



Classified Senate Meeting Minutes- Thursday January 24, 2019

2:00pm-3:00pm
Building 3, Room 104

Members Present: Allison Hughes, Jeanne Stalker, Loretta Davis Rascon, Jamie Hui, Barbara Bucton, Margarita Baez, Debbie Joy, Ana Avendaño, Melissa Maldonado, Hugo Enciso, Yesenia Mercado, Jonna Pounds, Janet Ramirez, Jacky Ip (14, 10% of Classified Membership - No quorum)

Guests Present: Jamillah Moore, Char Perlas

1. Review & Approve Minutes - Allison Hughes & Jeanne Stalker
 - a. We did not have quorum, so the minutes were not approved.
2. Senate Business - Jeanne Stalker & Allison Hughes
 - a. Spring Meeting Dates: We are moving our meetings to align with Academic Senate, so that people can go to or present at one and then the other. So meetings will now be the 2nd and 4th Thursdays from 2pm-3pm in 3-104.
 - b. Lack of Quorum: We haven't had a quorum at our last few meetings, so we haven't been able to approve minutes and vote on new things brought to the Senate for approval. Quorum is currently at 20% according to our by-laws, but we are proposing changing that to 10%, which we often get at our meetings. The group agreed that this number was reasonable, any smaller wouldn't be representative.
 - c. Voting for Constitution & By-Law Changes: We are going to send out the proposed changes to the Constitution and By-Laws, including the new quorum, at the start of next week. Then in at least 10 days we will call for a vote. Senate officers will go around campus to get Classified Staff to vote. To pass these changes, we need $\frac{1}{3}$ of Classified to vote!
 - d. PBC Membership Changes: PBC Membership will no longer reflect a representative from CSEA and AFT in order to avoid issues in Accreditation with the possibility of Collective Bargaining happening when it shouldn't and to align with the other colleges' membership make-ups. Also, membership is being re-organized to balance the ratio of Classified to Staff. The number of administrators was also brought up. Specifically, can we balance out the number of administrators by having Classified or Faculty reps instead of an Administrator reps when possible? For example, the IPC and SSPC reps are currently administrators, but both of those councils have staff and faculty who could serve on PBC.
3. SEAP - Char Perlas
 - a. SEAP draft will be ready for the 3/29 Flex Day and everyone will have the opportunity to leave feedback and propose edits. The draft goes to the Board for approval on 5/15 and to the Chancellor on 6/30. Word is that funding will go down slightly, but that's not confirmed at this point.
4. Events Update - Jeanne Stalker
 - a. Milena Angelova volunteered to serve as interim Co-Activities Coordinator since Lucy Nolasco transferred to Skyline. Group agreed that this was a better solution than holding an election for just a few more months.
5. Financial Report - Hugo Enciso

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- a. We have \$2103 in Savings, which is reserved for scholarships and we have \$1099 which we have for events and operating expenses. Payroll contributions are at \$97/month. We made \$1008 from the holiday baskets which is similar to last year--we made \$1013 last year.
 - b. We are going to continue keeping \$250 aside each semester for supplies and event expenses. We piloted this last year and it worked well. Hugo is going to research how to do this, maybe by purchasing a \$250 gift card that's used to purchase supplies, and it would be locked up securely.
 - c. Let Jeanne know if you have new fundraising ideas.
6. Committee Reports
- a. Professional Development Committee: 'Equity & Student Services' discussion guided by Diva Ward and Marisol Quevedo, all Classified are welcome. Be sure to fill out the Flex Day survey so they can offer more sessions for Classified.
 - b. SSPC: Offering brown bags on the 3rd Mondays from 12pm-1pm in the Financial Literacy Lab.
 - c. Hiring Committee Assignments: Georgia Clark, Roslind Young and Georgeanne Morin are serving on the Dean of Science & Technology committee. Debbie Joy and Mara Lara are serving on the Vice President of Student Services committee.
 - d. The Compendium of Committees is being updated at PBC and then we will update the Classified Senate Committee list.
7. President's Report - Jamillah Moore
- a. New Manager Orientation Checklist: All new managers have to make it around to all governance bodies within 45 days, either to present and/or just introduce themselves.
 - b. 1/23 Board Meeting Updates:
 - i. Accreditation Timeline Finalized: 9/30-10/3 will be our site visit. Our ISER will go to the Board on 4/24 and then there will be a 2nd reading on 7/24 and it will go to ACCJC on 8/1. Each college and the district do individual reports.
 - ii. Approved Incarcerated Re-Entry Grant: which offers \$100,000, plus a \$50,000 match from the VPI to support formerly incarcerated students with re-entry into the workforce.
 - iii. Dean of ASLT, Dean of Workforce, and other recent hires were approved.
 - iv. Approved Office Assistant II, Director of Wellness and Athletics PSC positions.
 - v. Building 9 Construction: There are delays due to the recent storms and the fact that everything needs to be photographed for litigation as the work is being done, so they can only work in sections. A concern was voiced about there being nails on the ground around the building--sweeps are done almost daily and if any injuries or damages happen they should be reported. Graduation may not be in the quad because the construction will not be finished, so a 'Plan B' is being identified.