Roll Call		
Tyrone Armstrong	Jacky Flores	Liliana Garcia-Arteaga
Paul Gaskins	Jacky Gonzalez	Max Hartman
Yesenia Haro	Jacky Ip	Jai Kumar
Adolfo Leiva	Carlos Luna	Autumn McMahon
Rosie Morrison	Mario Peña	Janet Ramirez
Chantal Sosa	Peter Tam	Lauren Wagner
Jose Zalaya		

Welcome

- Introduction + welcome to the meeting.

Workbased Learning Inventory Survey

Max Hartman

- Awareness > Exposure > Engagement > Immersion
- WBL Inquiry Group plans to bring short survey to division meetings in November / December to collect an inventory of where our college currently is on the WBL continuum.
  - Survey is not currently ready for release
- The Ask:
  - Any Red flags?
  - Can you help support folks in your area to complete this survey when we see you at an upcoming division meeting?
- Meet on the 4th Monday of each month
  - 6-103
  - 3:00 PM – 4:00 PM
    - Time may change soon.

Reach out to Max Hartman and Alex Kramer with questions at hartmanmax@smccd.edu and kramera@smccd.edu.

Classified Professional Development

Roslind Young

Guidelines Update

Recommended Action 1: Vote to change the Classified Professional Development Pilot to allow repeat conference attendance until Professional Development funds run out or the Pilot ends.

- Rosie Morrison and Jacky Flores propose a motion to vote on action.
- No discussion.
- Passed unanimously

If this action has delayed your application for an upcoming conference, please submit your application ASAP.
Recommended Action 2: Vote to include 60 day submission recommendation on Classified Professional Development paperwork (still required within 30 days minimum).
• Rosie Morrison and Jacky Flores propose a motion to vote on action provided that the 60-day recommendation and 30-day hard stop on submitting paperwork is noted. • No discussion • Passed unanimously

- Discussion regarding PhD tuition coverage.
    - District-level tuition support funding was cut abruptly around 2024-2025 with no advance notice.
- Concern raised:
    - Supervisor signature and grade submission required even for fully online, off-hours courses.
    - Likely an artifact of old rationale when most courses were on-campus and during work hours.
    - Confirmation that grades are owed to PD committee for verification of satisfactory completion.
    - Supervisor approval to be reviewed.

Space for Classified on Campus

Maria Huning

Will be addressed at follow in meeting. Previous space unexpectedly lost to DRC testing space for a legitimate purpose.
Key requirements: Counter space. Ability to use items such as crock pots. No carpet.

Sparkpoint for Classified Pilot

Adolfo Leiva

- Broken link repaired
- Small amount of money provided to relieve food insecurity for Classified Staff
    - Prior to this funding, the study snacks and meals in refrigerators were only for students. Now they are for both Students and Classified Staff.
- Confirmed that this is not reducing the amount of food students get – SparkPoint has enough food for both students and Classified Staff.

Questions:

Hypothetically, if classified senate were to have their own room, would the funding provided be available for a fridge + freezer for that room?
Answer: Yes – Adolfo confirmed he would be happy to explore this option. To be explored.

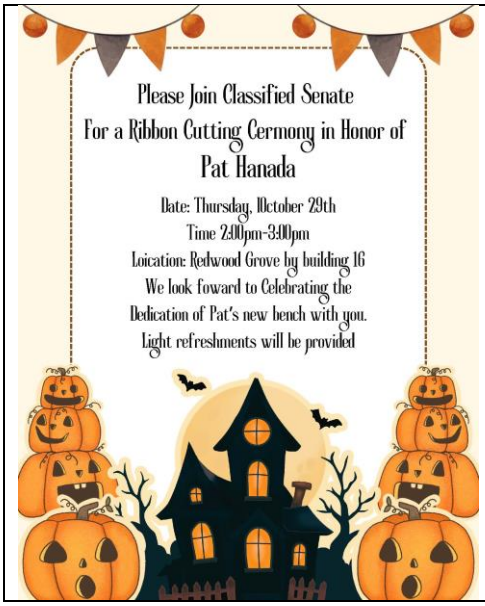
Are the meals still available for evening students since they are relocated to a pantry?

Answer: No, for food safety they have been moved to the food market. They can, however, be reserved in the food lockers if prior requests are made.

Note: Meals and snacks are moved to the food market to track food distributed to students and to give priority. Partnership with Samaritan House provides 150 meals/week. Adolfo brought samples.

Pat Hanada Bench Re-Dedication: Spooky Event

Roslind Young



Pat Hanada Ribbon-Cutting for Bench Re-Dedication

Please join Classified Senate for a ribbon cutting ceremony in honor of Pat Hanada.

