



## CLASSIFIED SENATE MEETING MINUTES

Monday, October 19, 2015

1:30 p.m. to 3:00p.m.

Building 9 - Room 154 (CIETL)

**Members Present:** Luanne Canestro, Stacey Carrasco, Wendy Cazares de Reynaga, Claudia Dorantes, Diana Espinoza-Osuna, Jeri Eznekier, Jamie Hui, Debbie Joy, Jonna Pounds, Matt Lee, Joan Murphy, Gloria Peña, Jeanne Stalker, Loretta Davis Rascon, Supinda Sirihekaphong, Peter Tam, Jo'an Rosario Tanaka

1. Meeting Minutes for May 18, 2015 and September 21, 2015 were approved unanimously.

### NEXT STEP

Remove DRAFT from May 28, 2015 Meeting Minutes on Classified Senate Website

2. **Transfer Center Pros and Cons Discussion – Kim Lopez**

Kim Lopez, Vice President Student Services opened a discussion of Pros and Cons of moving the Transfer Center and Career Center to the CIETL, Building 9, Room 154. She stated that the funds for the project are one-time funds approved by the District. The group questioned what would happen to the funds if they were not used for the proposed Transfer Center/Career Center relocation.

There was a group consensus that the college should consider what is in the best interest of the students.

Questions:

Where would the Art Gallery be relocated?

How would the current Career Center be used?

### PROS

- Centralized location closer to the center of campus
- Services may be more easily accessed by student
- Possible increase in Transfer and Career services utilization
- Increased visibility for the Transfer and Career Centers
- New location would be a good synergy with SparkPoint efforts to help students gain employment

### CONS

- Athletics needs the space as swing space for teams during future campus construction of a new gym (Athletes have the highest transfer rate on campus)
- Removes a highly utilized meeting/event space with an adjacent kitchen from the entire college community without a similar replacement.
- Recent expenditure of creating the new Career Center in Building 5 within the Grove
- Removes the use of the kitchen from staff
- Will moving the Transfer Center to a more visible space enhance student transfer success and career
- It would be a good synergy with SparkPoint
- Eliminates storage space for events held on the Quad like Graduation, Cañada Fiesta

**3. Code of Ethics**

The Code of Ethics was reviewed.

Presidents and Vice Presidents of Classified Staff at the three colleges agreed on the final version presented; however our group would also like to have the document reviewed by District Classified and requested an adjustment to the words around objectives.

**NEXT STEP**

Debbie Joy will request input from District Classified Staff community and clarify the language concerning objectives..

**4. Financial Report – Debbie Joy while Hugo Encisco attended Museum of Tolerance**

\$150.00 Cash

\$816.44 Savings

\$128.79 Trust

\$67.00 Deposit from Employee Payroll Contributions.

The effort to obtain contributions from Classified Staff for activities will continue to be pursued.

**NEXT STEP**

Debbie Joy will send out the Payroll Deduction form to Classified Staff.

It was suggested that members be informed of some of the uses of the funds in the next request.

**5. Classified Leadership Institute**

Members were encouraged to attend the

Classified Leadership Institute

June 16 to 18, 2016

Crowne Plaza Ventura Beach

Professional Development funds can be requested for the \$575 Conference Registration Fee and \$120+Tax Hotel Costs

Last year Debbie Joy was the only attendee from Cañada College while Skyline College had six attendees.

**6. Upcoming Events/Fundraising Wendy Cazares de Reynaga/Jeanne Stalker**

**Halloween/Pat Hanada Scholarship Pie Throwing Booth**

Faculty are being recruited to receive the pies being thrown.

Suggestion for a haunted house in Building 22 will be considered next year with a longer timeline to plan for it.

**Holiday Gift Basket Raffle**

Gift baskets will be displayed in the Bookstore beginning in November, and raffle tickets will be \$1 each or 6 for \$5. Currently there is a commitment for 14 baskets.

**Holiday Luncheon – Thursday, December 17, 2pm to 5pm – Cañada Vista**

The consensus of members present prefer to have a Classified Holiday Social with appetizers to bring down the cost of attendance and to start after lunch so that after the event attendees will not return to the office.

**7. District Participatory Government Report – Jeri Eznekier**

Picture Name Badges will replace FOBs beginning Spring 2016 and pictures for badges will begin being taken on November 2. The District has goal of having all employees with a badge by the end of the Spring 2016 Semester.

Wearing the badges will be voluntary, but FOBs will no longer be used for entry, and badges will be programmed as an employee's FOB

Picture taking for badges will begin Monday, November 2, in the Public Safety office, Building 9, Room 151.

English Class Placement for International Students will change from College Assessment Tests to student English Proficiency Scores.

Contact Jeri Eznekier for additional District Investment Reports

## **8. Committee Reports**

In Maria Huning's absence, Debbie Joy reported that IPC welcomed Adolfo Leiva as a new Classified representative and approved taking forward the drafts of the SSSP Plan, Student Engagement Plan, and Technology Plan.

### **NEXT STEP**

Add Adolfo Leiva as a Classified Senate IPC representative on the Classified Senate Website

## **9. Other/Public Comments**

It was suggested that Action Items in the future Agendas be included and referred to as Next Step items. The college go forward with the Hiring Committee for a permanent Vice President of Student Services. Chancellor Ron Galatolo will hold a Public Meeting on October 29 at 3pm to discuss the current issues at Cañada College.

There was a discussion of the importance of participating in the CSEA union that negotiates Classified compensation, insurance rates, approves council/committee and hiring committee appointments. It was noted that district administrators recently received a 35% salary increase while Classified employees received around 4%.

## **10. Door Prize Drawing**

A drawing of tickets from all members present was held.

### **NEXT STEPS FOR ACTION REPORTS**

#### **SEPTEMBER 21, 2015**

**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.

**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.

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

**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.

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

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

**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.