

Classified Senate Agenda

Monday, April 21, 2014

1:30 in Building 17 - Room 107 (Change of Venue)

Present: Rhoades, Maria Penda Dave Vigo, Maria Huning, Lina Mira, Joan Tanaka, Joanna Pounds, Jeannie Gross, Wendy, Jerry Eznekier, Regina Blok, Peter Tam, Maggi Misha, Sue Eftekahri (Debbie Joy not present)

1. Approve Minutes of March 17, 2014 (approved with changes at 1:41pm)

2. Treasurer's Report (\$204.80 , \$74.86 in account rest in petty cash, \$1400 in scholarship money)

a. Scholarship Donations

b. A decision needs to be made about how many and how much to give for scholarships

- Need to determine in what increments to award scholarships

- October fundraiser brought in 255?

- Previously we have given \$500 each, in the past there were up to 3 scholarships; we probably will have 1500 dollars

- Still waiting for fundraiser check from the bookstore

- Waiting to hear from bookstore – would like to award 3 students scholarships

Question: Can we use some money from our account to fund the retreat?

Yes, but our balance is so small there wouldn't be much.

c. Spring '14 Fundraiser – Giants Tickets

d. How did we do?

- TBD – need info from bookstore

-Still have 2 events – cannot do another event/fundraiser (already have 3 events this fiscal year)

3. Department Presentation – Regina Blok

a. Scheduled for 2:00

b. Is aware of Some questions about increase in DRC students as well as the severity of issues of the DRC students.

- Last year DRC sponsored a series of 6 workshops dealing with students on the spectrum; should we have another series of workshop?

Speaker/expert will waive her fees and can do follow up or

intermediate/advanced training. Can answer questions about how to manage students, explain why there is an increase....etc.

- Info about DRC is on website and there is a brochure available; psych center brochure as well.

- Important for classified staff to know about these services since many times staff are front line of defense.

- What is the most highly resource used in DRC? Extended time, alternate test formats then assistive technology. We do not have enough resources to serve all students. Program DRC review shows that there were the following students: 162 spring, 170 fall. CSM 288 students – they have 7.5 FTE, 147 students – they have 7.5 fte's.

-Budget cuts forced a cutback in psych services and DRC. Lost 2 staff members. At the college level LD assessments are not a requirement, law requires a college to provide academic services (things in class). This semester there is a cut to health services as a result of decrease in college enrollment. Sharon new DRC manager has made it possible to provide additional services by managing all three centers together. Possible next week health center will have the hours it will be staffed. DRC has many informational pamphlets – can send to any staff member.

- Would like more training on services offered by DRC. Better not learn about services as a result of an action. A training like a brown bag. What are the categories for students to qualify for services – better enable staff to refer students. Regina will create a handout with this information – she will send it to Debbie. Tips on how to communicate with a student who is experiencing a situation. Kognito is a helpful tool but would like more tips on what a person should say rather than not say.

- College does not expect staff to be experts; current difficulty with anger management behavior – sometimes confused with a psychological issue – maybe a shift in culture; if at any time anyone feels threatened – make sure to develop a code or signal within your office/department so that if you cannot reach the phone someone else can call security and quietly contact security. DRC has a code word – all staff now about it.

- Perhaps there could be a college-wide code word so everyone on campus would know what to do in an emergency situation. Health center pamphlet is given to all students in their orientation packet – there is also a ppt slide in the orientation. Perhaps training could be offered for flex day in the fall and with the evening faculty/staff.

4. CSEA Talking Points – Jeanne Stalker (CSEA Chapter 33 2nd Vice President, Cañada)

- There is confusion amongst new hires about CSEA and classified. Not all classified are under the CSEA contract, all CSEA is classified. All CSEA should have a PAF (if you are working a non-traditional schedule it should be documented), you cannot be forced to take summer Fridays off as vacation or comp time. Ex. Commencement, because it is a weekend, comp time is offered if you participate. Cannot accrue over 50 hrs of comp time, if you are over the district has to pay you out in June. Where should overtime sheets be sent to – district or business office? Hiring committees – CSEA is the decision making body for hiring processes, etc. CSEA and classified senate work together to put together hiring committee. Encouraged to attend lunchtime meetings to learn about benefits. Groups not under CSEA do not get the same benefits as those in CSEA; exempt CSEA members would like to join CSEA but it has to come from the employees – put together a proposal and submit to CSEA president. **Action: Perhaps a working group can be put together to develop a consistent message to present to the president of CSEA – to merge all classified.** Need involvement from newer classified hires in CSEA – lots of people have served for a long time and retirement is on the horizon.

- If you have questions, please ask Jeannie Stalker and Rachel and Maria in admissions

5. Classified Senate Elections

a. Nominations are due by Friday, April 25

6. Activity/Events report

a. Kerflooy Fundraiser

- 7. Need volunteers to sit at booth during Earth Day, April 22, 10:30-12:30

Sign up is on back of flyer, there will be a classified booth at Earth Day (9:30 – 1:00 to accommodate set-up and clean up) to raise funds for students to attend Cannes. Please volunteer to man booth (sign up is on back of flyer); checks are written out to ASCC. Filmmaker will be present.

b. CSEA/Classified Staff Appreciation Breakfast, Thursday, May 22, 8:30-10:30; if staff can, please bring some food. CSEA can contribute \$80. Staff

is welcome to volunteer to make pancakes for this event – probably in CIETL.

c. Classified Staff Retreat – Thursday, May 29, 9:00-3:00

- Reminder for planting a seed for success retreat; 18 participants signed up; RSVP to Dave. Ghirardelli chocolate to be raffled. Debbie Weatherly from 4c's, Doug Hirzel, Danni Redding Lapuz, Ben Dineen. This is the last year we are getting funding from the President's office; next year on our own – please attend.

d. Commencement – Saturday, May 25, 10:00

- If you want to volunteer, please speak to Maggie
- Classified can take comp time

8. Spring Hiring – PowerPoints shown on March 18 and discussion on March 25

a. Classified Positions

1. Admissions & Records Assistant Yes .53 to 1 FTE
2. Financial Aid Technician Yes 1 FTE
3. Rad Tech Program Assistant No
4. Transfer Center Program Services Coordinator No

b. Faculty Positions

1. Early Childhood Education/Child Development Faculty Yes 1 FTE
2. Math Faculty No
3. Political Science Faculty No

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

- Governance committee at the district; smoking policy – voted to include vapor in the definition of smoking (e-cigarettes); KCSM – a new governing body for KCSM, since there are so many changes and a small body – clarifies who manages and what their roles are; student grievances/appeals: changed who the grievances are submitted to, they are now submitted to VPI or VPSS not dean. First Review in committee, bring it back to campus, vote on it in next board meeting according to any input or changes. Please let Jerri know if they have strong opinions on any one of those policies.

9. Other/Public Comments

- May 10 County of San Mateo needs volunteers to handout flyers about human trafficking at 2 businesses. Joan Will email info to Debbie so she can distribute.

- Please stop by at Earth Day 10:30 – 12:30, veggies from local business

Adjournment – 2:39

**Upcoming 2013-2014 Meetings – 3rd Mondays
May 19, 1:30-3:00**