call to Order – 10:13 am by Jeff Wojcik.

2. Approval of Senate Minutes: November 19, 2014 – Tito motions to approve, Graciela 2nd, minutes are approved with minor changes.

3. Old Business, Discussion, and Possible Action

a) Classified Staff Outreach Update – Yajaira sent Tito an email with an update due to being out sick. Tito read from the email regarding the Facility Services experience. The photos have been posted on the shared drive. Jeff spoke about the CDC experience. Mark Nordsby was given the gift certificate by Tito the previous week. Next up the Warehouse needs to be covered – Al & Richard. Graciela motions to purchase \$10 gift card(s) for the warehouse employee(s), Mei Ling 2nd, all in favor, motion passes. **This item will be placed on the agenda again for the 12/17/14 meeting.**

b) Classified Senate Code of Ethics – 1 person has not returned their signed form. **Barbara will follow up with that person.**

4. New Business, Discussion, Possible Action

a) Hiring Committee Update

- Provide Handout of the Process – Table until 12/17/14 due to Debra's absence (Policy 6200)
- Ratify New Hiring Committee Appointments - #014 Department Lab Tech III (Biology): Rafik Nazapoor, #016 Accountant (Fiscal Services): Pat Krause, #018 Student Success Coach Leader (CTE): Biju Variyan. Jeannie Sullivan motions to approve appointee's, Tito 2nd, all in favor, appointees are approved. Graciela is going to follow up with Terri Hampton today regarding the next EEO training because Pat Rose asked when the next one would be held.

b) Standing Committee Update – as of today, 4 people have volunteered to serve on the Presidential Executive Search Committee and have submitted their statements. **Jeff & Debra will decide if there will be a special meeting held or not to vote on the candidates and the Senators will be updated accordingly.**

c) Standing Committee Survey/Poll - Jeannie Sullivan mentioned that the benefits poll goes into the area of a negotiated item with the union (CFT) so they and the other bargaining units (POA, CSEA) will need to be included. **Jeff will reach out the bargaining units for their buy in.**

d) Discuss dates and topics for Town Hall Meetings for Classified Staff - the question was asked of how do we want to gather the topics from the Classified Staff? Should it be an email or a survey? Union reps should be included on the town hall panel when they are held. **Jeff will develop a poll and train others on how to use Google Forms which he is using to create the surveys.**

5. Special Reports

a) President's Report – Jeff passed out copies of the Shared Governance Leadership Council poll that is going to all staff. **Will make paper copies available in the CS office as well as AS and hard copies will be sent to Facilities Services.**

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

c) **Treasurer's Report** – Tito shared Yajaira's email – Mei Ling has been reimbursed, there have been no changes to the CS account balances.

d) **Board of Trustee's Report** – Graciela had nothing to report since last Senate meeting. The next BOT meeting is 12/10/14. She is planning to talk about the staff outreach success and town hall planning. Jeff will email talking points to Graciela.

e) **Academic Senate Report** – none.

6. Audience Participation, Announcements and Public Comments – Mei Ling will be working on the website over the holiday break, Barbara will load event photos into the shared drive for her use. Barbara will also make PDF copies of the Agenda's & Minutes and place them in the shared drive as well.

7. Adjournment – Meeting adjourned by Jeff at 11:37 am.

Prepared by Barbara Bossard (College Assistant) and Jeannie Sullivan (Secretary), Classified Senate 12/15/14.