



## **CLASSIFIED SENATE MEETING MINUTES**

**Monday, September 21, 2015**

**Building 9, Room 154 (CIETL)**

**Members Present:** Debbie Joy, Maria Huning, Luanne Canestro, Jamie Hui, Maggie Lozano, Michelle Marquez, Barbara Buchton, Jonna Pounds, Edith Flores, Hugo Enciso, Wendy Cazares de Reynaga, Diana Espinoza-Osuna, Jeanne Stalker, Loretta Davis Rascon, Mary Chries Concha Thia, Jo'an Rosario Tanaka, Vickie Nunes, Lina Mira

### **1. Approval of Meeting Minutes of May 18, 2015**

The Minutes were reviewed subject approval at the next meeting.

Members went around the table and introduced themselves, and the group welcomed Maggie Lozano, the new Student Life and Leadership Assistant.

### **2. Classified Professional Development – Michelle Marquez**

Michelle Marquez asked for ideas from the Classified Senate on various options for Classified Professional Development funds, and stated that Classified Senate President and Vice Presidents have a meeting on Thursday, September 24, regarding Classified Professional Development funds. There was a discussion about new ideas on how to use and allocate Classified Professional Development funds. Last year funds were allocated on a first-come, first-serve disbursement basis for conference attendance and tuition reimbursement.

The motivation for a change is to make the funds available to more classified staff members with a process and priority based criteria for fund distribution. Michelle stated that repeated Conference attendance to facilitate performing one's current job is not necessarily Professional Development. A new equitable and fair process for distribution of the money is the goal. The group would like the ability to access Classified Professional Development Funds for a Classified Retreat and asked that such process is be developed. Some members opposed Classified Professional Development Funds being used for attending meetings required to do your job. A process to prioritize fund requests needs to be developed with a user-friendly process and a clear prioritization methodology. Faculty have a committee-review process to approve requests for Professional Development funds and their fund is estimated at \$50,000 to \$60,000. The review and decision voting is done via email. Last year was the first time Classified Professional Development funds were returned to the college for allocation. In the past the District administered the allocation requests. Although fund distribution is transparent, there are currently no criteria, or guidelines on fund distribution.

The group agreed that developing a new transparent process is a positive step. It was suggested that we can look at the history of fund allocations. The goal of the Classified Professional Development Fund disbursement process is to tie the allocation decisions to college goals and the Classified Professional Development, funding activities on campus providing access to the greatest number of Classified Staff. Classified Senate has an opportunity to be creative with the funds for Classified Staff group development activities that could be shutting down college operations for a day to allow all of Classified Staff to participate in activities. There was mention that Classified Student Services Staff in building 9, First Floor operations are not able to attend Flex Day training activities, as their offices serve students on Faculty Flex Days.

**NEXT STEP:** Luanne Canestro, Vickie Nunes, Lina Mira, Maria Huning, and Debbie Joy volunteered to meet with Vice President Michelle Marquez to develop the new procedure and criteria for prioritizing fund allocation, and they will be contacted by Maria Huning to set up an initial meeting.

### **3. SSSP Plan Review – Lizette Bricker**

Lizette, Bricker, Interim Dean of Counseling and SSSP Coordinator presented the first draft of the 2015-16 Student Success and Support Program Plan. She requested that Classified Senate members review and send her feedback on the Draft by October 21.

The goal in reviewing the plan and providing feedback is to ensure all college staff have the ability to give college accreditors a general idea of the contents of the plan and where it is located on the college website.

**MOTION:** Maria Huning moved that the college move forward with the Draft of the Student Success and Support Plan for submission with changes forthcoming from the college community. The motion was seconded by Jonna Pounds and passed by a unanimous vote by members present.

### **4. “Run, Hide, Fight” Video**

Debbie Joy reported feedback from Lock-down Drill participants recommended that more staff view the Run, Hide, Fight Video. The video was shown to the group, and there was a brief discussion on the importance of reacting quickly. Debbie Joy said that she would send an email with additional San Mateo County alert notification systems for sign up.

### **5. Classified Retreat**

There was a discussion about whether there should be a Classified Retreat this year. Consensus was that the last Classified Retreat held at Filoli was a big success and attendees loved it. Jo’an Rosario Tanaka suggested trying to get more funds from different sources if the group wants to hold a retreat this year. Adolfo Leiva suggested having a retreat at the Crowne Plaza like the one held by Skyline College Classified Senate where there were faculty led discussions, interactive team building activities.

**NEXT STEP:** Vickie Nunes, Maria Huning, Jamie Hui, Adolfo Leiva, Jo’an Rosario-Tanaka, Jeannie Stalker, and Wendy Cazares de Reynaga volunteered to meet and brainstorm ideas for a Classified Retreat for the 2015-16 Academic year.

