



**Classified Senate Meeting Minutes
October 4, 2018 1:30 pm – 2:45 pm**

Classified Present: Grace Beltran, Kathy Fitzpatrick, Ricardo Flores, Ana Gutierrez-Gamez, Michele Haggar, Maggie Li, Ame Maloney, Angelica Mendoza, Sherrie Prasad, Alana Utsumi

1. Approve/Discuss Meeting Minutes
 - a. No August minutes to approve because of flex day activities
 - b. May 3, 2018 minutes unanimously approved - moved by Alana Utsumi and seconded by Maggie Li (Abstentions: Grace Beltran, Kathy Fitzpatrick, Ana Gutierrez-Gamez, Ame Maloney)
 - c. September 6, 2018 minutes approved with the following adjustments - moved by Ricardo Flores and seconded by Maggie Li (No abstentions)
 - i. Item 1: Add Michelle Batista's contact information
 - ii. Item 6.a.iii: change "will" to "would."
 - iii. Item 7.a.iv: Change "Collages" to "Colleges."
2. Committee Updates
 - a. Michele Haggar – She reached out to the Health and Safety Committee chairs about the overlap in scheduling with the Classified Senate meetings. They are not able to change the time of the meeting because it meets the needs of most of their members. They have asked staff to rotate their attendance between the committees. There are numerous members of staff on the H&S Committee, some as representatives of Classified Senate, some as representatives for their departments/divisions.
 - i. Just for reference, Committee reps are sometimes appointed to represent the Classified Senate, but sometimes as representatives for their departments. You are only required to update at Classified Senate if you represent the Senate.
 - b. Ricardo Flores – The CSI Task Force (for basic skills) met recently. They worked on defining 2018/19 goals, exploring how they can support the redesign theme. Faculty member Mustafa Popal did a presentation on the redesign. The Task Force feels they cannot necessarily be "student ready" if we feel uninformed about the theme. Interpretations can be different. To make sure all are on the same page, there should be a unanimous consensus published on the website. That idea is being further explored.
 - c. Ricardo Flores – CTTL: FLEX DAY Update – October 10 is Flex Day and many of the day's activities reflect info that staff need to know about becoming student ready. CTTL is trying to work out more District Professional Development sessions at Skyline, particularly on Flex Days. There are some current sessions designated as "manager training," but Michele is asking for them to be opened to staff and not designated as such, since we are also interested in that kind of leadership training.
 - d. Ricardo Flores - MY LEARNING PLAN – look out for this software to allow all employees of to go online and make a professional development plan including workshops and conferences. It provides reports for management, which will have a line of approval, probably through deans and division assistants.

- e. Ricardo Flores - TECHNOLOGY ADVISORY COMMITTEE – instructional equipment requests have gone out. If you feel you need technological equipment, you can visit the District Supported Goods and Services portal page at <https://www.smccd.edu/dsgs/> to get quotes from vetted companies. We get special pricing, but must purchase only specific equipment. You can also put in an IT request for a quote on a specific item. They create it for you and District does a requisition. FYI: There will be a CANVAS UPDATE on Monday October 8. IT will perform maintenance from 7-8 am.
 - f. Ricardo Flores – SEED – Lasana Hotep was absent, so Lucia Lachmayer stepped in. She asked everyone to take a look at the comprehensive diversity framework that was written several years ago. They want to use it as a tool, but it was written more as a statement. More than half the SEED members were new, so they wondered what it is, and why do we have it? They want departments to come and present to the committee, using the document as a tool. If you get SEED funding, you may get a request on presenting using this document.
 - g. Grace Beltran – INSTITUTIONAL EFFECTIVENESS COMMITTEE – They’ve had two meetings this semester. The ISIR Accreditation forum had low attendance, and they need more buy-in from the Skyline community. They did a review of SLOAC coaches. (Grace will provide list) They discussed the SLO strengths, weaknesses, and needs in the SLO process. Are they aligned? Do faculty and classified have all of the same shared goals? They discussed the new 8 strategic goals. (Grace will send list) How do they feed into each other so we understand wherever we are in the strategic plan?
 - h. Grace Beltran – District Participatory Governance – They’ve had 2 meetings where they reviewed board policies. The one most relevant to staff is the use of student email addresses for what they consider mass emails – emails sent to over than 100 students – which should normally go through MCPR. However, there were some concerns for special programs who need to email their particular students with pertinent information. They agreed that those special situations were ok for this. Law enforcement is now Districtwide, and goes through dispatch. If you call Public Safety, make certain the first thing you tell them is which campus from which you’re calling. They discussed the role and mission of public safety. The District has rejected the move to a sworn and armed police department. A rep from public safety will come in to the next meeting. One question brought up was about 5150 holds. Are 5150 holds disclosed to public safety? Currently, that info is not shared with public safety, but perhaps it should be?
3. Accreditation Updates
- a. The last open forum was not well attended. The next one (with costume contest) will be on October 31st. They want feedback on the draft, so each group will review a portion and share it out, so it will be very interactive.
4. Guided Pathways and Meta Majors Update
- a. Sherrie Prasad let us know the first Design Committee meeting had occurred, and there is a lot of classified representation (6,) answering resources and budget allocation timeline, and connecting moving parts to make sure it is efficient. The co-chairs need a Director of Guided Pathways to be placed so that they can answer these questions. The Director will connect between committee and administration.
5. General Updates

- a. Kathy Fitzpatrick – See’s Candy sale information will be sent out Monday, October 8th, and orders can be placed through November 9th. Candy will be available on Wednesday, November 28th.
 - b. Budget update – the Senate will be moving forward with SMCCC Foundation membership dues for fundraising for scholarships, implementing in FALL 2019. At that time, See’s will become the primary source for Senate business/development only, such as socials, potlucks, events, etc.
 - c. Book club update – the book club is still in development, but the first meeting will be October 25th from 12:30-1:00. The Book is “Redesigning America’s Community Colleges” by Thomas R. Bailey.
 - d. CTTL Flex Day Update – we received a handout from the august meeting with our responses to what types of CTTL workshops we wanted to see. The list went to Jessie Raskin.
6. Announcements
- a. CSEA Know Your Rights training is available all the time through CSEA. Visit <https://www.csea.com/web/Training> for more information.
7. Professional Development Needs
- a. The goal is for all constituencies to agree on one general understanding of PD.
 - i. Classified Staff, College Students, Faculty - what does PD mean for each of these constituencies?
 - b. Whom is responsible for planning to meet all of the needs?
 - c. How are we (Classified Staff) responsible for providing PD?
8. Agenda Building for Next Meeting
- a. November meeting will be joint with Academic Senate in Building 6.
 - b. How can we write a resolution to meet everyone’s needs in professional development?
 - c. Can we create a resolution about textbook affordability?

Motion to end by Alana Utsumi, seconded by Kathy Fitzpatrick at 2:46pm.