



**Monday, April 18, 2016**  
**1:30 p.m. - Building 9 - Room 154**  
**MEETING MINUTES**

**Attendees:** Mayra Arellano, Luanne Canestro, Stacey Carrasco, Wendy Cazares De Reynaga, Loretta Davis Rascon, Tracy Huang, Jamie Hui, Maria Huning, Candice Johnson, Maggie Lozano, Lina Mira, Jonna Pounds, Peter Tam

Maria Huning, Chaired the meeting in President Debbie Joy's absence.

**1. Approve Minutes from March 21, 2016**

It was moved and seconded that the minutes be approved with clerical corrections.

**2. Accreditation 2016 Mid-Term Report – Action Item – Chialin Hsieh**

No presentation was given at the meeting.

**3. Classified Senate Elections**

- a. Nominations due Monday, April 25
- b. Voting for Classified Senate Officer candidates begins Monday, May 2, and ends Friday, May 13
- c. Positions open for nominations:
  1. Vice President – one year term position
  2. Secretary – one year term position
  3. Activities Coordinators – one year term position

The election process was explained for new Classified Staff who had not voted in an election.

- Nominations for Classified Senate Offices of: Vice President, Secretary, and Activities Coordinators are open April 18.
- Classified Senate members nominate colleagues for the officer positions by contacting to Debbie Joy, Maria Huning, or Loretta Davis Rascon.
- A nominee is called to ask if they would like to be on the ballot.
- Nominees are placed on the ballot.
- Ballots are prepared and distributed by the Classified Senate Secretary, Loretta Davis Rascon on May 2
- Voting commences on May 2 and ends on May 13
- Election results are announced at the May 16 Classified Senate Meeting

The description of each position are listed on the Classified Senate Website, stated below:

**OFFICERS**

The Cañada Classified Senate Officers shall consist of President, Vice-President,

Treasurer, Secretary, and Activities Coordinators. These officers shall comprise the Executive Committee whose primary function is to expedite the business of the Classified Senate. The terms of office shall be a two-year commitment for the President and Treasurer and a one year commitment for the Vice President, Secretary and Activities Coordinators from June 1 to May 31. Officers shall be eligible for re-election; however, no person shall serve more than two consecutive terms in the same office.

## **DUTIES**

**President:** The President is the liaison to Administration and Faculty leadership. The **President** shall serve on the Cañada College Planning Council and/or on the Budget Committee.

**Vice President:** The Vice President shall attend meetings in the President's absence, shall serve on either the College Planning Council or the Budget Committee, and shall promote opportunities for classified staff development.

**Treasurer:** The Treasurer shall maintain all financial reports and bank accounts and make monthly reports to the membership.

**Secretary:** The Secretary shall take minutes at general meetings. Agendas and meeting minutes shall be disseminated on email and/or in writing to the membership. Agendas will be disseminated within 5 days before and minutes within 5 days after a meeting.

**Activities Coordinators:** There shall be two Activities Coordinators and they shall plan fundraising activities to promote scholarships and plan and organize events and activities held by the Cañada College Classified Senate.

## **4. Classified Inclusion of Program Student Success – Continued Discussion**

There was a discussion about Classified Staff's roles in supporting the District Strategic Plan. Maria Huning asked Classified Staff to submit the examples of their roles in supporting the achievement and effectiveness under the district-wide definition of Student Success under the four key indicators and current metrics used to measure effectiveness:

- 1) Academic Achievement
- 2) Student Persistence
- 3) Degree and Certificate Completion
- 4) Transfer Achievement

Comments during the discussion:

- Classified Staff are the first-point-of-contact for students and the community, presenting the college to the community.
- Classified Staff have the role of promoting the college.
- Classified Staff connect students to the Student Success and Support Programs and services, collaborating with various departments on campus; such as, Outreach connecting students with Orientation, Assessment, and Counseling Services and Financial Aid.
- Classified Staff guide students on the questions to ask of various support program staff.
- Classified Staff are somewhat limited on the type of support they can provide with the varying levels of access to student records.
- Classified Staff mentor students by participating in ASSC Programs, Outreach

Programs, SparkPoint events, retention initiatives, and guiding students through academic policies, procedures, and assisting them in accessing the SSSP programs and resources.

