



**Classified Senate**  
**2019-2020 Academic Year**

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

**Guests Present:** Phillip Briggs, Patti Blair, Sue Royer, Grant Jones

**Present:** Jeanine Day, Erin Askar, Brenda Marin, Chez Harper, Carol Smith, Veronica Allen, Tatiana Lawler

**Online via Skype:** Nan Duangpun, Pamela Yeagley, Andrea Rambo, Eileen Crump, ali Pacheco, Alex “Rock” Fredell, Susana Motu, Sharon Oxford, Sandy Mason, Katheryn Solorio, Matt Moore

**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>
• <b>Call to Order</b>	Seb began meeting @ 10:32 am.			
• <b>Adoption of Agenda</b>	Quorum met.  Discussion: Olivia asked to have items moved	Olivia moved to approve the agenda. Erin seconded.  Agenda approved.		
• <b>Public Comments</b>	None			
• <b>C Executive Team Updates</b>	Emergency Notification System – New system for emergency phone app information shared. Discussion facilitated by VC Supervisors, Sue Royer and Grant Jones.			

	<p>Discussed the recent events (i.e. Thomas and other fires, transients on campus, incidents regarding active shooters, etc.) and how planning has evolved since these recent events. Discussed timeline for implementation. Discussed the phases and the schedule for training that was sent to all classified via email.</p> <p>Seb expressed appreciation for their time and for the information presented to the Classified Senate.</p> <p>FTEF Allocation Model – Phil Briggs Dean Briggs explained the new allocation model in detail and facilitated the discussion that followed. He provided two handouts for review.</p> <p>He added that this model is not something that is voted on or set in stone, but he is very interested in the feedback that Classified Professionals can add.</p> <p>VC Website – Patti Blair Patti Blair from the district office shared her update on the most recent website redesign and facilitated the discussion that followed. The project should be finalized by Dec 1<sup>st</sup> and have a soft launch in March with an official launch in May.</p> <p>The update to faculty pages will be determined by each college. The district will be working with administrators to determine who will be updating what.</p> <p>Patti walked those in attendance through the VC website and pointed out the highlighted change. The VC Newsroom was launched first. Discussed the process for marketing requests. A training schedule will be set up soon.</p>			
<ul style="list-style-type: none"> <li>• <b>VCCS Calendar and Housekeeping</b> <ul style="list-style-type: none"> <li>➤ Committee Representation</li> <li>➤ VCCS Professional Development Advisory (Action)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Committee Representation Jason left VC and the district. He will be missed and is recognized as a Classified Professional asset. Thank you to Jason Robinson. Now the Senate has vacancies on the CPC and BRC committees, so we need to vote in new reps to fill in those vacancies. Seb called for volunteers.</li> <li>➤ VCCS Professional Development Advisory (Action) Olivia reported/presented the PD council charge as written by the</li> </ul>	<p>Olivia moved to approve the goals. Chez seconded. Goals passed.</p>		

<ul style="list-style-type: none"> <li>➤ Halloween Decorating Contest Debrief</li> <li>➤ Classified Friendsgiving</li> <li>➤ Holiday Basket Fundraiser</li> </ul>	<p>committee. She also shared the VC PD charge for the campus. Worked on some goals at the last meeting to bring forward for a vote. Would like to see everyone in attendance, if not in person, then via Skype at the next meeting. No vote needed to approve the charge, because it was already approved.</p> <ul style="list-style-type: none"> <li>➤ Halloween Decorating Contest Debrief Tabled – due to time constraint</li> <li>➤ Classified Friendsgiving Save date on calendar: November 21<sup>st</sup> Potluck Style. Peder to provide Turkey. Mealtrain sign-ups.</li> <li>➤ Holiday Basket Fundraiser Need to reach out to volunteers. Contact Seb if interested.</li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Classified Senate Reports</b> <ul style="list-style-type: none"> <li>➤ Guided Pathways – SOAA</li> <li>➤ Board of Trustees Proceedings</li> <li>➤ Equity Plan</li> <li>➤ Treasurer’s Report</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Guided Pathways – SOAA – 1st Reading (Attached) No time to vote on it today.</li> <li>➤ Student Housing Tabled for further discussion. Seb gave a brief on the need to bring this to the Senate for discussion. Keep it in mind. What does it mean for Classified? We will have a 10 min conversation about it at the next meeting.</li> <li>➤ Sustainability Tabled</li> <li>➤ Treasurer Report No report</li> </ul>		<p>Bring SOAA to Dec mtg for vote. Information will be sent out via email.</p>	
<ul style="list-style-type: none"> <li>• <b>Committee and Group Reports</b></li> </ul>				
<ul style="list-style-type: none"> <li>a. <b>Board of Trustees</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ Tabled – no reports due to time constraint</li> </ul> <p>BOARD OF TRUSTEES</p>			
<ul style="list-style-type: none"> <li>b. <b>District Committees</b></li> </ul>	<p>DISTRICT COUNCIL ON ADMINISTRATIVE SERVICES/CONSULTATION COUNCIL</p> <p>DISTRICT CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE</p> <p>DCAS</p> <p>EQUAL EMPLOYMENT OPPORTUNITY COMMITTEE</p>			
<ul style="list-style-type: none"> <li>c. <b>Campus Committees</b></li> </ul>	<p>ADMIN COUNCIL</p> <p>BUDGET RESOURCE COMMITTEE</p> <p>COLLEGE PLANNING COMMITTEE</p>			

	STUDENT SUCCESS COMMITTEE GUIDED PATHWAYS STEERING COMMITTEE ASAG PROFESSIONAL DEVELOPMENT ADVISORY GROUP			
• <b>SEIU Update</b>	Tabled due to time constraint.			
• <b>Approval of Minutes</b>	No discussion regarding this item.	Olivia moved to approve minutes pending revision necessary. Jeanine seconded. Minutes approved unanimously.		
• <b>Future Agenda Items</b>	• Program Review – Classified Hiring Prioritization		Move to December action item.	
• <b>Adjournment</b>	12:00 pm			
• <b>Next Meeting Date:</b>	December 5, 2019			