



Monday, November 20, 2017

1:30pm-2:30pm

Building 9-154

Minutes

Attendees: Candice Johnson, Jamie Hui, Maggie Lozano, Peter Tam, Jeanne Stalker, Mayra Arellano, Luanne Canestro, Hugo Enciso, Allison Hughes, Julie Lamson, Lucy Nolasco, Maria Lara-Blanco, Maria Huning

1. Review and approve Minutes- October 16, 2017
 - a. No edits and approved

2. Program Review Resource Request Timeline & Process- Dayo Diggs
 - a. New process and timeline to submit resource request (Sept-May)
 - b. Program Leads/Program Directors assess projects and resource needs → Division → VP and so on
 - c. There will be a rubric → review by a council and they will score
 - d. Resource request is not for everyday office supplies
 - e. IT request will go through IT

3. Integrated Plan Presentation- David Reed (Table for another meeting)

4. Flex Day- Erin Moore
 - a. Summary of challenges and consideration of Flex Day proposals
 - i. Honoring all sessions
 - ii. Scheduling sessions that are more than 2 hours
 - iii. Presenters wanting the same time slot
 - iv. Sessions reflect entire campus community
 - v. Finding presenters for proposed topics
 - vi. Balancing new sessions and repeats
 - vii. Session cancellations
 - b. Planning process draft
 - i. Professional Learning Committee meeting is Tuesday, November 21 from 1:00 p.m.-3:00 p.m. in 5-108
 - ii. In the past there was no formalized process
 - iii. Agenda drafts will go to both Senates for review and approval
 - iv. Beginning semester Flex Days will be more Faculty focus, because many Classified cannot attend at the start of the semester
 - v. Timeline—Information about Flex Day will be sent out before semester ends
 - vi. Email Erin Moore, mooree@smccd.edu for questions or feedback
 - c. Classified Professional Development Workgroup
 - i. The workgroup accomplished the intention to develop, create and vet professional development process to approve reimbursements for Classified

[Classified Senate Webpage](#)

<https://www.canadacollege.edu/classifiedsenate/>



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employees

- ii. Now it is time for a name change and new members to review the applications for reimbursements
 - iii. Proposed a term limit to serve (2-years) and slowly phase-in new members
 - iv. Email Erin Moore, mooree@smccd.edu for suggestions and feedback, Erin will be back to Classified Senate to share more details.
5. Halloween Potluck was a success, suggestions for next year to have a costume contest
6. Upcoming Events
- a. Gift baskets
 - i. Game of Thrones basket
 - 1. Drawing winner Kevin Raith Lopez
 - 2. The basket earned \$400.00 for scholarships
 - ii. Holiday baskets (Drawing)- Nov- \$1.00 per ticket
 - 1. Baskets are due Monday, 11/27/17
 - b. CSEA Holiday Luncheon- December 7, 2017
 - i. San Mateo Elks Lodge
 - ii. 12:00pm-2:00pm
 - iii. RSVP and payment to Rachel Corrales (Building 9-119)
 - c. Classified Holiday Luncheon and gift exchange (Ugly sweater theme)
 - i. December 8, 2017
 - ii. The Old Spaghetti Factory
 - iii. 1:00pm-3:00pm
 - iv. \$25.00 submit check to Cañada College Classified Council
 - v. Ugly sweater contest and gift exchange
 - d. Spring 2018 ideas for Happy Hour
 - i. Main and Elm
7. Gail Kamei Scholarship ideas
- i. Tea time
 - ii. Soup Day Scholarship Donation, December 18th at 12:00pm before Classified Senate meeting
 - iii. Split the scholarships to contribute to Gail Kamei Scholarship

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8. Financial Report- Hugo Enciso
 - a. Savings, Pat Hanada Scholarship, \$273.35 donations
 - b. Game of Thrones basket, \$400.00
 - c. Cash, \$150.00
 - d. Checking, \$1012.39
 - e. Optional Payroll Deduction for all Classified Personnel form, see [Classified Senate webpage](#) for form

9. Committee Reports
 - a. Technology Committee, technology policy approved

10. Other/Public comments
 - a. Jacket and toy drive for children of East Palo Alto, donation bins located in Building 8, Building 5, Room 354, Cañada College Library, and local areas of Redwood City
 - i. Donate by December 15th
 - b. Fair Oaks Library and Downtown Redwood City Library now have wifi hotspot devices for individuals to checkout

Upcoming Meetings:

December 18, 2017	March 19, 2018
January 22, 2018	April 16, 2018
February 12, 2018	May 21, 2018

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