- Classified Staff present and support the core components of SSSP – Orientation, Assessment, Counseling, and Class Registration.

## **5. Derief Professional Development Opportunities and Process**

Maria Huning asked the group to give feedback of their opinions on the effectiveness of the Cañada College Professional Development opportunities and process.

Comments during the discussion:

- Some training events did not provide new and relevant information; however, after feedback was given by the initial trainees to the trainers, programs evolved to provide new and more pertinent training, evidenced in the changes of the following training sessions.
- It was suggested that more training opportunities be offered during the summer months.
- There was uncertainty about the District's rationale in providing training in Personal Finance, First-Time Home buying Workshops, and it was stated that the programs were developed from surveys that asked for the types of training desired, and these programs were requested.
- Not all Classified Staff are interested in professional development.
- The new Professional Development forms, deadlines, and requirements are somewhat lengthy. Not all training opportunities fit into the timeframe windows.
- The San Mateo County Training opportunities were good, but the required time-away from the office during some student services peak periods prevented attendance.
- It was noted that the Faculty Professional Development fund is much greater than the Classified Staff fund, which may be due to the large number of Adjunct Faculty who do not utilize the funds due to scheduling and compensation restrictions.
- New employees who have not completed their probationary period do not have access to the Professional Development opportunities.

## **6. Classified District-wide Retreat Update**

### **a. Thursday, June 2, 2016**

There will be a day-long District-wide Retreat (no Cañada only retreat) at the

Thomas Fogarty Winery

19501 Skyline Boulevard

Woodside – (650) 851-6777

Transportation will be provided

Skyline College Classified Senate President, Alana Utsumi (X4310) is the coordinator

Details for registering for attendance will be sent Classified Staff

A limited number of Classified Staff will remain on campus

## 7. Finance Report – Hugo Enciso

No financial report reported, and will be presented at the next meeting. Following is the current balance sheet (Hugo will provide balance sheet for insertion):

		Cash	Savings	Trust	Checking
04/30/2016	<b>Beginning Balance</b>	\$ 150.00	\$ 733.60	\$ -	\$ 336.97
05/12/2016	Employee Contribution	\$ -	\$ -	\$ -	\$ 77.00
05/12/2016	Employee Contribution	\$ -	\$ -	\$ -	\$ 77.00
05/12/2016	Donation for the Foundation	\$ -	\$ -	\$ -	\$ 45.00
		\$ -	\$ -	\$ -	\$ -
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05/31/2016	<b>Ending Balance</b>	\$ 150.00	\$ 733.60	\$ -	\$ 535.97
	<b>Total Balance</b>	\$ 1,419.57			

Members were reminded of the Voluntary Payroll Deduction Form

## 8. CSEA Q&A – Jeanne Stalker

Jeanne Stalker was not at the meeting due to illness, so no questions were addressed.

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

Monthly Parking Place Raffle Drawing was discussed, and it was suggested that the tickets will be \$10, and funds would go towards the Classified Scholarship Fund. Create, Mix & Mingle Fundraising Event is scheduled for Friday, April 29 at 7:00 pm. Register for the event on their website and indicate that you are from Cañada College.

Jeanne Stalker has tickets for the following Giants games.

**Friday April 22 vs Miami Marlins Lower Box Seat Sec 128 - \$45 each**

**Friday June 24 vs Philadelphia Phillies Lower Box Seat Sec 128 - \$67 each**

**Friday September 30 vs LA Dodgers (boo) Lower Box Seat Sec 128 - \$84 each**

## 10. Committee Reports

### Instructional Planning Council

Maria Huning reported that the Instruction Program Review process is much more streamlined than the Student Services process.

**11. Other/Public Comments**

Comments mentioned in the minutes under agenda items

**12. Door Prize Drawing**

There was no drawing at this meeting.

It was moved, seconded that the meeting be adjourned. The group approved the meeting adjournment.

The next Classified Senate meeting is Monday, May 16.