

**Pasadena City College**  
**Classified Senate Meeting Minutes**  
**October 7, 2015**

<b>Attendees:</b> Denise Albright Debra Cantarero Graciela Caringella	Mei Ling Cheng Candelario Diaz Felisia Mitchell	Rosie Roberson Dean Sao Jeannie Sullivan	Katina Williams Jeff Wojcik Shelagh Rose (AS)	<b>Absent:</b> Anh Ha Robert Peña	<b>Guests:</b> Barbara Bossard Anne Ostrander Monique Hedrick-Walters
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**1. Call to Order** – Call to order at am by Debra Cantarero at 10:15 am.

**2. Approval of Senate Meeting Minutes for September 16, 2015** – Approval of 9/16/15 minutes, D. Albright moves to approve, Rosie 2<sup>nd</sup>, minutes approved, all in favor.

**3. Old Business, Discussion, and Possible Action**

- a) **Flex Day Report** – Shelagh Rose - reported the Flex Day event was successful, all staff was together, Public Relations assisted in promoting the event and there was a successful turnout. Jeannie asked how many attended that did not RSVP. Shelagh indicated there was over 600 who RSVP'd and about 50-100 showed up without RSVP, which is a typical number. Graciela reported the event was a very collaborative effort with managers and faculty.
- b) **Accreditation Update** – Debra Cantarero – She is actively participating in solving issues that are being faced. Jeff added that the classified staff needs to get more involved and share the participation during this process. Debra asked to encourage individuals to help in the process if they are available. Kathy has started the development of the different work groups. Some elements will involve P&P and other committees. If you are interested, please let Jeff or Debra know. Debra indicated this is the time to be vocal and participate and advocate for one another.
- c) **Halloween Event Update** – Debra asked how much help does the Ad Hoc committee need to help move along the planning process of this event. Denise indicated she would be contacting Pi to ask what the price difference will be in Hot Dogs and Hamburgers versus pizza. Barbara indicated there are vegetarians on campus and to be mindful of their diet. Debra asked if there was anything else that can be done, as an Eventbrite invitation should be sent out. Barbra volunteered to send it out. Mei Ling wanted to state that she could not locate fellow senators to meet on Flex Day for a planning meeting that had been set up. Mei Ling had recommended meeting to discuss the details. Debra indicated that this agenda item is an opportunity to discuss the event. Debra said currently tablecloths need to be ordered and other details for the event need to be addressed immediately. Mei Ling said she would call an Ad Hoc committee to get together. Denise said we could discuss it now. She asked each senator to bring a pumpkin for staff to decorate for the contest. She suggested Starbucks cards could be issued to the best-decorated table so that everyone on the table can participate and come up with something together. Mei Ling said it would be less work for the senators to decorate and the individuals in attendance can decorate, as it will be a good activity for those present to complete. Barbara wanted clarification if supplies would be provided. Jeannie suggested the Ad Hoc committee should make these decisions. Jeff asked for consideration to be made so the tablecloths we are using will not be damaged. Debra suggested bringing something to put on tablecloths so they will not be damaged. Costume contest, 50/50 drawing and gift baskets will be available. Mei Ling asked if anybody wanted to donate any gifts they might have received in the past and have not used. Denise indicated she has reached out to the bookstore and that Leslie will be donating an item. Mei Ling also asked if senators have any items in their area that are PCC related that they could also be donated to the basket. Debra asked for the Ad Hoc committee to keep Jeff informed as he is our Treasurer. Katina asked when the pumpkins would be needed. Debra said to bring them the day of. Denise asked if release time would be available and Debra responded by indicating the event is planned during lunch hour and therefore attendees will be attending on their lunch break.
- e) **CCLC Convention Nov. 19-21, 2015 Burlingame** - We have three individuals interested in going. Please register for the event by October 25th as the registration is due. Barbara asked senators to meet with her after the senate meeting if they need assistance with forms.
- f) **AP/BP3540 Sexual Assaults on Campus (1<sup>st</sup> Read of 2<sup>nd</sup> Revision)** – Debra informed the senators that the policy has already passed but wanted to inform the senators. Shelagh added that students were in jeopardy of losing their financial aid if this was not approved and therefore Academic Senate approved this policy under the circumstances of the urgency. Jeannie indicated that going forward senators should not be rushed to approve policies as we need to take time and consideration to review them. Debra responded by indicating that the Classified Senate models the process that Academic Senate reviews. She indicated that she would bring it up at the next officers meeting with the President to let him know how we feel about this.

