



## **Meeting Minutes of March 16, 2015**

**Present:** Luanne Canestro, Loretta Davis Rascon, Jeri Eznekier, Edith Flores, Maria Huning, Misha Maggi, Lina Mira, Elizabeth Ontiveros, Gloria Peña, Jonna Pounds, Jeff Rhoades, Debbie Joy, Cece Rebelé, Peter Tam, Jo'an Rosario Tanaka, Ozlem Yankin.

**1. Agenda – Approved**

**2. Minutes from Feb 23, 2015 – tabled to the next meeting**

**3. Classified Senate Elections**

Debbie Joy announced that elections for new positions will start in April and term will begin in May. If you would like to nominate someone for a position, please discuss your intent with that person, then nominate them when the time comes. All positions are open:

- President (2 year term)
- Treasurer (2 year term)
- Vice President (1 year term)
- Secretary (1 year term)
- Activities Coordinators (2 positions – 1 year term)

There was a suggestion that we need to have some type of documentation on how much time is involved in being a Classified Senate member. This would help nominees determine if they are suited for the position or not. The Classified Senate Constitution states the descriptions of each position. The following is taken from the Classified Senate Constitution:

**President:**

The President is the liaison to Administration and Faculty leadership. The President shall serve on the Cañada College Planning Council and/or on the Budget Committee.

**Vice President:**

The Vice President shall attend meetings in the President's absence, shall serve on either the College Planning Council or the Budget Committee, and shall promote opportunities for classified staff development.

**Treasurer:**

The Treasurer shall maintain all financial reports and bank accounts and make monthly reports to the membership.

**Secretary:**

The Secretary shall take minutes at general meetings. Agendas and meeting minutes shall be disseminated on email and/or in writing to the membership. Agendas will be disseminated within 5 days before and minutes within 5 days after a meeting.

**Activities Coordinators:**

There shall be two Activities Coordinators and they shall plan fundraising activities to promote scholarships and plan and organize events and activities held by the Cañada College Classified Senate.

The new positions will need to continue working on professional development and partnership with faculty.

Jo'an Tanaka commented that it's been a challenge being an Activities Coordinator to plan and execute activities for fundraising. Therefore, she requested that this position be taken account by Classified Senate to see how it can be modified so that we make a profitable fundraising.

Jeffrey Rhoades commented that in order to make our fundraising efforts more profitable, we need to strengthen our relationship with the SMCCCD Foundation.

We need guidance from the Foundation on what kinds of fundraising are we allowed to have, to create a goal and to track if how we are meeting the goal. This communication would also assure that we are not putting out the same fundraising to minimize double-work on both groups.

**4. Professional Development**

Jo'an Tanaka announced the 4C/SD is hosting a professional development conference in Ontario, California. The theme of the conference is dedicated to the new AB 2558 which was passed by Governor Brown in 2014. AB 2558 provides funding for California community colleges to develop and implement faculty and staff professional development. This fund is separate from the current faculty and classified professional development that is funded by the SMCCCD. In order to receive this state funding, each college will have to show that they have already in place professional development for faculty and staff. Attending this conference will educate us on the expectation from each college. July 1 is the date in which proposal will be submitted to the State.

**5. CSEA**

Loretta Davis Rascon reported that since summer semester is near, please remember that they are closed on Fridays.

There is increase to COLA to 3% for CSEA employees. If you have any questions, please contact Jeanne Stalker. It was requested that an email be sent out about the COLA increase.

## **6. Upcoming events**

- **Earth Day – April 22, 2015**

Misha Maggie announced that ASCC will have booths pertaining to sustainability. She asked if Classified Senate would want to partner with ASCC in this event for fundraising. If so, what kind of activities could the senate provide? There was a suggestion on selling wildflower seeds such as the coasters that were given out at the solar panel ribbon cutting. Misha will look into the price for the coasters. Lina Huning offered to place decorate the coasters with vegetable dye.

