



Classified Senate
2017-2018 Academic Year

Meeting Notes
June 7, 2018 ~ 10:30 a.m. – 12:00 p.m.

Present: Olivia Long, Tatiana Lawler, Jason Robinson, Sammy Freitag, Veronica Allen, Sue Royer, Jeanine Day, Sara Murrillo

Online via Skype: Blair Gilbertson, Gabi Wood, Pamela Yeagley, Susanna Alonso, Chez Harper, Cynthia Hulce, Eileen Crump, Sabrina Canola Sanchez

Guests:

Recorder: Felicia Torres

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
1. Call to Order	10:37 am			
2. Adoption of Agenda	Olivia moved to adopt. Veronica Allen seconded.	Agenda approved.		
3. Public Comments				
4. Approval of Minutes from May 3rd Mtg.	Seb asked for a motion to postpone review of last month's minutes. Senate was in a transition and interim Secretary requested more time. Olivia moved to postpone review of minutes for May. Sue seconded.	Minutes postponed.		
5. New Classified Professional Orientation on June 13th (hired since July 13, 2017)	Gabi reported gave update on the orientation. Looking at 21 new people since last year and the swag bags are being made. We hope that it will be informative for everyone who attends. A PD event will take place in the Wright Event Center following lunch with new VCCS t-shirt will be revealed and handed out. Olivia announced the change to Classified Service Awards and name tags event. They have been postponed for a future date. Nominations and more information will be sent out toward the end of summer.			
6. Graduation Debrief	Feedback included:			

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	<ul style="list-style-type: none"> • Volunteers did not fulfill their assigned duties as expected. • Some problems still existed from the previous year and brought to the committee attention. • If volunteers are going to help, it is expected that their service will be of high quality. • Volunteers for graduation are still on the clock • There is still a lot of room for improvement • It is Classified that do the work for the Graduation and is very much appreciated • A reminder email with details of reporting for duty and clarification would be a big help • Ideas to shorten the length of the ceremony and reading of the names • Ticketing was considered a success in comparison to what was expected <p>Discussion regarding specific incidents continued and comments were made on how to handle it for the future along with other ideas. Pamela expressed some disappointment with the fact that the Classified Senate President was not allowed to give a speech to address the graduates as in the past.</p> <p>Email Sue with any other ideas and comments to take to the debrief committee for implementation and discussion.</p>			
7. Making Recommendation Document Update	<p>Academic Senate did not approve the document and they have not met since then.</p>			
8. Professional Development Advisory Group participation and Supported PD Opportunities feedback	<p>Olivia suggested that the CSEB continue with the idea and think of more creative ways to advertise it in the future.</p> <p>Ally and Sharon provide instructional presentations and are there for extra help. Canvas is a versatile tool and need to keep it going.</p> <p>Chez reported that Classified Professionals are very outnumbered on the professional Development Committee and they need more</p>			

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	participation and ideas. Please contact Chez so that there can be more topics for Classified Professionals.			
9. Classified Senate Reports a. Treasurer's Report	General Fund – Unclear Trust and Agency – Unclear			
10. Committee and Group Reports				
Board of Trustees	BOARD OF TRUSTEES <ul style="list-style-type: none"> • No Report 			
District Committees	DISTRICT COUNCIL ON ADMINISTRATIVE SERVICES/CONSULTATION COUNCIL <ul style="list-style-type: none"> • There was some talk of reclassifying certain positions, such as HR analyst: we are currently in the 5th percentile in terms of salaries. This was pulled for now: could be an opportunity to restructure district HR. • For a long time the colleges have been asking for HR representation on campus for example. District has secured a grant to work with VCTB on offering services around class schedules etc: one issue is how to track students. Simple solution would be ID cards, but not all students have one as these are paid for. • New Student Services Assistant is being established for the career center. DISTRICT CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE <ul style="list-style-type: none"> • No Report EQUAL EMPLOYMENT OPPORTUNITY COMMITTEE <ul style="list-style-type: none"> • No Report 			
Campus Committees	ADMIN COUNCIL			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<ul style="list-style-type: none"> • Forums with third party outside consultant and the public regarding Santa Clara valley center. 25th in SP and 26th in Fillmore. This is a district initiative. • Final grades are in and we had 1300 student on probation dismissal • 2017-18 enrollments, including the four week, did not meet targets but are UP on the year before. This is good! We all impact this: faculty, staff and managers. So thank you from Kim. • Counseling will be walk in all day, all counselors, on all Wednesdays starting this fall. • Fillmore HS is opening up a computer lab at their adult school for students to take VC online courses leading to a degree or certificate. This is great. Access seems to be a big impediment for Fillmore students – valedictorian is working at McDonalds bc college was far and unaffordable. • Deans held a retreat: theme for next year will be health/wellness and safety (conflict resolution). (This is also in line with the July TT). • Holiday party Dec 18: need to start thinking about baskets. • Division of IEE now IE only. <p>BUDGET RESOURCE COMMITTEE</p> <p>COLLEGE PLANNING COMMITTEE</p> <p>STUDENT SUCCESS COMMITTEE</p> <p>GUIDED PATHWAYS STEERING COMMITTEE</p> <p>ASAG</p> <p>PROFESSIONAL DEVELOPMENT ADVISORY GROUP</p>			

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SEIU Update	Felicia gave an update on SEIU status.			
11. Guided Pathways Update	Tatiana not too much to report. Made groups called Clarify, Enter, Stay and Exit and will be meeting soon, possibly June 25 th and 26 th . Starting in the Fall, the main design team will begin to oversee work groups. Each group will have two leads			
12. Back-to-Scholl Celebration	Discussed earlier in meeting			
13. Future Agenda Items a. Evaluate Goals and set new goals				
K. Adjournment	11:53 p.m.			
Next Meeting Date:	July 5, 2018			