**4. New Business, Discussion, Possible Action**

- a) **BP/AP7400 Professional Conference Attendance** - Debra indicated that this policy was passed at College Council on 9/30/15). Mei Ling asked if this is related to conferences as it relates to Professional Development and Debra responded that it was.
- b) **Appointments** –
  - **Hiring Committee Appointments.** Graciela motioned to accept the hiring committee appointments. Jeff second. All in favor, motion carries.  
#008 – Police Officer – Alan Chan (Police & Safety)  
#009 – Supervisor, Payroll (Fiscal Services) – Corinne Lutter (Fiscal Services)  
#013 – Educational Advisor, Upward Bound – Beatriz Sapiens (Upward Bound), Susanna Faljyan  
#014 – Flea Market/Auxiliary Coordinator – Carrie Afuso (Student Affairs)

- **Standing Committee Appointments** – Jeannie indicated that she is close to filling all of the committee appointments. She mentioned a week ago we had 59 classified employees serving on 43 different committees which is a great result. If you have not volunteered and you would like to let Jeannie know as there are ongoing opportunities. Jeannie asked if the senators could review the roles and indicated her goal is to have newer individuals serving on committees. Jeff motioned to approve the standing committees, Katina second the motion, all in favor, motion carried.

Standing Committees

Calendar – Monique Hedrick-Walters

Enrollment Management – Glenna Watterson

Health & Safety – Peter Benson

Planning & Priorities – Jeannie Sullivan, Mark Garcia

Professional Development – Mei Ling Cheng, Cha Mancini

Sustainability – Candelario Diaz

College Council Subcommittees

Benefits – Cha Mancini

Institutional Effectiveness – Jason Bettrue, David Colley & Carrie Afuso

Ad Hoc Committees

Parking Advisory – Rosie Roberson

Lancer Point Advisory – Felisia Mitchell

Accreditation Task Groups

Ethics – Elizabeth Garcia, Gary Potts

Evaluation (Instruments) – Julio Huerta, Richard Harsha, Jose Arechiga & Marina Jimenez

College Council Role/Revision – Debra Cantarero, Jeff Wojcik

Student Affairs Assessment/Program Review – Carrie Afuso, Mark Garcia

Communication Strategy – Peggy Brickert

- **Standing Committee Reports** – Mei Ling reported on behalf of the Professional Development committee. She indicated that after she reported the data to the committee she said they reviewed the data. Mei Ling indicated she reviewed the information and Mei Ling said the data was pulled from the last Board of Trustees meeting. Some of the individuals on the committee disagreed with the data reported. Mei Ling indicated she relayed to the committee that she wants to open the dialogue and let the committee know although faculty is important, consideration also needs to be made for Classified Staff. Mei Ling also suggested that instead of allocating the amounts, it would be her suggestion to have the funds all in one location and provide the funds on a first come first serve basis. Mei Ling indicated that at the next meeting there were not enough present. Jeannie asked if the recommendations the President had made were presented and Mei Ling indicated she would be in contact with Crystal Kollross to obtain information to see if it is in support of Classified Staff. Mei Ling indicated that faculty provides workshops for new employees and why is it that classified individuals do not receive a training such as classified staff do. Debra indicated a training should be coordinated from Human Resources. Graciela followed up and indicated that she did contact Human Resources and was told to wait until a new Professional Development manager was hired to coordinate with them. She also mentioned now that we know that they will not be hired, we need to go back and have a conversation as to revisiting this topic and providing a workshop staff for new employees. Jeff indicated it would be beneficial to poll the Classified Staff and ask them if they have received funding in the past. Jeff and Mei Ling will work together to create a poll to survey the Classified Staff. Mei Ling indicated that Leslie Tirapelle would like to visit the Classified Senate in October to present to the senate to gather ideas for workshops and encouraged Classified Staff to advocate for ownership. Mei Ling indicated there was no voting that took place. Leslie went to Mt. Sac and mentioned to Mei Ling that they have a process of just one amount. Jeff recommended using reminders in Outlook to help everyone remember when meetings are scheduled and perhaps other senators can be in support of the meetings.

