

# **Classified Senate Minutes**

## **Monday, November 2013**

### **1:30 in Building 9 - Room 154**

Present: Maria Huning, Wendy DeReynaga, Peter Tam, Lina Mira, Anna Camacho, Supinda Sirihekaphong, Jeff Rhoades, Misha Maggi, Edith Flores, Roberta Chock, Joan Rosario Tanaka, Gloria Pena, Debbie Joy, Maggie Souza, Maria Lara, Sunny Choi, Patricia Guevarra, Mike Walsh, Dave Vigo, Jeanne Stalker, Diana Espinoza Osuna, Sue Eftekhari

1. Soup Social
2. Approve Minutes
  - ∞ Minutes approved with changes at 1:41pm
3. Hiring Process
  - ∞ Revised hiring schedule has been set up so the request to submit positions deadline is pushed back to November 22. There was concern amongst various divisions that this timeline did not give enough time to gather information to propose positions.
  - ∞ If you know of any classified positions for classified please let everyone know; please attend the group meetings where positions are vetted if possible.
  - ∞ There will be a recommendation from PBC that the hiring cycle will be canceled if there are less than 2 proposed positions. Classified senate would like to have the primary and secondary cycles referred to as Fall and Spring cycles instead.
    - Classified will add their name to these recommendations put forth by the SSPC.
4. Strategic Enrollment
  - ∞ First meeting included staff, administration and faculty that worked in groups to analyze data and came up with interesting questions.
  - ∞ There is a sense that it is very useful to have comprehensive data and many groups represented in this undertaking; it enables understanding of other groups' points of view.
  - ∞ It is recommended that all Classified staff review the data, visit the website and provide input to make sure all voices are heard. Classified staff are also encouraged to attend the following meetings.
5. Staff Development Brainstorm
  - ∞ To achieve Classified Senate's goal, a one question survey will be sent out with a number of choices (adapted from Claremont EPA);
  - ∞ One suggestion is to add a brief description to each of the categories (ex. hover box);
  - ∞ Another suggestion is add a question for training directly relevant to classified staff (Excel, Adobe, Prezi, Social Media, Quick Tips on Banner, etc.)

- ∞ There is no funding for these activities and one possibility is to request funds from the President's Office.

#### 6. Treasurer's Report

- ∞ Pat Hanada Fundraiser – raised \$236, ended the month with \$150 in petty cash and \$797.29 savings. With additional donations a check of \$1614.69 was written to the foundation for scholarships.

#### 7. Activity/Events report

- ∞ Philippines Typhoon Donation Drive in partnership with Save the Children and taking monetary (cash or check) donations – there will be 2 tables in the quad. Students will volunteer to man table and also requesting classified staff to volunteer if possible.
  - Donation Table, Nov. 19-21 – 11:00-1:00
  - Donations can also be dropped off at Bldg. 9, Business Office
  - Donation boxes will be located in the Learning Center, Center for Student Life and Administration building (Bldg. 8)
- ∞ Classified Holiday Lunch Update
  - Price is \$15 (veggie and chicken), \$20 (steak meal); please give your money to Dave or Wendy by Dec. 6.

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

- ∞ CSE (Community for Student Equity) update: students are inviting Prof. Steele to speak on topics of demographic profiling/stereotype threat. CSE is having many dialogues around the question of why Cañada is not getting certain demographics. CSE feels this is an opportunity to have someone who is well-known in that field to come to Cañada and help open the dialogue.
- ∞ CSE is targeting this speech to take place in the spring.
- ∞ Classified Senate would like to add their support to this request.

ASCC: Students enjoyed staff at Halloween carnival.

- ∞ ASCC will have a multi-cultural holiday celebration Dec. 3-5, trying to have Build a Bear come, will end with a gingerbread making completion. Will also have an origami making event.

#### 9. Other/Public Comments

- ∞ Campus movie event had over 700 attendees; some students will attend the finals in LA. Maggi to send email with the results.
- ∞ New classified staff, Christopher Brandon in Business Division. Noel Chavez will replace Ari as Recruiter.
- ∞ Agreement to send Classified Senate agendas going forward.
- ∞ Trish thanks classified staff for attending Veteran's appreciation events.
- ∞ Admissions/Records will close at 4:30 Wednesday before Thanksgiving.

\*Supinda would like to join the retreat task force.

### **Upcoming 2013-2014 Meetings – 3rd Mondays\***

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Holiday Luncheon December 12 1:00-3:00

December 16, 1:30-3:00

\*January 27, 1:30-3:00 Date Change (4th Monday)

\*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