

Roll Call		
Ron Andrade	Rance Bobo	Sarah Cortez
Roslind Young	Maria Huning	Jamie Hui
Carlos Luna	Peter Tam	Paul Gaskins
Mary Hale	Kaith Wan	Chantal Sosa
Rosie Morrison	Jai Kumar	

Welcome

- Introduction + welcome to the meeting.
- Open Enrollment time!
 - Log in using your pin – it resets annually and must be done from scratch each year.
 - FSA (Flexible Spending Account) reminder: Funds cover glasses, medicine and related expenses
 - Increase your contributions to this account if costs ran out before year-end – prices are increasing.

Financial Plan & Scholarships Update

Paul Gaskins

Scholarships: Pat Hanada Memorial and Gail Kamei

- Do we want to increase the scholarships to \$750?
 - Previously \$500, increased to \$700 in 2025 on a one-time basis.
 - Motion proposed by Roslind Young. Seconded by Sarah Cortez.
 - Vote to permanently increase IF it does not negatively impact our budget going forward.
 - Can be adjusted at a future date if needed.
 - Vote passed unanimously.

Flex Day Activities

Maria Huning

- Content available for classified staff at upcoming Flex Day on **October 7**
 - Reviewed Flex Day agenda
 - About 4 directly available tied to Classified Staff – a step in the right direction.
 - PRIE Data Support for Classified
 - AI Toolkit (Zoom Only) + additional from 4C's
 - Painting/Plant Session

Sign up for Flex day at the following link:

<https://canadacollege.edu/professional-dev/flexday.php>

Pat Hanada Ribbon Cutting Plans + Holiday Basket Fundraiser

Sarah Cortez

Pat Hanada Ribbon Cutting Plans:

- Ribbon cutting will be held as “Pat’s Spooky Fall Festival” – a time of year held dear to Pat Hanada and which she used for student drives.
 - Tentative for October 28th
 - Costco Pizza, snacks will be available
 - Tables on-site
- Options for raffles, upcoming tickets for games.
 - Sports game tickets have been offered!
 - Questions regarding running a raffle.
- Action Items: We must let Facilities know that a Classified event will be held in the area between Bulding 13 and Bulding 16 during the timeframe.

Skelly will be present

 HOLIDAY GIFT BASKETS Spread the Word Classified Senate 2026 Fundraiser It's that time of the year! The Canada College Classified Senate Holiday Gift Basket Raffle Donate a Gift Basket as a Division, Department, program or individually Baskets are Due by November 2nd Support Student Scholarships by purchasing a ticket at the bookstore between Nov. 5nd through Dec. 16th *Buy in Bulk, get a discount Questions? Reach out to Sarah Cortez, Classified Senate Activities Coordinator Cortezs@smccd.edu 650-381-3541	Holiday Gift Baskets Spread the word! Classified Senate 2026 Fundraiser It's that time of the Year! The Cañada College Classified Senate Holiday Gift Basket Raffle Donate a Gift Basket as a Division, Department, Program or individually. Baskets are Due by November 2nd. Support Student Scholarships by purchasing a ticket at the bookstore between November 5th through December 16th. Buy in bulk and get a discount! Questions? Reach out to Sarah Cortez, Classified Senate Activities coordinator: Cortezs@smccd.edu
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Classified Professional Development Committee | Proposed Documentation Change

Maria Huning

- We have been asked by the Business Office, due to late documentation, to provide PD documentation 60 days in advance.
 - The 30 days deadline has resulted in late paperwork, but is also not enough time to pull accurate expenses and documentation from all sources.
 - Many conferences do not have agendas posted 60 days in advance.
 - The agenda is required for approval.
 - Educational programs offered online do not necessarily follow the same deadlines as Cañada College, making it difficult to work with counselors, enroll, budgeting for classes, etc.

Committee Membership Request

Maria Huning

a. EAPC (9/22/26)

SEAP Highlights

- Targeted Course Support: Expanding help for students retaking first-year English and math, alongside 1–3 classroom visits per semester by Retention Specialists and Counselors to share resources.
- Embedded Tutoring: Scaling up peer tutoring in first-year courses with required faculty and tutor trainings.

Subgroup Breakouts

- We spent time in three working groups setting goals and mapping out next steps
- Policy: Reviewing campus procedures (starting with resource requests) to eliminate systemic barriers.
- Student Voice: Finding better ways to hear directly from students (especially our Black students) through BSU/Umoja focus groups, upcoming PRIE surveys, and physical feedback boxes on campus.
- Professional Development (Classified Focus): Prioritizing staff needs, including a "Classified Connection" session for October Flex, an ongoing classified mentorship/buddy program, cross-departmental collaboration, and navigating release time/comp time barriers with managers. We also discussed reaching out to Classified Senate leadership about a potential classified retreat.

Potential next topics

- Microaggressions training was brought up as a priority topic for an upcoming meeting.

Safety Committee (9/24/26)

- Will be meeting today after Classified Senate

Technology Committee (9/2/26)

- Nothing major of note. Just updates on the technology plan, evening/weekend support, laptop giveaway (donated laptops), etc.

Conduct Ad Hoc committee pool:

Rance Bobo, Sarah Cortez
Classified perspec

Contact Maria Huning at huningm@smccd.edu if you're interested in any of the above Committees!

Good of the Order

All

- Overview of SparkPoint Snacks

Adjourn

Meeting concluded at 2:09 PM

Upcoming Meeting Schedule:

Classified Senate Meeting Minutes | Cañada College

9-123 | September 24, 2026 | 1:00pm – 2:00pm

October 8, 2026	<i>October 22, 2026</i>	<i>November 12, 2026</i>
<i>December 10, 2026</i>	<i>February 11, 2027</i>	<i>February 25, 2027</i>
<i>March 11, 2027</i>	<i>March 25, 2027</i>	<i>April 8, 2027</i>
<i>April 22, 2027</i>	<i>May 13, 2027</i>	