c) **Calendar** – Monique presented on behalf of the Calendar committee and discussed the details of the winter events. Indicated Dr. Bell confirmed we would have a winter intercession. In addition, the Rose Parade will be held on Monday January 2, 2015 and the campus will be closed. Debra informed the committee that a tentative calendar was made without winter but it was removed due to the PERB ruling. Jeannie made a comment regarding the calendar and indicated that the summer semester is now beginning in June and that this is a positive change the campus is making as this effects incoming first year students as their classes end in June. Mei Ling also indicated this supports transferring students as well. Denise asked if we are motioning to include Flex Day and Monday January 2, 2015. Debra indicated a discussion will be made with the Calendar Committee first. Katina indicated that faculty have discussed holding a Flex Day in the fall and spring. Debra responded and indicated that we need to be in supportive of Professional Development and in support of Academic Senate if this is the decision they make. Katina motioned to approve the calendar with the reservations discussed. Dean second the motion, Jeff and Jeanie abstained, motion carried.

d) **SSSP & Student Equity** – Debra indicated they attachments for SSSP & Student Equity was provided and to email Jeannie if they have any questions. Jeannie summarized the plans. She indicated as to the SSSP and its relation to student success. Goals are to provide students resources by being fully matriculated and identifying at risk students. New items are being introduced in order to help students succeed. The report is due to the state by October 30, 2015. The Equity Plan is due by December 18, 2015. This is to address historically underrepresented groups. This group send out RFP's for funding proposals. Nine different projects were approved to fund.

**5) Special Reports -**

- a) **President's Report** – Debra - Senate officers will be attending a planning orientation with Ryan Corner, which is scheduled on the 23<sup>rd</sup> from 10:30 a.m. to noon. She wants to let the other senators know so they can attend if they are available. This will be a great opportunity for senators to review the senate plan for 2016-17.
- b) **Vice President's Report** – Jeannie - none
- c) **Treasurer's Report** – Jeff – No changes have been made in our funds.
- d) **Board of Trustee's Report** – Felisia - Reported she will be attending the board meeting this evening. Debra, Jeff and Jeannie provided talking points for Felisia.
- e) **Academic Senate Report** – none
- f) **4CS Report** – Debra reported that presentation is being planned.

**6. Audience Participation, Announcements and Public Comments** – Anne Ostrander asked if the Classified Senate has heard of the new restructuring. Anne indicated at the President's forum the President indicated a restructuring would be made. Debra reported that in order to complete a restructuring task, vacant interim positions need to be filled on campus before a restructuring can be made. Jeannie indicated it is imperative through shared governance that there needs to be a voice by Classified regarding concerns. Jeannie asked if the senate should reach out to the individual responsible for spearheading the restructuring. Debra indicated the senate officers will be meeting with the President and we will be bringing it up to his attention. Denise asked if there are any other individuals who want to be on the Ad Hoc committee. Felisia and Jeanie indicated they are available. Katina indicated her name was left off the minute's last meeting.

**7. Adjournment** at 11:34 am, Jeff motions to adjourn, Rose 2<sup>nd</sup>, all in favor, meeting adjourned.