



## CLASSIFIED SENATE MEETING MINUTES – March 13, 2014

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### **PRESENT:**

Diana Dzib, Eva Figueroa, Donna Lee, John Lewallen, Carol Nelson, Marian Popa, Obdulia Reynoso, Deejay Santiago, Randy Smith, Darlene Vale, Michelle Williams

President Santiago called the meeting to order at 1:05 pm.

### **PUBLIC COMMENTS:**

There were no public comments at this time.

### **APPROVAL OF MINUTES:**

Motion to approve by Donna Lee and second by John Lewallen.

### **PRESIDENT'S REPORT:**

Dr. Scroggins has approved funding for the 2014 Classified Recognition Ceremony. At this time, the Classys planning committee meets diligently to select the layout of the 2014 event. The program will include Dr. Scroggins opening remarks and the presentation of the Rookie of the Year Award.

Classified Senate continues accepting nominations for the 2014 Classified Excellence Awards. Currently, we have received nominations in seven different categories. Senators are encouraged to share this information with Classified Colleagues. The deadline to submit nomination forms is Friday, April 11<sup>th</sup> at 5:00 p.m.

### **TREASURER'S REPORT:**

Treasurer Lee reported that funds are available to purchase promotional items from an existing open balance with 4 Imprint. Senators voted to purchase pens for future events.

Currently the Expense account has a balance of \$3301.11.

The Non- Instructional Supply account reflects an ending balance of \$61.00.

The Conference and Travel Account has a current available balance is \$1680.80.

### **CPDC (Classified Professional Development Council):**

President Santiago reported that the council is considering offering the workshop series "On Course For Front Line Staff" in 2015. Senator Dzib and Senator Figueroa attended the series and expressed that the training was a good learning experience for classified employees who had the opportunity to attend. The first three days "On Course Success Principles" were aimed at working with students in group settings. The last day, "On Course For Front Line Staff" was focused on working one-on-one with students. Senator Figueroa further reported that the trainings complimented each other, but it was not necessary to attend both.

Classified Flex Day had a good turnout except for a minor inconvenience with use of facility. The restrooms located in the building were locked. Attendees had to walk to the next building during their workshop.

Distribution of POD Class evaluations is currently under review. Evaluations are typically issued at the end of the training causing a rushed response from the attendees. Classified Senate agrees that online evaluations can be an option. However this may cause a lower response rate with a potential for richer feedback.

Stacey Gutierrez, Manager of Professional Development & Employee Engagement will officially start her position on Monday, March 24, 2014.

The Professional and Organizational Development office located in building 6 room 140 will reopen on June 16, 2014.

Conference and travel funding will be reconsidered. In the future the processes will be different and more comprehensive.

**PAC (President's Advisory Committee):**

Senator Nelson shared that the smoke free policy has been very difficult to enforce. The electronic cigarette has raised a new concern. The smoking community uses this device as an alternative to traditional cigarettes and they are using it in classrooms and at nonsmoking areas throughout campus. The current administrative procedure may be amended to reflect this type of smoking and to better regulate the issue.

There is some discussion on establishing a Calendar Committee that will involve a comprehensive group of Mt. SAC employees to develop the annual calendar. Currently, the calendar is determined by the Instruction office and Academic Senate.

**VOICES:**

Senator Figueroa reported that the committee would like to have a section page in the "2014 Classys Program".

**CSEA 262 (California School Employees Association):**

Senator Popa reported that in an effort to have a more effective service request system there is some deliberation on changing the EIWOS system

**STUDENTS OF DISTINCTION:**

No report was given at this time.

**ASC (ACCREDITATION STEERING COMMITTEE):**

Mt. SAC will be going through Accreditation in the Fall of 2016. The committee seeks that Classified employees get involved during this accreditation process and to be prepared to provide information and answer questions in the areas of communication, transparency of the college, and participatory leadership process.

**GAAC (Government Affairs Advisory Committee):**

Senator Reynoso reported that the committee has not been scheduled to meet.

**OTHER:**

The Valentine's Day event was a great success, approximately 80 classified employees had the opportunity to participate and enjoy of a nice break.

With no further business at hand, this meeting was adjourned at 2:15 p.m.

The next Classified Senate meeting is scheduled for Thursday, April 10, 2014 in Founders Hall.