

# Classified Senate Minutes

## Monday, November 21, 2011

Present: Brian Horwitz, Joan Murphy, Dave Vigo (treasurer), Debbie Joy (vice president), Roberta Chock (secretary), Ari Alvarez (co-activity coordinator), Joan Rosario, Susan Traynor, Bart Scott, Rachel Corrales, Mario Peña (co-activity coordinator), Jose Romero, Lina Mira, Maria Huning, Jai Kumar, Faye Soler, Maria Lara, Rita Sabbadini, Jonna Pounds (president)

Guest: Doug Hirzel

1. Approval of Minutes – September 19 and October 17  
Minutes were approved.
2. Accreditation Committee Membership, Doug Hirzel  
Doug Hirzel (Accreditation 2013 Co-chair) presented a list of proposed members for each of the Standards Committees. A few changes were proposed, which were approved by Classified Senate. Doug will send a finalized list to Jonna, who will then forward it to CSEA for final approval. Doug also explained that a link to Cañada's 2007 Self-Study, links to exemplar reports by Mt. Sac and Chaffey, and templates to be used in writing the report can be found on the Accreditation 2013 website on inside Cañada.
3. Outreach Advisory, Ariackna Alvarez  
Outreach Coordinator Ariackna Alvarez distributed draft copies of the agenda for the Open House that Outreach will be holding this year on 3/29/12. All students will receive a copy of the agenda and can choose which presentations to attend. This one large Open House will be in place of holding numerous campus tours.
4. Classified Concerns: Results of Meeting with Administration  
Jonna provided a summary of the meeting between the Classified Senate officers and the president and vice presidents that was held to discuss concerns brought up by classified members. The administrators were receptive and responsive. Mario handed out copies of the next steps that were proposed by VP Richards. Some new concerns have arisen. A lengthy discussion was held.
  - a. Faculty/Staff Lounge and Kitchen: Debbie announced that an 'acam' will be installed on the inside door to 9-154 and anyone who would like a fob will be issued one and they will then be able to have access to the kitchen at any time. Email your request for a fob to Debbie and she will forward to Facilities. Arrangements are being made to remove all of the 'office' equipment that is/was in the new lounge area. Additional seating will be provided, tv installed and 'wall' extended to ceiling to provide privacy. There are still some concerns

regarding the money being spent on these accommodations, with the feeling that simply having the computers and other valuables in CIETL (9-154) locked up and/or walling off a portion of that space would make more sense.

- b. Communication: Vice president Richards has implemented a new email 'Student Services News Brief' following the meeting (above) in order to improve communications between the Vice president and Student Services staff. Jonna forwarded a copy of the 1<sup>st</sup> News Brief to all classified on 11/21/11. Several people who had not seen it before expressed an interest in receiving a copy, as they found the information valuable. It is generally felt that more communication is needed on campus and that this isn't solely VP Richards's responsibility. Anyone who is serving on any committee has an obligation to disseminate the committee information to classified in their areas so that people can get timely and accurate information. Additionally, anyone with a concern/issue should forward that to any classified senate officer in a timely manner, if it is something they are uncomfortable bringing up directly with their supervisor, so that it can be dealt with before it becomes a larger issue. It was pointed out that it is best to prepare before meeting with your supervisor, perhaps even role playing, and then follow up after a meeting in writing with what you understand the resolution or next steps to be.
  - c. Staffing changes: In a discussion between Debbie Joy and Vice President Perkins following the last Budget Committee meeting, VP Perkins said that changes in a position involving an increase in salary would need to come through the approved hiring process. Maria Lara (Budget Committee member) said that this should be put on the Budget Committee agenda, since the discussion took place after the meeting.
  - d. It may be necessary to bring in an outside facilitator to try to resolve some remaining issues.
5. President's Hiring Committee Update: Joan Murphy announced that the process is moving forward with a very large committee that includes 4 classified members. The job announcement has been posted and the goal is to have a new president in place by July 2012.
  6. Campus Closure – December 19 thru January 2: Because the email announcement regarding the campus closure did not specifically state that classified can ask their supervisor to be allowed to put in extra hours to make up the 4 days that would require working at the DO or by using vacation/comp time, Jonna will ask that that specific information be included in the announcement and be sent out again.
  7. Holiday Baskets: We elected to go ahead with the holiday basket raffle even though we are very late in getting started on it, to keep the tradition going. Ari and Mario will send an announcement and note that there is a plan for a 2<sup>nd</sup> fundraising raffle to be held sometime in spring. We will ask for baskets to be turned in by Monday, 11/28, with the raffle to be held on 12/15.

8. Cañada Classified Luncheon: Ari will reserve Cañada Vista for 12/14. She needs a confirmed count of attendees as soon as possible.
9. Committee/Division Updates: Rita announced that PTK is doing a Holiday Tree and people can pick up ornaments with a child's holiday wish information and drop off unwrapped gifts in the Learning Center.
10. Rita also asked that everyone read through the policy updates that she forwards from the District Shared Governance Committee and send her any feedback on the proposed policy changes.
11. Adjournment