### **6. Finance Report – Hugo Enciso**

The following Classified Senate funds were reported  
\$115 Petty Cash  
\$749.44 plus \$67 employee deductions  
\$128.79 Trust money used to pay supplies for events

Debbie Joy stated that there will be continued efforts to enroll more Classified Employees in monthly payroll deduction donations. The members agreed to volunteer Jose Garcia to help us market our payroll deduction fund to publicize where the money collected will be spent.

**NEXT STEP:** Send members a new email with the details of how the Payroll Deductions for Classified Senate will be spent.

## **7. Classified Senate Website**

- a. Photographer**
- b. Website Designer**

Debbie Joy acknowledged and thanked Peter Tam for his photography and Jo'an Rosario Tanaka for her dedicated efforts to design and maintain the Classified Senate website and asked members to review the [Classified Senate Website](#).

**NEXT STEP:** Please send website contributions to Jo'an Rosario Tanaka.

## **8. Classified Committee Representation Update**

A Classified representative is needed on IPC, and Debbie Joy and the group concurred that an Instructional side staff member would be a good choice for representation.

Luanne Canestro requested committee representatives state the purpose of the committee on their Representative Report .

**NEXT STEP:** Appoint new Classified IPC Representative and report back at the next Classified Senate Meeting.

**NEXT STEP:** College Council/Committee members representing the Classified Senate were reminded to post meeting reports using the Classified Senate website, [Representative Report form](#), to keep members informed.

## **9. Upcoming Events/Fundraising – Wendy Cazares de Reynaga and Jeanne Stalker**

There was a discussion of fundraising and event ideas:

There was a suggestion for a Classified Senate fundraising Paint and Taste event at [Create Mix and Mingle](#) in San Mateo (former location of the Consignment Center) where artists guide participants in creating a painting with one theme while light fare and wine is served. The cost is \$35 per person and the owner, who is personal friend of Jeanne Stalker, will donate a portion of the entrance charge to Cañada Classified Senate.

**NEXT STEP:** Jeanne Stalker will research more details from Create Mix and Mingle in San Mateo.

Another idea presented was to enlist Classified Senate members to create Gift Baskets as a fundraising activity, which hasn't been done for two years. The themed baskets will be created and donated by different teams from Classified Senate for a drawing at the Bookstore. Tickets will be sold for individual baskets, so donors buy tickets for the basket they like best. If members prefer to contribute money towards the creation of a themed basket, Jeanne Stalker volunteered to make the basket. The group liked to the idea, and recommended to start planning in October. There was also a suggestion to start a Secret Pal Program where members draw the names and give a small gift for the person they pick each week. She will send out a questionnaire to explore interest.

The funds raised go toward Classified Senate sponsored Student Scholarships each year.

**NEXT STEP:** A Classified Senate officer will send more information to members.

The Classified Holiday Luncheon will be the week of December 7 and they are checking on possible locations.

**NEXT STEP:** Jeanne Stalker and Wendy Cazares de Reynaga will review possible locations for the Holiday Luncheon and provide information at the next meeting.

The CSEA Holiday Luncheon is scheduled for Thursday, December 3, at San Mateo Elk's Club.

Debbie Joy asked for volunteers to sit at the Classified Senate Pride Day Table on Thursday, October 8, between 9am and 5pm and will send a volunteer sign up request via email.

There was a suggestion to set up an eScrip Account that is utilized by the College of San Mateo where a percentage of participant purchases from registered vendors go to the Classified Senate Scholarship fund.

**NEXT STEP:** Loretta Davis Rascon volunteered to research the program and report eScrip Account details towards fundraising to the Classified Senate.

## **10. Other/Public Comments**

There was a general discussion of ways to ignite Classified Staff Cañada College spirit. There was an idea to hold a raffle at each meeting for different items to increase attendance and members will pursue ideas for items to raffle. Adolfo Leiva will call Tom Bauer about securing a higher discount at the Bookstore for Classified employees.

Classified staff is encouraged to attend the Associated Students of Cañada College events to share the experience of the event with students and building supportive relationships with students. She also suggested bringing the give-away items for the raffle or giving them away to students.

**NEXT STEP:** Classified Staff Members were asked to stop by the Student Life and Leadership Office in Building 5 to get a new Cañada College ID badge that can now be scanned to record attendance at the Student Life and Leadership events. Everyone is encouraged to attend the events and feel free to accept the t-shirts or other giveaways that can then be given to students.

The meeting was adjourned at 3:00pm.

**2015-2016 Meeting Dates  
(Exceptions Indicated\*)  
3rd Monday of the Month  
Building 9 - Room 154  
October 19  
November 16  
Holiday Luncheon December 17  
\*January 11  
\*February 8  
March 21  
April 18  
May 16**