



**Classified Senate**  
**2018-2019 Academic Year**

**Meeting Notes**  
**February 7, 2019 ~ 10:30 a.m. – 12:00 p.m.**

**Present:** Sebastian Szczebiot, Olivia Long, Veronica Allen, Jeanine Day, Rick Trevino

**Online via Skype:** Chez, Harper, Eileen Crump, Pamela Yeagley, Sandy Mason, Sarah Ayala, Nan Duangpun, Matt Moore, Dana Boynton, Katheryn Solorio, Sharon Oxford

**Recorder:** Felicia Torres

**Notes:**

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
<ul style="list-style-type: none"> <li><b>Call to Order</b></li> </ul>	<p>Meeting began @ 10:38 am.            Quorum was met.</p> <p>More joining online than previous meeting.</p>			
<ul style="list-style-type: none"> <li><b>Adoption of Agenda</b></li> </ul>	<p>Seb moved to approve the agenda. Veronica seconded. Agenda approved.</p> <p>Cathy Bojorquez in attendance, so we will need to begin with Vice President updates.</p>	<p>Veronica moved to amend and go to item #6 of the agenda.            Olivia seconded.</p> <p>Amendment approved unanimously.</p>		
<ul style="list-style-type: none"> <li><b>Public Comments</b></li> </ul>	None			
<ul style="list-style-type: none"> <li><b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>➤ December 2018</li> <li>➤ January 17, 2019</li> </ul> </li> </ul>	Need to approve December and January minutes. Will skip and table it for the next meeting. Tabled.	Will approve Jan and Feb minutes in March	March mtg.	
<ul style="list-style-type: none"> <li><b>VCCS Calendar and Housekeeping</b> <ul style="list-style-type: none"> <li>➤ 2<sup>nd</sup> Annual Trivia Night – Debrief</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Feedback: It was a fun event. Seb asked for feedback for those who were unable to show. If you would like to have it continued, please let Seb know. Looking for ideas for other social events.</li> </ul>			

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<ul style="list-style-type: none"> <li>➤ Candy Grams</li> <li>➤ VCCS Retreat – March 2019</li> <li>➤ Program Review Rubric Taskforce</li> </ul>	<ul style="list-style-type: none"> <li>➤ Fliers for the Candy Grams are available. Today is the last day to order and pay. Idea is to send love around the district for Valentine’s Day. Cost is \$2 per candy gram. Can send to any classified, manager or faculty member in the district. Can’t send to students in general, because it would be impossible to track them down. Student workers are okay. Request help to get the word out and advertise sales. Volunteers needed.</li> <li>➤ Olivia said that the date has not been set for the next retreat. The Exec team has had some brainstorming meetings on what to do. Plan to have during the week of Spring Break. A poll to be sent out to pick the best date.</li> <li>➤ There was a change in the timeframe. The first meeting was on Nov. 1. The rubric used was voted on a few years ago. Requested thoughts regarding the rubric currently in use. Discussed forming a taskforce to look at the current rubric and see how to improve it. Seb offered to look into forming a taskforce, but he can’t do it on his own. Volunteers needed.</li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Vision for Success Goals - Phil Briggs</b></li> </ul>	<p>Dean Briggs was scheduled for today’s meeting. He was unable to attend. He was invited to present the information re: Vision for Success Goals and will present that at a later time.</p> <p>It is something coming from the State and has to do with Student Success Metrics. It has to do with VC setting metrics for student success based on previous years’ actual numbers. The numbers from the state are not correct.</p>			
<ul style="list-style-type: none"> <li>• <b>Making Recommendations</b> <ul style="list-style-type: none"> <li>➤ Update</li> </ul> </li> </ul>	<p>Sep reported that the hold up on moving this document forward is regarding the Professional Development portion of the Governance Committee flowchart. There are four key recommending bodies, now referred to as “Committees” that recommend directly to the President and the other governance groups recommend to the College Planning Committee (CPC), which then recommends to the President.</p> <p>The discussion mainly revolves around where and how best to place the Professional Development Committee on the Governance Committee chart. The conversation regarding how it</p>			

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	<p>is going to work in practice is where it stands now.</p> <p>The conversation regarding Profession Development continued with input from Senate members.</p> <p>Other models exist that really could work and are thriving at other colleges, but more research is required.</p>			
<ul style="list-style-type: none"> <li>• <b>Classified Senate Reports</b></li> <li>• 4CS report out</li> </ul>	<p>The Executive Board traveled to Mt. Sac Jacinto last week for the Gathering on the Senates meeting held every year. A dozen or so other colleges were there. The main topic of discussion was on Professional Development. We learned that San Diego College awards their Classified Senate a monthly stipend.</p> <p>We left the meeting with great ideas of to move forward without Senate. We realized how fortunate we are that our Senate and Union have a good relationship, because many of the other colleges in attendance do not have that experience.</p> <p>Olivia commented that the Union is there to support the employees and the Senate is there to support the students &amp; campus at large. The Union is reactive to the day-to-day and the Senate focusses on the big picture.</p>			
<ul style="list-style-type: none"> <li>• <b>Vice President Updates</b></li> </ul>	<p>Cathy Bojorquez attended the meeting to update the Senate on the current situation in the Maintenance &amp; Operations department and about other vacancies on campus.</p> <p>The Senate asked if there was something that Classified Professionals could do to help the custodial department in the meantime. (i.e. leaving trash cans outside of office door, making sure doors are locked, etc.)</p> <p>Working on a plan to replacing the Director of M&amp;O by July 1<sup>st</sup>. Cathy has been relying on Sue Royer for some projects in that area. Other vacancies for Admin. Assts. and Office Asst. discussed. Cathy also explained the reasoning for specific assignments moved to certain departments in order to eliminate any rumors that may arise stating that these or other positions are being eliminated.</p> <p>The Senate thanked Cathy for the update and asked if we could</p>			

