



## MINUTES

**Monday, October 17, 2016**

**1:30 in Building 9 - Room 154**

Attendees:

Barbara Bucton, Edith Flores, Sally Heath, Jamie Hui, Maria Huning, Kathy Kohut, Maggie Lozano, Jamillah Moore, Caroline Ouyang, Jonna Pounds, Chantal Sosa, Jeanne Stalker, Peter Tam

1. Approve Minutes from September 19, 2016
  - a. Approved, no corrections
  
2. Classified Leadership Institute (CLI) – June 15-17, 2016 - Erin Moore
  - a. Funds are being allocated by the Classified Professional Development Work Group every other year because it is more feasible and affordable for our employees to attend when it is in Tahoe (as opposed to every other year in Ventura)
  - b. Hasn't been broadcast as an opportunity, want to promote it and encourage Classified Staff to take advantage of it
    - i. Event is sponsored by Community College League of CA and 4CS
  - c. Cost breakdown - \$1300 per person for a 3-night stay
    - i. Encouraged to carpool. Option to take college vehicle.
  - d. Format of event: Networking, Breakout sessions, Keynote Speakers, Silent Auction, Competitions, Group Activities, Statewide updates
    - i. Workshop strands (breakout sessions): Participating in Shared Governance, Fundraising, Professional Development, Health and Wellness, Creating New Leaders, Running Successful Meetings, etc.
  - e. Timeline: Application available Dec 1, 16 – Jan 31, 17.
    - i. CPDWG review applications in early February
    - ii. Register and reserve hotels mid-February 2017
  - f. CS needs to establish
    - i. Eligibility criteria
      1. President & Treasurer are guaranteed to go
        - a. Offer to all Classified, once they've worked for 6 months (have to have worked for at least 6 months before being eligible to apply)
      2. What Rubric are we working with?

- a. Will different positions or departments be weighted more heavily?
    - ii. Application Process
    - iii. Application questions
      - 1. Describe the benefits to yourself as an individual, your department, other groups, and the college as a whole?
    - iv. Documents(s) submitted
    - v. Review criteria
      - 1. Does interest in CS Leadership role affect decision?
    - vi. Follow-up – what do we want to see after people attend?
      - 1. How will/should the information be disseminated?
3. ACCEL – Caroline Ouyang
  - a. Adult Ed College Career Leadership
    - i. 2013 - 612 enrolled in ESL
    - ii. 384 enrolled in CBOT
  - b. Wrap-around services offered – financial aid, college info and ID, proactive registration
  - c. Awards – English for Workforce & Puente to Canada
  - d. Digital Literacy – ACCEL’s newest project. How can we make education more accessible through technology?
    - i. The students on the coast aren’t able to physically make it to different locations.
  - e. Human Services Pathway – community health promotion, family, parenting. In Pescadero, a lot of students are already active in this in their own communities. How can we leverage that.
  - f. Data Analysis from Sequoia adult school? Over 700 students have come to our campus. Over 50% are in ESL or English, the other 40% are all over – Math, Fitness, ECE, etc. Want to target our initiatives to support them.
  - g. Any suggestions for how else they can support Adult Ed students?
    - i. Continue to share data campus wide so we can share back with our other school district partnerships to share with their adult learners
    - ii. Child care – any thing that is being provided or is available
    - iii. Internship connections? Puente program – Pescadero students do internships here at Canada over summer (Noelle)
4. Museum of Tolerance
  - a. Oct 30 – Nov 1, 2016: Monica Reynoso, Krystal Martinez, Christine Kincer
  - b. Good for professional development, personal development, and building relationships with co-workers
5. Classified Senate Purpose

- a. Survey results from last meeting showed most have a pretty clear understand of what Classified Senate is, but some are unclear and wanted a refresher or better understanding
  - b. Developed a presentation to show today, but also to use to help integrate new employees at the beginning of each school year
  - c. Constitution – Classified Senate open to all permanent classified employees assigned to or located at Canada College
  - d. Purpose – 3 themes – Enriches the Educational & Social Environment at Canada College
    - i. Networking
    - ii. Information Sharing
    - iii. Scholarships
  - e. Opportunities
    - i. Networking: Classified Senate meetings, attending holiday events and socials, personal & professional development (Flex days/conferences)
    - ii. Information Sharing: Shared Governance (all the committees we're encouraged to participate in, then report back), Executive Board officers, presentations/announcements (professional development)
    - iii. Scholarships: Fundraiser events (Club Rush, Halloween, etc.), Donations, Voluntary Payroll Deduction
  - f. Highlight Active Role that Classified Senate members have in the enrichment of this campus
6. Upcoming Events/Fundraising
- a. ASCC Halloween Event – Thursday, October 27
    - i. Pie throwing, Tabling, or No participation?
    - ii. No pie throwing – not on Halloween, won't be as popular. Stick to tabling – donut holes (Chantal), Giants basket (Jeanne) & Fall basket (Jamie). Maggie sign us up for the table.
    - iii. Highlight the student who won the last prize
  - b. Halloween Pot Luck & Student Scholarship Drive – Monday, October 31
    - i. 12:00-2:00 – Please RSVP
    - ii. Monetary donation or bring a party platter (tell us what so we know what to bring)
      - 1. Maria will bring something Gluten free
    - iii. Please dress up
  - c. Classified Senate Holiday Luncheon – Thursday, December 8
    - i. 1:00-3:00, The Old Spaghetti Factory, DTRWC
    - ii. Gift exchange optional - \$15 limit
  - d. Holiday Gift Baskets – same as last year
    - i. Deadline of November 7 – display in the bookstore
    - ii. Made \$1300 last year
  - e. Happy Hours – Spring 2017

- f. Paint & Wine event – Spring 2017
  - g. Membership Drive
    - i. Need to update paperwork for donations – include payroll contact at the district
    - ii. Payroll Deductions – currently 7 people signed up, \$72 per month
7. Finance Report - Hugo Encisco
- a. N/A
8. CSEA Q&A - Jeanne Stalker
- a. Drive release meeting on 10/19, 12:00-1:00, 30min release travel time before and after. Extensive agenda.
    - i. Arrange a carpool (Jamie, Maria, Maggie...)
  - b. Holiday Luncheon is Dec 2, Friday, San Mateo Elks Lodge
9. Committee Reports
- a. Structural Planning Committee (IPC) – Reconsidering how it’s structured
  - b. Technology – doing a count in November of all electronics in and around office
  - c. Assessment – new CAI for all cc’s – on hold again. The state doesn’t have anything in place. Our district is rushing to get on place with ACCUPLACER to test it out. Only agreed on ESL. Not Math or English so far. COMPASS ends Nov 30th.
  - d. Communities of Practice Advisory – a campus-wide professional development committee to determine whether we can/how we can be a part of the campus-wide professional development

[Classified Senate Webpage](#)