

**Minutes**  
Cañada Classified Senate  
Tuesday, September 12, 2006  
12:30 pm – 2:00 pm  
Building 5-209

Present: Deborah Joy, Mike Tyler, Bart Scott, Maria Mendez, Edith Flores, Susan Traynor, Margie Carrington, Helia Ying, Ricardo Flores, Terry Watson, Vickie Nunes, Jonna Pounds, Rita Sabbadini, Martyns Kanu, Brian Horwitz, Robert Hood, Maggie Souza, Kathy Kerwin, Jacquelyn Holley, Roberta Chock

**Welcome and Introduction of New Staff**

Although they were not present, Margie 'introduced' Sarita Ramos who is the new accounting technician in the Business Office, Javier Urena, who has taken on the duties of Program Services Coordinator for international students in Enrollment Services, and Jose Romero who will be moving to EOPS from the CBET office.

**Strategic Planning – All-College Meeting, Tuesday, September 19 at 1:30 pm**

Interim President Tom Mohr came in to discuss the need for strategic planning, and how it ties in with shared governance. He emphasized the need to involve many people and all constituencies. Over the summer, several people in leadership positions, including Margie Carrington, were involved in selecting a consultant to assist the planning process. Rick Voorheis, who assisted Skyline College, was chosen and his selection will be taken to the Board of Trustees on 9/27 for approval.

Every division will have 2 representatives – either classified or faculty – serve on the strategic planning committee. If any group is outside a division, Tom will make sure that they are also represented. Strategic planning can make the shared governance process really work, as people who feel that their voice is heard, also feel that the organization belongs to them, which helps make the organization be successful. It will be very important to gather good data and evidence and use it appropriately. Strategic planning is very important to the accreditation process, also.

**Accreditation Update/Employee and Student Surveys**

The accreditation steering committee met on 8/30. Several classified are on accreditation committees. Employee and student surveys will take place in late September.

**Bylaws and Constitution Revision – Retreat or other activity?**

This topic was discussed along with Staff Development funds. There is approximately \$2000 available in staff development funds, which has been used in the past for classified retreats. We discussed if a retreat is the best use of those funds, or whether or not they should be saved for individuals who can use them to attend training and workshops relevant to their jobs. We discussed using a relatively small amount from our own budget to fund a retreat – essentially a free or very inexpensive room, such as at the library, and about \$200 for lunch, such as the nice lunch provided for this meeting. We agreed to fund our own retreat and will look into free/inexpensive locations for a late fall retreat.

**AB 1725 Staff Development Funds**

See above.

**Museum of Tolerance**

Ruth Miller and Rene Moresco were the last 2 previously signed up, and are scheduled to attend this fall's MOT training. Anyone wishing to attend the next MOT training – tentatively in spring '07 - are asked to send an email to both Margie Carrington and Martyns Kanu to have your name put on the next list.

**Planning and Budget Update**

Margie Carrington and Patty Dilko will serve as co-chairs this year, as chairs of Classified Senate and Academic Senate, respectively. Maria Blanco is the CSEA appointed representative. College Council Chair and Vice-chair also serve on the committee, along with management. Margie and Terry Watson reported that Planning and Budget will be a 12-month decision making body from now on, as opposed to only when classes are in session. This is necessary in order to fill classified vacancies in a timely manner.

The budget was balanced this year, including 1310 adjunct and hourly counseling. It is extremely helpful for strategic planning to have members of the committee thoroughly understand the budget, so that they can plan rather than react. At the end of the year, we did not have the enrollment growth that was anticipated, which was also true throughout the community college system. However, Cañada College was the only one in the District that did grow.

Outreach will be approached differently this year. Kathy Sammut will add to the efforts of Carmina Chavez and Soraya Sohrabi, by concentrating her efforts on high school students whose ultimate plan is to attend a 4-year university.

Edith Flores brought up a problem she has seen, of evening students experiencing problems with insufficient access to counseling in the evening and then not continuing with the enrollment/registration process. She will bring this to the attention of Melissa Raby.

### **College Council Update**

Margie updated classified senate on the College Council discussion of establishing a process for things like selecting public art pieces, rather than the president just asking one or two faculty members to choose. College Council will have further discussion on this. Margie also reported that the quote that was chosen for the outdoor amphitheater steps will not be installed, as planned. No one was able to prove attribution to RW Emerson, so it was decided that it would be prudent not to carve it into stone. Since construction needed to proceed, tiles will be installed along the face of the steps, allowing us to inscribe an inscription at a later date.

### **Meeting Day/Time Options**

After a short discussion, we decided to change our regular meetings to the fourth Monday of month at 1:00 pm to 2:30 pm. Everyone was reminded that our meetings are not in lieu of our lunch break per agreement with the administration – you should be able to attend the meeting AND take your lunch break.

### **Facilities Update – Delay in Building 13**

The remodel of Building 13 is on hold until we determine if the State will fund it. It's possible that Cañada College will get 7 or 8 million from the State for either Building 1 or 13, or neither. We should find out in 2009. The funding would be for infrastructure – power/networking.

### **Announcements/Other**

Arts and Olive Festival is looking for volunteers.