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	come to her to discuss these and other topics in the future. She said that she is open to that.			
<ul style="list-style-type: none"> <li><b>Committee and Group Reports</b></li> </ul>				
<ul style="list-style-type: none"> <li><b>a. Board of Trustees</b></li> </ul>	<p>BOARD OF TRUSTEES</p> <ul style="list-style-type: none"> <li>It was a long meeting, but there was not too much going on. There is a learning curve for the new trustees. Jordana was recognized as a new hire. The next meeting is Feb. 19<sup>th</sup>.</li> </ul>			
<ul style="list-style-type: none"> <li><b>b. District Committees</b></li> </ul>	<p>DISTRICT COUNCIL ON ADMINISTRATIVE SERVICES/CONSULTATION COUNCIL</p> <ul style="list-style-type: none"> <li>Still talking about the new allocation model and will take a year to get everyone to agree. The new budget, as of now, is to be allocated as the previous year.</li> </ul> <p>DISTRICT CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE</p> <p>DCAS</p> <p>EQUAL EMPLOYMENT OPPORTUNITY COMMITTEE</p>			
<ul style="list-style-type: none"> <li><b>c. Campus Committees</b></li> </ul>	<ul style="list-style-type: none"> <li>Cash for College event is on Feb 9<sup>th</sup>. There will be College Success workshops on the same day.</li> <li>Student Success Days in October. Fliers to be distributed.</li> <li>Reach out to Rick Trevino for more information.</li> <li>Today is Student Life Days. The College Clubs are out in force.</li> </ul> <p>ADMIN COUNCIL</p> <ul style="list-style-type: none"> <li>Fast Facts handouts are in the shape of a pirate and say apply to college. Damien sent out the Fast Facts. He asked for VC to help with the outreach and to help distribute the handouts to students.</li> <li>The District will commission a company to look at our structures. And make a recommendation.</li> <li>A new Assistant Dean, Jesus Vega, hired at East Campus. He comes from Moorpark College where he served as a</li> </ul>			

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	<p>Supervisor for SSSP. He will start his position on Monday.</p> <ul style="list-style-type: none"> <li>• We have a new Athletics Counselor and we are hiring for a Basic Needs Specialist.</li> <li>• The Food Pantry is open to the public. If we receive state funds for it, we have to make it available to serve the public.</li> <li>• The chiller coiler for MCW to be installed soon.</li> <li>• The VC Bookstore and the Agriculture facility should be demolished soon.</li> <li>• FYE to be open for all first time students.</li> <li>• Alex Yepez new Student Specialist II at the COVE.</li> <li>• March 7<sup>th</sup> is the last day for graduation applications.</li> </ul> <p>BUDGET RESOURCE COMMITTEE</p> <ul style="list-style-type: none"> <li>• Doing program review prioritization</li> </ul> <p>COLLEGE PLANNING COMMITTEE</p> <ul style="list-style-type: none"> <li>• Program Review discussed and possibly developing a universal rubric to be used for ranking all of the requests.</li> </ul> <p>STUDENT SUCCESS COMMITTEE</p> <ul style="list-style-type: none"> <li>• Veronica reported. Working with the direction of the State Chancellor’s Office in identifying groups with the largest need for closing equity gaps. (i.e. homeless, LGBT+, etc.) Asking for students to consider participating in various taskforce groups who fall into these various groups.</li> </ul> <p>GUIDED PATHWAYS STEERING COMMITTEE</p> <p>ASAG</p> <p>PROFESSIONAL DEVELOPMENT ADVISORY GROUP</p> <ul style="list-style-type: none"> <li>• Still trying to figure out how to move forward.</li> </ul>			

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d. SEIU Update	No report available.			
<ul style="list-style-type: none"> <li>• <b>Guided Pathways Report</b> <ul style="list-style-type: none"> <li>➤ <b>Update</b></li> </ul> </li> </ul>	<p><b>On Campus Retreat – February 8<sup>th</sup>, 2019</b></p> <p>Next GP Retreat will begin at 8:30am in Wright Event Center (WEC). Breakfast provided by Noah’s Bakery. Lunch provided by Wood Ranch. Spread the word and RSVP.</p>			
<ul style="list-style-type: none"> <li>b. <b>Future Agenda Items</b> <ul style="list-style-type: none"> <li>• Elections</li> <li>• Marketing with Patti Blair</li> </ul> </li> </ul>	<p>Elections begin next month for President and Treasurer. Need to ramp it up and approach people for nominations.</p> <p>Patti Blair-can invite them in March</p>			
<ul style="list-style-type: none"> <li>• <b>Adjournment</b></li> </ul>	Closing comments - Matt said that Seb is doing a great job!			
<ul style="list-style-type: none"> <li>• <b>Next Meeting Date:</b></li> </ul>	March 7, 2019			