

Pasadena City College
Classified Senate Meeting Minutes
July 22, 2015

Attendees:	Denise Albright Debra Cantarero Graciela Caringella Candalario Diaz Anh Ha Felisia Mitchell	Robert Peña Dean Sao Jeannie Sullivan Katina Williams Jeff Wojcik	Absent:	Mei Ling Cheng (t/o) Rosie Roberson (t/o) Shelagh Rose (AS)	Guests:	Barbara Bossard
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1. Call to Order – Jeff calls the meeting to order at 10:08 am.

2. Swear in New Members – none

3. Approval of Senate Meeting Minutes: July 8, 2015 - Debra moves to approve, Denise seconded, no abstentions, minutes approved unanimously.

4. Old Business, Discussion and Possible Action

a) October 1st Flex Day – Save the Date Flyer – 2 versions shown, version #1 with circle logo approved for distribution. Barbara will send out to Classified Staff via Email. It will also be posted in the display case, copies sent to facilities. Comment was made that Flex Day should not be used for EEO training.

b) Classified Senate Planning Retreat August 21, 2015 – Everyone needs to have their manager sign the meeting forms and turn them in by 7/31/15 and they need to accept the calendar invitation so we can plan the meeting accordingly.

A motion was made to suspend the agenda by Debra and seconded by Jeannie so that Dr. Kathy Scott can talk about 5) e out of order.

5. e) Accreditation Update – Dr. Kathy Scott – Dr. Scott spoke about accreditation report, copies of all documents are available on PCC website. The college is on Probation. Dr. Vurdien wants us to be fully affirmed in October 2016 when the committee returns to the college, and not just moved up to warning. Some of the things we were “dinged” on are poor climate, poor operating environment, non-collegiality, etc., not quality of instruction. Kathy is sending out a copy of the Ed Code and how the Board Policy differs. We did get some commendations. A Task Force has been set up, Dr. Scott is the chair, and Stephanie Fleming, Ryan Corner, Terri Hampton, Debra Cantarero and Jeff Wojcik are on the task force. Dr. Vurdien wants to hire an outside consultant to help with civility on campus. There will be a review of ethics policies and Dr. Bell will lead the re-write so there is only one set of ethics for the entire campus to abide by. Bargaining units will be a part of the Employee Review discussion, as they have not been done regularly. The report is due by May 2016

** A motion was made to resume the agenda by Debra and seconded by Denise**

5. New Business, Discussion and Possible Action

a) Appointments– Debra

- **Hiring Committee Appointments** – Jeannie made a motion to separate the hiring committee appointments into separate votes, Katina seconded, no abstentions, approved unanimously.
#001 Painter – Facilities Services: Dean Sao (FS); Jeannie moves to approve, Katina seconded, Dean abstained, everyone else in favor, Dean is approved.
#047 Testing Assistant – CEC: Ben Wilkes (VAMS) and Nohelia Franco (CEC)
#049 Research Planning Analyst - Institutional Effectiveness: Dustin Tamashiro (IE)
Jeannie motions to approve #47 & #49. Dean seconded, no abstentions, unanimously passed.
- **Standing Committee Appointments** – none
- **Standing Committee Reports** – Denise Albright turned in her report for the Facilities Master Plan.

b) Review of Robert’s Rules – Jeff discussed the importance of following Robert’s Rules of Order during meetings because we are a Brown Act committee. He asked everyone to study the hand out during his or her free time.

c) Accepting Senate Calendar Meeting Invitations – Jeff asked everyone to be sure to accept/decline their Outlook calendar meeting invitations because it helps us with planning more efficient and effective meetings.

d) Discuss/Vote Moving or Cancelling August 19, 2015 Meeting – due to the Senate Retreat taking place on 8/21/15, a motion was made by Debra to cancel the 8/19/15 meeting, Jeannie seconded, no further discussion, no abstentions, unanimous vote to cancel 8/19/15 meeting.

6. Special Reports

- a) President's Report** – Jeff briefly mentioned Senate Elections on 8/5/15. He is serving on the Accreditation Task Force.
- b) Vice President Report** – Debra is maintaining the roster of committee appointments until a new V.P. is elected.
- c) Treasurer's Report** – Jeff reported that the Senate has received a 50% budget load to date.
- d) Board of Trustees Report** – At the last BOT meeting, Graciela announced the new Senators, mentioned retreat and welcomed Dr. Vurdien.
- e) Academic Senate Report** – none.

7. Audience Participation, Announcements and Public Comment – Visitor Martin Enriquez announced that he is running for BOT for area 2 of the district. His email address is martin.enriquezforpcc@aol.com

8. Adjournment – Meeting adjourned at 11:09 am. Debra moves to adjourn, Denise second, meeting adjourned.

Minutes prepared by Jeannie Sullivan (Secretary) and Barbara Bossard (College Assistant) _____ approved