

Classified Senate Minutes
Monday, January 27, 2014
1:30 in Building 9 - Room 154

Present: Maria Huning, Wendy DeReynaga, Peter Tam, Anna Camacho, Supinda Sirihekaphong, Jeff Rhoades, Edith Flores, Joan Rosario Tanaka, Gloria Pena, Debbie Joy, Dave Vigo, Jeanne Stalker, Sue Eftekhari, President Buckley, Danni Redding Lapuz, Jonna Pounds

1. Approve Minutes
 - ∞ Minutes approved with changes at 1:37pm with changes

2. Treasurer's Report
 - ∞ After luncheon there are \$327.42 in bank account, \$130.34 petty cash
 - ∞ Classified Senate account received \$25 penalty for attempting to cash a check with non-sufficient funds
 - ∞ Treasurer gives advice on issuing checks (hold for a certain date if you are uncertain of your balance)

3. Professional Development Brainstorm Activity
 - ∞ Supinda facilitating session – handout with questions, brainstorming in groups of 2-3 (20 minutes total) (see attached handouts for full notes)
 - ∞ Maria:
 - Challenges: lead time with prep on flex day, different calendar – too short, semester started too soon, paperwork – hiring paperwork, changes in procedure that we were not informed of (hiring/finance), parking (staff lots), commencement (timeline) – weekend date
 - Avoided: better/more communication regarding selection of calendar timeline, improved communication regarding policy changes (finance/hiring/commencement), staff spots remain staff spots not blended with student spots
 - Training: training from business office/district office, workshops that focus on one module (ex. hiring, finance, student reports, etc.); clear information from the district office – Banner training (freshmen/sophomore level)
 - Point person: Anita? From the district (retired) probably need someone new
 - ∞ Jonna
 - Challenges: canceling classes but better now that it is automated,
 - Avoided: faculty and students should be better prepared (ex. copies, students who check schedules, more advertisements, high school counselors – prepare students for college life, create list of program coordinators

- Training: have academic senate present about the relationship between faculty and staff; have other people from other departments talk about what their division, program, etc. offer.

∞ Dave:

- Challenges: many questions from students (AR), limited time to prepare, new employees that need banner training, students asking how to navigate campus

The following paragraph was provided after this meeting. This is what we do in new student orientations:

Loretta, Yesenia and myself provide all new student orientations detailed below:

Any student who attends our New Student Orientations: present a detailed, well thought out orientation overview in which we showcase our campus programs and services, how to navigate the class schedule and register for classes including explaining details from what's a CRN, auth codes, SEP plus provide a half hour hands on WebSMART and student my.smccd.edu email training where each student logs into their own account with our guidance. Also we have incorporated a short campus tour prior to the students taking their Math and English/ESL assessment. Once their assessment is complete, we provide individualized results and schedule a 30 minute counseling appointment. All students are given a New Student Handbook for the academic year (which details the step by step WebSMART and email instruction, a class schedule and College catalog along with their registration ticket.

Just wanted to share this with you.

Thanks,
Jeanne

- Avoided: video presentations during orientation – showcases services and offices (from registration to payment), temporary workstations in international
- Training: Video presentation, each faculty can have a service guide in their classroom, orientation about AR for all departments
- Point person: Jan Rice – video and online presentation.

∞ Sue:

- Challenges: student questions, navigating services, lack of faculty preparation,
- Avoided: coordinating information so everyone has the same info, info on other divisions (work together to present info in the same way), additional training development (divisional training)

∞ Jeff

- Challenges: lack of communication, not knowing all new employees, ambiguity in position
- Avoided: list of new employees, expanded standard operating procedures, train the trainer (instruction on how to instruct), systemized procedures, cross departmental training
- Training: list of new employees, classified senate introduces new employees, additional banner/websmart training, stress management, standard procedures, set some time aside to guide students
- Point people: Vicki, Dave, Ruth, Debbie, Regina, department heads, public safety

4. Enrollment report

- ∞ Reviewed spring 2014 enrollment districtwide. Enrollment/head counts are down across the 3 colleges. Pres. Buckley explained that while head count is virtually the same the FTE is down. One reason is that our economy is recovering – people are finding jobs. Also, students who are enrolling are taking fewer units. Students are also dropping classes at lower rates than before. YTD enrollments are different – the deficit is decreasing. Concurrent enrollment is not input yet in the total enrollment/head count data. Expectation is that we will be down between .75 to 1.8. However, concurrent enrollment is also down. Pres. Buckley emphasized that Cañada needs more people enrolling/attending. Cañada College is planning to air another ad next semester – this year’s ads resulted in increased visits to website by about 200% but didn’t translate into higher enrollment. Focus for next ad campaign will be different – asking and answering the question, “why do I want to go to Cañada?” Perhaps the college will also create a flyer with top 10 reasons to attend college.

5. Parking concerns

- ∞ Many staff members have encountered trouble finding parking in staff lots. Debbie had a conversation with public safety regarding staff parking lots – one possible solution is to request that Cañada Vista residents not park in staff lots. Public safety says there is usually room in Lot 10 or 6. Debbie will continue conversation with public safety.

6. Retreat update

- ∞ Supinda and her team met this morning; they are focusing on getting a budget and create a list of speakers. Focus of retreat will be on how to help our students succeed, how to have collaboration with faculty and how this collaboration can help students succeed. The retreat is scheduled for May 29 at Filoli and the theme is ‘plant a seed for success’.

7. Special presentation on Amy Tan event

- ∞ Jessica Kaven, professor communications, was on hand to give more information about Amy Tan’s upcoming talk at Cañada College. Last year’s Robert Reich

presentation netted \$8k. Over 60% of ticket sales were community members in Redwood City – we want to make sure the community knows of this event. Currently only 10 out of 500 tickets have been sold – please advertise widely. The event consists of 2 parts – first a reception (ticket is \$50 for reception and talk); students cannot attend the reception regardless of whether or not they are 21. Reception at Cañada Vista – capped at 70, presentation at theater – capped at 500. Tickets for the presentation only are \$30. All net proceeds go to student scholarships. There will be a talk after the presentation (q/a) – followed by book signing. Student tickets are \$10 – some tickets are free for students who cannot afford the ticket. Jessica will provide a flyer that does not have information about the reception – Debbie Joy will send to all classified senate.

8. Activity Events report

- ∞ About 40 people attended the Classified holiday dinner. General opinion was that it was a great event – good raffles, good food and participants were especially happy that the cost of attendance was covered for some employees thanks to the president and VP's.
- ∞ Future events – many ideas and possible topics, will present during next meeting.
 - Museum of Tolerance wait list has been forwarded to the district and Debbie has been adding names to the list – first come, first serve. The district will inform people who were selected. Cañada gets 2 classified slots.
- ∞ Pres. Buckley starting Thursday walkabouts to visit different departments and programs.
- ∞ Club rush is this week, Thursday – food trucks. STEM Center Welcome day is this Wednesday.

9. Committee Reports – PBC, IPC, SSPC, other

- ∞ PBC SSPC IPC have not met.

10. Other/Public Comments

- ∞ Student life – Misha has new schedules for SamTRANS. New route is not coming up Farm Hill Blvd. Different bus # on Saturdays.

Upcoming 2013-2014 Meetings – 3rd Mondays*

*February 24, 1:30-3:00 Date Change (4th Monday)

March 17, 1:30-3:00

April 21, 1:30-3:00

May 19, 1:30-3:00