

# CLASSIFIED SENATE MEETING MINUTES

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FEBRUARY 8, 2019

1:00-2:30 p.m. – President’s Conference Room

**Call to Order:** The meeting was called to order by Judy Rodriguez at 1:05 p.m. She gave a review of the caring campus initiative.

**Roll Call:** Attendees: D. Baeza; Jeanette Frausto; Abe Fulgham; Christie Gabriel; Angela Grotke; Ernest Guillen; Anabel Martinez; Krista Ornelas-Mora; Gabriela Padilla; Dena Peters; Girija Raghavan; Judy Rodriguez; Phylicia Sanchez

**Approval of Agenda:** Ernest Guillen motioned to approve the agenda as written; Anabel Martinez 2<sup>nd</sup> the motion. The agenda was approved by general consensus.

**Approval of Minutes:** December 14, 2018; Judy Rodriguez noted we did not have formal minutes for the meeting in January 2019; this was more of a business meeting connected to opening day events. There was discussion on the December minutes, some additional information was needed. The minutes were **TABLED** to the next meeting.

**Public Comment/Guest:** “Get t Know” — Campus Business Office & Mailroom—Anabel Martinez, Account Clerk/Mailroom, shared what she does in the Campus Business Office. She handles dispatch for maintenance (unlock classroom doors/custodial X4453); reviews free speech applications; holds checks (advances/travel, financial aid, paychecks/warrants, grant payments), sells postage stamps, exams, cash parking decals, parking permits, distribution of annual parking decals. She noted that the mailroom can send out packages.

**New Business/Discussion:**

- A. **Valentine’s Day Basket**—Phylicia Sanchez promoted the Classified Senate’s fundraiser raffle prize. The last day to purchase raffle tickets is Wednesday, Feb. 13. Discussion on whether or not to sell tickets to people outside of the campus.
- B. **College Night, Ontario Reign**—Phylicia Sanchez shared a flyer on upcoming event, College Night, a get-together for classified employees. This is a hockey game, tickets are \$17, event is on Feb. 22<sup>nd</sup>, at 7 p.m. Proposed to make a motion on preordering some tickets. **Abe Fulgham motioned** to approve the preorder of 20 tickets; **Anabel Martinez 2<sup>nd</sup> the motion**. All in favor, approved by general consensus.

- C. 4CS—Members of the e-board attending this regional event on Jan. 31<sup>st</sup>. Ernest Guillen gave a review of the event. The group came back with lots of info and ideas to grow our senate.
- D. District-wide Collaboration Events—We would like to get CHC and the union involved as a multi-district to collaborate on events. There is funding in HR/EEO to help bring all together and help change the campus culture.

**Reports:**

- A. **President:** Judy attended College Council, and discussion on program review assessment, and one-time funding. She also attended District Assembly, and noted the members are reviewing the purpose of the meeting, which currently reviews board policies. There needs to be discussion on board policy revisions. The Classified Senate currently has five vacancies for senators and Judy is working to get a current committee's list.
- B. **Treasurer:** Phylcia noted we're still waiting to deposit monies to the credit union. She distributed a handout and reviewed the General, Scholarship and Foundation Scholarship disbursements and balances for each. She highlighted upcoming fundraiser, pancake breakfast at Applebee's in Highland on 4/20, she is looking for sign-ups to help sell tickets. There is potential to make up to \$500 on this event. The senate is also exploring a possible turnaround to Stateline fundraiser in June (6/9/19)
- C. **CSEA:** Ernest said that union activity is normally slow in Jan./Dec. and we will have more info to share in the future (ref. recent email, CSEA January 2019 Newsletter).
- D. **Committees:**
  - a. Budget: Girija said the committee reviewed the campus budget and funds were allocated for program review needs assessment; next process is program efficacy.
  - b. Program Review: Christie Gabriel has noticed a decline in classified employees; SBVC is down about 14% in the last five years; there is no policy on rehiring classified staff when they leave.
  - c. Professional Development: Dena Peters mentioned the subcommittee for Classified Connection Week will take place following the professional development committee meetings. There will be a survey going out to classified employees; planning for classified connection week to take place the first week of 4/10 work schedule.
  - d. Accreditation: Dena shared that the committee is starting the process to develop the self-study report, which is a two-year process. Our next accreditation visit will be in 2020.

**Open Floor—10 Minutes:**

There was discussion on the parking lots, due to a D. Baeza, safety officer, being in attendance. He talked about “CFW”—calls for service, and best ways to deter people from parking in dedicated parking lots and cars dropping people off and double parking in the lots.

**Meeting Adjournment:** Judy said the next meeting will be on March 8 in the Library Viewing Room. There was brief discussion on ways to get more participation from classified staff to attend meetings. The idea of a raffle for Disneyland tickets at the end of the year, one ticket for each meeting attended.

Minutes submitted by Dena M. Peters, Classified Senate Secretary

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