

**Classified Senate Minutes**  
**11/14/14 1:30pm**

Present: Candice Johnson, Matt Lee, Edith Flores, Roxanne Brewer, Debbie Joy, Joan Tanaka, Jeff Rhoades, Gloria Peña, Maria Huning, Jonna Pounds, Peter Tam, Adolfo Leiva, Vickie Nunes, Mary Concha Thia, Lucy Nolasco, Yesenia Mercado, Jeanne Stalker, Jacki Flores, Maggie Baez, Jeri Eznekier, Rolina Mira, Noel Chavez, Cece Rebelé, Krystal Martinez, Misha Maggi, Anniqua Rana, Michael Hoffman

**1. Approve minutes of May 19, September 15, and October 20**

- a. May 19 minutes
  - I. Jeffrey Rhoades's and Ana Camacho's names are misspelled
    - 1) Jeff motioned to approve the May 19 minutes pending the amended spelling of the two names
    - 2) Misha seconded
- b. September 15 minutes
  - I. No changes recommended
    - 1) Jonna motioned to approve
    - 2) Edith seconded
- c. October 20 minutes
  - I. Item number 6 (Museum of Tolerance) was missing a name: Eugene Whitlock
  - II. Debbie reminded everyone that if they would like to be on the list to attend the Museum of Tolerance, they should email her
    - 1) Roxanne motioned to approve the October 20 minutes pending the addition of Eugene Whitlock's name
    - 2) (did anyone second?)

**2. CSEA Clarification – Jeanne Stalker**

- a. Holiday Luncheon – December 4
  - I. Managers and non-CSEA members are invited, but will have to pay a higher price
  - II. RSVPs are due Friday, November 21
  - III. New employees should not hesitate to contact Jeanne questions about anything related to their rights, including leave.
  - IV. The District had hired a new Vice President of Human Resources
    - 1) The VPHR is now enforcing reviews of Classified staff and faculty
      - a) Reviews should take place prior to the employee's anniversary date.  
We can contact HR to find out our anniversary date

- V. Nominations for CSEA officers were due on Wednesday, November 19 at 5pm.
- VI. Jeff asked about how to figure out our employee ID numbers. Jeanne said that we can contact the South Bay office in San Jose to find that information

### **3. Upcoming Activities – Joan Tanaka and Misha Maggi**

- a. Las Posada – Wednesday, December 10 (during the day) or Thursday, December 11 (in the evening)
  - I. Misha asked how the Classified staff can be involved
  - II. It was suggested that the event be held Wednesday, December 10, during the day to ensure Classified staff involvement
    - 1) It was suggested that Classified staff table with information with what we do and have a box for donations for scholarships
    - 2) Please email additional ideas to Joan and Misha
    - 3) It was also suggested that we provide arts and crafts
- b. Classified Holiday Luncheon – (date TBD), 1pm – 3pm
- c. Joan proposed to change the event to a dinner, but it was expressed that a luncheon is preferred
- d. Location will be in Palo Alto, and we will receive an invitation with the date soon

### **4. Treasurer's Report – Jeff Rhoades**

- a. Pat Hanada Scholarship – we raised \$288.71
- b. Sharks Ticket Raffle – we raised \$170.23
  - I. \$30 will go to the foundation, minus a \$5 check fee
    - 1) We should consider having tickets for future raffles donated so that more money can go to the foundation account
      - a) Consider Giants Opening Day tickets since they won the World Series this year because there will be more interest
- c. \$150 in petty cash
- d. \$175 in the trust
- e. \$894.50 in savings
- f. **Total:** \$1,219.50
- g. Wheels – play from Museum of Tolerance outing
  - I. Officers of Classified Senate signed off on proposal to bring the play to the Classified Retreat
    - 1) Because the idea is to maximize attendance, it was suggested that we invite non- classified employees

**5. Committee Reports – Jeri Eznekier, Anniqua Rana, Michael Hoffman**

- a. Participatory Governance – Jeri Eznekier
  - I. The committee passed 6 policies at their last meeting
    - 1) Policy 1.40, Meetings of the Board (item 9c- revised to be in compliance with new state laws or policies)
    - 2) Policy 1.55, Order of Business and Procedure (item 1- revised to be in compliance with new state laws or policies)
    - 3) Policy 2.19, Nondiscrimination (item 2- revised to be in compliance with new state laws or policies)
    - 4) Policy 2.25, Prohibition of Harassment (item 1- revised to be in compliance with new state laws or policies)
    - 5) Policy 7.07, Non-resident Student Tuition Fees (item 7 – exact wording from CA state law)
    - 6) Policy 8.70, Fees and Charges (item 3c – added to comply with Ed Code)
  - II. Committee meetings are held every 1<sup>st</sup> Monday
  - III. The committee also decided upon administrative procedures that Classified staff do not vote upon – 4 total
    - 1) Titles for Faculty
    - 2) Teaching Assignments for Classified Employees
    - 3) Outside Employment Notification Process
    - 4) Access to District Email
      - a) Comments can be sent to Jeri

**6. Student Equity Plan 14-15 – Anniqua Rana and Michael Hoffman**

- a. ACES analyzed course completion for minority students
  - I. Found that Hispanic, African American and Asian/Pacific Islander students have the lowest completion rates
  - II. Findings and plan can be seen here:  
<http://www.canadacollege.edu/plans/index.php>
  - III. Matt Lee volunteered to attend the ACES meeting at its new time

**7. Open Forum**

- a. Sparkpoint food pantry opening on Wednesday, November 19
    - I. Because there is no school next Wednesday, November 26, the food pantry will be open on Tuesday, November 25
  - b. CTE event hosting high school students will be held on Thursday, November 20
  - c. University Center/NDNU informational night will be held on Tuesday, November 18
  - d. Math Jam, Writing Jam and Physics Jam are now open for registration
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**Upcoming 2014-2015 Meetings – 3rd Mondays\* in Building 9-Room 15**

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December 15

January (meeting cancelled)

\*February 23 (4<sup>th</sup> Monday)

March 16

April 20

May 18

Meeting adjourned at 2:45pm