

Skyline College
Classified Senate Meeting
Minutes

Thursday, April 10, 2014

12:00 pm to 1:00 pm

Present:

Linda Allen, Barbara Daley, Kathy Fitzpatrick, Michele Hagggar, Linda Herda, Nancy Lam, Barbara Lamson, Kenya Ruiz, Crystal Shetaya, Pat Tyler,

Linda Allen called the meeting to order and asked the March 2014 minutes to be approved; it was approved based on the changes Linda Allen made.

Academic Calendar: Per discussion from March's meeting, Sue Lorenzo from Admission & Records and Regina Morrison could not make it to today's meeting because they were due to an Administrative Retreat. Crystal Shetaya from Financial Aid gave us the perspective of their department on an early semester start date. Their department feels the added pressure with an earlier start date in the spring, it was slightly better when it was the third week in January as to the second week. They have to wait for grades or any grade adjustments, calculations etc. before they can issue the financial checks; and often they are under staffed because not everyone is back from their break. The students in turn are anxious and frustrated because they need the money to buy books, etc.

Kathy Fitzpatrick said with the early start, it does not give the Division Assistants sufficient time to work on the schedules. She said she really only have limited periods where she can take vacation time. She did not know that she can get a sub if she goes on vacation. It was noted that getting a sub basically depends on the department and the supervisor.

The number of school days in any academic year is mandated by the State, if start date is later, it will mean a later end date, and more often than not, faculty are against a late end date. Also, there are more Flex Days on the academic calendar. Linda Allen said she will do further research on who decides on the start date of each semester.

Scholarship: This year the Classified Senate will give out two \$400.00 scholarships together and there will be a \$915.00 scholarship from the Faculty and Staff, which was the amount raise at last year's Year End Celebration fundraising. This year there were 381 applicants for overall scholarships. We need more classified staff on the committee.

Gathering of Senates: Linda Allen said a call was put out by the State looking for a college to host this event where Classified Senate Presidents and officers meet. She put our name in the hat to host the event and was chosen. The event will be on July 17, 2014, with approximately 50 – 60 Presidents, Officers attending. We will provide the food, and the money will be reimbursed back to us, and a room has been secured. She will have more details closer to the event.

2014-2015 Executive Board Elections: Linda Allen encouraged everyone to run for the Executive Board and to send her the name. As of now, we have Alana Utsumi running for President, Michele Hagggar for VP, and Linda Herda for Secretary. The current members will be elected into office if no one else runs. Linda said she might run for Bay 2 Classified Senate Representative.

2014 Summer Retreat: The Executive Board has decided on Tuesday, June 24, 2014 for the summer retreat, and the location will be at CSM because Canada's clubhouse was too expensive. Captain's House at Coyote Point was suggested as another possibility. Workshop would tentatively be around career building and interview techniques. Code of Ethics will be a topic for discussion because like the last summer retreat, we had a lot of inputs for our Constitution & Bylaws. Nancy Lam reported back that Rich Brown would be unavailable to teach a class on Qi Quong (Tai Chi) because he is out of town. Walks and hikes were suggested for the recreational side of the retreat; and Michele Hagggar said she knows someone

that practices Tai Chi and will check, but willing to teach a stretching technique class if we cannot find other things to do.

Code of Ethics: We have to work on it because our Senate is the only one without one; Faculty and Student Association all have theirs. We will have a draft copy available for all to review at the summer retreat.

Good of the Order: The upcoming Classified Senate sponsored social event will be on Thursday, April 17, 2014 from 4:30 – 6:30pm, at the Surf Spot in Pacifica. The Senate will provide \$100.00 worth of appetizers but each attendee is responsible for their own drinks.

Next Meeting: First Thursday of each month

Respectfully submitted,
Nancy Lam, Secretary