

Roll Call		
Maria Huning	Roslind Young	Ludmila Prisecar
Carlos Luna	Hugo Enciso	Katie Harrar
Kristopher Disharoon	Liliana Garcia-Artega	Mario Peña
Paul Gaskins	Rosie Morrison	Tyrone Armstrong
Ron Andrade	Mary Hale	Jai Kumar
Juan Vera		

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.
- Classified Representative Committee members and work group participants are requested to enter their group information into the chat or email Mary Hale at halem@smccd.edu for the official record.

Special Guest - Business Office Questions

Ludmila Prisecar, VPAS

- Review and feedback of most recent draft of AP 4300, which includes updates to board policy 6.45 on field trips and excursions.
 - The committee members, including Rosie, Amir Thompson, Diana, and Blake, were tasked with providing feedback.
 - The draft includes new processes for field trips, excursions, and conferences, reflecting changes in student support and funding.
 - Updated document for field trips and excursions is provided at the following link - please review at your earliest convenience:
https://smccd.edu/dpgc/documents_for_view_only/AP_4300.pdf
 - Continue sending timely reminders for procurement card and related process deadlines, allowing staff to respond with their status or absences.
 - Bring any questions to Rosie Morrison, who is currently representing classified in DPGC:
mendozamorrissonr@smccd.edu

Action items:

1. Collect Classified Senate feedback on the draft AP 4300 and route it through the appropriate AP review committee channels.
2. Work with the president to clarify the software request guidelines and ensure they are correctly interpreted as applying to software, not just hardware.
 - 2.1. Call Miriam Guzman Grande to clarify who is responsible for processing software requisitions and what documentation is required.

Nominations and Voting Process

Maria Huning

It's time to nominate and vote on these positions for Classified Senate:

- VP
- Secretary
- Activities Coordinator

Notes:

1. Voting must proceed before June for anonymous and SSO voting.
 - 1.1. Nominations will be announced at the May Classified Senate meeting.
2. Please recognize the number of individuals who will be retiring soon.
 - 2.1. Supervisory roles are only decided for replacement only if the Board of Trustees agrees upon it.

Scheduling for Summer Events

- Consider getting out of our offices and having meals together during Summer.
- Classified appreciation day on May 21st!

Action Items:

1. Ensure Classified Appreciation Day flyers are distributed to all relevant staff.
2. Arrange for the same presenter to return in the fall to lead another 'quiet quitting' session for classified staff.

Good of the Order

Comments regarding feeling monitored during April 16 flex day.

Adjourn

Meeting concluded at 2:08 PM

Next meeting: May 14