



Classified Senate Meeting Minutes
May 2, 2019 1:30pm-2:35pm

Classified Present: Sherrie Prasad, Sherri Wyatt, Angelica Mendoza, Belinda Chan, Sandra Hatzistratis, Golda Margate, Marisa Thigpen, Ame Maloney, Brittney Sneed

Special Guest: Carla Grandy, Director of Guided Pathways and Comprehensive Redesign

Secretary: Belinda Chan (substituting for Gretel Barreto)

1) Action Items

- a. Members pointed out some spelling errors for edit. Ame Maloney made a motion and seconded by Golda Margate to approve the March 7, 2019 minutes with proposed changes. Motion carried.
- b. Angelica Mendoza made a motion and seconded by Golda Margate to approve the April 11, 2019 minutes as written. Motion carried.

2) Committees Update

- a. Onboarding orientation task force for new employee formed on April 15, 2019, but no classified representative is currently on the team. Thus, the team is seeking for classified representative to participate.
 - i. The task force is:
 1. To provide guidance to all new employees about the available services on campus
 2. To minimize duplication effort
 - ii. Members suggested to create a survey to provide feedback about the task force as well as to recruit classified representative to join the task force
 - iii. Student services areas have been doing a similar package to new employee in their areas
- b. District Participatory Governance Committee
 - i. No changes to the Board Policy
- c. Health and Safety Committee
 - i. Due to the conflicting schedule with the Classified Senate Committee, representatives on this committee have been unable to participate the monthly Classified Senate meetings.
- d. Meta Majors and Guided Pathway Design Team
 - i. Meta Majors week will be held in October 2019. Detailed information will be announced campus-wide.
 - ii. Skyline College Preview Day will be held on May 10, 2019.
 1. 600 confirmed-to-attend Skyline College prospective students will be attending the event to learn about Skyline College through workshops, mobile gaming sites. 20 concurrent sessions will be available for attendees to choose from.
 2. The Preview Day in 2018 was held in August, which was too close to school started. Thus, the day has been changed.
- e. Institutional Effectiveness Committee
 - i. The committee discussed institutional goals' setting, as it is required by the California Community Colleges Chancellor's Office (CCCCO).
- f. Strategic Planning and Allocation of Resources Committee (SPARC)
 - i. This committee has not meet yet. The next meeting will be held on May 9, 2019.

- 3) Special Guest's Announcement – Carla Grandy
 - a. General Education (GE) Redesign is connecting classes with themes, which to increase students' interest and motivation in taking classes.
 - b. The redesign bundle will be developed in fall 2019 and pilot them in spring 2020.
 - c. Upon completion, a call-out will be sent to the campus for feedback.
 - d. For any questions, please contact [Carla Grandy](#).

- 4) 2019/20 Executive Board Members update
 - Michele Hagggar, President, unchanged
 - Sherrie Prasad, Vice President, unchanged
 - Belinda Chan, Treasurer, changed from Scott Mansfield
 - Gretel Barreto, Secretary, unchanged
 - Kennya Ruiz, Historian, unchanged
 - Golda Margate, Parliamentarian, changed from Belinda Chan

- 5) Book Club

The Book Club concluded successfully. It helped create a community of readers and helped promote leadership opportunities through a sharing on Flex Day. Thus, the Book Club will continue to meet. In Academic Year 2019/20, the book club members will read *Becoming a Student-Ready College* published by Association of American Colleges and Universities (AAC&U). Library has 15 copies to lend to book club members. Details to follow.

- 6) Change of Classified Senate Meeting Schedule

Beginning in fall 2019, Classified Senate meetings will meet for one and a half hours. The extended hours will entail general business items and professional development for classified senate members. Meeting times might change to the end of business day.

- 7) End-of-Year Celebration

The college-wide End-of-Year Celebration will be held on Thursday, May 16, 2019 in Rooms 6-202 to 6-206. Michele Hagggar will send out email to collect gifts and create a basket on behalf of Classified Senate for raffle drawing. Money collected from the raffle tickets will be contributed to students' scholarship. Volunteers are in need to set-up before and clean up after the event.

- 8) CSEA Breakfast

The Annual CSEA and Classified Senate sponsored appreciate breakfast will be held on Tuesday, May 21, 2019 at 9:00 a.m. to 10:30 a.m. Volunteers are in need.

Motion to end meeting by Grace Beltran, seconded by Marisa Thigpen at 2:51 p.m.

Minutes were approved by Members on September 5, 2019.