



## Minutes

**Monday, November 21, 2016**

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

1. Approve Minutes from October 17, 2016
  - a. Approved as noted, no corrections
2. Updated Classified Justification Guides/Document on the Website – Debbie Joy
  - a. Change wording appropriately from “College Budget Committee” and “College Planning Council” to “College Planning and Budget Committee.”
3. Classified Leadership Institute - Erin Moore
  - a. Make decisions regarding reviewing applications in this meeting; see handouts
    - i. Feedback today to be able to create formal rubric
    - ii. Who are we giving priority to?
      1. CS Leaders that are in their first year, serving in a two-year term
      2. CS Leaders that are in their first year, serving in only a one-year term, but indicate interest in running again for a second year
      3. CS members interested in serving as a CS Leader
    - iii. Application open-ended questions
      1. Why do you want to attend/what do you hope to gain?
        - a. Gaining Skills
        - b. Networking
        - c. More involved in shared governance
        - d. Explain
      2. What experience do you have or foresee in your future?
        - a. If don't have a skill set, it will be an opportunity to develop those skills
        - b. Interest in Classified Senate Leadership
        - c. Sharing information about Cañada with others
        - d. Contribute back/mentor to other leaders
      3. Describe how this opportunity will benefit your department/other groups on campus/college as a whole?
        - a. Not just an answer about yourself, but how it includes the “we” factor
        - b. How you can apply different components of the CLI agenda in your work
  - b. How many people can we send
    - i. Automatically: President and Treasurer
    - ii. Possible funds for one more Classified Senate Leader

- iii. Professional Development funds for two people
  - c. Expectation that attendees will return and share their information/experiences from CLI
  - d. Will send out applications by December 1<sup>st</sup>
    - i. Rubric will be available by mid-December
  - e. Stop by Erin's office or email if you have any other input/questions
- 4. 4CS Membership Invoice – Debbie Joy
  - a. California Community College Council for Staff and Organizational Development
    - i. They put on CLI, they attend meetings and retreats of ours to share information, communicate with state on our behalf
  - b. Two years ago they started sending out an invoice/fee for membership
    - i. Need approval from Classified Senate to pay it
      - 1. All approved
- 5. Upcoming Events/Fundraising – Chantal Sosa
  - a. Gift Baskets - Due Monday, November 28th
    - i. Drawing - Thursday, December 15th, 1:00pm
    - ii. Raised \$1300 last year. Let's beat that number this year!
  - b. December 8th - Classified Senate Holiday Luncheon
    - i. The Old Spaghetti Factory, 1:00-3:00p
    - ii. RSVP by Monday, December 5 - to Chantal Sosa or Jeanne Stalker
    - iii. \$15 optional white elephant exchange
  - c. Happy Hours in Spring
    - i. Last Friday of each month, 5:00-8:00pm - January 27, February 24, March 31, April 28, May 26
      - 1. Different location each time - submit suggestion for location close to your home! (not across the Bay, sorry)
  - d. Painting & Wine – TBD (aiming for late Feb)
    - i. Jeannie's friend - All inclusive event
  - e. Meeting Lunches
    - i. Jan 23 - Soup
    - ii. March 20 - Tea Party
    - iii. May 15 - Debbie's Thank You/Goodbye-from-CS-Presidency Luncheon
- 6. Finance Report – Hugo Enciso
  - a. Current amount we have in Savings is \$1829.40
  - b. Currently receiving \$82 per month from payroll contributions. Goal is to reach \$150 per month by the end of the school year.
- 7. CSEA Q&A - Jeanne Stalker
  - a. New shirt design; selling shirts - encouraging members to wear their shirts to board meetings
  - b. CSEA Elections coming up on Dec 8
  - c. Negotiations between CSEA and District are confidential, but highlights are reported in CSEA meetings

- i. Ask Jeanne or others on negotiation team to send updates for those who can't attend
  - d. Holiday lunch is Friday, December 2nd at Elks Lodge in San Mateo
- 8. Committee Reports
  - a. Campuswide Professional Learning Committee - still learning about the whole movement
    - i. Trying to eventually develop is a needs assessment that can go out campuswide about what different departments, and CoP's, needs are
  - b. Community of Practice
- 9. Other/Public Comments
  - a. Luann has been working in Financial Aid for 30 years
  - b. Homework: Register or tell a friend to register for eScrip, sign up for payroll deduction, holiday baskets, Classified Senate lunch
- 10. Next meeting: December 19, 2016; 1:30 pm

[Classified Senate Webpage](#)