



Monday, October 16, 2017
1:30 p.m. - Building 9 - Room 154
Minutes-DRAFT

Attendees: Chrissy Kincer, Peter Tam, Yesenia A. Mercado, Allison Hughes, Lucia Nolasco, Candice Johnson, Jeanne Stalker, Jonna Pounds, Matthew Lee, Deborah Joy, Margarita Lozano, Jamie Hui, Margarita Baez

1. Review minutes from September 18, 2017
 - a. Edit last name Baez in 9 b.
2. Classified Senate meetings will be in 9-154
3. Activity Co-coordinator: Candice Johnson
4. Financial Report (tabled for next meeting)
5. Upcoming Events
 - a. Halloween Potluck
 - i. October 31, 2017 in 9-154
 - b. Holiday Luncheon
 - i. December 8, 2017
 - ii. Main and Elm (Jose is waiting to hear back) 20% back to college OR Spaghetti Factory
 - iii. Backup location: Cañada Vista
 - c. Gift baskets
 - i. Games of Throne basket - \$5 per ticket OR 5 tickets for \$20.00
 1. Invitation and sign-up has been emailed to staff
 2. Included: Games of Throne symphony tickets, pillow, wine, key chains, glasses, blanket
 3. Promote basket by also including total value of the items
 - ii. Holiday baskets (Drawing)- Nov- \$1.00 per ticket
 1. Notices will go out early November
 2. Think about what kind of basket you would like to put together, in the past individuals, groups, or departments have put together baskets
 - d. Flex day- January
 - i. What workshops/trainings do Classified like to have? Email suggestions to Candice Johnson or Jose Romero
 - ii. Reminder to complete the needs assessments from flex-day be sure to fill out and give suggestions (different from the needs assessment from District)
 - iii. Planning for code of ethics meeting on a flex-day for all 3 colleges
 - iv. There are also professional trainings offered by the District

[Classified Senate Webpage](https://www.canadacollege.edu/classifiedsenate/)

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6. Committee Reports

- a. CLI Retreat (Classified Leadership Institute)
 - i. Attended Maggie Baez, Maria Huning, and Maggie Lozano
 - ii. Summary also in the Olive Hill Press and will put on Classified Senate website
 - iii. CLI Conference take-away and best practices in action
 1. Classified make it all happen
 - a. Leaders shared about their experience and all come from different backgrounds
 2. Presentation topics
 - a. Maggie B., Maria H., and Maggie L., presented Lighthouse in the Fog, they received many positive feedback
 - b. Senate 101 (Maggie Lozano)
 - i. Having a say in different committees
 - ii. Governing board or assembly, be that voice
 - c. Servant leadership (Maggie Lozano)
 - i. "Humility and guidance is the key to effective leadership"
 - d. Classified 9+1 Governance (Maria Huning)
 - i. Classified 9+1, "Classified Senates are independent governing body that should have their own too"
 - ii. Something we can think about
 - e. Plan and conduct a retreat (Maria Huning)
 - i. Theme it out and have the retreat off-campus
 - ii. Do not let faculty and administration dictate agenda
 - f. Introvert leader (Maggie Baez)
 - i. "Introvert natural skills and tendencies in leadership positions"
 - g. Effective communication for leaders (Maggie Baez)
 - i. Strategies and how to communicate effectively in the workplace
 3. Networking...Information Sharing...Scholarships is what we do
 4. What we already do
 - a. Meetings, mixers, committees...
 5. Apply for professional funds
 - a. CLI scholarship
 - b. Conference reimbursement
 - c. Tuition reimbursement
 6. Cañada Classified Senate won best website



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- b. Technology Committee
 - i. If you are interested contact Maria Huning
 - c. Accreditation team
 - i. Interested contact Tracy Huang
 - d. PBC- Program Budget Committee
 - i. If you like please provide feedback about the college mission to Tracy Huang
 - e. Hiring Committee
 - i. Middle college staff assistant
 - f. SSSP- Student Success and Support Program
 - i. Any feedback please share with Maggie Baez
7. Other/Public comments
- a. Patty Hall and Paul Roscelli-To be rescheduled
 - b. Possible display case in 9-154 to display awards
 - c. October 30th event at Mission College, Jose Hernandez- Latino astronaut
 - d. Calendar fundraiser (Gail Kamei) would anyone like to take on this role?
 - e. Next Classified Senate meeting November 20, 2017