

**Pasadena City College
Classified Senate Meeting Minutes
September 2, 2015**

Attendees:	Jeff Wojcik Debra Cantarero Jeannie Sullivan Felisia Mitchell	Anh Ha Rosie Roberson Mei Ling Cheng Shelagh Rose	Graciela Caringella Dean Sao Denise Albright	Absent: Katina Williams Candelario Diaz Robert Peña	Guests: B. Bossard
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1. Call to Order – Call to order at am by Debra Cantarero at 10:05 am.

2. Approval of Senate Meeting Minutes for August 5, 2015 - Approval of 8/5/15 minutes, Jeannie Sullivan motioned to approve, Jeff Wojcik 2nd, Denise abstained, minutes approved.

3. Old Business, Discussion, and Possible Action

a) Board Policy Review BP/AP 7370 Political Activity (2nd Read) - No comments were made by Senators. Debra asked that if anyone does have comments to email them to her.

b) Flex Day Report – Shelagh Rose provided an update. The video trailers regarding Flex Day can be viewed on the Pulse. “Putting the Pieces Together.” The Keynote Speaker will be Eduardo Breseno. Groups will work on solving barriers to student educational goals shown in the videos. Counselors will facilitate and bring in students and a symbolic puzzle will be put together. Breakfast at 8:30 am, Video presentation 9:00 am, Keynote flows and then Lunch. After lunch, group sessions will break out and there will be 2-4 workshops. The overall theme and goal is “being more effective in our jobs to foster student success.”

c) Accreditation Update - Dr. Cornner indicated we have been placed on enhanced monitoring in addition to probation because the college has not provided because we have not provided 100% of our Student Learning Outcomes (SLO’s). Debra Cantarero discussed the email received from Dr. Kathy Scott to populate the Accreditation committees and said to let her know if anyone on the Senate would like to serve.

4. New Business, Discussion, Possible Action

a) Integrated Planning Model & Strategic Plan (1st Read) – Dr. Ryan Cornner - PCC has not been compliant in the past 30 years with regard to integrated planning. The planning starts with program review and works its way through a process with various areas on campus. On 9/14/15, the Academic Senate will have its first read and will vote on it 9/28/15. Dr. Cornner reported we are hoping to have this planning model in place by October so we can plan next year’s budget, as we will need to review the Educational Master Plan and prioritize our resources working together. Integrated Planning is a strategic plan vs. EMP with 72 items (kitchen sink model). More information can be found at _____ and feedback can be given as well.

b) Appointments - Jeannie

- **Hiring Committee Appointments** – #004 – Intermediate Clerk II (HR); #005 Intermediate Clerk III (FS); #006 Specialist, H.S. Relations & College Orientation; #009 Supervisor – Payroll (FS); #046 Intermediate Clerk I (NS); #101 Dean, Counseling & Student Success Services - Graciela motioned to approve, Jeff seconded, no discussion, all in favor, none opposed. Denise Albright abstained as she is serving on the hiring committee for job #101, Dean of Counseling.
- **Standing Committees** - none, an email will be sent to all Classified Staff from Jeannie via the Senate office to ask for volunteers, it will also be put on website.
- **Standing Committee Reports** – Mei Ling reported on behalf of the Professional Development committee. She indicated that the college was only given \$250,000 from the Chancellors Office and that is why the Professional Development Manager position was cancelled. The committee will revise and resubmit AP7160 to Chancellors Office to remove a mention of a Professional Development manager. Of the \$250,000 given for Professional Development, approximately \$30,000 was no longer available and approximately \$22,200 was used to renew the college’s Lynda.com subscription. The balance left would be approximately \$192,800 left for campus activities, which are still under discussion. The committee wanted to set aside of that \$110,000 for conference travel, to Management, Faculty and Classified. However only \$10, 000 - \$15,000 would be earmarked for Classified Staff. Discussion held that we should figure out ratio of Classified Staff and Faculty to figure out % for a more equitable distribution. By doing so, Mei Ling could make an informed recommendation as to how much should go to Classified Staff.

c) Halloween Event – The event will take place in the Circadian Room and Patio on Thursday, October 29, 2015, because a lot of staff are off campus on Friday. Sample flyers were shown; Barbara will work with ad hoc committee to finalize. Jeff

motioned to create an ad hoc committee, Jeannie second the motion. Discussion: Graciela asked why the event was not being called the "Fall General Meeting" as it was last year. Jeff indicated that there was some confusion about the event last year which affected attendance rates and fundraising; therefore this year it will be called "Halloween Event" so it is clear for our classified staff what the event will be for. Debra reiterated that it was a unanimous decision discussed at the Retreat. Vote taken, all in favor, none against, no abstentions. Denise Albright and Mei Ling Cheng will lead the ad hoc committee; they will work with Jeff because he is the Treasurer. Barbara will assist as necessary.

d) CCLC Convention Nov. 19-21, 2015 Burlingame – Debra indicated in the past Classified Senate has attended and has offered workshops. The event will be on November 19, 2015, Thursday through Saturday. Let her know right away if you want to attend.

5. Special Reports

a) President's Report – Debra mentioned attending College Council

b) Vice President's Report – none

c) Treasurer's Report – Jeff reports that we have a \$17,500 balance, which is a \$65% load.

d) Board of Trustee's Report – Felisia will attend tonight's BOT meeting. It was asked that Felisia mention the following items at the meeting:

- 1) Halloween Event on 10/29/15 – invite BOT members to attend
- 2) Successful retreat at the Huntington
- 3) Working with Academic Senate to plan Flex Day

e) Academic Senate Report – none

f) 4CS Report – Debra will be unable to attend the Statewide Meeting October 10th & 11th. She has submitted all of her area reports to the 4CS.

6. Audience Participation, Announcements and Public Comments – Mei Ling asked the Senate regarding the Professional Development money that will be allocated to Classified Staff, and wanted to know what an appropriate figure was to ask. Debra indicated she should wait to hear back from Graciela regarding the ratio of Classified Staff to faculty.

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

Minutes prepared by Graciela Caringella (Secretary) and Barbara Bossard (College Assistant) _____ approved.