

Pasadena City College
Classified Senate Meeting Minutes
November 4, 2015

Attendees: Debra Cantarero, Graciela Caringella, Mei Ling Cheng, Candalario Diaz, Anh Ha, Robert Peña, Rosie Roberson, Dean Sao, Jeannie Sullivan, Katina Williams, Jeff Wojcik. **Absent:** Denise Albright, Felisia Mitchell. **Guests:** Barbara Bossard, Tony Casillas, Richard Caldwell

1. Call to Order – Call to order by Debra Cantarero at 10:35 am.

2. Swear in New Members – Debra Cantarero administered the oath of office to Richard Caldwell and Tony Casillas.

3. Approval of Senate Meeting Minutes for October 21, 2015 – Rosie moves to approve, Dean second, all in favor, Jeff abstained.

4. Old Business, Discussion, Possible Action

- a) **Accreditation Update** – Debra and Jeff are attending taskforce meetings; Shelagh said all task forces are working on their duties, mostly with regard to the timeline. 80% of unit plans were turned in by the deadline.
- b) **College Organizational Structure (Meeting Flyer)** – A flyer is being sent out by Dr. Scott's office for all Classified Staff to attend a meeting on November 5, 2015 in Harbeson Hall from 12:15 – 1:00 p.m. Kathy will give the same presentation she provided to our Senate and will obtain feedback from Classified staff present. Shelagh said that the Academic Senate met and had a first read of a resolution to go back from school model to division model. Academic Senate solicited feedback from divisions and Kinesiology wants to stay with Natural Sciences and Business would like to be its own separate division. Mei Ling asked if Performing Arts would stay the same. Debra responded that her question should be addressed to Kathy Scott during the town hall meeting. If anyone needs release time to attend, please let Debra know.
- c) **Halloween Event Review (Discussion limited to 10 minutes)** – Debra wanted to thank everyone for attending and thanked the ad hoc committee for their support of the event. Jeff commented that if any senators need reimbursements to please submit an expense report along with your receipts to get reimbursed. Corner Bakery has been paid, however Jeff cannot provide a full expense report until all receipts are submitted. Mei Ling thanked everyone. At the end of the day everyone was very creative and helpful and the event went very well. Jeannie commented in the L building there was more suggestions to improve the event for it to be interactive, and if there are any suggestions please provide them to the Senate office for inclusion in the binder. Debra has asked Barbara and Jeff to put together a binder which will help streamline the process. Jeannie asked if we have a report as to how much the raffle raised and how much the winner received. Barbara believes it was \$408, but is not sure. Jeff said he believed it was higher but will let the Senate know at the next meeting. Graciela said she also heard the event was a success and let the group know she heard negative comments about the wording in the flyer about not sending hourly employees to pick up food. Debra thanked everyone and let the senators know that participation is up from about 60 to 100 attendees and anticipates that our events will continue to have higher attendance.
- d) **CCLC Convention Nov. 19-21, 2015 Burlingame** – Debra said it is going to be a great event and if you are going please let Debra know. If you need transportation please let Barbara know and also get in touch with Mary Lou Tokiyeda.
- e) **Student Equity Plan Review** – Debra indicated the plan is supposed to be approved in early December and any feedback should go to Cynthia Olivo. There is an electronic copy on our shared drive and an email is going to be sent out to all Classified staff for their review.

5. New Business, Discussion and Possible Action

- a) **AP3003 Classified Role in Shared Governance** – 1st read (replaces Policy 2000.3) – Debra indicated this she has looked it over with other officers. If anyone has any proposed changes, please send an email to Debra with the requested suggestions. There is also information regarding Classified staff and shared governance from the campus climate survey on the second page. Debra does not feel there are any changes that need to be made but if any senators would like to continue keeping this item on the agenda we can keep discussing it.
- b) **BP/AP 7126 Applicant Background Investigations** – 1st read – Debra asked senators to take the policy back and read it and we will have it back on the agenda next time we meet. She asked everyone to look it over and provide suggestions, comments or recommendations.
- c) **Cancellation of 11/18/15 Meeting Discussion** – Debra opened a discussion about who will attend the 11/18 meeting to see if there would be a quorum since 4 people will be at CCLC including herself. Jeannie asked how many senators can be present. By a show of hands indicated nine would be present. Graciela said that Jeannie as the Vice President could conduct the meeting. The meeting will take place on the 18th as scheduled.
- d) **Classified Senate Unit Plan** – Debra discussed that Classified Senate Officers had been consulted to write a Unit Plan for 2016-17 planning and budgeting. Every division is providing one so the college can show to be working on solving Accreditation recommendations. These plans tie together budgeting and planning vs. that were previously not tied together.
- e) **Appointments** – Jeannie put forward the following appointments for approval:
 - **Hiring Committee Appointments** – Job #014 – Flea Market Auxiliary Coordinator - Dee Adams; Job #015 – Administrative Assistant I Library – Lauren Bauer, Joshua Hughey, Carol Cooper; Job #016 – Gardener, Facilities – Daryl Montgomery. Graciela motioned to approve, Jeff Wojcik 2nd, all in favor, appointments are approved.
 - **Standing Committee Appointments** – none
 - **Standing Committee Reports** – Debra reported from P&P, passed out a "P&P Charge and Goals 2015 – 2016 to all senators

5) Special Reports

- a) **President's Report** – Debra reported she was at the Dual Enrollment AB288 signing event this morning along with our new Board of Trustee's members. Jeannie explained what Dual Enrollment was.
- b) **Vice President's Report** – Jeannie made no report
- c) **Treasurer's Report** – Reminder for all to turn in their expense reports with receipts. The form can be found on the shared drive. Wants to speak with Senate about fundraisers. Perhaps selling candles or selling See's candies. If you have any other ideas, please let us know. Debra asked Barbara to place it on the next meeting agenda.
- d) **Board of Trustee's Report** – none, not present
- e) **Academic Senate Report** – Pathways student conference on November 19, 2015. They have about 2400 students and all are preparing posters and they will need judges from Classified Senate. The event will be from 11:30 am – 1:30 pm and will be posted in various places over campus. Dual Enrollment is a huge push. Texas just implemented it and there is a tremendous amount of positive responses. Dr. Olivo has been working with PUSD as a pilot program. El Monte has also asked to collaborate with PCC. Santa Barbara currently has an excellent program. It is not just to get students to come to PCC but it is to get them to also attend a four-year university. Rob Johnston, national speaker is speaking today for multiple events. Shelagh is excited about a campus effort to support low-income students. Shelagh will report out briefly about the event. Debra indicated she saw the speaker while at a conference in Huston and enjoyed the speaker and would recommend seeing him. Jeff asked if we should email Shelagh if she needs Pathways judges and Shelagh responded with yes.
- f) **4CS Report** – Debra will be going to the CCLC conference and will have a report on it when she returns.

6. Audience Participation, Announcements and Public Comments –

7. **Adjournment** at 11:15 am, Jeff motioned to adjourn, Mei Ling seconded. All in favor, meeting adjourned.