



Classified Senate Meeting Minutes
September 6th, 2018 2:00pm-3:00pm

Classified Present: Michele Haggar, Ana Gutierrez, Belinda Chan, Angelica Mendoza, Gretel Barreto, Ame Maloney, Sherrie Prasad, Ricardo Flores, Chris Weidman, Maggie Li, Kennya Ruiz, Golda Margate, Sherri Wyatt, Alana Utsumi, Connor Fitzpatrick, Nancy Lam, Kristina Brower and Sandra Hatzistratis.

Special Guests: Michelle Batista, Student Crisis Support Manager

1. Guest Speaker-Michelle Batista
 - a. Campus Assessment Response Evaluation and Support (CARES)
 - i. Design as a resource to help faculty and staff report any concerns about students who may be in distress.
 - ii. All information regarding the CARES team can be found in the website:
<http://skylinecollege.edu/cares/index.php>
 - iii. The purpose of the report is to report behaviors of concerns, such as:
 1. Emotional distress
 2. Nervousness and or anxiety
 3. Expressing suicidal thoughts (If emergency call public safety or 911)
2. Review/Approve both May and September Meeting Minutes
 - a. Both May and September minutes will be approved at the October meeting
3. Committee Updates
 - a. **Belinda Chan – Institutional Effectiveness Committee**
 - i. Accreditation Institutional Self Evaluation Report (ISER) also known as the self-study will be soliciting feedback from stakeholders and experts
 - ii. Accreditation Forum will be Tuesday September 25, 2018 in building 6 room 202
 - iii. The Program Review Process has been updated.
 - b. **Sandra Hatzistratis – Health Safety and Emergency Preparedness**
 - i. Health and Safety has now merged with Emergency Preparedness
4. Accreditation Updates
 - a. Encouraging all Classified staff to attend the open forum taking place Tuesday September 25th, 2018.
 - b. Accreditation visit will be October 2nd-5th, 2019
5. Guided Pathways Meta Majors Updates
 - a. Three additional spaces have been added for Classified representatives to participate
 - i. The three spots were filled by: Michele Haggar, Sherrie Prasad, Angelica Mendoza
 - b. If there are any questions, concerns, ideas or any additional information regarding Guided Pathways let either Michele Haggar, Sherrie Prasad and or Angelica Mendoza know.
6. General Updates
 - a. Classified Leadership Institute
 - i. The ideas voiced out during our August Opening Day meeting have been shared with the CCTL team.
 - ii. A discussion was held regarding workshop ideas for Classified staff
 - iii. If anyone has any ideas about topics they will like to see for the next CCTL Flex Day, contact Michele Haggar.

- b. The district's professional development team will be including more workshops geared towards Classified staff. Announcements will start going out during the spring 2019 semester.
- 7. Announcements
 - a. Book Club
 - i. Classified Staff to participate in a book club.
 - ii. The goal is to have all those who participate do a CCTL workshop on the book
 - iii. Meeting times for the book club to be determine.
 - iv. Book chosen: *Redesigning America's community Collages* by Thomas R. Bailey
 - b. Senate Fall Events—will be finalized by next Classified Senate meeting
 - c. Student Scholarship Fundraiser through Foundation
 - i. Budget—our budgets are still being discussed
 - ii. Classified Senate money comes from fundraisers
 - iii. For any fundraising ideas, contact Michele Haggar.
- 8. Meeting adjourned by Michele Haggar at 2:55pm