

Roll Call		
Brianna Chavez	Alex Claxton	Liliana Garcia
Paul Gaskins	Maria Huning	Jacky Ip
Jai Kumar	Anthony Lim	Kim Lopez
Rosie Morrison	Mario Peña	Ludmila Prisecar
Chantal Sosa	Julian Taylor	Keith Wan
Roslind Young		

Welcome

- Introduction + welcome to the meeting.
- Find past Classified Senate agendas and minutes here:
<https://www.canadacollege.edu/classifiedsenate/>
 - This includes if location changes are made.

IPC Update:

Alex Claxton

- Hopefully next Friday, Program Review will be held by IPC
- Reach out to Alex Claxton or David Eck by 8:30am on Friday.
 - claxtona@smccd.edu, eckd@smccd.edu

Report:

Here's the meeting agenda from the 10/31 meeting. https://canadacollege.edu/ipc/2526_files/ipc-agenda-10-31-2025.pdf

We discussed proposed changes to the PIV process based on learnings from the first go around with it for Funeral Services and held open sessions to help with reassigned time submissions

PBC Report:

Maria Huning

For PBC we were able to move forward the ISER and SEAP plans. We are now going into Program Review season where we will review positions that are being requested at the 11/19 meeting on Zoom or in the Room (presentations will be recorded). Please join us! Additionally, we will soon be voting for position prioritization, so please make sure to vote online on behalf of Classified Senate when it comes out.

Updates from the President:

- ICER
 -
- Program Review
 - Kim said that the program review and the resource request process are “the big things” for the college before the break.
 - These processes are tied to budget updates (including both current and three-year projections).
- Resource Request Process
 - Connected the resource request process to the annual program review and budget updates.

- Noted that these processes are moving into a “whole new financial arena,” noting that one-time allocations have been wiped out and that the college is now in a period of stability but not growth.
- Personnel Requests
 - Didn’t specifically break out personnel requests in her remarks, but she did reference reviewing non-personnel requests separately.
- Non-Personnel Requests
 - Explained that at the upcoming presentations, non-personnel requests would also be reviewed.
 - Focus would be on non-personnel requests since one-time allocations have been exhausted.
- 2026 and Beyond: Educational Master Plan
 - We are in the 4th out of 5 years of this EMP.
 - The few initiatives we have left may not be enough to hold us for the year.
 - Wants to start talking to PBC, Senates, Cabinet, etc. to contemplate using FA26 and SP27 to envision new, 3-year EMP.
 - When we wrote our last EMP, it was FA21, and open AI just came out after its approval. Now AI is impacting us more.
 - Kim wants to be nimbler with 20 initiatives instead of 60.

Questions + Answers:

Q: When will we receive access to and training for new paperwork procedures for classified who are taking students on excursions, and when will we receive access to and training for new paperwork procedures regarding contracts to bring compensated speakers and performers to campus? These processes seem to be ever changing and ever frustrating, to the point that it feels like we're being discouraged from bringing these opportunities to our students.

A: *[Ludmila Prisecar]* The delay in finalized procedures for classified staff excursions and subsequent training stems from ongoing process improvements following a new January 2025 Procurement Card policy, with comprehensive training dependent on the formal adoption of the draft Administrative Procedure (AP). The team is finalizing the excursion process and acknowledges user frustration while striving to create a streamlined, final set of forms and SOPs. The status of procedures for compensated speakers and/or performers was not addressed in this update. *[Summarized]*

Q: Regarding funding for the planned Child Development Center: How will the Business, Design, and Workforce Division afford to financially support this project with the \$200,000 allocation from redevelopment funds? *[Summarized]*

A: *[Ludmila Prisecar]* The Child Development Center will be supported by additional supplemental funding through Strong Workforce funds for staffing, as well as potential bond funding. District leadership has made the CDC a "big priority" and "the focus," ensuring its sustained operation is addressed within the Resource Allocation Model because it "has to work" as an instructional laboratory. The Resource Allocation Model is used to adjust funding for facilities as buildings come online or offline, distributing money based on square footage and operational needs. *[Summarized]*

Chantal and Kim left before 2pm.

Budget Updates from VPAS:

- The overall budget is very tight, with ongoing financial pressures and concerns prompted by changes over the last two to three years.
- A significant portion of available funds (over 80%) is allocated to staffing costs such as salaries and benefits.
- Funds are frequently reallocated or shifted among initiatives to ensure key priorities are met.
- There is an ongoing need for transparency, communication, and training around how budgets are structured and allocated, and staff are encouraged to keep up with any adjustments or questions related to the college's overall financial health.

Upcoming Classified Senate Events:

Robyn Ledesma



I hope you all can mark your calendars and join us next week for a **Classified Senate Friendsgiving Potluck**. This will be hosted on Tuesday, November 25th from 12:00pm to 1:30pm.

I will be in 9-123C (staff lounge) as early as 11:30 for set-up. Feel free to come and go as you need. I will have a limited number of to-go containers for individuals who are unable to stay for lunch but want to drop off a dish. Sign-up sheet à [HERE](#)

Other upcoming events:

Holiday Gift Baskets

Purchase your tickets starting Monday, November 24th from Bookstore
1 ticket for \$1 and 6 tickets for \$5
Gift basket raffle is open for all.

Campus Holiday Gathering

Monday, December 8th from 12:00pm to 1:30pm
Please RSVP [here](#) by December 1

Classified Senate Meeting

Thursday, December 13th from 1:00 pm to 2:00 pm
In 9-123 or on Zoom, unless otherwise noted.

All meetings are open to the College community unless otherwise noted.

Eucalyptus Ave Holiday Lights

Friday, December 12th
6:00pm meet up at San Carlos Youth Center. Parking Lot, located at 1001 Chestnut Street, San Carlos.
Walk Eucalyptus Ave as a group(s).
Meet-up afterwards somewhere off Laurel street.
Ugly Holiday Sweaters are strongly encouraged!

Good of the Order:

Discussion occurred regarding scheduling a follow-up meeting to address remaining questions and concerns for the President Lopez and VPAS Prisecar.

Adjourn:

Meeting concluded at 2:21pm

Next meeting: December 11