



Meeting Minutes

Monday, November 16, 2015

1:30 in Building 9 - Room 154

Classified Senate Website: <http://www.canadacollege.edu/classifiedsenate/index.php>

Attendees: Guillermo Alonzo, Barbara Buchtton, Luanne Canestro, Stacey Carrasco, Wendy de Reynaga Cazares, Rachel Corrales, Loretta Davis Rascon, Hugo Enciso, Debbie Joy, Jamie Hui, Maria Huning, Adolfo Leiva, Lina Mira, Gloria Peña, Jonna Pounds, Jo’an Rosario Tanaka, Jeanne Stalker, Peter Tam

Guest: Jamillah Moore, Interim Vice Chancellor of Educational Services and Planning, District Office, Chancellor’s Office

1. Approve Minutes of October 19, 2015

Meeting minutes with edits were approved by the attendees.

2. Finance Report – Hugo Enciso

		Cash	Savings	Trust
11/01/2015	Beginning Balance	\$ 150.00	\$ 816.44	\$128.79
11/01/2015	Intrest from Aug-Oct.	\$ -	\$ 0.18	\$ -
11/04/2015	Hollowing pie throuwing Reim.	\$ -	\$ -	\$ (85.91)
11/13/2015	Employee Deduction	\$ -	\$ 67.00	\$ -
11/13/2015	Pie throwing sale	\$ -	\$ 264.00	\$ -
11/13/2015	Pat Hanada Scholarship	\$ -	\$ (237.60)	\$ -
11/13/2015	Check fee for Foundation	\$ -	\$ (5.00)	\$ -
11/13/2015	Reim. For flowers	\$ -	\$ -	\$ (59.81)
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
11/31/2015	Ending Balance	\$ 150.00	\$ 905.02	\$ (16.93)
	Total Balance	\$ 1,038.09		

Payroll deductions to Classified Senate Scholarship Fund are open
 Document filing for Escrip to activate our account is still in process

3. District Strategic Plan Task Force – Jamillah Moore

Committees are forming to implement action plans from the District Strategic Plan. Classified Senate members were invited to join committees.

<http://smccd.edu/strategicplanning/documents/SMCCCD%20Strategic%20Plan%20%20-%20FINAL%20092415.pdf>

STRATEGIC GOALS, METRICS AND STRATEGIES

Strategic Goal #1 Develop and strengthen educational offerings, intervention, and support programs that increase student access and success

Strategic Goal #2: Establish and expand relationships with school districts, 4-year college partners, and community-based organizations to increase higher education attainment in San Mateo County

Strategic Goal #3: Increase program delivery options, including the expanded use of instructional technology, to support student learning and success

Strategic Goal #4: Ensure necessary resources are available to implement this strategic plan through sound fiscal planning and management of allocations. Protect community-supported status and undertake the development of innovative sources of revenue that support educational programs beyond that is available from community and state allocations

4. Professional Development – Maria Huning

a. CCE Proposal

b. Lynda.com

Each Cañada College employee can set up a Lynda.com account and have access to 4,000 courses. Go to Cañada College Home Page “P” Index and select Professional Development and at the left click the Lynda.com link and create your account first on your office computer and later you will have access from your cell phone by logging on to Lynda.com with you

5. Professional Development Questionnaire – Maria Huning

Access the questionnaire and let Classified Senate know your professional development/training priorities.

6. District One Day Retreat – Spring 2016

Research is being done on determining a date and time for a Classified Retreat.

7. Update on Code of Ethics

Awaiting final feedback from District representatives.

8. Chancellor Meeting Questions

- A question presented--Is the Chancellor the final approver of the positions proposed for review by Cañada College? Chancellor answered that he will bring the positions recommended by the Interim Vice President of Student Services, Vice President of Instruction and Vice President of Administration before the Board of Trustees.
- Chancellor has agreed that selection process for the VPSS will move forward This selection committee list under review. Looking for a balance between Balance Classified and Faculty representation.

9. New Spring Hiring Process

Debbie Joy reported on the Planning and Budget Committee recommended changes to the current Hiring Process:

Modified process would be:

- I. Keep Day 1 and Day 2 on different weekdays.

- Proposal justifications and supporting documentation still submitted by designated date.
- II. Brief presentations prepared. Presenters would know in advance when proposals will be discussed, either Day 1 or 2. Perhaps guidelines/template/online tool could be developed so that presentations are similar in format and address common questions.
 - III. PBC members and audience as a whole (or in small groups) would have the opportunity to ask questions and discuss as each proposal is presented.
 - IV. Questions/comments can be submitted ahead of time or through comment/question cards, so that we are sensitive to confidentiality or anonymity of members. This would underscore the need for advance preparation and review of position proposal materials.

This will benefit presenters as they would only have to attend one day of the two sessions. Another option would be same as above with brief presentations for each proposal. Discussion would allow for accurate info recorded on strengths/weaknesses summary. It was noted that if divided between two days, a different group of attendees would be at each session.

Spring hiring process discussion days 1 and 2 have been scheduled for Wednesday, March 2 and Tuesday, March 8. Position Proposals are due February 17.

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

- A. CSEA Holiday Luncheon – December 3, 12:00-2:00, San Mateo Elks Lodge
- B. Holiday Gift Baskets Update/ticket sales
Drawing – December 16 1:00, Cañada Bookstore
- C. Holiday Social – December 17, 2:00-5:00, Cañada Vista
Administrative Approval
- D. All Campus Holiday Celebration – December 9, 12:00-2:00pm Building 8
- E. Voluntary Classified Staff Payroll Deduction
Another email will be sent by Debbie Joy requesting sign up

11. Committee Reports

No specific committee reports were presented at the meeting

12. Other/Public Comments

13. Door Prize Drawing

A door prize drawing was held and a prize was awarded to the winning ticket holder.

AFTER MEETING ACTION ITEMS

11/16/15 Debbie Joy will send members a new email with the details of how the Payroll Deductions for Classified Senate will be spent.

11/16/15 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.