



Classified Senate Meeting Minutes

February 2nd, 2017 1:30pm-2:30pm

Present: Nancy Lam, Kennya Ruiz, Connor Fitzpatrick, Christina Trujillo, Belinda Chan, Timurhan Vengco, Gretel Barreto, Maggie Li, Sandra Hatzistratis, Kristina Brower, Kathy Fitzpatrick, Barbara Lamson, Michele Haggar, Alana Utsumi, Brittney Sneed & Marisa Thigpen.

- 1) Vice President Update: Due to health issues, Vice President Alana Utsumi will be stepping down from V.P position. Resignation letter will be posted on classified website.
 - a. President Michele Haggar appoints Christina Trujillo-welcome aboard.
- 2) Approve/Discuss November meeting minutes
 - a) Alana Utsumi made motion to approve & Connor Fitzpatrick seconded.
- 3) Committee Updates
 - a) **Barbara Lamson**-Strategic Planning and Allocation of Resources Committee (SPARC): a synopsis of the budget committee located & updated in Skyline Shines and on website. Budget for 2017-2018 tentative for now but have money to function and are not in the red.
 - b) **Belinda Chan**-Accreditation Oversight Committee (AOC): No meeting in spring 2017 yet/ met on Tuesday to discuss Title V Grant.
 - i) Institutional Effectiveness Committee (IEC)-Jan 30th
 - ii) New components of Institutional Effectiveness Framework of Indicators (IEFI) was released from Chancellor's Office. The Committed against to include the 8 components on the metrics in Year 3 due to: 1) the Chancellor's Office's definition to the 8 components are not well defined and 2) the data provided from the Chancellor's Office is not accurately reflecting our courses. Thus, the success rates are not measure properly.
 - iii) The Committee will review and review Balanced Scorecard in this term.
 - iv) Stewardship for Equity, Equal Employment, and Diversity Committee (SEED) – Nov 22
 - (1) A guest, Nick Langhoff, provided an updated pertaining to HSI Title V Grant, which Skyline College is applying. Nick Langhoff joining by SEED members (Lucia Lachmayr, David Reed, Luis Escobar, Ricardo Flores, Michael Stokes) will be involve in the writing, which will be due in summer.
 - (2) Chad Thompson updated the SEED that Dream Center opened on February 1, 2017. He is looking for volunteers to help station the center. In the meanwhile, he is looking to hire a temporary Staff Assistant to station in Dream Center. For information about volunteering or Dream Center, please contact Chad Thompson.
 - c) **Michele Haggar**-No longer at the Transfer Center has a new position with the Career Center.
 - d) **Kristina Brower**-Advisory Committee for Employment (ACE): working on different types of development days to support staff.
 - i) Discussing possible ways to stream some workshops and to have some of them be continuous workshops, so that they are not just only for an hour.
 - ii) Discussion about creating some type of account where staff can track their own professional growth workshops and use them towards their personal evaluations.
 - e) **Sandra Hatzistratis**- Health & Safety: They have not met yet.
- 4) Classified Staff Scholarship Award Discussion/voting
 - a) Scholarship comes from See's Candy. We raised \$911 this year-more money than last year. Thank you everyone.

- i) Scholarship 1 \$400 Requires: 3.0 GPA. Must be a continuing student. Can only be awarded a Skyline Classified Senate Scholarship one time. Student who is not receiving any other scholarship. Student shows a financial need.
 - ii) Scholarship 2 \$400 Requires: 3.0 GPA. Must be a continuing student. Can only be awarded a Skyline Senate Scholarship one time. Student who is not receiving any other scholarship. NO financial need requirement.
 - iii) Suggestion to leave as is because deadline is approaching. Changes to criteria can be made next year.
 - b) Alana Utsumi made motion to keep as two \$400 Skyline Classified Senate Scholarships & Kristina Brower seconded.
- 5) Faculty/Staff Scholarship Award Amount Discussion/voting
 - a) Alana Utsumi motioned to keep 2 scholarships at \$400 each and Connor Fitzpatrick seconded.
 - b) There has been no change in the criteria for both scholarships.
- 6) CCTL-Canvas Training
 - a) Nina Floro & CCTL staff trying to create workshop for staff regarding CANVAS. Most workshops offered have been for faculty but not so much for staff. Nina will want staff feedback/questions regarding CANVAS-contact her about it.
 - b) Ryan Samn is current person at Library hosting workshops & answering questions regarding CANVAS. He is located at the information desk inside the library.
 - c) Currently working on some type of 'help' button or 'Ask Me' button to assist students, staff & faculty with any CANVAS questions. They are thinking of placing it somewhere on Skyline's website.
- 7) Classified Appreciation Breakfast
 - a) Date: Tuesday May 16th 8am-9:30am Bld. 6 Rm 203.
 - i) Volunteers needed- if interested contact either Belinda Chan, Nadia Tariq, Karen Dimalanta & Linda Allen.
 - ii) Michele Hagggar will create a calendar RSVP to keep track of how many people will be able to attend.
 - iii) CSEA will give \$80 & Classified Senate will give \$100 towards breakfast expenses
 - b) Barbara Lamson made motion to donate \$100 to the Classified Breakfast and Nancy Lam seconded.
- 8) Announcements
 - a) CLI Update-registration is now open. Will be doing lottery once we have open spots.
 - i) Dates will be June 15th-17th during first week of summer 2017 semester.
 - b) NCORE (National Committee on Race and Ethnicity) Registration information May 30-June 3rd 2017.
 - c) Beach clean-up volunteer opportunity
 - i) Saturday February 25th at 9am in Pacifica. If interested in participating e-mail Michele Hagggar.
 - ii) Plans in the works to have a monthly volunteer event.
- 9) Alana Utsumi made motion to end meeting and Christina Trujillo seconded.