Date: Thursday, October 29th
Time: 2:00 PM – 3:00 PM
Location: Redwood Grove by Building 16

We look forward to celebrating the dedication of Pat's new bench with you. Light refreshments will be provided.

Meeting Recap with the SMCCCD Chancellor

Roslind Young

Field Trip Correspondence Documentation	
	From: Moreno, Dr. Melissa <morenomelissa@smccd.edu> **Sent:** Thursday, October 15, 2026 3:00 PM **To:** Tariq, Nadia <tariqn@smccd.edu>; Hamadeh, Fauzi <hamadehf@smccd.edu>; Huning, Maria <huningm@smccd.edu>; Young, Roslind <youngroslind@smccd.edu>; Frangos, Alicia <frangosa@smccd.edu>; Milan, Jose <milanj@smccd.edu> **Subject:** Update from our last meeting - as promised
Thank you, Dr. Moreno, for taking the time to bring these concerns to Cabinet and for providing clarification on the policies and administrative procedures related to student travel. We truly appreciate your support and efforts to help navigate these requirements. It is helpful to know that the existing policies allow for the use of procurement cards for student and chaperone meals and that the District is working through DPGC to improve clarity and consistency across the policies and procedures. My understanding is that the District's ongoing efforts to revise and clarify these policies and procedures would also include clarification of student reimbursement policies and processes. Having clear and consistent guidance on student reimbursements would be particularly helpful in supporting student participation in travel-	Dear Classified Senate Leaders: I took the student travel issues you raised with me to Cabinet. Three policies/APs apply and it is certainly confusing because they all don't reference each other. AP 6.60.1 allows for AS field trips and excursions to follow BP 6.45. And there is an exception in the domestic travel AP 8.55.1, Section 4a. which has a carve out for use of procards for student and chaperone food. The district is working on revisions and clarifications through DPGC so that all refer to each other, but hopefully this covers the travel you want to do with students, and you can use the procard to pay for food. The deadline for submission to your business offices has been set by them (outside the deadlines in the BP/APs) so please

related activities. Thank you again for your advocacy, guidance, and continued support in helping us facilitate meaningful student travel experiences while ensuring compliance with District requirements. Best Regards! *Nadia Tariq* Project Director | STEM Division Vice President, Classified Senate **P:** 650-738-4176| **E:** tariqn@smccd.edu Skyline College |3300 College Drive, San Bruno, CA 94066 Skyline College	reach out to them for a conversation about loosening their office requirement to align more closely with the BP/APs. Please let me know if I missed anything. Thank you, Melissa **Melissa Moreno, J.D., M.B.A., Chancellor** **San Mateo County Community College District** SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT Cañada College • College of San Mateo • Skyline College

Following discussion regarding:

Procards**:**

- General assumption that staff have Procards.
    - How many employees do not have Procards to use for these purposes and troubling outcomes.
    - Employees having their Procards taken away.
    - Mishandling and reviewing Procard usage.
    - Digital currency vs. Physical.
- Proposed solutions included: Prepaid Vias cards tied to field trip paperwork (similar to van gas cards), a middleground proposal or a sit-down with division assistants to develop a solution.

Action Item: Classified Senate to form a task force to formulate a solution proposal for ProCard topic and bring it forward.

Good of the Order

Holiday Baskets:
Let's start working on baskets! Remind admin that they compete for these baskets and that it means bragging rights to win!

District Policy Governing Council (DPGC):
Comments will be sent by Roslind Young – meeting already in overtime.

Revise Flex Day Schedule to 9:00 AM to Accommodate Classified Staff:

- Classified Staff with young children or other obligations are currently unable to attend the opening sessions.
- Skyline has successfully revised schedules for these purposes.

PBC Minutes will be of interest:

- Review at the following link if desired: https://canadacollege.edu/planningbudgetingcouncil/meetings.php

Any ideas for upcoming Classified Senate agenda items?
Contact Roslind Young and Maria Huning at youngroslind@smccd.edu and huningm@smccd.edu .

Next Meeting topic to address:

- Address 49er's tickets offered but not able to be used.
  - ~$2000 in donated tickets could not be used; discuss next steps.
- Dedicated Classified Senate Space Update.

Adjourn

Meeting concluded at 2:07 PM
Upcoming Meeting Schedule:

November 12, 2026	*December 10, 2026*	*February 11, 2027*
February 25, 2027	*March 11, 2027*	*March 25, 2027*
April 8, 2027	*April 22, 2027*	*May 13, 2027*