



**Monday, May 15, 2017**  
**1:30 p.m. - Building 9 - Room 154**  
**Minutes**

**Attendees:** Sally Heath, Tracy Huang, Jamie Hui, Maria Huning, Chrissy Kincer, Julie Lamson, Adolfo Leiva, Maggie Lozano, Gloria Peña, Jose Romero, Chantal Sosa, Jeanne Stalker, Peter Tam, Deborah Joy

1. Review Minutes from April 17, 2017
  - a. Add tilde on all "n"'s
  
2. Classified Election Results
  - a. Introductions
    - i. President – Jeanne Stalker
    - ii. VP – Maggie Lozano
    - iii. Secretary – Jamie Hui
    - iv. Treasurer – Hugo Enciso
    - v. Activity Coordinators – Jose Romero & Chantal Sosa
  
3. Classified Staff Professional Development Retreat - June 2nd
  - a. 81 people registered – districtwide
  - b. Holbrook Palmer Park, speaker(s), breakfast/lunch/snacks, teambuilding
  
4. Fridays Off During Summer
  - a. Friday, June 9 - August 4, 2017
    - i. Official dates are TBD – could extend through August 11<sup>th</sup>
  - b. Administrators & Managers need to submit employee schedules to the district
    - i. You need to use all Comp time, or it gets paid out at the end of June (talk to Christopher Luo at the District for questions about Comp time)
  
5. Educational Master Plan Strategic Initiatives
  - a. On the PRIE website - <http://www.Cañadacollege.edu/emp/Strategic%20Initiatives.php> – please take a look to see if they missed or forgot anything
    - i. Email Debbie – what exactly needs to be added and where exactly it needs to be added
  
6. SparkPoint Update
  - a. Here to serve students and the community
  - b. Help build financial stability
  - c. Cañada Cash
    - i. Students who qualify for the BOG fee waiver - get \$25 every time they complete one of these activities (up to \$100)
  - d. IDA Match Savings requirement – have to start before June 9<sup>th</sup>
    - i. Funding is ending
  - e. Legal Clinic – last one of the semester is this Thursday
    - i. Looking to extend during Summer, definitely extending during Fall

7. Upcoming Events & Fundraising - Chantal
  - a. May 19 - Service Recognition Celebration; Classified & Academic Senate
    - i. 12:30-2:00
  - b. May 19 – Debbie’s CS Thank You Happy Hour at Main & Elm, 4:30pm
  - c. May 22 - CSEA Classified Appreciation Breakfast
    - i. 8:00-10:30am
  - d. May 27 – Commencement
    - i. Please volunteer!
  - e. Aug 11 - 2nd Annual Classified BBQ
    - i. Might need to reschedule if we’re off – Aug 18<sup>th</sup> instead?
  
8. Treasurer’s Report – Hugo
  - a. Scholarship Winners – send out announcement
  - b. Statement of Accounts
    - i. Gail Kamei - \$489
    - ii. Pat Hanada - -\$522.40
    - iii. Classified - \$0
    - iv. Total funds remaining: \$4999
    - v. Waiting for reports/updates from Jeff
  
9. Committee Reports
  - a. CSEA - Contract was approved by the Board last Wednesday night
    - i. Chapter Meeting on Thursday, May 18, 5:00 - District Office Boardroom
  - b. Technology Planning Committee Policy
    - i. Employee Office Technology Devices Policy – Draft
      1. There is a plan in place to update technology as it comes along – currently it’s every 5 years, but it’s not required
      2. This new policy is understand the new district policy and how Cañada will follow it (begins in Fall). Only one device per employee. If the employee is requesting anything above/beyond the standard, it will come out of division funds.
        - a. Laptop standard for instructors
        - b. Desktop standard for staff
  
10. Other/Public Comments
  - a. Does the EOPs club still need help/funds? – Jose Romero follow up
  - b. Create Facebook page for Classified Senate – Hugo
  - c. 50<sup>th</sup> Anniversary Task Force Planning meeting - Monday May 22<sup>nd</sup>, 1:00pm in CIETL – please sign up, especially if your division is not represented

[Classified Senate Webpage](#)