

Roll Call		
Maria Huning	Roslind Young	Ludmila Prisecar
Alex Claxton	Peter Tam	Rosie Morrison
Liliana Garcia-Artega	Carlos Luna	Robyn Ledesma
Carlos Luna	Mario Peña	Hugo Enciso
Juan Vera	Katie Harrar	

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

Floating Holiday

- Shared at Managers Forum - your manager should know about this.
- CSEA has a floating holiday. Non-CSEA classified employees have 7.5 hours to use (it can't be split)
 - Make sure to use the code for floating holiday or you will use it.
 - Make sure to get approval from your manager.
- Next week there will be voting via CSEA for comping the floating holiday if classified employees can't take it.

Downloads Page

- Maria Huning shared her screen as a volunteer
- Board policies and administrative procedures can be found at smccd board policies.
 - Link: <https://smccd.edu/boardoftrustees/policies.php>

New Policies and Changes

- AP 8.55 1 Domestic Conference and Travel Expenses
 - Alteration to pay for all expenses except food via ProCard if the individual is in possession.
 - Exception for approved student meals and student travel.
 - Link:
https://smccd.edu/boardoftrustees/8_55.1%20Domestic%20Conference%20and%20Travel%20Expense%204-26.pdf
- AP 8.55.2 International Conference and Travel Expenses
 - For District employees, international travel shall be pre-approved by the Chancellor or designee.
 - Link: https://smccd.edu/boardoftrustees/8_55.2-International%20Travel%204-26.pdf

- Shipping and Receiving Webpage Update:
 - Added all relevant new information regarding shipping and receiving / mailroom, including a request form.
 - Link to Shipping and Receiving Webpage: <https://canadacollege.edu/adminservices/mailroom.php>
 - Link to Shipping and Receiving Request Form: https://smccd-czqfp.formstack.com/forms/canada_shipping_pickup_receiving_service_request?sso=6a062eaff140a
- Organization of items needing shredding
 - Please organize any files, forms, items, etc. that may need shredding.
 - Ludmilla will provide a cheatsheet for your review.
- Classified Appreciation Lunch
 - May 21, 11:30am-1:00pm
Building 8 Lobby

Please share feedback about any updated forms with Ludmila Prisecar, VPAS at prisecarl@smccd.edu.

Committee End of Semester Report-outs

Maria Huning

IPC Report-Out

Meeting cancelled.

SSPC Report-Out

Juan will step back as Co-Chair and Dr. Scott will take over.

EAPC: No Report-Out

Please consider becoming a part of these committees! We want to hear your voice. If you have any preference or would like to join a committee, please reach out to Maria Huning at huningm@smccd.edu.

Leadership Retreat

Thursday, August 6, 2026.

Time: TBD

Zoom Option: TBD

Everyone should consider joining!

Cañada Faculty, Classified Staff, and Administrative Leadership:

Please hold this date on your calendars for Cañada's annual Summer Leadership Retreat – the day which kicks off our year in terms of strategic planning and priority-setting.

You are invited as a current member of Academic Senate, Classified Senate, PBC, IPC, SSPC or EAPC. Even if you do not serve on one or more of these bodies next year, you are still welcome to attend, as are all faculty and classified staff members of our campus community.

Agenda and details to come.

Thank you!

*Karen Engel
Dean of PRIE*

Election Results

Alex Claxton

17 people out of approximately 80 individuals. 3 people were running unopposed.

Results:

- **VP for the next two years:** Roz Young
- **Secretary for the next one year:** Mary Hale
- **Coordinator for the next one year:** Sarah Cortez

Up to two activities coordinators are allowable in the Classified Senate. Bylaws are being reviewed to determine if a special election for a Co-Coordinator is allowable in Fall 2026.

Good of the Order

Comments regarding feeling monitored during April 16 flex day.

- a. Classified Appreciation Week
 - a. Make sure you go!
 - b. Academic Senate is deciding who the Classified Employee of the Year will be.
 - c. Alex Claxton is the college choice employee of the year. Congratulations!

Make sure you take your 15 minute breaks and lunch breaks! Don't work on your breaks.

- b. Thank-yous & Goodbyes
 - a. Thank you, Robyn for being an excellent coordinator for classified senate!
 - b. Congratulations to Alex Claxton and have a great time
- c. Four-tens schedules are not mandated.
 - a. If you did not chose to work the four-tens schedule, you are not obligated to work it.
 - i. If you are working the four-tens schedule, your are entitled to two fifteen-minute breaks, a lunch break and a dinner break. Taking care of yourself in this way is a service to both our students and the institution as a whole.
 - b. Please reach out to Jim Vlahos for a copy of your PAF.
 - i. This PAF contains your officially scheduled hours through mutual agreement between employee and supervisor.
- d. Keep an eye out for upcoming Summer classified activities.

Adjourn

Meeting concluded at 1:57 PM

Next meeting: September 1, 2026.