



**Monday, February 8, 2016
1:30pm – Building 9 – Room 154
FIRST DRAFT MEETING MINUTES**

Attendees: Maria Huning, Vice President Chaired the Meeting, Stacey Carrasco, Wendy Cazares De Reynaga Loretta Davis Rascon, Jeri Eznekier, Edith Flores, Henry Guevara, Marcella Grant, Sally Heath, Jamie Hui, Candice Johnson, Maggie Lozano, Yesenia Mercado, Lina Mira, Jonna Pounds, Jo'An Rosario Tanaka, Chantal Sosa, Jeanne Stalker

Guests: Jennifer Hughes, Erin Moore

1. Approve Minutes from November 16, 2015 and January 11, 2016

It was moved and seconded that the November 16, 2015 Classified Senate Meeting Minutes be approved with changes. The attendees approved the minutes.

It was moved and seconded that the January 11, 2016 Classified Senate Meeting Minutes be approved with changes. The attendees approved the minutes.

Jennifer Hughes was welcomed and she commented that she was hired as a Classified Staff her first real job expressed great appreciation

2. Finance Report – Hug Enciso

Monthly report

CLASSIFIED SENATE FINANCIAL REPORT					
	Cash	Savings	Trust	Checking	
12/31/2015	Beginning Balance	\$ 150.00	\$ 889.60	\$ (16.93)	\$ -
01/04/2016	Employee Contribution	\$ -	\$ 67.00	\$ -	\$ -
01/11/2016	Transfer form savings to Checking	\$ -	\$ (300.00)	\$ -	\$ 300.00
01/15/2016	Classified Staff Holiday Social	\$ -	\$ -	\$ -	\$ 365.00
01/15/2016	Employee Contribution	\$ -	\$ 77.00	\$ -	\$ -
01/28/2016	Invoice 7497-Pacific Dining	\$ -	\$ -	\$ -	\$ (425.10)
01/31/2016	Montly Fee	\$ -	\$ -	\$ -	\$ (10.00)
		\$ -	\$ -	\$ -	\$ -
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		\$ -	\$ -	\$ -	\$ -
01/31/2016	Ending Balance	\$ 150.00	\$ 733.60	\$ (16.93)	\$ 229.90
	Total Balance	\$ 1,096.57			

- b. Voluntary Payroll deductions still an option for Classified Senate Members
- c. Escript <http://www.escrip.com/> available for enrollment of Cañada employees to donate a portion of each purchase to the Cañada Classified Senate Scholarship fund.

3. Classified Professional Development Update

The last classified meeting presented an update of the new Professional Development. Erin Moore reported on Classified Professional Development information sent to the managers.

"Professional Development" Webpage has been updated and is accessible from the Cañada College home page A-Z menu under "P"

Click the "Classified Staff" link which will bring you to two links for each Classified Staff

Professional Development Program options

- 1) **Conference/Workshop Reimbursement \$1,000** for Professional (job related skills, Personal (enhance role within the institution) or Work-life Balance (related to health and wellness)
- 2) **Cañada Tuition Reimbursement - \$1,400** for college tuition for a degree (July 1 to June 30)

Funding is available for each classified employee from **only one** of the two funds.

Additional communication will be given to the managers on how Classified Professional Development funding is determined

Change: Tuition reimbursement for college tuition no longer covers books

Complete the Reimbursement within 30 days is after you complete the class or workshop

4. Program Review Concerns or Questions

Training for SPOL still due in a few weeks

It was noted that Program Review is entered on a new, completely different system

It was recommended that Classified Staff attend the SPOL Training at the next Student Service Planning Council

5. March 3 and 4 Flex Day Update

On March 3 college offices will closed so that Classified Staff in Building 9 will have the opportunity to attend the Flex Day Professional Development sessions. There will be Flex Day activities on Friday, but Building 9 offices will open on that day.

The members present thanked Acting President, Jennifer Hughes, for extending this opportunity to Classified Staff members who work in Building 9, as this was the first time their offices will be closed so the Professional Development opportunities are available to them.

6. CSEA Q&A – Jeanne Stalker

See Jeanne Stalker, Maria Lara, or Rachel Corrales for any questions and/or concerns covered by the union contract

All members welcome to attend monthly CSEA meetings at CSM

Union monitors employment contract to ensure classified CSEA union represented employee fair treatment, negotiate compensation, health

Effective January 1, employee contributions toward health plans will increase

Question asked: If a classified employee is driving the district vans to a work-related event, is that time recorded as work hours? Other than regular work hours does work time start when an employee travels to an event?

Not all classified employees have a standard 8am to 4:30pm work day but be sure you have a Personnel Action Form with regular work hours stated

If you are asked to work extra hours, you have the option of Comp Time or Overtime pay, it is your choice.

7. President Hiring Committee

Classified members of the President Hiring Committee are still being determined, and there will be a College Forum for the college community members to give their input to the process.

Classified Representatives on the Vice President of Student Services Hiring Committee are:

Debbie Joy

Jose Romero

Misha Maggi

Rachel Corrales

Classified Hiring Committee Representatives:

There will be four faculty representatives and four classified representatives on the President's Hiring Committee. If you are interested in serving as a Classified

Representative, which is a huge time commitment, please contact one of the following Classified CSEA Union Reps and/or Classified Senate President and volunteer, stating your qualifications for the committee: Debbie Joy, Classified Senate President

 Jeanne Stalker, CSEA Vice President

 Maria Lara, CSEA Job Steward

 Rachel Corrales, CSEA Job Steward

Classified representative must be a permanent classified employee and past probation status.

8. Upcoming Events/Fundraising – Wendy Cazares de Reynaga/Jeanne Stalker

Future Events

Giants Tickets will be available for Friday, April 22 – 66 lower box seats and the cost is \$45 a ticket, not a fundraiser but a group event

Create Mix and Mingle Event (professional art instructor guides attendees step-by-step to recreate a featured painting with refreshments served during the stress-free, no experience necessary painting session) still in the planning stages and a date will be determined.

9. Committee Reports

Instructional Planning Council: Maria Huning reported that there is a totally new online entry system for Program Reviews called SPOL and she highly recommends that Classified Staff participate in one of the SPOL trainings.

District Participatory Governance Committee: Jeri Eznekier reported that most policies and procedures have not changes but if you have questions, please contact her directly.

10. Other/Public Comments

Vice President of Student Services College Forum will be held on February 24th

Possible College Barbecue being considered for Friday, May 20

Fiesta Cañada will not be held due to lack of participation from the community

Arts and Olive Festival will no longer be held as no person has volunteered to manage the Event

Three events are planned for Black History Month

Send events to Megan Rodrigues for the College Event Calendar

Commencement scheduled for Saturday, May 28

11. Door Prize Drawing

Stacey Carrasco was the winner of the drawing and won a Cañada Drink Jar

Upcoming 2015-2016 Meetings – 3rd Mondays in Building 9-Room 154

March 21

April 18

May 16