



Classified Senate Meeting Minutes- Monday September 17, 2018

1:30pm-2:30pm
Building 2, Room 10

Members Present: Allison Hughes, Jeanne Stalker, Candice Johnson, Jamie Hui, Chrissy Molina, Maria Huning, Debbie Joy, Julie Lamson, Loretta Davis, Hugo Enciso, Yesenia Mercado, Jonna Pounds, Lucy Nolasco (13, 10% of Classified Membership - No quorum)

Guests Present: Karen Engel, David Meckler, David Reed, Tammy Robinson, Jamillah Moore, Char Perlas, Rebekah Taveau

1. Review & Approve Minutes - Allison Hughes & Jeanne Stalker
 - a. We did not have quorum, so the minutes for March, April, and May were not approved.
2. Program Review Updates - Karen Engel & Allison Hughes
 - a. FCMT and IEPI identified areas for improvement particularly around our program review timeline and how that doesn't inform budget decisions before the budget is set for the next academic year. In order to improve this, Karen and her team are proposing to take the new program review timeline that PBC adopted in February 2017 and adding the all program review and resource requests are submitted in the fall instead of the spring so that resource request prioritization can inform the budget planning sessions in the fall and spring. This also allow everyone to hear the outcome of their resource requests before the academic year ends and many people leave for the summer.
 - b. In order to help meet this timeline, the team is proposed updating the system we use for program review to make things easier and more streamlined for everyone. They put forward three options, (1) keep SPOL as is, (2) clean up SPOL, and (3) switch to using TracDat for program review instead of SPOL. But the program review website will be maintained and will be where all program review documents are made public, regardless of which option we go with.
 - i. We weren't able to vote on which option to go with because we didn't have quorum.
 - c. Chrissy asked how the review process will be for the planning councils. Allison explained that it's up to them, it could either happen in TracDat, along with the Dean's feedback, or it could happen outside of TracDat
3. Accreditation Update - Karen Engel
 - a. Our draft of the ISER is due October 1st. At October 10th Flex Day, we are going to break into teams and review the completed second draft. Then the draft will be send to Jose Garcia to create the final draft in mid-December. Our final draft is due to the Board in March to give them time to review all the college's and the District's ISERs before voting in May.
 - b. If anyone is interested in helping with accreditation, please contact Karen Engel.
4. PBC Classified-At-Large Representative - Jeanne Stalker
 - a. Maggie Lozano is no longer serving, so we need to find someone else to serve. Our by-laws state that it should be the Classified Senate Representative. So Yesenia Mercado is our new PBC Classified-At-Large Representative.
5. Museum of Tolerance (MOT) Classified Representatives - Jeanne Stalker
 - a. CSM didn't fill all their staff spaces, so we have three representatives attending this year: Loretta Davis, Marisol Quevedo, and Jackie Ip.
 - b. Jeanne is maintaining the wait list, so people on the waitlist will be selected as their name comes up.
6. Upcoming Events - Lucy Nolasco

- a. The Classified BBQ on 9/14 was a success and everyone had a great time!
 - b. Halloween – There will be another potluck, where we will collect donations for the Pat Hanada Scholarship Fund. More information TBD.
 - c. Pie Fest – For Thanksgiving, everyone Pie Fest will be an event where everyone brings in a favorite pie and the recipe, so we can exchange recipes and ideas for holiday entertaining. More information TBD.
 - d. Classified Luncheon – We will be going to CreoLa this year. More information TBD.
 - e. Cookie Days – There will be a 12 Days of Cookies event where we collect donations. More information TBD.
7. Financial Report - Hugo Enciso
- a. Classified BBQ – \$90 was donated towards supplies
 - b. 49ers tickets - \$380 collected from raffle ticket sales for 2 49ers tickets.
 - c. Thank you for Mario Peña for the tickets, and thank you to Yesenia and Mario for working hard to sell tickets!
 - d. We have over \$1000 with some rollover money from last year, so we are starting the year with a lot of money for scholarships already.
 - e. It would also be helpful to start a separate account to pay for supplies for events and other expenses.
8. Committee Reports
- a. Rebekah Taveau (ACES)– The Board suggested that Cañada could have an Equity Director position like the other colleges, so ACES has put together a proposal for the position that will go to Jamillah and Tammy for them to review and take into consideration if the position moves forward and how it is paid for. Rebekah is asking for Classified feedback on the position proposal.
 - i. Maria asked if the VPSS should be involved in this conversation and Loretta responded that the position might even report directly to Jamillah so that it could service instruction and students services.
 - b. David Meckler (PD) – The 10/10 Flex Day schedule went out last week, so send David any feedback or questions.
 - i. The session about bias is open to everyone on campus, not just faculty.
 - ii. Jeanne will put out a call for a new CSEA rep on the PD Committee.
9. President's Update
- a. PBC agenda did not go out Friday, so the meeting on Wednesday will only be discussion, no action items. Please attend PBC because we're trying to be more transparent and making sure that information is shared outside of those meetings. So Jamillah is encouraging Classified to attend and then share out any important information to their groups.
 - b. Hiring timeline—The Vice President of Administration should be filled by December and the Dean of ASLT should all be filled by December The Vice President of Student Services is planned to be filled by the end of Spring 2019.
 - c. Accreditation - September 30th, 2019: ISER Visiting Team will be here for our visit. Steve Reynolds from ACCJC will be here this Friday, 9/21.
 - i. Sign up if you are interested in serving with ACCJC and participating on a team visit. The college will back fill your position and it can be a great way to learn about accreditation.
 - d. Come by Office Hours if you have questions, or would like to chat!
 - e. Shuttle Update – PAF is going out for a permanent shuttle, but SamTrans has a non-compete clause so that will influence the route the shuttle can take.
 - i. Conversations haven't started yet regarding having a shuttle run between all three colleges.
 - ii. Max Hartman is working on a student survey to collect feedback on the shuttle so far.
10. Other - Public Comments
- a. Lucy Nolasco is transferring to Skyline—congratulations!

- i. Jeanne will be putting out a call for nominations for a replacement co-activities coordinator, and then another election will take place.
- b. Jeanne proposed moving our Senate meetings to Thursdays instead of Mondays, to try and increase attendance in order to have a quorum at more meetings. Jeanne will send out a poll to get everyone's feedback about this idea.
- c. Save the Date – CLI Conference, June 13-15 in Tahoe!
- d. Emails will continue to go out when Classified representation is needed on a hiring committee.