



**Monday, November 20, 2017**

**1:30pm-2:30pm**

**Building 9-154**

**Minutes-Draft**

Attendees: Candice Johnson, Jamie Hui, Maggie Lozano, Peter Tam, Jeanne Stalker, Mayra Arellano, Luanne Canestro, Hugo Enciso, Allison Hughes, Julie Lamson, Lucy Nolasco, Maria Lara-Blanco, Maria Huning

1. Review and approve Minutes- October 16, 2017
  - a. No edits and approved
  
2. Program Review Resource Request Timeline & Process- Dayo Diggs
  - a. New process and timeline to submit resource request (Sept-May)
  - b. Program Leads/Program Directors assess projects and resource needs → Division → VP and so on
  - c. There will be a rubric → review by a council and they will score
  - d. Resource request is not for everyday office supplies
  - e. IT request will go through IT
  
3. Intergraded Plan Presentation- David Reed (Table for another meeting)
  
4. Flex Day- Erin Moore
  - a. Summary of challenges and consideration of Flex Day proposals
    - i. Honoring all sessions
    - ii. Scheduling sessions that are more than 2 hours
    - iii. Presenters wanting the same time slot
    - iv. Sessions reflect entire campus community
    - v. Finding presenters for proposed topics
    - vi. Balancing new sessions and repeats
    - vii. Session cancellations
  - b. Planning process draft
    - i. Professional Learning Committee meeting is Tuesday, November 21 from 1:00 p.m.-3:00 p.m. in 5-108
    - ii. In the past there was no formalized process
    - iii. Agenda drafts will go to both Senates for review and approval
    - iv. Beginning semester Flex Days will be more Faculty focus, because many Classified cannot attend at the start of the semester
    - v. Timeline—Information about Flex Day will be sent out before semester ends
    - vi. Email Erin Moore, [mooree@smccd.edu](mailto:mooree@smccd.edu) for questions or feedback
  - c. Classified Professional Development Workgroup
    - i. The workgroup accomplished the intention to develop, create and vet professional development process to approve reimbursements for Classified

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

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employees

- ii. Now it is time for a name change and new members to review the applications for reimbursements
  - iii. Proposed a term limit to serve (2-years) and slowly phase-in new members
  - iv. Email Erin Moore, mooree@smccd.edu for suggestions and feedback, Erin will be back to Classified Senate to share more details.
5. Halloween Potluck was a success, suggestions for next year to have a costume contest
6. Upcoming Events
- a. Gift baskets
    - i. Games of Throne basket
      - 1. Drawing winner Kevin Raith Lopez
      - 2. The basket earned \$400.00 for scholarships
    - ii. Holiday baskets (Drawing)- Nov- \$1.00 per ticket
      - 1. Baskets are due Monday, 11/27/17
  - b. CSEA Holiday Luncheon- December 7, 2017
    - i. San Mateo Elks Lodge
    - ii. 12:00pm-2:00pm
    - iii. RSVP and payment to Rachel Corrales (Building 9-119)
  - c. Classified Holiday Luncheon and gift exchange (Ugly sweater theme)
    - i. December 8, 2017
    - ii. The Old Spaghetti Factory
    - iii. 1:00pm-3:00pm
    - iv. \$25.00 submit check to Cañada College Classified Council
    - v. Ugly sweater contest and gift exchange
  - d. Spring 2018 ideas for Happy Hour
    - i. Main and Elm
7. Gail Kamei Scholarship ideas
- i. Tea time
  - ii. Soup Day Scholarship Donation, December 18<sup>th</sup> at 12:00pm before Classified Senate meeting
  - iii. Split the scholarships to contribute to Gail Kamei Scholarship

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8. Financial Report- Hugo Enciso
  - a. Savings, Pat Hanada Scholarship, \$273.35 donations
  - b. Games of Thrones basket, \$400.00
  - c. Cash, \$150.00
  - d. Checking, \$1012.39
  - e. Optional Payroll Deduction for all Classified Personnel form, see [Classified Senate webpage](#) for form
  
9. Committee Reports
  - a. Technology Committee, technology policy approved
  
10. Other/Public comments
  - a. Jacket and toy drive for children of East Palo Alto, donation bins located in Building 8, Building 5, Room 354, Cañada College Library, and local areas of Redwood City
    - i. Donate by December 15<sup>th</sup>
  - b. Fair Oaks Library and Downtown Redwood City Library now have wifi hotspot devices for individuals to checkout

Upcoming Meetings:

December 18, 2017	March 19, 2018
January 22, 2018	April 16, 2018
February 12, 2018	May 21, 2018