

**Classified Council Meeting**  
**Thursday, December 13, 2012**  
**Location: Bld. 2, Room 2220**  
**Time: 12:00 pm-1:00 pm**  
**Minutes**

1. Welcome: Barbara Daley welcomed Sabrina Lawrence-Gomez, Sustainability Coordinator and Anjana Richards, Director of the Workforce Grants and Services, Sustainability Initiative Program.
2. Approval of minutes: During approval of the minutes, Linda Allen made a motion to approve the September minutes as is. Pat Tyler seconded the motion. If there are any changes, let us know. Linda Allen made a motion to approve the November minutes; Pat Tyler seconded and the minutes were approved.
3. Treasurer's report: See's Candy sales. We made a profit of \$936.90, leaving a balance of \$3,582.24. We have a total of \$864.00 for scholarships.
4. Sustainable Campus Initiative: Anjana Richards discussed the following Skyline and District activities:

President's Innovation Fund grant for the sustainable initiative  
Academic programs  
Environmental science class  
Support faculty  
Student projects  
Workshops

District: Jose Nunez is Vice Chancellor of Facilities Planning, Maintenance & Operations  
Regarding Facilities planning and strategy for the District: there is a Steering Committee and a consultant for each college  
Skyline Ambassador Network  
There will be a flyer coming out with a strategic plan to show and to teach faculty and staff how to get involved.  
Right now we are at the draft stage (coming soon to College Council)  
People and students are active in the project; it is an avenue to learn  
Efforts are being made to get everybody on a paperless system  
English faculty is already on board  
We are trying to capture all the effort going around the college

The staff was asked if anyone was involved in the accreditation self-study. There was discussion about Standard III: RESOURCES which covers Human, Physical (including Facilities), Technology, and Financial Resources. The following topics were touched on:

The athletic field is synthetic, durable, and safe.  
Electric vehicles /Auto stations: we got a grant from the energy commission for charging stations.  
We talked about the grassy field by building 4 and potential ideas to change that field to avoid any waste of water.  
Recyclable (compostable) bags  
Standard III meetings are on Thursdays at 2:10

Linda Allen invited Anjana and Sabrina to come back to talk about plans on what we can do to help promote our sustainability program.

Project Go Green: this is a project to make sure staff and faculty is aware of ideas on how to make your workplace greener. Always try for the opportunity of making your office go green. Division such as SMT and Language Arts are already working on going green. With the assistance of several divisions and the Workforce Development, currently, we have some classes that concentrate on the idea of going green. Some of the classes are in the following subject:

Environmental Science  
Solar  
Energy Efficiency  
Some English classes are already participating.

5. Professional Development Opportunity: Skyline Counselor, Melissa Komadina, discussed the upcoming OnCourse training workshop.

Counseling- BSI and CSI – OnCourse  
OnCourse, a 4 day workshop, is available to all campus members including Classified Staff  
OnCourse teaches self-responsibility, motivation, and how we can support students  
Jonathan Brennan- is our west coast representative. He is leading 2 day OnCourse training in April in Costa Mesa. Cost is half price; it is a great opportunity  
PEDAC and Classified Development: Please check with Nina or Sherrie Prasad for funds.

6. Committee Reports / Other:

Logo for Classified: put on agenda for future discussion  
Classified Council should create a flyer about how staff can make payroll deductions of \$5 (or more) per month to support the Classified Scholarship fund. SMCCC Foundation handles the paperwork  
Discussed planning for this year's retreat and workshops  
Suggested topic for retreat: Dealing with difficult people

7. Good of the order: 12:50

**MISSION STATEMENT:**  
**TO EMPOWER AND TRANSFORM A GLOBAL COMMUNITY OF LEARNERS**