A question was asked on how much we made the Holi Fest; we made \$71.00. Misha inquired about what is our goal for the year and how far are we from reaching that goal. Jeffrey Rhoades responded that last year, we awarded three scholarships at \$500 a student. Debbie Joy stated that in the past, we have always set \$1,000 to award two students. Lina Huning stated that we have funds in the Foundation account to use for the student scholarships. Jeffrey Rhoades went over the financial report: \$846 in our savings account, \$150 in petty cash, \$175 in trust account that is used for reimbursements. This fund was set up for the fire relief. In all, we have \$1,100.21 available, so we are okay in meeting our goal for the year.

It was decided to have \$50 as the fundraising goal on Earth Day.

- **Wheels – April 28, 2015**

Jeffrey Rhoades introduced what Wheels is. Last semester, Jeffrey Rhoades and Luanne Canestro, attended the Museum of Tolerance (MOT) retreat. A one-person performance called Wheels was presented. Vice Chancellor Whitlock announced that each college hosts an event related to what was experienced at MOT; Cañada was the only one who responded with an interest. The district will fund \$5,000 to hold this event; however, the caveat is that the event be opened to all students, faculty, classified, and administrators. There will be 25 spaces for each group to fill. An announcement will sent out to each group, then, if spaces are available, a college-wide announcement will be sent out to fill it. Rhodes and the committee is working on pre and post survey, registration, and marketing/publication materials.

## **7. Treasurer's report**

Jeffrey Rhoades went over the financial report: \$846 in our savings account, \$150 in petty cash, \$175 in trust account that is used for reimbursements. This fund was set up for the fire relief. In all, we have \$1,100.21 available.

## **8. Committee reports**

- **District Participatory Governance Council**

Jeri Eznekier reported that the council voted on Sexual Harassment Involving

Students with replacing “should” with “may” under 4. Complaint Procedures, B. Student to Faculty/Staff.

There was no report from Kathy Blackwood on faculty hiring budget report. Joan Tanaka asked clarification how these policies are enacted after the DPGC approves them. Eznekier stated that they are forwarded to the SMCCCD Board of Trustees for final approval.

- **Planning & Budgeting Council**

Debbie Joy announced that tomorrow is hiring discussion where strengths & weakness will be noted, then sent to President for his decision. Everyone is invited for feedback. It will be held in building 2, room 10 at 2:10 pm.

- **Instructional Planning Council**

Since Diva Ward is no longer a classified employee, she can't represent the group at IPC and therefore, we need another classified staff representation. Debbie Joy will send an email to classified on who can serve in this committee.

- **Student Services Council** – nothing to report

- **Sustainability Committee**

Debbie Joy reported that the committee will perform a waste audit. The purpose of the waste audit is to find out how much trash, compost, and recycling our college consumes. Jo'an Tanaka informed that currently, each college in our district has different companies they contract with for garbage. There will be an upcoming bid for a new contract with the district. The decision will be made either to continue working with the companies we are working with now, or to award a contract with a new company.

The current company that our college is contracted with, separates compost from trash at their facility, which is why we don't have a bin for compost. The committee is also looking at new signs for recycling and garbage that will better inform on the community what items are considered for each group.

- **Other**

Lina Huning announced that there will be mock interviews sessions high schools this Friday, March 20. This mock interview session will help about two hundred students in high school with their interview skills.

They are seeking volunteers to act as interviewers and interview two students; the event is between 12:15 – 1:15 pm. Please contact Lina if you can volunteer.

## **9. Other/Public Comments**

Debbie Joy announced the there will be a 2<sup>nd</sup> annual career workshop held at Foothill College on March 27, 2015 from 9:00 am – 2:30 pm. If interested, please discuss it with

your supervisor and sign up asap for it is open to all community colleges. An email was sent out about this workshop.

**10. Code of ethics – working meeting**

Debbie Joy instructed group of threes to review the faculty and student Code of Ethics, then to have an overall discussion on what the classified staff Code of Ethics should state.