

**Skyline College**  
**Classified Senate Meeting**  
**Minutes**

Thursday, July 7, 2013  
12:00 pm to 1:00 pm

**Present:** Linda Allen, Michelle Amaral, Barbara Daley, Ricardo Flores, Nancy Lam, Barbara Lamson, Kennya Ruiz, Pat Tyler

Linda Allen called the meeting to order, and asked the June minutes to be approved. Pat Tyler made the motion to approve and was seconded by Barbara Daley, and the motion was carried.

**Summer Retreat:** The one day summer retreat will be on July 25<sup>th</sup> at the CSM Clubhouse. Conference attendance forms are to be handed into Linda Allen after they are signed by the respective Deans and she will then turn them all in for either of the VPs to sign. As of today, about 11 people informed her they will be attending, beside the Executive Board members.

Confirmed number of attendance is needed by July 17<sup>th</sup> for the caterer, Esposto's, and tickets for Filoli Garden. Barbara Lamson asked about method of payment, by procurement card or invoiced. The District has an account with Esposto's, so the catered lunch will be billed. Kennya Ruiz said she could use her procurement card for the Filoli tickets, and Barbara Lamson said she needs to let her Dean know because the amount will be reimbursed; Kennya is to fill out one of those forms for Club reimbursement and send it to her together with the receipts.

Number of flasks of coffee & hot water for breakfast was discussed and it was suggested we should see if Kevin (Bookstore) would be willing to donate them. Executive Senate members were to purchase breakfast items separately and then reimbursed.

**Classified Development:** Barbara Daley said she would like ideas to present to Nina Flores for classes tailored towards Classified employees during Flex Days; current subjects are mainly geared towards Faculty. If people have suggestions or ideas, email them directly to her, and hopefully at the retreat, it can be brought up.

Ricardo Flores was asked whether he would be able to teach some kind of class, and he said he had requested the survey list from Linda Allen, and has reviewed it to see what people were mainly interested in. Banner training, and Health & Wellness were the most requested, followed by computer skills of which Excel was the most requested. Ricardo said he is curious why people only request Excel when there are so many other computer applications out there. Banner poses a challenge because not everyone has access to it and for those that have access, it is either the financial or student side; and the college computer labs are not equipped for Banner training. Barbara Lamson basically does Banner training for financial people or will do individual training. Other requests were Work/Life Balance and Time Management. Pat Tyler said she would like to learn more about Outlook, and wanted to know whether we have a web page dedicated just to Classified where we can upload articles and other things to share. We do have a web page for the Classified staff, and Linda said she forwards everything to Jared Martin and he uploads everything for us. Ricardo said the Web Access is another alternative for us to post Classified information; this is more private because people will have to log on with their G number.

He said he shared our list with Nina Flores, and he said since he transferred to Skyline from Canada, he has not seen any kind of training geared towards Classified staff, and she agreed. He said they are upgrading the Moodle from 1.9 to 2.4 for the Fall semester, and most of their time now is taken in training Faculty using the upgraded version.

Ricardo explained what Moodle is and how it is spelled, and he said it is Web Access within our District, but Moodle to the rest of the world, and it stands for Modular Object-Oriented Dynamic Learning Environment. He said faculty can use this to teach a class online, it is basically their classroom. He said

TRIO & EOPS sign their students into it and then use it as a communication hub. It would be great to start training Classified staff on using the Moodle, but for now, they have to train the faculty first.

MOOC, Ricardo said it is not Moodle, and MOOC stands for Massive Open Online Course. He said it is an open online class that started about ten years ago but just sort of took off about two years ago. MOOC is free via the web and it allows materials to be posted, and provides interactive forums for users. The only downside to this is when one signs up for a MOOC class, no college credit is given, really beneficial to people that are postgraduates, not for undergraduates because they are not that prepared or structured in their learning yet.

**2013-2014 Calendar:** The Senate said they need to plan the upcoming year's calendar, like the See's Candies fundraising; or any other kind of fundraising. Bake sales were not allowed anymore. Members were wondering if there were plans for other kinds of fundraising; Linda Allen said maybe we could work with local restaurants on events. She said Classified staff used to meet about once a month off campus to network and socialize and she would like to bring that back. She would also like to come up with a date for our Spring Retreat, and workshops. Participation is another area we need to work on, and once she has the list of Classified participation on committees, she will send it Annette Perot. A Meet & Greet Coffee was suggested.

**Next Meeting: To be announced**

Respectfully submitted,  
Nancy Lam, Secretary